


10-1-1947

Special Libraries, October 1947

Special Libraries Association

Follow this and additional works at: http://scholarworks.sjsu.edu/sla_sl_1947

 Part of the [Cataloging and Metadata Commons](#), [Collection Development and Management Commons](#), [Information Literacy Commons](#), and the [Scholarly Communication Commons](#)

Recommended Citation

Special Libraries Association, "Special Libraries, October 1947" (1947). *Special Libraries, 1947*. Book 8.
http://scholarworks.sjsu.edu/sla_sl_1947/8

This Magazine is brought to you for free and open access by the Special Libraries, 1940s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1947 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.

SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 38

October 1947

NUMBER 3

PROCEEDINGS

Thirty-Eighth Annual Convention

Reports

Special Libraries
Association

1909-1947



DRAKE HOTEL

CHICAGO, ILL.

June 10-13, 1947

Published by
SPECIAL LIBRARIES ASSOCIATION

for SPECIAL LIBRARIES

ENCYCLOPEDIA OF VOCATIONAL GUIDANCE

Edited by Oscar J. Kaplan, San Diego State College

The Encyclopedia of Vocational Guidance is the most comprehensive single volume to be published in the occupational counseling field. It is the result of the conjoint effort of approximately 300 eminent contributors.

Among the subjects covered are:

- Vocational Guidance activities in the principal countries of the world.
- Life duration, accident rates, unemployment rates, and economic trends in the major occupations.
- The validity and reliability of the principle psychological tests used in counseling.
- Advisement of the physically and mentally handicapped, the foreign-born, and members of minority groups.
- Aptitudes required in the important occupations.
- The history of Vocational Guidance.
- Definitions of terms used in the Guidance field, including statistical terms.

1,500 pages

\$18.50

SLAVONIC ENCYCLOPEDIA

Edited by Joseph S. Roucek, Ph.D., Hofstra College

THE only up-to-date publication in English surveying the background and contemporary life and problems of Slavonic peoples individually and collectively.

Professor Roucek, with the active cooperation of over one hundred American and foreign scholars, assembled this large volume (of over one million words) covering the basic cultural, scientific, literary and sociological aspects of the Slavic nations: Bulgaria, Czechoslovakia, Poland, U.S.S.R., and Yugoslavia.

Containing hundreds of biographical references and supplemented by numerous photographs, drawings, maps and statistical tables, the volume also provides basic information on the lives of famous historical and living Slavs, in Slavic countries as well as abroad.

\$18.50

PHILOSOPHICAL LIBRARY, Publishers

15 EAST 40TH STREET, DEPT. 142, NEW YORK 16, N. Y.

Please Mention Special Libraries When Answering Advertisements

Special Libraries

VOLUME 38 Established 1910 NUMBER 8

CONTENTS FOR OCTOBER 1947

Reflections of a President	BETTY JOY COLE	235
Reports of Secretary, Treasurer and Editor		240
Reports of Chapters, Groups, Committees and Special Representatives		244
Events and Publications		266
Announcements		268

*Indexed in Industrial Arts Index, Public Affairs Information Service, and
Library Literature*

EDITORIAL COMMITTEE

ALMA CLARVOE MITCHILL, *Chairman and Editor*

ESTELLE BRODMAN
RUTH MILLER

MARGUERITE RUMMELL
FANNIE SIMON

WINIFRED YORK FORWOOD
Managing Editor

KATHLEEN BROWN STEBBINS
Advertising Manager

The articles which appear in SPECIAL LIBRARIES express the views of the authors, and do not necessarily represent the opinion or the policy of the editorial staff and publisher.

SPECIAL LIBRARIES published monthly September to April, with bi-monthly issues May to August, by The Special Libraries Association. Publication Office, Rea Building, 704 Second Ave., Pittsburgh 19, Pa. Address all communications for publication to editorial offices at 31 East Tenth Street, New York 3, N. Y. Subscription price: \$7.00 a year; foreign \$7.50; single copies, 75 cents. *Entered as second-class matter February 5, 1947, at the Post Office at Pittsburgh, Pennsylvania, under the Act of March 3, 1879. Acceptance for mailing at special rate of postage provided for in the Act of February 28, 1925, authorized February 5, 1947.*

YOUR COMPANY LIBRARY SHOULD CONTAIN THESE NEW BOOKS

● October ●

Showmanship in Business

by KENNETH M. GOODE and ZENN KAUFMAN

For every salesman, for every staff member who deals with your public. This pioneering book on the new importance of devices of showmanship with have proved effective in building business reputation and sales has been completely revised to suit current needs. "... an evening spent studying this book may be one of the most profitable you ever spent."—*American Business*. "Lusty, rip-roaring, excellent for all ... a 'must' book."—*Advertising and Selling*.

1947 Revised Edition. \$3.00

Handbook of Personnel Management

by GEORGE D. HALSEY, *Author of "Supervising People," etc.*

A working manual for every corporation and a textbook for trainees, this book is the only recent comprehensive record and handbook on all personnel work procedures. Drawing upon the records of scores of corporations, a life-long practitioner here presents fully the best practice in every major activity of contemporary personnel operations. "In scope and depth of treatment, in 'heightened common sense', hard to beat ... Good for years! Unreservedly recommended."—*Library Journal*.

\$5.00

Man Alive—In the Greatest Profession in the World

A Guide to Successful Salesmanship

by ROBERT E. MOORE, *General Manager, Makelim Associates*

An invaluable guide for beginner as well as experienced salesman. Here is fresh, tested advice showing how the two most powerful forces in selling—Service and Showmanship—can be applied to the problems of today's salesmen with success and satisfaction. "I am convinced that this is the Dale Carnegie book of the selling profession."—*Albert B. Blankenship, Managing Director, National Analysts, Inc.*

\$3.00

Business Planning and Control

by FLOYD H. ROWLAND, *Vice President, Associated Development Research Corporation. Co-author, "Budgeting For Management Control"*

Directed to all top management executives, this book by an experienced consultant shows how to plan the over-all organization of a business for a well-knit, profitable program, and outlines specific techniques of control in the various phases of operation. Here is a necessary reference volume if profitable operation is to be assured.

\$4.00

Human Factors in Management

Edited by SCHUYLER DEAN HOSLETT, *University Fellow, Ohio State University*

Here fourteen authoritative experts offer a fresh slant on how executive attitudes toward worker relations can be made more productive. Special attention is given to how groups of workers can be helped toward more dynamic, cooperative responses. The book reflects the newest psychological trends in considering how to use sound appeals to creative motives. "This is one book we recommend to every sound thinking executive who runs an organization."—*California Personnel Management Association BULLETIN*.

\$3.50

AT YOUR BOOKSTORE OR FROM

HARPER & BROTHERS ● 49 East 33rd St. ● New York 16, N. Y.

Please Mention Special Libraries When Answering Advertisements

REFLECTIONS OF A PRESIDENT

By BETTY JOY COLE

THIS has been a fascinating, trying year with absorbing and insistent demands of time and energy. It has held some disappointments which have been more than offset by its many rewards. It has brought new experiences and has imparted a knowledge of the members, Chapters and Groups, as well as the Association as a whole, which could be gained by no other means than by serving as S.L.A. President.

The individual members have been very cooperative. They have been willing to do whatever has been asked, even to representing the Association at a definite meeting on comparatively short notice. Each has seemed aware of his responsibility and has taken a certain pride in carrying out his particular job. Each is interested in his Chapter and in the development of the Association. But, in spite of this, there has been a lack of courtesy on the part of some. Letters have remained unanswered for too long a time; Committee Chairmen have not communicated with their Committee members; reports on specific jobs have not been received until months after the work was done; there has been brusqueness shown both in correspondence and in personal contacts.

There is much room for improvement in what might be called a combination of inertia and thoughtlessness. It takes very little time to send a post-card or to make a notation in the margin of a letter and return it to the sender. This, at least, lets your correspondent know you have received his letter. While letters should receive prompt answers, they should not be answered too hastily. Our membership is wide-spread and, in many cases, we are known only by our

letters. We ourselves benefit when we send a courteous, well thought-out reply.

Committee members cannot work without the direction of the Chairman. When unexpected difficulties occur and we find we cannot carry on the work, it would not take long to inform the Committee members of the fact and to let them know what is expected of them. If it is more than a temporary obstacle, then our resignation should be submitted. It is more important for the work of the Association to go forward than for us to hold fast to a job which unforeseen circumstances prevent our carrying out.

When the responsibility of a specific job has been accepted, a report, even though brief, should be given promptly so that the President may be informed of the work's completion and of the results obtained.

There are many capable people in S.L.A. Work is spread so that their individual abilities can be used to the best advantage. When one usurps the authority of another an organization is usually weakened rather than strengthened. Let us be responsible for the definite assignment given us and have confidence that other people in their own way are working for the good of the Association.

All these unfortunate matters can be remedied with a little thought and the exercise of that inherent courtesy that every one possesses.

CHAPTERS

The Chapters have been most gracious and hospitable. I have been fortunate in that I was able to visit personally 18 of them and to send Mrs. Stebbins to those that I could not visit. This means that all S.L.A. Chapters

have been visited this year. Interesting programs were planned which included library visits, lunches and teas, in addition to the Chapter meeting. Each visit had something outstanding which set it apart from every other so that I shall remember each one with pleasure. I was delighted to be present at the organization of our newest Chapter—Louisiana; proud that four past-presidents, Mr. Handy, Mr. Redstone, Mr. Alcott and Mr. Stebbins, were at the Boston Chapter meeting; and exceedingly pleased with the response of Baltimore.

This last Chapter, as you know, has been inactive for some time. Now I am happy to report that Baltimore has elected new Officers, has issued a directory of members, and is preparing for an active year.

There are two or three matters which seem to confuse the Chapters. The Presidents complain about the amount of mail received from Headquarters. These letters are sent to give or to request information. A prompt reply will decrease the number of follow-up letters sent. Information requested from Headquarters should be stated clearly and concisely. This again would cut down on the amount of correspondence.

Individuals nominated for Chapter officers should be national S.L.A. members. Local members can serve on local committees and help in all local work but all officers should be members of the national Association. It would be preferable for the President to be an Active or Institutional member.

The allotments given to the Chapters are payment for services which the National expects the Chapters to render. They are not gifts. This is a cold way of putting it but it is true. Chapters are local representatives of the national Association. By them, S.L.A. is judged. Therefore, they should see to it that the Association becomes known as a leader in library activities. As the reputation for initiative and responsibility of each Chapter grows so will the good repute

of the Association increase in the Library world.

The Chapter Officers should bring to the attention of the national Officers the thoughts and opinions of their members. They are a liaison group and should perform this duty to the best of their ability. It is through them that members have an opportunity to bring their ideas to the Executive Board. It is by this means that the Board learns what is wanted and needed by the members as a whole.

Chapters are the training ground for future national Officers and Committee Chairmen. Members should be tested in local work for future use in National work. When a capable person is found, his name, together with his interests and abilities, should be sent to Headquarters. However, not everyone good in local work will excel in National work. A person may be interested in the Chapter and do a splendid job but have no interest in the broader aspect. So that in addition to the ability to work well there must be other attributes, one of which is the power to envision the Association as a whole. It is very difficult for a national President to make Committee appointments when capabilities of the members, especially in Chapters with which he has little or no contact, are not known. By this process, a file of names of suitable people can be built up and the President can be reasonably sure that by making appointments from this list, the work of the Association will go forward.

GROUPS

The Groups are an important part of the Association but in some respects, they are the most difficult. This was apparent from the small percentage of questionnaires returned to the Committee of Five and from the conflicting replies given. This is due in all probability to two factors. First, to the widely scattered membership and second, to the number of people belonging to Groups not of primary interest to them.

If some means could be adopted by which a Group was composed of only those members who had an active interest in it and were willing to work for that particular Group, it might ease the situation. A subscription for Group Bulletins that are of secondary interest might be charged instead of the fee for Group membership. This would bring Group news and activities to the attention of the person wishing such information. Group meetings, local or national, could be attended. Possibly some such scheme would result in bringing about a more active Group membership and simplify the keeping of Group records both at Headquarters and by Group secretaries.

All work undertaken by local Groups or by a few members within the national Group should be made known to the national Group Chairman who in turn should advise the President and Group Relations Committee Chairman of such activities. By doing this, better coordination is obtained while complications and misunderstandings are avoided. If the proposed project is one which might fall within the sphere of a national Committee, e.g., a publication, that Committee Chairman should be notified. The quickest way to handle this would be to send carbons to whoever should be informed.

If a Group expects Headquarters to send addressed envelopes for a mailing, that Office should be notified far enough in advance so that the addressographing would fit in with other work. There is a lot of mimeographing, addressographing and billing done at Headquarters which takes time and staff to perform. If notice that extra work will be required is not given until the last minute either regular work has to stop or the request must be refused. This results in a feeling on the part of Headquarters that too much is expected and on the side of the Group that there is neglect. A post-card mailed at least two weeks before the work is to be done would help smooth

the way at both ends.

Group Bulletins are somewhat of a problem—more so than Chapter Bulletins since the former go all over the country while the latter are generally local. The Chairman should always be very careful of what goes into his Group Bulletin. One Bulletin recently stated that a certain decision had been made at an Advisory Council meeting. The matter had been discussed but no decision made. Another came out with a wrong name of a Committee and some incorrect addresses. Other bits of misinformation, or misleading information, have appeared.

When a Group Bulletin is placed on a subscription basis, subscriptions should be handled by the editor. Headquarters cannot take care of this. It is a Group matter and should be handled by the Group.

Funds given Groups should be used wisely. It is not good business to spend all funds on the Bulletin and have nothing left for any other purpose.

THE EXECUTIVE BOARD

One of the duties of the Executive Board should be to study the needs of the Association and find means of fulfilling them. The Committee of Five has made a start but there is still much to be done.

The Board should also do all it can to bring about a better integration and understanding of the work of the whole Association. The greater part of this task falls upon the President since it is one of his duties to inform the members of what is going on but the Executive Board and the Advisory Council should also help. The decisions and the discussions at Board and Advisory Council meetings should be made known to the members with the least possible delay. This has been done through SPECIAL LIBRARIES and Chapter and Group Bulletins. In addition, Board members should discuss them freely, get the reactions of the local members and report their opinions

back to the President so that this officer has an indication of the thought and desire of the membership.

A *News Bulletin* would be an excellent means of giving such information to each member. Such a publication would also release space in Chapter and Group publications for items of specific interest to their readers.

The President should visit as many Chapters as he possibly can. The Chapters appreciate such visits and the President profits by them. It is by visiting members in their home territory that the President learns to know them, hears of their local problems and ferrets out what are considered the good and bad points of the Association. To those Chapters which cannot be visited personally, the President should send a letter stating what has been done at Board meetings and the problems coming up for discussion and decision. This enables the members to give some thought to current questions and to discuss them more intelligently at Advisory Council Meetings. In addition to this, the President should delegate a member of the Board to visit those Chapters he is unable to include in his itinerary. Each Chapter should be visited by the President or his representative once every year. Personal visits are the important factor; letters are supplementary ones.

In addition to attendance at S.L.A. meetings, there are assemblies of other organizations which the President or his representative must attend. Some of these requiring S.L.A. representation this year have been the National Association of Manufacturers, Non-governmental International Organizations at Lake Success, Assembly of Librarians of the Americas in Washington, Commission of International Educational Reconstruction in Washington, American Council on Education in Washington, UNESCO in Philadelphia, and the FID in Paris and Washington. There have been others which were not at-

tended because they were entirely foreign to S.L.A. interests.

To do effective work, the Association should not spread itself too thin. To the many requests constantly being received we must decide calmly and to the best of our ability before we give an answer. There are three main points to be considered: To which can S.L.A. give the most; which is more in line with Association aims and policies; and which will bring more benefit to the Association as a whole. We must undertake only those projects which we can bring to a conclusion, we must avoid expending our energies upon extraneous matters and we must work for the benefit of our entire membership. We must always keep in mind that we are working for the Association.

Two important steps were taken this year when the Executive Board decided that Special Libraries Association should become an affiliate member of the International Federation of Library Associations, and when it voted to use some of the 1946 surplus to give a member of the library profession of some foreign country a year of study in the United States. The first action puts S.L.A. on an equal footing with some 40-50 library organizations in world library affairs while the second brings us recognition in the field of education for better librarianship.

We have taken steps in our co-operative work with American institutions. Consultants from S.L.A. membership have been named to work with the Institute of the Aeronautical Sciences on subject headings and with the National Archives on the screening of material turned over to it by certain war agencies. We are represented on the Joint Committee on Documentation Service and the Joint Committee on Union List of Serials. Reports on these projects will be made as the work progresses.

"SPECIAL LIBRARIES"

Our *Journal* should be more professional. Items of interest only to our

members should be eliminated and put in a small publication going to the entire membership. Our *Journal* is one of few in its particular field. It goes to subscribers all over the world, and is our one means of contact with those interested in our work. It also is our best means for public relations. Therefore, it should contain not only papers on individual libraries and library techniques but papers on the broader aspects of special library work, such as our professional responsibilities and the ethics of our profession. There should be a separate publication to carry news items, personnel changes, reports of Board meetings, progress reports of Committee work—all the information a member should know but which would not be of interest to non-members.

However, in view of the current costs, we cannot afford to give two monthly publications to our members at the present rate of dues. It would seem as if a publication such as the *News Letter*, which you have all seen, carrying Association and personal news should go to every S.L.A. member regardless of his membership status. The professional *Journal* should be sent to Institutional and Sustaining members as a membership privilege. All other members wishing to receive the *Journal* should pay a subscription fee not exceeding one-half of the price to non-members. While this amount would by no means cover the cost, it would help to defray the expense of publication. This, of course, would mean a constitutional change.

HEADQUARTERS

Headquarters is handicapped by its physical limits. Members are demanding more assistance from that Office—and rightly so. But until there is more office space, until there is a room in which the noise-making equipment can be placed, until a more efficient office arrangement can be made, there is a very definite limit beyond which the Office staff cannot go. Noise and crowded conditions do not tend toward the

highest efficiency and until such time as the physical defects can be rectified, it is impossible to have the full effectiveness of the staff.

In the meantime, everything possible should be done to facilitate the work. Maybe we should apply some of our newer library methods to the keeping of records. Perhaps we should catch up with business in the matter of job analysis. In all likelihood, we should use a combination of these to rid ourselves of out-moded, time-consuming methods.

S.L.A.'S FUTURE

A very important factor for the best guidance of an organization is continuity. There must be a carry-over of policies and projects to give effectiveness to the work and a recognized standing to the organization. S.L.A. now has this in the President-Elect system. To make the most of this, it should be one of the first duties of the President to keep his successor informed of what is taking place. The simplest way to do this is to send carbon copies of all major correspondence to the President-Elect. Whenever possible, these two Officers should discuss and plan for future projects.

The office of President demands a great amount of time. An Association the size of S.L.A. cannot be managed in a few odd moments here and there. Some part of every day must be given to correspondence or planning. This is in addition to the other duties which the President must perform. In consideration of the time which must be given by the President to Association duties, it is only fair to him and to his organization that his services are required for only one year. In consideration of those other members who have the ability, who have given time and effort in carrying on the work of the Association and who should also be given an opportunity to guide the affairs of S.L.A., it is only fitting that an incumbent of the office should step aside when his term is over. Although, under the present sys-

tem, a President may not see the completion of his ideas, may not bring to fruition plans begun in his administration, if his ideas are sound and if his plans are worth fulfillment, the principle will remain and any benefit to be derived therefrom will accrue to the Association. The President must never forget that he is working for the improvement of the Association and the advantage of its members.

My last reflection on this past year is one which is most encouraging. It is the loyalty and cooperation of the membership. Without these two factors, a President could do very little. With them, the Association will continue to progress as it has done throughout the years of its existence. For your interest and your efforts in behalf of Special Libraries Association, I am deeply grateful.

REPORTS OF SECRETARY, TREASURER AND EDITOR

SECRETARY

Once again it is a privilege and a pleasure to present the report of the Secretary at the annual Convention of Special Libraries Association. A new venture for the Association during the past year was undertaken in issuing a *News Letter* to all members with the Convention mailing in April. Favorable comments were heard on all sides with one lone dissent. Such comments were received as:

FROM THE EAST:

"Regarding the *News Letter* I feel it is a swell idea. It has long since been my idea that we do not have a sufficient exchange of news to know what's going on, and maintain a sufficient interest among the Chapters and Groups. Surely, there are enough worthwhile happenings in S.L.A. to fill a four-page letter ten months in the year."

FROM THE WEST:

"Congratulations to the S.L.A. on its new *News Letter*. We hope to see this continued on a regular basis and are looking forward to the next issue."

FROM NEW ENGLAND:

"Please record our vote of approval for the *News Letter*. The separation of news and serious papers is a good one. The Association is doing a fine piece of work in discovering and publishing helpful and hard-to-find data."

S.L.A. RECRUITMENT ACTIVITIES

The Secretary gave career talks to high school, college and library school students during the past year at Hackettstown, Rutherford and Weequahic High Schools in New Jersey, and before the students of the special libraries course at Columbia University, Pratt Institute and Vassar College. She represented the special library field at New Jersey College for Women last fall, talking to 200 vocational guidance directors of New Jersey high schools.

This talk resulted in many calls for speakers and recruiting material in the special library field. During her trip to the West Coast in November, Mrs. Stebbins spoke before students of the University of Minnesota, College of St. Catherine, University of Washington, University of California and University of Southern California Library Schools and over NBC in San Francisco in a program aimed at mothers of teen-age daughters.

Mrs. Stebbins visited the Philadelphia, Illinois, Minnesota, Puget Sound, San Francisco, Southern California and Greater St. Louis Chapters during the year. She was also one of the speakers at the meeting of the New York Chapter on February 10 and, as a representative of S.L.A., attended meetings of the United Nations, National Association of Manufacturers and the New York Junior League. She was present at meetings of the Publications Committee, Editorial Committee of SPECIAL LIBRARIES and the meeting called in Newark, February 1, by Miss Alma Mitchill to discuss S.L.A. manuals. A permanent pass to the U.N. has been given to S.L.A. as an international non-governmental organization. This pass is available to any member who wishes to attend meetings.

The Secretary attended meetings of the Library Public Relations Council in New York and awarded diplomas to members of the graduating classes of the Advertising and Financial Group courses given by the New York Chapter this year. She also was present at the meeting of Library Service to Industry and Small Business called by the American Library Association in Chicago last November and the Oxford University Press dinner in New York in September. She visited a concern in Springfield, Massachusetts, last August in an advisory capacity regarding organization of a regional library, acted as consultant on Occupational Brief No. 167 on Special Librarian-

ship prepared by Science Research Associates, and wrote an article, "The Challenge of Special Librarianship" for the December 1946 issue of *School and College Placement*. Reprints of the latter were distributed to all accredited library schools and are now available as recruiting literature.

S.L.A. PLACEMENT SERVICE

The Placement Service continues to grow in activity and reputation. During the Association year of 1946-47, 620 openings were received, an increase of 111 over the preceding year. Of these, 300 were filled—slightly fewer than the year before, undoubtedly due to the shortage of qualified persons. Now, once again, there are more library school graduates available, particularly those with scientific background. New York continues to be the busiest center of employment with Washington, D. C., second; Illinois, third; Southern California, fourth; and San Francisco, fifth; with varying activities in other areas. One hundred fifty-seven new Active memberships were received from this Service; 10 members changed from Associate to Active, 27 became Associate and 12 became Student members, while 3 firms applied for Institutional memberships, representing \$1000 in revenue from this Service.

Some of the letters received regarding the Placement Service have been most interesting. An employer in the Middle West writes:

"I have always appreciated all that the Special Libraries Association has done to help me with recruitment, both here and in the Army Library Service. Your response has always been prompt and intelligent, and I can assure you that we will continue to call upon you whenever you can be of assistance to us."

From a 1947 library school graduate:

"I am writing to inform you that I have obtained a position through the assistance of the local Chapter. I have had several irons in the fire when it came to job-hunting, including the American Chemical Society as well as the University . . . Chemistry Department Placement Service and that of the Library School, but the job I accepted is by far the best, both financially and professionally. It would not surprise me in the least if a number of the students in my class should seek employment through your service. And it might be of interest if I mention that the news of my good fortune has spread through the Chemistry Department to the extent that one of the professors who serves as a counsellor and another who is in the Placement Department have encouraged other women chemistry majors to at least consider library work. Two women have already decided to go to library school next fall. I have

the feeling that not enough chemists actually know how interesting library work is or there would be no shortage of technical librarians."

From another employer:

"Thank you also for the activities in our behalf. For the first time in many months we have a number of applicants for the museum librarian position, and almost entirely through you, I am sure."

From an Eastern librarian:

"Things happened so quickly after I left your office that morning that within 10 days I received the appointment (to Alaska). Naturally I am tremendously grateful to S.L.A. and especially to you for your aid in finding a position that strongly appeals to me. I don't want to lose touch with S.L.A. as I realize it is the one live wire organization in the library profession these days. Thank you again."

In addition to a tremendous amount of correspondence connected with membership and placement work, the Secretary has written many letters to organizations at the request of librarians or officers of companies, quoting current salaries in the area in an effort to secure increases for the library staff. She has also written companies asking permission for the librarian's attendance at the annual Convention in cases where there was some doubt about justifying the expense. The following excerpt from an enthusiastic member of a mid-western Chapter speaks for itself:

"Many thanks to you for the grand letter in regard to the Convention in Chicago—as you know it pulled 100% results. I am looking forward to the Convention as the program sounds interesting. I will see you at the Convention and again my thanks to you for the 'sales letter'."

An ardent S.L.A. member in Stockholm, Sweden, says:

"I cannot end this letter without expressing my sincerest admiration for the S.L.A. and its *Journal* of which I have been for many years a most interested reader."

The Association suffered the loss of 13 well-known members during the past year. They will be greatly missed. The latest loss to be suffered was the recent tragic death of Miss Janet Gerson, Librarian of Sperry-Gyroscope Company, in the plane crash at La Guardia Field on May 29th.

S.L.A. PUBLICATIONS

It is such interest as this which has swelled the ranks of S.L.A. to a total of 4,831 as of May 20, 1947, with 31 countries outside the United States and Canada represented as members or subscribers. Nearly 1000 subscriptions to *Technical Book Review Index* have been in force

during the past year with new subscriptions being added frequently. Sale of publications has continued to hold up well. A sigh of relief was breathed by all concerned when *Special Library Resources*, volumes III and IV, arrived May 25th after being promised for many months. As of June 1, 1947, a total profit of \$8,164.42 from all publications in print except S.L.R., Vols. II, III and IV, has been received. Copies of SPECIAL LIBRARIES and *Technical Book Review Index* from 1940 to 1946 were sent as a gift to the International Federation of Documentation in The Hague last fall and files of *TBRI* and SPECIAL LIBRARIES from the beginning to 1946 were donated to the Science Library of the Department of Agriculture and Commerce in Manila.

Sample copies of all S.L.A. publications, publications lists and 50 gratis copies of the 1940 *Proceedings* were furnished the Library of Congress for the recent Assembly of Librarians of the Americas. A number of out-of-date S.L.A. publications were offered to members for the postage in an effort to make these publications useful to the membership.

MATERIAL LOANED BY S.L.A. HEADQUARTERS

Classification schemes were in great demand during the year with a total of 369 loaned to members. Eighty-one requests for staff manuals were received plus 60 requests for the Crane Company *Manual*. Thirty-four books were loaned from the Special Literature Library during the same period. Twenty-four loans of the S.L.A. film strip prepared by the Philadelphia Council, showing the services of six technical libraries in that area, were made.

S.L.A. HEADQUARTERS OFFICE

Members of the staff remained the same during the past year with the exception of the replacement in February of Mrs. Elsa Nugent by Mrs. Winifred Forwood, a former member of the staff. Mrs. Forwood is in charge of publications and is Managing Editor of SPECIAL LIBRARIES. The staff was considerably saddened recently by the sudden death of Mr. Thormann, husband of Mrs. Charlotte Thormann, who has handled the addressograph and graphotype work for several years.

During the first half of 1947, \$592 was added to the Reserve Fund in War Bonds and an equal amount will be added during the last half of the year, plus the \$2,975.01 voted by the Executive Board from the 1946 surplus. Bonds for this amount will be purchased just as soon as the amount of liability for New York State Unemployment Tax is determined. An appeal has been filed for a hearing since Special Libraries Association as a tax exempt, non-profit association may not be liable for this tax. The financial picture of the Association at this time is a very healthy one. Plans should be made, however, for the time

when income may not be so high so the S.L.A. program will not have to be curtailed.

An electric typewriter was added to the office equipment this year and for the first time it is possible to cut satisfactory stencils. The Secretary would like to urge once more that Group Chairmen establish a schedule at Headquarters immediately following the annual Convention for the addressographing and stamping of Group envelopes for Bulletins. Every year some requests must be postponed because there is a conflict of Groups asking for addressographing and because not enough notice has been given. The Secretary would also like to suggest that Groups and Chapters ask for new membership lists on cards during the summer months if their records are not in order. She recommends that methods be investigated for purchasing billing forms and membership applications in triplicate on cards so that Chapters and Groups can be notified immediately of new members, changes of address, etc. The time between the receipt of applications at the Executive Office and the notification of the Chapter or Group has already been halved during the past three years but the Secretary would like to reduce it even further. If members would send direct to Headquarters their dues, applications for membership and changes of address, it would save time and errors in many instances.

"SPECIAL LIBRARIES" ADVERTISING REVENUE

Advertising revenue has continued its upward climb to a gratifying degree. A total of \$6,259.24 (almost \$1000 over the budget and \$941.17 over 1945) was received from advertising in SPECIAL LIBRARIES in 1946 while the amount of advertising billed for the Association year totalled \$6,715—a new high for S.L.A.! The revenue by months was:

1946	
July-August	\$508
September	480
October	943
November	695
December	473
1947	
January	\$582
February	695
March	758
April	838
May-June	743

A total of 21 new advertisers joined the ranks of advertisers in SPECIAL LIBRARIES during the past year. A new plan was tried in the February issue with a special library directory listing library consultants, translators, etc. Since many favorable comments were received from advertisers and readers it is planned to include such a listing about twice a year.

CONCLUSION

The Secretary's work during the past year

has been particularly rewarding. She enjoyed the opportunity of meeting many of the mid-western and far-western members during her trip to the West Coast last fall. She hopes that she may have the opportunity to visit other S.L.A. Chapters during 1947-48 as she finds it very valuable to meet members with whom she corresponds during the year and to talk over their needs. The annual Convention provides an excellent chance for more con-

tacts and the Secretary urges that those present give her their suggestions. It has been a pleasure to serve the membership during 1946-47—a year of most rapid growth for S.L.A. The Secretary looks forward to the coming year as another which will be equally eventful. She thanks the members of the Executive Board and the Headquarters staff for the excellent support and assistance given her.

KATHLEEN B. STEBBINS

TREASURER

Part I of the Treasurer's Report represents the financial activities of the Association for the calendar year 1946, and Part II represents the financial transactions of the Association for the Administrative year 1946-1947.

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

PART I 1946

INCOME: The income was derived from the following sources:

Dues	\$23,630.42
Publications (exclusive of SLR).....	21,408.08
Convention	2,457.63
Miscellaneous (interest, gifts, etc.).....	938.18

\$48,434.31

EXPENDITURES: The expenditures consisted of the following:

I. Operating:

Chapter, Group, Committee Budgets.....	\$ 5,442.14
Headquarters (rent, salaries).....	18,665.88
Travel and Promotion.....	1,275.05
Publications (exclusive of SLR).....	15,208.22
Convention	815.21

\$41,406.50

II. Capital expenditures

136.85

III. Reserves.

814.00

\$42,357.35

EXCESS OF INCOME OVER EXPENDITURES (exclusive of SLR)

6,076.96

SPECIAL LIBRARY RESOURCES:

Income	3,643.31
Expenditures	4,569.26

EXCESS OF EXPENDITURES OVER INCOME.....

925.95

EXCESS OF INCOME OVER ALL EXPENDITURES.....

5,151.01

NET PROFIT FOR THE YEAR:

Excess of income over all expenditures.....	5,151.01
Reserves	814.00

5,965.01

SPECIAL FUNDS:

I. Reserve:

Bank accounts (2).....	\$10,271.39
U. S. Govt. securities incl. accrued interest	21,086.82

31,358.21

II. Student loan fund.....

1,682.77

33,040.98

PART II

JUNE 1, 1946-MAY 31, 1947

INCOME: as represented by balance on hand and deposits:

Balance on hand, June 1, 1946.....	\$14,659.00
Deposits, June 1, 1946—May 31, 1947.....	59,015.89

\$73,674.89

EXPENDITURES: as represented by checks issued and bank charges.....

55,947.94

S.L.A. BANK BALANCE, MAY 31, 1947.....

\$17,726.95

PAUL GAY

EDITOR OF SPECIAL LIBRARIES

The Editorial Committee has met twice during the year to plan the issues of *SPECIAL LIBRARIES* and to discuss the policy of the magazine.

Beginning with the new volume of January 1947, the printer was changed from Pandick Press in Newark to The Bletcher-Anchors Company in Pittsburgh, which is the Company printing *T.B.R.I.* We have had several very favorable comments on the appearance of the magazine since the change, especially as to type which is much clearer and, therefore, more readable. The promptness with which the Editorial offices receive copy is more than amazing and it has been found that the distance of the printer from these offices has in no way been a detriment.

In January, Mrs. Elsa Nugent resigned as Managing Editor and we are indeed fortunate in having back at Headquarters Mrs. Forwood who was appointed to that position. During the interval between Mrs. Nugent's resignation and Mrs. Forwood's appointment, Miss Esther Brown, on my staff, was of great assistance in preparing copy and reading proof for the February and March issues of the magazine as well as in revising the 1946 Index.

Following last year's practice, the President's report and the reports of other national Officers, Chapter Presidents and Group and Committee Chairmen, will appear in the October or *Proceedings* issue. The July-August

issue will be devoted to hospital library articles, and the Editorial Committee will meet later in June to plan for the September, November and December issues.

When sending in Announcements or material for the "Events and Publications" column, both Mrs. Forwood and the Editor would appreciate it if contributors would make note to have this data in their hands not later than the seventh of the month. The magazine is sent to the printers definitely on the twelfth and any additions after that date upsets the schedule. It was a different story when the printer was in Newark and late material could be sent him by messenger. As it is now, copy travels from Newark to New York to Pittsburgh. So far, The Bletcher-Anchors Company has been more than cooperative but we do not want to get in its bad graces. As an additional plea, please do not request changes in page proof unless they are absolutely necessary as this often throws whole pages out of alignment.

The Editor wishes to take this opportunity to thank the Board members and the Secretary's office for the cooperation and assistance they have given her as well as those members who have contributed articles to *SPECIAL LIBRARIES*. If papers received have not as yet been printed, they will appear in the magazine in the very near future. Many of them are excellent.

ALMA C. MITCHILL.

REPORTS OF CHAPTERS, GROUPS, COMMITTEES AND SPECIAL REPRESENTATIVES

CHAPTERS

BALTIMORE

Following the injection of new life into the Baltimore Chapter by President Betty Joy Cole, the Chapter held a most successful dinner meeting, elected a new set of officers and issued a directory of the membership.

The new Executive Committee has planned a varied series of interesting meetings and is discussing the possibility of undertaking some worth-while project which would stimulate the interest of the members.

As an earnest sign of its renewed activity, the Chapter has spoken for the S.L.A. Convention exhibit for the Regional Meeting to be held in Baltimore, October 9-11. It looks as though the confusion and exhaustion of the war years in Baltimore are receding into the past.

HOMER HALVORSON, *President*

BOSTON

The Boston Chapter held 9 meetings in 1946-47, and issued 7 *Bulletins*. The paid-up membership as of December 31, 1946, was 391.

The revision of the Chapter Constitution and By-Laws was undertaken and the revised form adopted at the Annual Meeting held in May 1947.

The Chapter arranged for and staffed an S.L.A. exhibit at the A.A.A.S. Convention held in Boston December 26-31, 1946. A telephone reference service, manned by members of the Chapter was maintained throughout the Convention. A mimeographed article on the libraries of Boston and vicinity, prepared by two members of the Chapter, was distributed to all Convention delegates.

Another project of the year was the sponsorship of a Reference Course. The Course con-

sisted of 8 lectures on reference materials of interest to special librarians, and the lecturers were members of the Boston Chapter. Twenty-six persons attended the Course.

ELIZABETH L. WRIGHT, *President*

CINCINNATI

Because of the current high prices and continuing transportation difficulties, the meetings of the Cincinnati Chapter were limited to four during the past year. No activities of importance can be recorded for 1946-47. The Chapter discussed a revision of its *Union List of Periodicals*, which was published in 1934, but no final decision has yet been reached.

ALBERT J. WORST, *President*

CLEVELAND

The Cleveland Chapter held 9 meetings during the year including the annual meeting and picnic on June 24.

Although not organized into Groups, an attempt was made to serve the varied subject interests in the Chapter meetings. The Chapter *Bulletin* carried signed articles by librarians in the fields of law, social work, hospital service, industrial and commercial colleges, government research and technology. A mimeographed membership list was mailed with the October *Bulletin* and supplemented in its later issues.

The Cleveland Chapter was represented on the program of the Better Libraries Institute, held in Akron, by a session on Subject Headings; at the Ohio Library Association Conference in Columbus by a symposium on Documents: Private and Public. Two methods exhibits were contributed to the national S.L.A. Conference.

The Public Relations Committee obtained newspaper publicity for all major meetings and drew up suggestions for press relations based on their experience. The Recruitment Committee is engaged in a continuing activity to interest high school and college students in subject preparation for special library work during college and library school. A letter outlining the program was sent to some 70 schools and colleges in the Cleveland metropolitan area with an offer to supply speakers for vocational guidance programs. Response was encouraging.

The high point in the year's activity was the visit of the national President, Miss Betty Joy Cole, who spoke to the membership at a dinner meeting. The work of the Committee of Five and other national efforts have stimulated much local interest.

AGNES O. HANSON, *President*

CONNECTICUT

The Connecticut Chapter held six meetings during the year in contrast to the average of four held during the war years. Although the Chapter lost 11 members, 23 were added, thus giving a net gain of 12 members. A breakdown of new members shows 3 Institutional, 16 Active and 4 Associate. No Institutional members were dropped.

Two projects were undertaken during the year: (1) The revision of the *Manual of Officers' and Committee Chairmen's Duties* and (2) the compilation of a *Periodicals Holding List* covering the Connecticut Chapter area. While considerable progress has been made on the latter, it is anticipated that publication of this *List* will not take place before January 1948.

An innovation which was inaugurated this year was the issuance of a *News Letter* by the Chapter President to supplement the Chapter *Bulletin*. This was written primarily to acquaint the members with specific problems and projects of interest.

The Chapter voted to participate next October in the New England Library Association's regional Conference at Swampscott, Massachusetts. It is hoped that a joint meeting of the Boston and Connecticut Chapters can be arranged during this Conference.

ROBERT C. SALE, *President*

GREATER ST. LOUIS

The Greater St. Louis Chapter held five meetings during the year, one of which was a joint meeting of the S.L.A. and A.L.A. Chapters in the St. Louis area. Membership shows a total of 89 members—7 losses during the year replaced by 8 new members. The sale of the *Directory of Special Libraries in the St. Louis Area* is progressing.

ELIZABETH W. OWENS, *President*

ILLINOIS

Eight meetings were held by the Illinois Chapter during 1946-47, two of which were addressed by national Officers. The last meeting of the year, held June 10, was a joint session with the Chicago Association of Commerce and Industry, and was addressed by Miss Eleanor S. Cavanaugh who spoke on "Profits from Research—The Value of a Library to Your Company."

Due to the amount of time and energy devoted by the Chapter to preparation for the 1947 Convention, no new projects or publications, with the exception of a membership directory, were undertaken.

JOAN HOLLAND, *President*

INDIANA

Special emphasis has been placed this year upon spreading the activities of the Indiana Chapter over the entire State of Indiana. Persons from all sections of the State have been appointed to committees. The newly-elected President, John H. Moriarty, of Purdue University at Lafayette, Indiana, is the first person residing outside the city of Indianapolis to be elected to that office.

Five meetings were held, and five issues of the Chapter *Bulletin* were published during the year.

There has been a steady increase in the membership for the past three years, reaching a total in 1946-47 of 57 members. Thirteen new Active members were added this year.

In an effort to recruit for special libraries, the Indiana Chapter President spoke to a selected group of high school girls in Indianapolis on the subject "Opportunities for High School Graduates in the Special Libraries of Indianapolis."

Responding to a request from the national Public Relations Committee to furnish the names of firms in the State of Indiana which might be interested in establishing special libraries, the Research Committee conducted a state-wide survey and reported 138 industries as needing special libraries. This Committee is now preparing a directory of special libraries and librarians in Indiana, which will be completed during the summer of 1947.

Despite her heavy duties, Mrs. Irene Strieby has continued her work as Chairman of the Employment Committee and has been actively engaged in interviewing and attempting to fill openings for special librarians.

MARGARET PIERSON, *President*

LOUISIANA

The Louisiana Chapter, established less than a year ago, has confined most of its activities to getting under way. A Chapter *Bulletin* is being published, and a Placement Service is now functioning. Meetings have been held in New Orleans, Baton Rouge and Alexandria. The membership is now in excess of 50 and includes such Institutional members as the International House in New Orleans, The Ethyl Corporation in Baton Rouge, the Dow Chemical Company in Freeport, Texas, and the Southern Research Institute in Birmingham, Alabama. The Chapter looks forward to a promising future.

LEONARD OPPENHEIM, *President*

MICHIGAN

The Michigan Chapter held regular monthly meetings, with the exception of December and March, from October to May. Forty-seven new members were added during the year, making a total membership of 160 for the

Chapter. Six issues of the *Bulletin* were published and newspaper publicity released in connection with Chapter meetings.

The *Union List of Periodicals* which has been in preparation for several years, was completed and published. It is now on sale by the Wayne University Press, Detroit.

Two new Groups were organized this year: Science-Technology and Biological Sciences.

Cooperating with the national Public Relations Committee, the Chapter furnished a list of approximately 100 firms, located in Metropolitan Detroit and Michigan, which should be good prospects for new special libraries. Encouraging response was received from several and the Michigan Chapter expects to continue contact with these.

The Chapter voted to house its archives in the Burton Historical Collection of the Detroit Public Library to provide for safe keeping and accessibility to members upon request.

LOUISE C. GRACE, *President*

MILWAUKEE

The Milwaukee Chapter met five times during the year and issued a *Membership Directory* and one *Bulletin*. Sixteen new members were added, including one Institutional membership.

Work on the *Union List of Serials for Milwaukee*, which had been temporarily suspended, has been resumed. Liaison has been made with the Research Clearing House of Milwaukee and several joint projects are under consideration.

In the line of recruiting activities, a member of the Chapter spoke before the annual Career Conference for Women Students held at the University of Wisconsin.

JOHN DULKA, *President*

MINNESOTA

The Minnesota Chapter in its fourth season turned its attention to the theme of helpfulness. Its five meetings sought to offer S.L.A. members in this area interesting, helpful material, talks and visits to special libraries in the Twin City area, and new cooperative services that would benefit all.

Membership during the year increased by 10 per cent; the total number at the latest count was 109. A *Union List of Current Periodical Accessions in Minnesota Libraries* was completed on 3x5 cards and is now regularly consulted by members of the Chapter.

The Minnesota Department of Education devoted the June issue of its periodical, *Minnesota Libraries*, to "Special Libraries in Minnesota." This included the Chapter's history, an article on training for special librarianship, roster of Minnesota Chapter members and detailed information about each of the special libraries in Minnesota.

An S.L.A. exhibit was arranged at the February exposition of the Minnesota Federation of Engineering Societies. This included a display of "Pesticus Librarius," pictures of outstanding special libraries in Minnesota, examples of popular reference tools and equipment, including a microfilm reader. S.L.A. publications and publicity material were also shown.

All these activities stimulated interest in special libraries, and the year saw many new libraries started in this area.

The aim of S.L.A., as the members of the Minnesota Chapter see it, is to bring librarians together for their mutual aid and benefit through cooperative helpfulness. By this standard, the Chapter in the year just past enjoyed increased success in "Putting Knowledge (and Helpfulness) To Work."

GRIEG ASPNES, *President*

MONTREAL

The Montreal Chapter held 5 Executive meetings, 3 joint Executive-Committee Chairmen meetings and 5 General meetings during the year. There was an average attendance of 50 members at all general sessions.

Twenty-eight new members were added during the year, bringing the total membership up to 105, of which 23 are out of town.

The Chapter was visited by the President, Miss Betty Joy Cole, in September and gained fresh enthusiasm from her visit.

Four issues of the *Bulletin* were published. The May issue contained an alphabetical list of special libraries in Montreal with their staffs. This list, together with the list of members in the February number, is intended to act as a directory of special libraries in Montreal until a new edition of the *Directory* is published.

The Chapter Archives files, now housed in the Fraser Institute, have been placed in new filing cabinets purchased by the Association, and are completely up to date.

Publicity has been wider spread this year as notices of meetings have not only been printed in two local newspapers but have also been announced over two radio stations.

The usual employment facilities have been carried on by the Chapter during the year. The Education Committee sponsored a Supervisory Training Course given jointly by the Dominion Department of Youth and Social Welfare under the auspices of the Federal Canadian Training Plan and the Provincial Youth Training Plan. The Course was attended by approximately 25 members.

The *List of Serials in Montreal Libraries*, on which the Chapter is cooperating with the Quebec Library Association, is still in preparation. As in the past, the Chapter has maintained a policy of active cooperation with other

library associations, and has actively participated in the activities of the Canadian Library Association.

CHRISTINE C. PENTLAND, *President*

NEW JERSEY

Eight monthly meetings were held by the New Jersey Chapter and the programs have contributed profitable and varied information. Attendance has been larger this year than previously. Many outstanding speakers have presented a wide variety of subjects.

A highlight of the year occurred in March when the national President, Miss Betty Joy Cole, paid an "official" visit to the Chapter. A better insight into the problems and progress of S.L.A. was gained by the membership from her talk.

One valuable phase of the Chapter's work this year was the "Lecture-Clinic Series" which the Education Committee sponsored. The Series included 5 lectures with one hour for the lecture and one for discussion of problems. The lecturers were leading authorities in their particular fields, and topics covered were: Public Speaking for the Special Librarian; Abstracting; Public Relations; Personnel; Archives and Company Records.

Excellent publicity for the monthly meetings and the "Lecture-Clinic Series" appeared in the local and suburban newspapers.

Miss Alma C. Mitchill, who twelve years ago became the first New Jersey Chapter President, will again resume that office for 1947-49.

HELEN G. BUZZELL, *President*

NEW YORK

Five general meetings were held during the past year. Miss Betty Joy Cole, national S.L.A. President, was guest of honor at the November meeting. An attempt was made to vary the usual type of Chapter meeting in the "Shop Talk" session held in February, and a Saturday luncheon in March at which Dr. Victor Heiser spoke about his experiences in the Philippines.

As of March 31, 1947, the membership of the New York Chapter totalled 1,233, the largest in its history. The Chapter's main project this year was the preparation of a new edition of the *Special Libraries Directory of Greater New York*. The *Directory* is now available and supersedes the 1943 edition.

Successful training courses were conducted by the Financial and Advertising Groups, the latter sponsoring this activity for the third consecutive year. Three luncheon groups met every month during the Chapter year. These informal meetings for shop talk and sociability proved to be a popular and useful supplement to the Group and general meetings.

The Duplicate Exchange Committee issued four lists during the year. The number of subscribers totals 54 and the work of the Committee is now on a paying basis.

Publicity releases were published in New York and Brooklyn papers, advertising trade papers and library journals, and led to interviews of the Chapter President by reporters from the *New York World-Telegram* and *Associated Press Feature Syndicate* with articles on S.L.A. appearing subsequently in the *World-Telegram* and in newspapers throughout the country.

KATHARINE D. FRANKENSTEIN, *President*

PHILADELPHIA

Special Libraries Council of Philadelphia and Vicinity held 8 meetings during the year. Sixty-eight new members were added, but losses offset these to some degree. The net gain was 19, or 8.7 per cent. The Science-Technology Group more than doubled its membership. The total Council membership is now 303. The preparation of a small packet of information about S.L.A. and S.L.C. to be given each prospective member was a new feature of the Membership Committee's work.

Duplicate exchange lists were mailed with each issue of the *Bulletin*. An increase in the size of the page of the *Bulletin* has added greatly to its appearance. A Printomatic machine was purchased in the middle of the year to effect a savings in mimeographing notices, etc. The cost of the machine will be more than offset by savings effected over a period of one year.

Members of the Community Cooperation Committee served as the Council's representatives to the Adult Education Council for Philadelphia and the Citizens' Council on City Planning, as well as on the volunteer staff of the Philadelphia Fellowship Commission Library.

The major accomplishment of the year was the publication of the seventh edition of the *Directory of Libraries and Information Sources*. Sales to date have been most gratifying.

An excellent source of publicity for the Council has been the Philadelphia Special Libraries Filmstrip. Since its first public showing at the 1946 S.L.A. Convention in Boston, it has been revised a number of times, and the latest version was reproduced in several copies for the use of the Council and S.L.A. Headquarters. The filmstrip received an enthusiastic reception in Denmark, Norway and Sweden where it was shown by Miss Rebecca Lingenfelter during her trip abroad last year. The strip is in constant demand and has been shown at scientific conventions, library meetings, library schools and by companies to employees.

The Chapter supplied a long-felt need this year with the preparation of a Chapter *Manual* which it is hoped will prove its value as a guide for future administrations.

GEORGE E. PETTENGILL, *President*

PITTSBURGH

The Pittsburgh Chapter held 5 meetings during 1946-47. Miss Betty Joy Cole, national S.L.A. President, was a guest at the initial meeting of the year in October. The February meeting was devoted to recruitment. Invitations were sent to vocational guidance teachers of the larger high schools and universities, and eight schools were represented at the meeting. Requests for speakers to address student bodies were subsequently received from schools not represented at the meeting.

The Public Relations Committee established contacts with various industrial organizations in the community which are expected to bear fruit at a later date. A plan has been formulated to interest the local Chamber of Commerce in cooperative libraries to service groups of industrial companies, and to secure publicity in their publication, *Greater Pittsburgh*.

A refresher course in Government documents was held at the Carnegie Library School, from February 4 to March 4, 1947, with 25 members attending.

Twenty new members were added during the year. The Employment Chairman reported 5 requests, 4 interviews and 2 positions filled. Two duplicate exchange lists were issued.

The Chapter participated in a radio broadcast in February when three members appeared on the regular Chamber of Commerce program, *The Pittsburgh Story*. The program was devoted to S.L.A. activities in the Pittsburgh area. Press releases were sent out regularly and the local papers were most cooperative in allotting space to Chapter news.

The *Directory of Special Libraries in Pittsburgh and Vicinity* has just been published and there is a considerable increase in library entries over those in the 1938 edition. The Committee on the *Union List of Periodicals* has virtually completed the making of cross references, and plans are under way for reproducing the *List* in book form.

GERALDINE D. ANDERSON, *President*

PUGET SOUND

Five dinner meetings were held during the year. The most eventful one was in November when Mrs. Kathleen B. Stebbins paid a flying visit to Seattle and the West Coast. Mrs. Stebbins' talk before the Chapter on "S.L.A. and How It Operates" was largely responsible for a number of new Student memberships.

from the University of Washington School of Librarianship.

Since the organization of the Puget Sound Chapter in 1945 the membership has doubled. From the original 41 members, the Chapter has grown to 93. Thirty-eight new members were added during 1946-47.

The Personnel Placement Committee filled four positions during the year.

Five numbers of the *Puget Sound Specialist* were issued by the Publication Committee. An article, "A New Field for Scientists," by the Chapter President appeared in the October 1946 issue of *Educational Record* and covered recruitment for science libraries.

The Chapter has completed its second year with a growing membership list and prospects for expansion and development into a sound organization.

HARRY C. BAUER, *President*

SAN FRANCISCO BAY REGION

Six dinner meetings were held during 1946-47. The November meeting, at which Mrs. Kathleen B. Stebbins was the guest of honor, was the most important event and attracted the largest attendance of the year—84 members and guests formed an enthusiastic audience. An innovation for the Chapter was the organizing of the Methods Meetings at which the members meet each month to discuss and exhibit various phases of librarianship. These meetings have proved most successful as witnessed by the exceptionally large attendance.

Forty-eight new members and transfers from other Chapters were added to the roster. Twenty-three members resigned, transferred or were dropped. The net increase for the year was 25.

The 8 issues of the Chapter *Bulletin* were printed at a great reduction in cost owing to the mimeographing done by the Editor. Two issues of the *Duplicate Exchange List* were printed and a survey is now being made to determine the usefulness of these lists and the results of exchanges and disposals.

Twelve positions were filled through the Employment Chairman. There were 24 requests from employers but because of sub-standard openings many were not filled. The employment files contain names of 52 active applicants, many of whom are out of the State. The Archives Committee is progressing satisfactorily with the preliminary work preparatory to the reorganization of the files.

The *Union List of Periodicals* has been completed. The problem of compiling and publishing a new edition or supplement will be taken up during the coming year.

In accordance with resolutions passed when the San Francisco Bay Region and Southern California Chapters met in conjunction with the C.L.A. Conference at Coronado in October,

1946, to further the West Coast Chapters' unified activities, the first Regional Meeting was held July 2, 1947, with the Puget Sound, Southern California and San Francisco Bay Region Chapters holding an all-day business meeting and a social gathering in the evening. All S.L.A. members, who were attending the A.L.A. Conference being held in San Francisco at that time, were invited to participate.

MARY KATHLEEN MOORE, *President*

SOUTHERN CALIFORNIA

Meetings were held regularly each month from October to May with the exception of December. The Chapter was visited by Mrs. Kathleen B. Stebbins at the November meeting. The suggestions advanced by Mrs. Stebbins relative to the Chapter's preparation for the S.L.A. national Convention in 1949 were most helpful. As this year's in-service training program, 15 minutes of certain meetings were devoted to a presentation of methods and procedures adapted for use in special libraries.

The Biological Sciences Group undertook the project of a *Union List of Biological Holdings* of the various institutions represented by the Group. Due to existing conditions in some of the libraries, it was not possible to complete the *List* this year. A joint project of the Eastern and Western sections of the national Science-Technology Group approached completion this year. This is the *List of Aeronautical Subject Headings* which has been under consideration for some time. It is hoped that a preliminary *List* will soon be ready for printing.

Four *Bulletins* were issued during the year. A looseleaf *Manual* for the Bulletin Committee was prepared to be handed on and revised each year.

The revision of the Chapter *Manual* continued. Several sections are now virtually complete and by next year the *Manual* should be ready for issuance in its final form.

The chief activity of the Membership Committee was again the preparation and complete revision of the Chapter *Roster and Handbook*. There was a net gain of 13 members during the year, bringing the total membership of the Chapter to 192.

The employment file was revised and brought up to date. As of August 15, 1946, 11 applications were on file. Positions available at that date were 5. Of these, 3 were filled by the Committee.

All copies of the *Union List of Periodicals* have been sold and there are orders in hand for four more copies. A reprint does not seem feasible due to the expense involved and uncertainty of demand.

In the fall of 1946, announcements were sent to local Chapter members asking them to

list duplicate material and also to itemize wants. Duplicate Exchange Lists were displayed at the California Library Association Convention, on the last day of which the San Francisco and Southern California Chapters of S.L.A. held a joint meeting. At this meeting 10 Duplicate Lists were received, 12 Want Lists and 10 bundles of material. The Duplicate Exchange Committee distributed a mimeographed letter to a selected group of 30 special libraries in the spring of 1947 asking for duplicate material to be sent to the American Book Center for distribution to war-devastated libraries.

L. HERMAN SMITH, *President*

TORONTO

Eight dinner meetings and 5 executive meetings were held during the past year. The Chapter was visited by the national President, Miss Betty Joy Cole, in September. The average attendance at general meetings has been 47. Twenty new members were added in 1946-47, and the Chapter now has a paid-up membership of 69.

The *Directory of Special Libraries in Toronto* became available in September 1946, at 50 cents a copy. Three issues of the *Bulletin* have appeared during the year.

The Chapter is occupied at present with plans for the Regional Conference of the Western New York, Toronto and Montreal Chapters to be held October 17-18, 1947, in Toronto.

ESTHER JACOBSEN, *President*

WASHINGTON, D. C.

Most professional societies abandon their activities during the summer months, but such is not the case with the Washington, D. C. Chapter. Immediately after the Convention in Boston, the Chapter held several Group meetings and a benefit boat ride before the formal program was planned for the year 1946-47. The benefit boat ride, sponsored by the Scholarship Loan Fund Committee, netted a substantial amount credited to the Chapter Scholarship Loan Fund which now totals \$722.21.

Six meetings were held during 1946-47. The Chapter met at dinner in October when Dr. Richard Heindel spoke. Dr. Edward Carter, Counselor for Libraries and Museums in UNESCO, and Mr. Francis Thorne, who had recently returned from a year of library work in Belen, Brazil, were also present as speakers.

In December the Chapter joined the District of Columbia Library Association in a formal dinner given in honor of Miss Clara Wells Herbert, retiring Public Librarian of the District of Columbia. In March the Chapter entertained the national President, Miss Betty Joy Cole, at a formal evening reception.

The April meeting held for the purpose of making nominations for Chapter Officers and hearing Group and Committee annual reports, had only 25 members present at roll call. Therefore the meeting, lacking a constitutional quorum, was resolved into an informal committee of the whole on Nominations. The seventh Annual Chapter Meeting was held in May. Dinner was served to over 150 members and guests. A large birthday cake made in the form of a book was cut for dessert. The President's annual report on the state of the Chapter was read. Again lacking a quorum, no formal business was conducted and the election was tabled.

The Chapter supports nine active special subject Groups, but only the outstanding Group activities are noted. The Fine Arts Group is a recent organization. This Group developed from the former Museum Group which recommended that the national Group name be changed and the scope broadened. The Fine Arts Group interest now includes art, architecture, sculpture, music, theatre, ballet, drama, etc. This Group has a working project to review the Dewey Decimal Classification schedules in the fine arts and to make pertinent and specific recommendations to the Dewey editors.

The Legislative Reference Group is engaged in a project to compile a collection of all forms used in legislative reference work.

The Social Science Group has expanded to almost Chapter proportions. This Group collects library forms and now has three volumes indexed which are available for loan.

The Chapter sponsored a new Group upon application of many members interested in transportation. The Group has presented two projects for Board consideration: The publication of special subject headings lists in the various transportation fields, and publication of a list of local holdings of house organs germane to transportation interests.

Chapter committees have functioned with perfect precision. Of special note has been the work of the Community Services Committee. This Committee attained the highest recognition when it received from the United States Navy an award of merit for volunteer library work during the war. The current project of the Committee is the establishing of library collections for the children in the several neighborhood centers in Washington.

In the past several months as the Nation has converted from wartime activity to peacetime programs there have been many changes in placement and personnel in the Federal Service, which is of primary consideration for placement in the Nation's Capital. Positions ranging from \$1800 to \$4600 per annum have been filled by the Employment Chairman, and

several positions are now under consideration which will bring the total above the 30 placements made in the past six months.

The Chapter Finance Committee is currently concerned with an indexing project which will produce \$200 or more to be deposited toward a Chapter House Fund.

The Personnel Classification Committee has completed one assignment to determine a proper salary for the position of penal librarian recommended to the District of Columbia Council of Social Agencies.

The current work of the Professional Activities Committee has been directed toward career selection. The Committee is preparing a pamphlet on position opportunities and training facilities for the profession in the District of Columbia. When completed, the pamphlet will be distributed to high schools and junior colleges in this area.

The Publications Committee has continued to issue the Chapter organ, *Chapter Notes*. The mailing list has increased from 553 to 673. Additional copies of the *Notes* are available for new members, who become affiliated with the Chapter between issues.

Press notices for S.L.A. have appeared 48 weeks out of 52. Each Tuesday morning the radio network carries an announcement of the meeting scheduled for that evening. A feature story was used when Mrs. Esther Potter returned from her European visit. On a recent visit, the Publicity Committee put Miss Cole on the International Wire Service.

One of the unusual features of the Chapter is the book purchasing service operated through a wholesale distributor which allows 25 per cent discount on popular titles and 10 per cent on textbooks, with substantial reductions for newspaper and periodical subscriptions. This service is available to all but Associate and Student members. Book business this year amounted to \$1,062.40 for which members paid \$796, showing a saving for them of \$265.60.

Chapter membership is now 625. Over 100 transfers in and out of the Chapter have been effected but the net increase in membership steadily mounts. Death claimed three valued members during the past year: Father Francis Mullen, Edith McMahon and Alexander Andrews.

The Constitution Committee has worked all through the year to revise the instrument of Chapter government and to make it a workable document. Due to the quorum feature embodied in the current By-Laws, the Chapter is in the peculiar position of having a set of officers for a third term. The final revisions of the Constitution will be mailed to members this summer and it is hoped they will hold elections in the fall of the year as a result of

adopting the revisions. Until such an election is held, the present officers will continue to serve.

In closing, the Chapter reports that the 39th annual Convention invitation issued by the Washington, D. C., Chapter has been accepted by the national Executive Board.

RUTH H. HOOKER, *President*

WESTERN NEW YORK CHAPTER

The Western New York Chapter held four meetings during 1946-47. The meetings were scheduled for Saturdays and were held in different geographical areas—Buffalo, Syracuse, Rochester and Niagara Falls. The average attendance was 48. Miss Betty Joy Cole was the guest of the Chapter at the September meeting in Buffalo. The March meeting, a one-day "Colloquium on Library Planning," was held in Rochester. This was followed by a lecture by Dr. Neil C. Van Dusen, Dean of the Library Training School of Geneseo State Teachers College, on "Basic Training for Special Librarians."

The Chapter membership as of June 1, 1947, was 118 compared to 75 a year ago. One Sustaining and seven new Institutional memberships were added. For the second consecutive year, the Chapter received the Membership Gavel award for the greatest percentage of increase in paid-up memberships.

CATHERINE D. MACK, *President*

REPORT OF CHAPTER LIAISON OFFICER (See page 266)

GROUPS ADVERTISING

Six Bulletins, starting with July 1946, were issued during the year. In an effort to form a stronger nationwide Group, each of the first four set forth an idea for the advancement of the Group. In the first issue there was enclosed the first copy of "What's New," Project No. 1, suggested at the 1946 Convention. This is a list of all material received in advertising libraries during the month. Ten librarians were requested to contribute, each sending in new items received in her library within the month and listing title, author, publisher, address, price or free, whether booklet or book, as well as any pertinent comment. This is the first time a bibliography of current material in our field has been made available. As decided at the 1946 Convention a charge of \$1 for subscriptions is now being made. Since the 85 subscriptions received during the year were not sufficient to cover expenses, some money was collected from the New York Chapter Group to help finance the entire project. It is recommended that all expenses be carefully studied before setting the subscription charge for the coming year. It is estimated that this charge should be not less than \$2 for 12 issues.

The September *Bulletin* set forth Project No. 2, also suggested at the Convention. This project should be of value to every member of the Group since, at one time or another, all of us become interested in new forms, or the revision of old forms. By "forms" is meant anything used in the library regularly to facilitate procedure or to publicize the library. Each member of the Group was asked to forward copies of all the forms used in his library. These have been segregated in groups and mounted in a loose-leaf scrap book for presentation purposes. Any member who must draw up new forms can write for the forms relating to his particular problem. A charge is made for mailing. Forms have already been borrowed by four libraries.

The October *Bulletin* was a strong appeal to each member to help increase Group membership, asking that he try to secure at least one new member during the year. This is another step to make our Group stronger nationally and our first full peace-time year a memorable one. We are eager for S.L.A. to be proud of its national war baby.

The Advertising Sources class was given again this year by the New York Chapter Group.

Early in the year the Chairman supplied S.L.A. Headquarters with a list of approximately 100 names to solicit for membership.

ROSALIND MORRISON, *Chairman*

BIOLOGICAL SCIENCES

The main project undertaken by the Biological Sciences Group during the past year was the writing of the text by Miss Lucille Jackson for the Group *Manual*, sponsored jointly by the Science-Technology and Biological Sciences Groups. An exhibit was sent to the National Chemical Exposition in Chicago by the Army Medical Library for the Group.

ALICE M. PURINGTON, *Chairman*

BUSINESS

Two meetings of the Business Group were held during the S.L.A. Convention in Chicago. The first was a joint meeting with the Financial, Insurance and Science-Technology Groups. This was a Symposium on Services. It was introduced by President Cole who told of Executive Board action to make Evaluation of Services a national project of S.L.A. Discussion at the meeting showed this to be a matter of tremendous import, one which would be enthusiastically received by the Association and researchers everywhere and add greatly to the prestige of S.L.A.

The second meeting was devoted to business. The Chairman's report consisted of a discussion of the future activities of the Group. In line with the recommendations of the Com-

mittee of Five, this Group, originally organized as the "Public Business Librarians Group," voted to change the name and scope to "Business Group." Of 239 questionnaires sent out, 79 answers were received—all approving the suggestion wholeheartedly. The Board acted favorably on the request and now the name is officially the Business Group of S.L.A. This was done to enable general business librarians in corporations and collegiate schools of business to have a specific place in S.L.A. Group organization. There are 336 members on the Group's mailing list at present—an increase of 97 in the course of this year.

It now becomes quite evident that the word "business" must be defined for there is still an overlapping in interest with other Groups—notably, Advertising, Financial, Geography and Map, Social Science and Transportation. It is quite probable that there is also an overlapping with the Biological Sciences and Science-Technology Groups. Certainly this is so in the field of evaluation of services. All this calls for careful study of aims as every one of these interests are part and parcel of any business library. It means, therefore, that Group members—and especially Group officers—should study carefully the work of the Committee of Five, now engaged in examining the Group organization of the Association, and bring to it constructive thought and criticism.

One *Bulletin* was sent to the Group members this year.

ROSE L. VORMELKER, *Chairman*

FINANCIAL

Miss Eleanor Lyons, Vice-Chairman of the Group and Librarian of the First National Bank of Boston, has edited the *Bulletin* under the most difficult conditions. Despite shifts in personnel, paper shortages, a change to Multilith operation and inability to procure ink when most needed, Miss Lyons has succeeded in sending to subscribers three sizeable editions of the *Bulletin*. She is to be congratulated on the results.

The Group should take pride in the fact that the S.L.A. Group Liaison Officer, Mr. Adrian A. Paradis, singled out the *Bulletin* in a letter sent to all Group Chairmen calling attention to the "splendid article by Ruth L. Mushabac entitled 'How to Get Government Documents Fast.'" Mr. Paradis further said: "Any librarian who has occasion to secure Government publications, be it from the Superintendent of Documents, an Administrative Agency or Congress, will find this article extremely helpful."

The subscription fee of \$1 per year was reinstated this year as a result of the vote taken at the Convention in 1946. Ninety-seven members entered subscriptions. During

1945-46, when the *Bulletin* was procurable merely by sending a request for copies to the editor, only about 80 subscriptions were received. In 1944-45, when a similar fee of \$1 was charged, there was a paid circulation of 77. A question raised by Miss Anne Mendel when she was Chairman in 1944-45 is still pertinent; namely, "whether the effort and work that go into the *Bulletin* are being validly spent or whether the game is worth the candle."

The Group, through the efforts of Miss Mendel, has surveyed its past and made plans for the future. Miss Mendel has made a study of previous projects—successful and inconclusive. On the basis of her report, and particularly on the basis of her recommendations for a long-term project program, the members and officers of the Group should be able to continue to make their organization significant and effective. The Financial Group has contributed immeasurably to the success of the Special Libraries Association. The project committees through handbooks, manuals, bibliographies, articles and exhibits have time and again proven the value of the banding together of Canadian and American financial librarians. It is hoped that the Group will take complete advantage of the work of Miss Mendel by planning for the execution of activities based upon her recommendations.

The Group, through the efforts of Miss Marion Lucius, is contributing to the *Special Library Manual* being edited by Miss Alma Mitchill. It will be recalled that in 1944 the project of the Group, *Suggestions for the Organization and Management of a Financial Library*, prepared by Miss Roberta Herriott, was submitted to the Publications Committee for approval. The Committee found it so well done that it took over the project and voted to revise it as a basic manual for all special libraries. The Group was then asked to prepare copy for the *Manual* pertaining to those aspects of special library operations peculiar to financial libraries. This, Miss Lucius has done. She should be commended for her able and prompt execution of this task.

The Financial Group has, through the efforts of its members, contributed to the survey conducted by the Committee of Five and has responded to all requests made of it. At the Group business meeting in Chicago, further aspects of the problems raised by the Committee were considered and a report made after the close of the session.

The Group has also submitted data to the National Finance Committee which is undertaking a study of Group budgets for the past five years in order to make recommendations toward the section of the projected Group *Manual* relating to finance.

Miss Ella I. Chalfant, Librarian, Peoples First National Bank and Trust Company of Pittsburgh, has continued her efforts as Group archivist. She again pleads for assistance in locating early material and begs for responses to her requests for historical information.

The finances of the Group are in excellent shape. On May 31, 1946, there was a balance of \$268.46 and on June 4, 1947, a balance of \$367.30. *The Bank Library and Supplement* continue to be sold.

The Chairman wishes to close his report by advising the Group never again to elect a chairman who has not had more Group experience than himself. He could not have seen the year through without the counsel and advice from the past Chairmen and from many of the other members of the Group and he wishes to express to them his appreciation for the cooperation and helpfulness given him.

DONALD T. CLARK, *Chairman*

GEOGRAPHY AND MAP

Membership in the Geography and Map Group now stands at 184, the increase being divided quite evenly between the New York and the Washington, D. C., Groups. A group of similarly interested persons has been meeting periodically in Boston, under the leadership of Mr. Frank N. Jones, Administrative Assistant of Harvard College Library. It is hoped that, at an early date, this group will affiliate with Special Libraries Association.

Both the Washington, D. C., and the New York Groups have had a series of interesting meetings. The Washington Group, under the able leadership of Dr. Burton W. Adkinson, held five meetings, including two dinner meetings. Speakers presented a variety of interesting programs, from the pros and cons of micro-filming maps to the recent aerial surveys made in Antarctica.

The New York Group had four meetings, each of which was held in the offices of a different organization, i.e., the Natural Science Libraries of Columbia University, the General Drafting Company, the Regional Plan Association and the library of Mr. and Mrs. Stefananson. The last mentioned is one of the finest Polar Research libraries in existence.

Dr. Adkinson's Committee has done the preliminary work on a survey of all the existing map collections in the United States. The Library of Congress has agreed to circulate questionnaires on which the survey data will be based.

CLARA EGLI LEGEAR, *Chairman*

HOSPITAL AND NURSING

The membership of the Hospital and Nursing Group totals 265, including 221 Active members, 31 Associate, 12 Institutional and 1

Student. During the year a number of members have been added from the West Coast.

A committee has been at work all year formulating Standards and completing a *Manual for Hospital Libraries*. A bibliography of material on hospital libraries is complete except for arrangement in final form and should soon be in readiness for submission to the Publications Committee. A representative of the Hospital and Nursing Group was appointed, upon request from the National League of Nursing Education, to act as consultant on the League's Committee on the Nursing School Library.

The local Group of the New York Chapter has grown in membership during the past year and held four very interesting and well-attended meetings.

Two Newsletters were mailed; No. 6 in January 1947 and No. 7 in May 1947.

We sincerely thank all who have so ably and willingly assisted in the work of the Group and especially Mrs. Stebbins and the Headquarters Office for their excellent cooperation.

FRANCES B. CRAIG, *Chairman*

INSURANCE

As of June 2, 1947, the paid membership in this Group was 170. A bulletin sent out by Mrs. Evalyn Andrews in January 1947 announced that she was forced to resign as Chairman because of illness and Miss Elizabeth Ferguson became Chairman.

At the Boston Convention in June 1946, it was decided by the Group to publish its *Insurance Book Reviews* ten times a year instead of quarterly. Under Miss Helen King's splendid editorship, ably assisted by Emma C. Turner, Abbie Glover, Katharine Cook and Helen Fairbanks, this has been accomplished with great success. It is hoped this coming year to make the publication available for distribution outside the Group since its usefulness has now been established.

ELIZABETH FERGUSON, *Chairman*

MUSEUM

As of June 1, 1947, there were 338 members of the Museum Group. During the year 54 names were added to the membership list and 46 were removed, making a net gain of 8. The first week of May letters were mailed to 142 persons inviting them to become members of S.L.A.

Ruth Noble served as Chairman of a Committee on Personnel and Salaries, the other members being Jessie Matson and Margaret T. Hills. Under Miss Matson's guidance, a Sub-Committee has met in New York. The Committee's report appeared in the May issue of the Museum Group *Bulletin*.

The Museum Group of the Washington, D. C., Chapter asked the Chapter to permit it to become known as the Fine Arts Group of the Washington, D. C., Chapter; this action was taken on April 8. According to a letter from Miss Cole, this matter was brought before the Executive Board on June 9, at which time it was referred to the Committee of Five for further consideration. No immediate action was taken.

The Washington, D. C., Museum Group, acting on a plea for assistance from the Dewey Decimal Classification, agreed to assist in the revision of the Museum Classification Section.

NORDIS FELLAND, *Chairman*

NEWSPAPER

The Newspaper Group has completed a very successful year. The membership now numbers 375, a net gain of 31 over last year.

The *Newspaper Manual* has been completely revised and brought up to date. The members of the Manual Committee, Ford M. Pettit, *Detroit News*, Stephan A. Greene, *Providence Journal and Bulletin*, and Maurice Symonds, *New York Daily News*, together with the editor, Mrs. Stephan A. Greene, have done a thorough job and expect to have the *Manual* ready for publication this year.

During the year, the Chairman compiled a list of those U. S. newspapers not having librarians. This was done at the request of the S.L.A. Public Relations Committee, which had prepared a brochure on the value of a library to all business concerns. As a result of mailing out these brochures two requests for more information were received. The data sent by S.L.A. Headquarters was supplemented by additional material from the Group Chairman.

The Chairman also took care of a request from Kent State University, Kent, Ohio, for suggestions to aid it in starting a course in the organization and administration of a newspaper library in connection with their Journalism Department.

The Group Publicity Committee, under the Chairmanship of Joseph E. Molloy, *Philadelphia Inquirer*, has been very active. A number of articles on newspaper libraries appeared in the *Editor and Publisher Magazine* during the year.

F. HEATON SHOEMAKER, *Chairman*

SCIENCE-TECHNOLOGY

This being the first year in office for all Group Officers, some time was spent in "learning the ropes," surveying Committee accomplishments and appointing of Committee Chairmen.

The impetus given by the American Chemical Society Division of Chemical Education Symposia on Punched Cards as a means of classifying technical information started the

S.L.A. Science-Technology Group investigating this new technique. A committee, with Dr. F. E. FitzGerald as Chairman, was appointed to survey the use made of this method among special libraries in the S-T Group.

Dr. FitzGerald, Miss Gretchen Little (Vice-Chairman) and Miss Lucy Lewton (Chairman) attended the Symposium on Punched Cards of the Division of Chemical Education, held at the American Chemical Society meeting in Chicago last September and pledged the cooperation of the Group, especially in reference to the proposal to issue a *Chemical Abstracts* edition on punched cards.

At the National Chemical Exposition in Chicago on September 8-14, 1946, an exhibit showing how special libraries function in industry was set up under the able direction of Mrs. Maude Hinson. This was such a success that a free booth was offered at the National Metals Show in Atlantic City on November 18-22, 1946, to exhibit this material. However, no one was found to man the booth and the material was turned over to S.L.A. Headquarters for future use. A Report and a *Manual on Exhibits* was submitted to Mr. Robert Christ, national Public Relations Committee Chairman.

In connection with this exhibit an attempt was made to publish the first issue of the Group's new *Bulletin* in a more eye-catching form. The name was changed to *Ye Alchemical Libraries Almanack* and it was printed instead of mimeographed. Several new features, such as a Library Inventor's column and a dignified gossip column, were included. The printing of this issue was partly subsidized by the Federal Telecommunications Laboratories. The second issue was entirely paid for from Group funds. The mailing was done through the kindness of the Washington, D. C., Chapter's S-T Group. The cut for the title design was presented to the Group by the S-T Chairman. It was planned to make the *Almanack* a quarterly but lack of funds has prevented further publication. If the membership wishes the *Bulletin* continued in its present form, it will have to be on a subscription basis of 50 cents a year.

The Bibliographic Pool was moved to Battelle Memorial Institute, and cooperation was received from the Biological Sciences Group in contributing to it. Means of charging a fee for loans and of reproduction and copyright are being considered.

At a meeting of the S-T Committee members at the 1946 Convention it was decided to change the procedure in writing the Group's *Manual on Organization of Science Libraries*, and to have each section written by an "expert"—the whole to be edited by Miss Lucille Jackson. The outline has been completed and submitted to Section Chairmen for criticism.

However, it developed that our Manual would duplicate subject matter in the *Manual on Special Library Organization* being prepared for the Association by Miss Alma Mitchill. At a meeting of Manual editors held in January 1947 it was suggested that the national Association Manual be issued as Volume I and Group Manuals as successive volumes. A realignment of subjects to be treated was made and the outline changed accordingly. In this connection it was felt that a more complete picture of standard practices in S-T libraries was needed and Miss Paula M. Strain was appointed the Chairman of a Fact-Finding Committee on Representative Technical Library Practices to prepare a questionnaire which was sent to the membership in January.

The activity of the Chemistry Section was the *Union List of Chemistry Library Holdings* which was completed and submitted to the Publications Committee.

Suggestions having been received on the desirability of a Translations Pool, similar to the Bibliographic Pool, Mrs. Ruth Hooker was appointed Chairman pro tempore of a Committee to consider ways and means of setting it up and to contact Mrs. M. Landuyt, who had been successfully handling such a pool for the Group's Engineering-Aeronautics Section.

The Engineering-Aeronautics Section under the able leadership of Mr. Robert Sale on the East Coast and Mr. Stanley McElderry on the West Coast have two projects under way: (1) compilation of a subject headings list and (2) a translation holdings file. The list of subject headings will be published before the end of the year.

In July, the Chairman contacted the Patent Commissioner in order to explain to the membership the reasons for increase in cost of patent specifications. She was asked to write a critical report on the proposed libraries program of UNESCO for the American Delegates Advisory Committee. The Chairman also wrote the two issues of *Ye Alchemical Libraries Almanack* and supervised its production. She gave two vocational talks on Science Librarianship, one at the Vocational Conference of Barnard College in New York, and one at the Special Libraries Course in the School of Library Science at Columbia University.

Miss Gretchen Little, Vice-Chairman, is setting up the S-T membership list on 4 x 6 punched cards. Each card will give the address, Chapter affiliation and type of library.

A survey was conducted to determine the number of Chapters having an S-T Group. It was disappointing to find that of 23 Chapters, only 5 maintain S-T Sections.

A list of members affiliated with the aeronautical industry was compiled.

LUCY O. LEWTON, *Chairman*

SOCIAL SCIENCE

The sad and sudden passing of Edith K. McMahon early in December 1946 catapulted the Vice-Chairman of this Group prematurely into the Chair. Correspondence with the national Office, with Miss Hazel Benjamin, Immediate-past Chairman, Miss Janet Saunders, Secretary, and Mrs. Eloise Giles revealed that additional guide-lines in the form of Constitution, By-Laws or Group Manual are badly needed for the information of Officers, Committee Chairmen and other members in this, the largest and most diverse Group in S.L.A.

An additional obstacle to the year's activities was the fact that such files as did exist were in Miss McMahon's Washington, D. C., home, which has been and still is effectively sealed pending court action on her will which is being contested. It is expected that by July 1, 1947, it will be possible to search for and secure the Social Science Group files and forward them to the Chairman. In this connection it seems desirable that duplicate Group files be maintained at the national Office.

Immediately upon notification of Miss McMahon's death, Miss Marion Wells, 1947 Convention Chairman, forwarded to the Acting Chairman duplicate copies of all Convention plans, questionnaires and problems with helpful suggestions as to Group representatives and Committee members.

The Acting Chairman suggested to Miss Margaret Egan that a joint meeting of the University and College and Social Science Groups be held for a change in view of social and cultural developments in the postwar world. She also suggested that a continuance of the industrial relations theme of 1946 be used with the tentative idea of "Responsibility of Management and Labor to John Q. Public."

The Acting Chairman had, while Vice-Chairman, assumed the editing of the Group's *Bulletin* which she had done in 1940-41. Articles and news from as many Chapters as possible were obtained. In addition, papers read at the 1946 Group meetings in Boston were abstracted for the benefit of members not in attendance and to refresh memories of those who had heard the program. As material for the second *Bulletin* of the year was in hand, the Acting Chairman abstracted and edited that also, leaving only the pre-Convention *Bulletin* for the Acting Vice-Chairman to prepare.

Miss Jane Brewer consented to act as Vice-Chairman to complete the year, and brought enthusiasm and efficiency to the office. The pre-Convention *Bulletin* was in the hands of members ten days before the Convention.

Two major projects have been advanced during the year:

1. Under the direction of Miss Janet Saunders of the I.L.O. Library, Montreal, Canada, a

new and up-to-date directory of the Social Science Group has been compiled and processed. This *Directory* is in two parts: I. A geographical and classified list; II. A directory of personal names and affiliations and/or addresses.

2. Miss Hazel Benjamin, Miss Elizabeth Shirley and Miss Helen Steede have been collaborating in revising the *Source List of Selected Labor Statistics*.

ISABELLE T. FARNUM, *Chairman*

TRANSPORTATION

In June 1947 there was a total membership of 182 members, of which 1 is a Life member, 38 Institutional, 131 Active and 12 Associate—an increase of approximately 38 members.

In May 1947 a Washington, D. C., Group was formed with about 30 members. Their meetings, with Miss Agnes Gautreaux as Chairman, have been informative and helpful to those engaged in the transportation field.

The members have contributed to the *Transportation Manual*. A *Booklist*, which was contemplated for this year, has not as yet been completed. Preliminary discussion and work was started on an *Aeronautical Subject Headings List*. It is believed that this will be the major project of the new Chairman. There is a great demand for such a list which will warrant the effort spent on its undertaking. The *Source List of Transportation Statistics* will be carried over for another year. Four *Bulletins* were issued during the year.

The Chairman attended the Conference on Non-Governmental Agencies at Lake Success on February 12 and, through the *Bulletin*, reported at length on it to Group members. The S.L.A. Executive Board meetings were also reported in like manner.

MILDRED M. BAKER, *Chairman*

UNIVERSITY AND COLLEGE

This Group has not engaged in any projects or publications during the year. The Committee on Professional Standards found it difficult to continue with its work of drawing up standards because of insufficient returns on a questionnaire sent out as well as differences in interpretation of the questions by those who did answer.

Two *Bulletins* were issued during the year containing notes from the Executive Board and Advisory Council meetings and news items of interest to the Group. The second *Bulletin* also included reports from active local University and College Groups.

The Group's annual meeting on June 12 was devoted to an informal discussion of the organization of the Group and possible future plans.

GLENN R. MAYNARD, *Chairman*

COMMITTEES

ARCHIVES

The Archives Committee for the year 1946-1947 consisted of Wilma Troxell, Librarian, Medical, Dental and Pharmacy Library, University of Illinois; Eva Trachel, Librarian, Curtis Publishing Company; and Abigail Hausdorfer, Chief Librarian, Pennsylvania Area College Centers, Chairman.

Miss Trachel undertook to trace the archives of defunct Chapters, Groups and Committees, but reports no work as yet accomplished on this project.

Miss Troxell's work on the Committee was to follow up on the work begun last year of having the Chapter and Group Archivists fill in forms outlining their activities by year. In April, letters and forms were sent to be filled in for the back years, as needed, and for the current year. If the name of the Archivist was not known the forms were sent to the Chapter President or Group Chairman. Last year all histories and complete forms were deposited at Headquarters. Miss Troxell will do the same with the material received this year.

Some progress has been made on indexing the Minutes of the Executive Board and Advisory Council.

ABIGAIL HAUSDORFER, *Chairman*

CLASSIFICATION

The Chairman has been in correspondence with Mrs. Esther Potter, Director, Dewey Decimal Classification, concerning the assignment and progress of the various D.C. schedules which members of S.L.A. have undertaken to revise for the standard edition.

Mrs. Potter has been working directly with some of the special librarians chosen; others have reported progress to the Chairman; still others have completed their assignments and sent the revised schedules to Mrs. Potter. The chief work of the Chairman has been to send reminders that certain deadlines had to be met and to relay questions concerning special points of revision to Mrs. Potter.

The Chairman has also answered several inquiries concerning the national loan collection of special classification schemes at Headquarters and has referred others to Mrs. Stebbins. Miss Isabel Towner has continued to classify and catalog the new material for the Headquarters' collection as it is received.

The Chairman respectfully recommends that members of Special Libraries Association continue to aid Mrs. Potter and the D.C. editors in the preparation of the standard edition whenever their special knowledge and talents will be helpful, without the necessity for formal appointment to be made by the Chairman of this Committee.

From time to time it appears to be neces-

sary to publicize the national loan collection and to seek new systems to be added to it. Mrs. Stebbins' report of the number of loans of this material will indicate the importance of the loan collection to S.L.A. members. The primary duty of the Chairman of this Committee should be to keep the file up to date, to continue the organization of the file as Miss Towner has set it up, and to make plans for supplements to the list of classification schemes and subject heading lists, compiled in 1945.

RUTH S. LEONARD, *Chairman*

FINANCE

The financial structure and policy of an organization should conform to the larger purposes of that organization. Those purposes are expressed in Special Libraries Association at a national and local level: the Executive Board and Advisory Council, Headquarters, Chapters, Groups and Committees. Apportionment of funds should be based on the needs of the two major divisions: to maintain an effective central organization to help local units and widely dispersed Chairmen, and to support the individual activities of the Chapters and Groups. Since there should be funds adequate for both purposes, there should be no conflict in demand. In this connection we must assume the presence of adequate funds, for without them, allocation would be satisfactory to no one.

A word about economy: We feel there should be intelligent checks and controls, for enthusiasm and disregard of details cause some of us to spend beyond resources. But for worthwhile and more ambitious projects, there should always be money. We must not, however, be naive about the source of this money. Two-thirds comes from the dues and the subscriptions we pay, and from publications we purchase. It is *our* money, and unless we provide it, we cannot undertake our special projects. The one-third that comes from outside the organization also is earned by the efforts of members, and by the effective salesmanship at Headquarters. Before we allocate funds for one purpose or another, we should consider whether it not only benefits a large segment, but also whether it is for the good of the entire Association. We must doubly justify demands for a larger share of the funds than seems fair to others—first to ourselves, our own Group or Chapter, and then to the Association.

Your Committee and the Board try to apportion funds according to the needs of the entire Association. Unless we are informed of special projects, and they are approved by the Board, no funds can be allotted for them. Our budget must be prepared in October for presentation to the Board. Any projects requiring special funds, whether for publication

PER CAPITA INCOME AND EXPENDITURES 1937-1946

	1937	1938	1939	1940	1941	1942	1943	1944	1945	1946
Income	\$ 7.90	\$ 7.64	\$ 8.60	\$ 8.27	\$ 10.28	\$ 10.84	\$ 10.04	\$ 10.23	\$ 10.90	\$ 11.63
Expenditures	8.48	8.40	9.50	7.97	9.60	8.30	7.80	8.90	9.60	9.70
Difference	-.58	-.76	-.90	.30	.68	2.52	2.24	1.33	1.30	1.93
Income from dues	3.72	3.40	4.70	3.43	4.57	5.36	5.00	4.92	5.16	5.30
Ratio of % income from Assoc. dues to total income....	30	32	21	22	18	15	15	13	10	9

PER CAPITA INCOME BY CHAPTER FROM DUES,
AND PER CENT OF TOTAL INCOME OF CHAPTERS
(FROM DUES) DERIVED FROM STUDENT
AND ASSOCIATE MEMBERSHIPS

Chapter	Per Capita Income from Dues	% Income from Student and Associate Membership
Baltimore	\$ 5.20	10
Boston	4.45	17
Cincinnati	4.85	17
Cleveland	5.05	9
Connecticut	5.70	9
Greater St. Louis....	6.30	6
Illinois	5.50	6
Indiana	5.30	2
Michigan	4.85	15
Louisiana	5.75	6
Milwaukee	5.30	6
Minnesota	5.50	6
Montreal	5.70	5
New Jersey	5.80	5
New York	5.40	5
Philadelphia	5.20	11
Pittsburgh	5.35	11
Puget Sound	4.30	11
San Francisco	4.10	16
Southern California..	3.90	18
Toronto	5.30	12
Washington, D. C....	4.20	8
Western New York..	6.95	4

or not, should be submitted to the Board before they are even begun. Otherwise, if the Board considers the undertaking inadvisable, much work may be lost. The Board cannot allocate funds for purposes not implied in the Budget, except where such funds are undistributed surplus of the previous year. Otherwise there would be little use in having a budget. So much for advance information necessary to prepare a budget.

In 1944 your Committee made a study of publications' cost, profit and sales. Recommendations on price policy were adopted, and the suggested formula used for subsequent projects. A more carefully considered policy on editions also has been followed.

This year we should like to present certain

facts about membership, the other large source of Association income. Dues have accounted for from 44 per cent to 51 per cent of total income during the decade from 1937 to 1946. Per capita income has risen about \$3.50 since 1937. Of that rise less than half, or \$1.56, represents increase from dues. Active, Institutional, and later, Sustaining memberships account for the major portion of the rise, for the contribution of Associate membership has declined from 30 per cent in 1937, to 9 per cent in 1946. Active memberships have almost quadrupled, and Institutional, tripled, in the last ten years. The per capita income from dues in Chapters varies widely from the national average of \$5.30: the lowest is \$3.90, and the highest, \$6.95. There is no apparent relation between the size of the Chapter and per capita income from dues, because a Chapter with less than 100 members has the highest per member average dues. There is, however, an apparent relation between the per cent of income from Associate membership and per capita income. In other words, Chapters with large Associate memberships fall below the national average. For example, the Chapter with a \$3.90 average derives 18 per cent of its dues from Associate members, whereas the Chapter with the highest average, \$6.95, derives only 4 per cent of its dues from Associates.

In this comment, we speak only as the Finance Committee, considering the income of the Association, not on what merits Associate membership may have. We might, however, pose the question whether the purposes of the whole Association are best served through this subsidy of Associate membership, or whether such funds were better employed toward another end.

Our expenditures per member during the early part of the decade ran from \$.58 to \$.90 above per capita income, but in 1946 they were \$1.93 below. A widely fluctuating margin of safety is no comfort to the Finance Committee, which is charged with the financial part of the Association's affairs. For that reason definite action was taken in 1944 to establish a respectable reserve of \$40,000.

Although the goal has not been reached, it should be shortly. There may be no major business depression, according to some economists, but there is a very exciting race between costs of operation and income. We hope income may retain the lead, but we still believe in cash reserves for future events.

Upon recommendation of the Committee of Five the Finance Committee attempted to study the finances of Chapters and Groups over a five-year period, in order to incorporate suggested percentages of income and expenditures in the respective manuals. Incomplete returns at the time of writing this report make it impossible to summarize findings. From totals obtained from Headquarters, and from reports so far submitted, it is apparent that the present system of allocation is not understood by some, and is considered unsatisfactory by others. Three Groups, for example, have not submitted documented requests for funds, and others have indicated that a good part of the expense has been borne by the organization with which the Chairman is connected. The relations of national to local Groups, and Chapters to local Groups, needs clarification before the Finance Committee can make any recommendations to the Board. Reports submitted are too incomplete and few for analysis. What is to be done for Groups that want more money? An evaluation by the Committee of Five of Group activities might help to clarify the situation, and to furnish a basis on which more satisfactory allocation of funds could be made. In any event, Chapters and Groups should cooperate by returning the filled in forms sent out by our Committee.

Our discussion of the sources of Association income, in this year, of income from dues, and the problem of flexible allocation for various purposes are all a part of the large picture of structure and policy. The more definite and adequate we make both, the more satisfactory can be the designation of funds. In a democratic organization such as ours each member is responsible for helping to determine structure and policy. The Association is yours, as effective for your own requirements as you make it. You make it what it is, even though you do nothing. You express yourselves though you say nothing. But mute consent is not democracy, nor does it make the Association what most of us want it to be.

WALTER HAUSDORFER, *Chairman*

INTERNATIONAL RELATIONS

Since the report of the Chairman of the International Relations Committee of Special Libraries Association given in June 1946, the most important news is the action taken by the Executive Board on the Chairman's recommendation that a Scholarship Fund be set

aside to provide for a librarian or librarians from some foreign country to study library methods or to train in library science in the United States. The Board acted favorably and generously on this recommendation and voted the amount of \$2000 for such a purpose. A committee consisting of Mrs. Esther Potter, Chairman, Mrs. Lillian Jory and Mr. Paul Gay were appointed to review the proposed program and to make recommendations. Mrs. Potter reports at this time the following status of the Committee's activities:

The Committee has conferred with the U. S. Department of State, which department advised the Committee as to countries that should be considered for such a scholarship. Recommendations were received from the Institute of International Relations for two French women, one Italian and one Hungarian. The Committee presented the qualifications of these to the Board. In addition, the Committee received recommendations from six library schools for students already in this country who might be interested in staying another year.

The American Scandinavian Foundation and the Philippine Commonwealth will make recommendations should the grant go to either of these two countries.

From June 1946 through April 1947, there has been a total of 51 new S.L.A. members from foreign countries, distributed geographically as follows:

Belgium—1 Active
Canada—1 Institutional; 20 Active; 20 Associate; 1 Student
England—1 Active
Hawaii—1 Active
India—1 Institutional
Philippines—1 Active
Sweden—2 Active
South America—1 Institutional; 1 Active

As usual many requests for information and help come in from foreign countries; some of the requests for books and magazines cannot be filled, but the work of the American Book Center is called to their attention and ABC is notified of their needs.

An interesting request came from the librarian of the Department of Labour and National Service in Melbourne, Australia. A descriptive list was wanted of all United States Government Department and State Government libraries. Needless to say this was sent.

Miss Elma Evans, of Cornell Aeronautical Laboratories, reports that her library is exchanging translations and non-proprietary technical reports with the Australian Council for Aeronautics, as well as with the French Service of Documentation and Technical Information and the British Air Commission. These organizations send her copies of all their journal reports by way of reciprocation.

I shall not report in detail on the activities of the American Book Center as a full report from the Executive Director, Mr. Laurence J. Kipp, has been mailed directly to each participant. However, it is to be noted that the activities of the ABC have been extended to December 31, 1947, and discussions are under way on the possibility of continuing this organization permanently.

The directors of the ABC are grateful for the splendid, valuable and continuous support by members of Special Libraries Association. Some of the most valuable materials received were obtained through the efforts of chairmen representing various S.L.A. subject Groups.

A Bulletin for foreign distribution will again be mailed immediately after the Convention. This Bulletin will call attention to new library literature of particular interest; announcement of the new foreign scholarship; a list of new members from foreign countries; notes on revision of the Dewey Decimal Classification; activities to date of the American Book Center; and highlights of the 1947 S.L.A. Convention. Other items for inclusion in this four-page Bulletin will be welcomed by the Chairman of the International Relations Committee.

During the year, your President, Miss Cole, has attended, or has appointed members of S.L.A. to attend, various meetings on international relations which were held in New York, Washington and Philadelphia: meetings such as Conferences on International Reconstruction in Washington, and UNESCO in Philadelphia and New York.

Your Chairman wishes to thank the members of her Committee, the S.L.A. Executive Board and Mrs. Stebbins for their help and counsel during the past year. She is especially gratified that S.L.A. now has a working international relations program, and with the return to normalcy of the various communications systems, the work of this Committee may well be enlarged in scope and activity and thus bring the international character of S.L.A. into clearer focus.

ELEANOR S. CAVANAUGH, *Chairman*

MEMBERSHIP

A compilation can be a report but is usually very dull. Membership work is anything but dull; therefore this closing report will be a final accounting of stewardship held by this Chairman for a second two-year term.

The structure of the Membership Committee was strong in Chapter support, having as members, all of the Chapter membership Chairmen. This main beam of the Committee structure was buttressed by additional Committeemen appointed-at-large with specific duties and responsibilities in designated areas.

A percentage of the Committee members

was held over from the previous year and a percentage of those who served this year will continue their responsibilities for the coming year, in accordance with the provisions of our national By-Laws. (By-Law IV, Section 1)

The national President, Miss Betty Joy Cole, appointed as a vice-chairman, Miss Elise Hoffman, of the Golden State Ltd. Co. in San Francisco. This gave geographical balance to the Committee as additional vice-chairmen were Miss Mildred Benton, of the Field Services, Department of Agriculture, responsible for Chapter extension; Mrs. Esther Potter, of the Dewey Decimal Classification, responsible for Life Memberships; Miss Rosalind Morrison, former Chairman, who was available with her experience and good advice.

Miss Hoffman has been engaged in stimulating interest on the West Coast and will be in charge of several of the meetings scheduled to be held in San Francisco during July. We shall expect major results at that time when she will have the opportunity to contact potential members from Hawaii and Alaska in addition to visitors from the western states. Two new Life members attest Mrs. Potter's efforts.

Miss Benton concentrated her efforts on Louisiana during the first year of this term until a Chapter was organized there, then she turned her attention to North Carolina where she recently held a meeting of 15 interested librarians, some of whom were members of the Association. She also arranged to meet with a group in Atlanta, Georgia. Both of these locations may see future Chapters being developed.

Mr. Marvin Terrell and Miss Ruth Beedle have been working in Virginia covering Richmond and Charlottesville, and Mr. Paul Kruse has been most active in Florida.

Miss Charlotte Chesnut at Oak Ridge, Tennessee, has been responsible for the organization of a library group which is now developing into a nucleus for Chapter extension.

Mr. Francis Thorne was assigned to membership work in Latin America when he was working in Belen, Brazil. How well he performed his assignment during the tour of duty in Latin America is noted in the recent applications for membership from our Latin American friends. Many of the librarians from Brazil who attended the Assembly of the Librarians of the Americas know Mr. Thorne and sought him out to introduce them to special librarians in Washington. Two of the most recent members are very much interested in initiating a Paulista Chapter, which if the national Executive Board approves, would be the first Chapter organized outside of the North American continent.

Thirty-nine members constitute the Committee; if Baltimore could have made a recommendation, the number would be forty; and

every member has made a major contribution to the aims of Special Libraries Association.

The work of the Committee has been integrated through a mass of personal correspondence and reports. Interim reports were submitted to the national Executive Board in October and March of each year and the Chairman attended the meetings of the Advisory Council held in New York.

The only expense charged to the Committee has been the cost of mailing a record card for each new member to the Chairman. These records have been invaluable.

National Headquarters also has provided a copy of each letter of welcome to new members for the Chairman. This information allows the Chairman to make specific assignments to the committeemen and also to note any concentration of new members which may be developed into Chapter extension.

The correspondence has never been burdensome because the Committee has been a good team.

A *Manual of Procedure for the Organization of a Chapter* was prepared and submitted to the Publications Committee of S.L.A. which accepted the manuscript for publication. It is now possible for an unaffiliated member to obtain a copy from Headquarters if he is interested in working toward Chapter extension.

Without the assistance of the Executive Secretary, this Committee would not function efficiently and the Chairman wishes to express to Mrs. Stebbins and the Headquarters Staff the deep appreciation felt for the cooperation so generously granted.

The facts and figures on membership are usually covered in the report of the Executive and not collected is to be found in the report of the Financial Committee. Therefore this Chairman will allude but briefly to membership records.

Pro-rated accounts ceased under authority of the amendment passed at the Boston Convention and new members were admitted during November and December by courtesy of the Association upon payment of future annual dues. This resulted in a peak work load at Headquarters because the membership drive opened full force in November.

The Membership Gavel Award went to the Western New York Chapter last year by a good majority but this year there has been severe competition for the Award from several Chapters.

As a matter of record the Chairman calls attention to the March 1947 report of membership showing a total of 4,782 or nearly 5000 members. The importance of that total is comparison with the report on May 31, 1941, which listed 2,541 members in the Association. It

was the aim of this Committee Chairman to relinquish her post with the proud statement that the membership stood at 5000 but unless the next several days bring some new applications, she will have to admit failure of mission and report her job was "almost" done. However, it is interesting to note the shift in the various classes of membership—in 1941 the total membership was less than our current number of Active Members.

Several recommendations have been made by Committee members which the Chairman calls to your attention:

A suggestion for a national membership card to be issued through the Chapter representatives when dues are paid.

A suggestion for a folder-type of application for membership. The folder to state the aims of the Association, the duties of the member to his professional society and the privileges of membership; this folder to be retained by the applicant. An enclosed card issued with the folder would be returned to Headquarters with the remittance of dues, the card being the record of information for the applicant.

A suggestion for an amendment:

By-Law VII, Section 5. Dues in arrears.

Insert "No publications issued by Special Libraries Association shall be mailed to any member who is in unpaid status more than sixty days after notice for membership dues are mailed".

Strike out *six* and *substitute (three)* so the second paragraph of Section 5 shall read:

"The membership of any person, firm or organization, whose dues shall be *three* months in arrears, and who shall continue such delinquency for one month after notification of same, shall automatically cease".

Section 6. Reinstatement.

Insert as underlined so that the Section will read:

"Reinstatement may be made on payment of a *reinstatement fee to be determined by the Executive Board* and payment of dues for the current year".

A suggestion for the Executive Board to discuss and lay before the membership is a proposed increase in Associate dues so that the fees will be on a graduated professional scale of \$2.00 for Student; \$3.00 for Associate; and \$5.00 for Active.

This Chairman recommends as a future project for the Membership Committee the compilation of a promotional book with sample letters of invitation to members; a compilation of local trade associations, professional societies, industrial concerns and business establishments which may be used for promotion of special library activities; and the compilation of a membership prospect list.

Special Libraries Association has no endowment and it does not solicit gifts or financial donations. The Association depends for support and extension of its activities wholly upon membership maintenance and growth. As no solicitors are employed and membership is not advertised to the public, the Association relies upon the members' cooperation to encourage worthy and interested colleagues to enter Special Libraries Association.

Therefore, although the formal Membership Committee lists 38 members and a Chairman, the actual Committee is composed of the total membership of the Association.

The Chairman in closing acknowledges the cooperation of the Committee, the Headquarters Staff and the national Officers, without whose support, the work would have been only half accomplished.

Only a beginning has been made in building a virile professional society; in the hands of the Association rests the responsibility for future progress and toward this progress the Chairman has attempted to chart a course.

JANE BREWER, *Chairman*

MICROFILMING AND DOCUMENTATION

The Committee was relatively inactive during the year because it had just completed the compilation and publishing of the *Directory of the Microfilm Services of the United States and Canada*. The attention of the Committee was concentrated on the task of convincing manufacturers of new microfilm reading machines to include the features desirable for the technical librarian. Although no one machine for instance should be singled out for special mention, it can truthfully be said that the Committee has had a constructive influence on the designs of reading machines actually in the production stage or still on the drawing board.

Additional activity along this line is contemplated for 1947-48.

GERRITT E. FIELSTRA, *Chairman*

PUBLIC RELATIONS

During the year 1946-47, the Public Relations Committee has met twice in New York City, and the Chairman and Mr. Donald Wasson have held one conference in Washington. Correspondence of the members of the Committee with reference to the projects of individual responsibility have circulated in copy to all members, so that the Committee as a whole has been aware of the total picture and the progress of the three specific types of activity in which we have engaged.

Mr. Donald Wasson, the Sub-Committee Chairman to handle solicitation of articles on special libraries and special librarianship, has polled Chapters and Groups for suggestions of individuals who would be interested and cap-

able of writing such articles, and the titles of non-library journals which would be suitable media for publication. Five replies only were received, which means that almost the full burden of selecting authors and journals in all subject fields has fallen on the Committee. Lists have been compiled and some initial contacts made. This phase of the public relations program is a long-term job before concrete results can be achieved in the form of published articles, but I have confidence that we will meet some real success during the coming year.

Miss Josephine Greenwood, the Sub-Committee Chairman on aids to small business, has worked with the Headquarters office on the follow-up to the publicity brochure prepared by last year's Committee and sent out by Headquarters during this year. Eighty inquiries have been received. Two inquiries, one from Maine and one from Pennsylvania, led to comprehensive surveys made by S.L.A. members recommended as consultants on a fee basis, and a third consultant's job is pending on Long Island.

To facilitate this follow-up work, the entire Committee prepared an eight-page statement on "Some Considerations on the Organization of a Special Library." This was submitted to the Board and to the Publications Committee; with their approval it has been duplicated and is being used with individually drafted original letters as an answer to inquiries from firms interested in establishing their own libraries. In general terms, this statement discusses briefly seven major considerations (and recommends certain minimum standards) as follows:

1. Purpose and activities
2. Location and space requirements
3. Equipment
4. Book stock
5. Journals and memberships
6. Staff and administration
7. Budget

When the various Group Manuals for specific types of libraries now in preparation are completed and approved, we hope that a large percentage of inquiries coming to the Association can be answered with this type of material up to the point where the services of a special consultant will be recommended to prepare a plan for a specific situation. The consultants, on the other hand, will have this body of material to draw on in preparing their recommendations.

In general publicity work which has been handled by the Chairman, President Cole's Chapter visits have been preceded by letters to each Chapter suggesting means of securing local publicity for the Chapter and the Association. Eight Association press releases have been prepared and disseminated. On May 8

a general release on the 1947 Convention went to 80 library, technical and scientific journals and the major news services, with copies to every Chapter suggesting that it be amended by the addition of local news and submitted through customary channels to local newspapers. Six releases were in the hands of newspapers and periodicals for release at noon on June 13 following the annual business meeting,—a total of 90 copies. One on the new president was sent to Indianapolis newspapers and to a list of drug trade journals supplied by her. A special release on each of the four newly-elected officers went to the home newspapers of each, and a general announcement of election results was sent to the principal library journals and the press associations. A special release on the choice of Washington for the 1948 Convention went to Washington papers for Sunday editions, June 15.

The Publicity Committee for this Convention, under the Chairmanship of Mr. Martin McDonough, handled all details of local publicity for the Convention as local representative of the Public Relations Committee.

The S.L.A. exhibit, prepared last fall by the Science-Technology Group of the Illinois Chapter for the National Chemical Exposition in Chicago, has been followed with showings in Boston during December 1946, under the management of the Boston Chapter, for the American Association for the Advancement of Science, and in St. Paul, Minnesota, in February 1947 by the Minnesota Chapter for the Minnesota Federation of Engineering Societies. This exhibit was set up at the 1947 Convention, by a committee headed by Mrs. Maude R. Hinson of the Illinois Chapter, who was Exhibit Chairman last fall. The exhibit will be shown twice in October if a way can be found to conquer the miles between the Atlantic and Pacific coasts in ten days. The Committee urges all members to be alert to opportunities in their own regions where such an exhibit at Conferences of non-library organizations would advance the interests of S.L.A. and benefit those attending the Conference. The Exhibit Chairmen prepared full reports which are available to help plan any new showings.

Acting on a suggestion from the Boston Chapter which grew out of its experience with the exhibit showing, the Public Relations Committee recommended to the President and the Publications Committee that all mimeographed publications of the Association be dressed-up and dignified with a printed colored cover of standard design.

For next year, the Public Relations Committee wishes to continue the three types of activity pursued this year. It wishes to be kept informed of activities which merit national attention, of articles to be offered for publication, and of suggestions of journals in

which they might be published. They will be grateful for help in compiling a mailing list of technical and scientific journals representatives of all interests of the Association to which national press releases should be sent. Every member of the Association is a public relations representative; the Committee exists to spearhead and coordinate activities.

The Committee came "cold" to its work this year, all members being new to the job. It would be sailing under false pretenses, as well as ungracious, to submit this report of activities without acknowledging with sincere appreciation the whole-hearted cooperation and ready advice it has received from the retiring President, Miss Cole, and the incoming President, Mrs. Strieby, and the always efficient services of the Executive Secretary, Mrs. Stebbins, and her Headquarters staff.

ROBERT W. CHRIST, *Chairman*

PUBLICATIONS

The publications issued by the national Association since the last annual meeting are:

Directory of Microfilm Services October 1946

Procedure for the Organization of New Chapters of Special Libraries Association (mimeographed) April 1947

Special Library Resources, Volumes III and IV, May 1947

The Union List of Serials in 200 Libraries of the Science-Technology Group of SLA will be off the press about August 1, 1947.

Another project which will be ready for publication this year is the *Aeronautical Subject Headings List*. This is being compiled by two committees—one on the East Coast with Mr. Eugene Jackson, Chairman, taking the letters A through L and another on the West Coast with Mr. Stanley McElderry, Chairman, doing the remainder of the alphabet.

Recently Wright Field awarded a contract to the Institute of the Aeronautical Sciences for the compilation of a subject headings list and a classification scheme covering the aeronautical and allied fields. As a result of conferences between Mr. Robert Sale and the directors of this IAS project, the SLA list will probably be accepted as the basic work.

The SLA general Manual is in active preparation and the first draft will be ready for review the latter part of the summer. Miss Alma C. Mitchill expects to make enough copies of this tentative draft to submit one to each Group Manual Chairman to assist in the planning and writing of the Group Manuals. Two Group Manuals are as far along as the general one. They are the *Newspaper Group Manual* and the combined *Manual of the Science-Technology and the Biological Sciences Groups*.

LURA SHORB, *Chairman*

RESOLUTIONS

The Resolutions Committee offers the following report:

Whereas the members of the Special Libraries Association are deeply appreciative of President Betty Joy Cole's efficient and inspiring leadership this past year

Be It Therefore Resolved that the Association convened in Chicago extend to her its deep appreciation.

Whereas the members of the Special Libraries Association are also grateful for the services rendered by the retiring Board members

Be It Therefore Resolved that the Association extend to them its appreciation

Whereas the Special Libraries Association is convened in Chicago, June 10-13, 1947, for its 38th Annual Convention, and

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

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

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

Whereas the Convention Committees have worked so long and efficiently to provide this excellent Convention

Be It Therefore Resolved that a sincere vote of appreciation be extended to:

Marion E. Wells *Convention Chairman*

David Kessler, *Convention Treasurer*

The Executive Advisory Committee and

The following Convention Committees:

Banquet, Exhibits, Hospitality, Information, Local Arrangements, Luncheons, Methods Exhibit, Publicity, Reception, Registration, Reservations, and Sight-seeing and Transportation

Be It Further Resolved that the Association wishes the Executive Secretary to express its gratitude to the officers of the First National Bank of Chicago who permitted Miss Wells to give so generously of her time as Convention Chairman, and to the following participants at the First General Session:

The Rev. Dudley S. Stark

Herman H. Fussler

Walter M. Sackett

Vernon D. Tate

Herbert A. Thelan

and to

Paul M. Angle, *Toastmaster*

William M. McGovern, *Speaker at the Banquet*

Be It Further Resolved that our thanks and appreciation be extended to:

The Chicago Association of Commerce

and Industry

A. C. Nielson Company

The Chicago Times

Vaughn and Hines Hospitals

Commerce Clearing House, Inc.

Federal Reserve Bank of Chicago

First National Bank of Chicago

Rand, McNally and Company

The Art Institute of Chicago

Chicago Plan Commission

Encyclopedia Britannica, Inc. — Cartographic Department

Cook County Inspection Bureau

Lumbermen's Mutual Insurance Company

The Chicago Tribune

The Chicago Journal of Commerce

A. J. Boynton and Company

Armour and Company

Public Administration Clearing House

American Library Association

Ernst Hertzberg & Sons Monastery Hill Bindery

Commonwealth Edison Company

Northwestern University

Quarrie Corporation

The Chicago Historical Society

Heckman Bindery

Victor Oakley, Food and Container Institute for the Armed Forces

The Drake Hotel, *particularly* Mr. G. E.

R. Flynn, Director of Sales

and to:

All those libraries who so graciously extended their hospitality to members of the Association

Be It Further Resolved that the Group Chairmen extend their appreciation to the speakers at the various Group meetings

Be It Finally Resolved that this Resolution be spread upon the minutes of this meeting.

RUTH S. LEONARD, *Chairman*

STUDENT LOAN FUND

Amount in Treasury, June 1947.....	\$1,695.06
Outstanding Loans	None
Requests for Loans	None
Balance	\$1,695.06

MARION L. HATCH, *Chairman*

TECHNICAL BOOK REVIEW INDEX

The Technical Book Review Index is publishing its thirteenth volume in 1947. No change was made during the last year in the set up: the publication is compiled in the Technology Department of the Carnegie Library of Pittsburgh and is edited by Miss Julia C. Wallace.

The war and postwar developments stimulated interest in scientific and technical books and this is beneficially reflected in the list of domestic and foreign subscriptions. During the past year, from May 1946 to May 1947,

approximately 95 foreign subscriptions were received, 33 from Russia alone. It is also interesting to note that 64 new subscriptions were added recently with APO addresses in care of the Postmaster in San Francisco, Miami, New Orleans, New York City and Seattle. From VE Day to date, we have received approximately 377 new subscriptions, out of which 260 are domestic and 117 are foreign.

JOLAN M. FERTIG, *Chairman.*

SPECIAL REPRESENTATIVES AMERICAN STANDARDS ASSOCIATION COMMITTEE Z-39

Standardization in the Field of Library Work and Documentation

A.S.A. Committee Z-39 was again inactive during 1946-1947. However, the Committee is still in existence, and the definite trend toward greater development of international relations among libraries may serve to reawaken interest in the standardization of library techniques and procedures, tools and equipment. There is much to be done.

S.L.A. might take the initiative in revitalizing the work planned by Committee Z-39 before the war. Continued representation on the work is recommended.

RUTH MCG. LANE, *Representative*

LIBRARY BINDING INSTITUTE

Special librarians would do well to face the probability that bindery service, in general, may not return to normal before the end of the year, and to plan accordingly. It is likely that the return to prompt service will be slower in the case of special library work than for the general run of public library work because the bulk of binding to be done for special libraries is usually on periodicals.

If this fact, and the facts about conditions in the binderies, are taken into consideration by librarians, special libraries will in the next few months have better service than will otherwise be possible.

Essential materials, especially cover fabrics and paper, are not coming back on the market in normal supply as fast as had been expected a few months ago. Every materials manufacturer has problems of shortage of raw materials and high production costs. It is very doubtful whether there will be any sudden changes in these respects in the near future. The prevailing confusion in the general economic situation affords no clues for guidance.

Conditions in the binderies do not encourage optimism about normal delivery service soon. Most binderies report being swamped with periodicals and being unable, in many cases, even to get them into production, let alone, through to completion. Many binderies sim-

ply cannot take on any new customers; and it is therefore natural that some others should try to take advantage of the situation and solicit business with promises of quick deliveries. The best advice that can be given now to special librarians, particularly because of their need for accurate and good work, is that promises of bindery salesmen should be discounted. This is a very poor time in which to change binderies.

The main difficulties confronting most binderies continue to be low productivity of available labor and high labor costs. These conditions are aggravated by the nature of the incoming work, which includes a higher than normal proportion of periodicals, especially foreign material. There are not enough skilled and experienced people in bindery collation and other preparatory processes to prevent bottlenecks.

Binderies and the librarians they serve are learning that merely a number of workers do not make a good library bindery. It will take time to rebuild the teamwork more essential in library binding than in many other industries, because of the special nature of the work. New equipment should not be expected to perform any miracles in this problem. Machines on order will not, in most cases, be delivered for a long time; when they are, the skilled operators will not be immediately available. And some smaller and medium-sized binderies, building hopes on present conditions, may find themselves with expensive equipment which they cannot use enough to repay carrying costs.

It is therefore important, if service is to be improved during the coming season, for special librarians to bear in mind the needs of their binders and the difficulties they have to face. The following suggestions are offered toward cooperation:

1. Do not throw all the backlog material, especially foreign, at the bindery now. Do not send more than your normal quota without getting in touch with your binder first.

2. Prepare a schedule based on the binder's actual capacity. Prepare a priority list of what to send first based on what you really need most, not on what you would like to have. Hold over until fall, and preferably until next year, as much periodical work as possible.

3. Pay the utmost attention to the material you send to the bindery before you send it. See that it is complete; do not ask the binder to secure missing issues, title pages and indexes. The chances are that he cannot do it; it is better for libraries that bindery staffs at present devote themselves to binding. Give clear instructions and answer inquiries from the binder promptly.

PHILLIPS TEMPLE, *Representative*

CHAPTER LIAISON OFFICER

The Chapter Liaison Officer sent a form letter to all Chapter Presidents on October 19, 1946, offering the services of that Officer in making their plans for the year and in informing them of the plans for the *Chapter Town Crier*. The Chapter Liaison Officer also asked for the cooperation of the Chapters in receiving their *Bulletins*.

Two *Chapter Town Criers* were issued, one in January and one in May. The *Bulletins* received have been read faithfully and much information contained therein was summarized in the *Town Criers*.

At the Executive Board meeting, October 25, 1946, the Chapter Liaison Officer was appointed to the Committee of Five and, as a member of this Committee (1) analyzed and interpreted the summarized statements gleaned from the questionnaires and submitted a report to the Chairman; (2) sent a form letter to all Chapter Presidents on December 10 transmitting recommendations of the Committee concerning regional meetings and the correlation and coordination of national activities and committees with local activities and committees; and (3) aided in the preparation of the report to the Executive Board, to the Advisory Council (March 21 and 22) and of the report which appeared in May-June SPECIAL LIBRARIES.

Since the March meeting of the Executive Board, the Chapter Liaison Officer has become Chairman of the Chapter Relations Committee, with the appointment of Mrs. Esther Jacobsen and Mr. John Dulka as members of the Committee. This Committee has been concerned chiefly with plans for carrying forward the recommendations of the Committee of Five and at the Convention responsibilities for its members were allocated. The Chapter Relations Committee also planned a meeting on

Tuesday evening, June 10, with the out-going and in-coming Presidents.

At the Executive Board meeting in June, 1947, the Chapter Liaison Officer was charged with the responsibility of planning and conducting a Round Table for Chapter *Bulletin* Editors. Plans were therefore made for this meeting which was held on Monday evening, June 9. The speaker was Mr. John Paul Jones, Assistant Professor of Journalism, University of Illinois, who analyzed the Chapter *Bulletins* and discussed editing bulletins such as ours. Miss Helen D. Hertell of the Connecticut Chapter, who prepared an outline for a *Manual For Bulletin Editors*, lead the discussion on her outline. It is hoped that this outline can be edited for inclusion in the new *Chapter Manual*.

RUTH S. LEONARD

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

Articles have appeared in every other issue of the *Wilson Library Bulletin* as scheduled.

"Woodrow Wilson Memorial Library," by Harriet VanWyck, January 1947

"Railroad Libraries," by Elizabeth O. Culen, March 1947

"Facts on Foods," by Isabella M. Frost, May 1947

Agnes Law of Columbia Broadcasting Company has promised an article for the July issue and the Chairman has discussed an article with Lucy Lewton for an early issue in the fall.

The Chairman had hoped to visit the Wilson Company, but to date neither she nor Miss Loizeaux has been able to fix a date convenient for both.

FANNIE SIMON

EVENTS and PUBLICATIONS¹

SOME STATISTICAL METHODS USEFUL TO THE MEDICAL LIBRARIAN by Estelle Brodman, Fred J. Pheulpin and J. Deutschberger (Reprinted from the *Bulletin of the Medical Library Association*, Vol. 35, No. 1, January 1947) explain some of the frequently used, very simple statistical methods in a comprehensive way to those not necessarily mathematically minded.

¹ Where it is possible the Editor has given prices for publications noted in this section. The omission of a price does not necessarily indicate that the publication is free.

CURRENT BIOGRAPHY 1946 is a 734-page reference volume which has just been published by the H. W. Wilson Company, 950 University Avenue, New York 52, N. Y. The book is a one-alphabet cumulation of the biographical articles and obituaries that appeared in the year's monthly issues, revised and brought up to date as of December 31, 1946. Each sketch includes a photograph and references to additional material. A seven-year index covering 1940-1946, includes the names of all those whose biographies or obituaries have appeared in CURRENT BIOGRAPHY from the first issue through the issue of December 1946.

SUBJECT GUIDE TO UNITED STATES GOVERNMENT PUBLICATIONS, by Herbert S. Hirshberg and Carl H. Melinat, is designed to provide a starting-point for finding (by subject only) significant United States government publications for reference or informational use. This GUIDE represents a selection of those books and pamphlets, most of them published during the past twenty years, believed to be most generally useful in libraries. The emphasis is on serials, directories, bibliographies and handbooks which have great potential reference use. (Chicago, Ill., American Library Association, 1947. 228p. \$5.00)

* * *

WHO'S WHO IN THE EAST is an attempt to supply the need for a regional biographical compilation prepared under experienced editors to serve as an effective reference tool. Carefully selected listings of biographical data concerning 23,000 outstanding men and women in the arts and sciences, government, commerce and industry, education and other reputable fields of endeavor who work or reside in the Northeastern and Middle States and the District of Columbia, make up this volume of 1800 pages. (Chicago 11, Ill., A. N. Marquis Co., 1947.)

* * *

THE BLUEPRINT LANGUAGE OF THE MACHINE INDUSTRIES by H. C. Spencer and H. E. Grant provides an unusually complete and realistic training in blueprint reading. Over 100 major industrial concerns have cooperated with the authors in the development of problems and illustrative material to make it meet the practical requirements of industry. Emphasis is placed on the visualization of machine parts and their uses, with extensive instruction in shape description. An appendix contains much useful reference material: tables, symbols, bibliography, lists of visual aids, etc. (New York, MacMillan Company, 1947. 255p. \$5.00)

* * *

THE POLITICAL AND LEGISLATIVE HISTORY OF LIBERIA is a documentary history of the constitutions, laws and treaties of Liberia from the earliest settlements to the establishment of the Republic, a sketch of the activities of the American colonization societies, a commentary on the Constitution of the Republic and a survey of the political and social legislation from 1847 to 1944. The author, Dr. Charles Henry Huberich, is a former Professor of Law at Stanford University and a member of the Bar of the Supreme Court of the United States of America. The work is in two volumes with appendices containing the Laws of the Colony of Liberia, 1820-1839, and Acts of the Governor and Council, 1839-1847. (New York, N. Y., Central Book Company, Inc., 1947. 1733p. \$30.00)

DEMCO
LIBRARY SUPPLIES

Send for Our FREE Book on Library Needs

Here's the easy way to
buy quality with econ-
omy—write for the free
Demco catalog.

110 S. CARROLL ST., MADISON 3, WIS.
83 WALLACE ST., NEW HAVEN, CT. CONN.

SIX REASONS WHY . . .

*The Engineering Index should
be in your library*

1—COVERS EVERY BRANCH OF ENGINEERING
The developments made in the automotive, civil, and electrical fields are indexed just as completely as those made in management, marine, mechanical, mining, petroleum and railroad engineering.

2—WORLD-WIDE IN SCOPE
Articles indexed are selected from the engineering literature, no matter where it is published.

3—BROADENS YOUR INTERESTS
Each volume contains references on more than 5,000 subjects.

4—MORE THAN AN INDEX
Following the title of every article indexed is a concise digest which gives accurate conception of its contents. Names mentioned in the text matter, including those of authors, engineers, scientists and many prominent industrialists are grouped alphabetically in an Author Index.

5—SAVES TIME AND EFFORT
With references classified alphabetically, arranged subject headings; with copious cross-references grouping material under broad subjects bringing together all related articles; you can learn almost instantly of all published information on any subject.

6—DEPENDABLE, COMPREHENSIVE
The number of magazines you find time to read in the course of a year is but a small percentage of those published; consequently, you do not get a complete picture of engineering progress. Only the amassed periodical technical literature can give you that, and only the Engineering Index has the facilities to index this wide and varied collection of information, and make it accessible as the telephone on your desk.

The 1946 edition has come from the press—
price \$50.00

THE ENGINEERING INDEX, Inc.
29 West 39th Street, New York 18, N. Y.

Please Mention Special Libraries When Answering Advertisements

Now Available . . .

SPECIAL LIBRARY RESOURCES, V. 1-4

After considerable printing delays Volumes 3 and 4 of "Special Library Resources" are now off the press and available for immediate delivery.

Complete description of the holdings of some 2400 special libraries in the United States and Canada included in Volumes 1, 2, and 3. Arranged geographically by state and city. Detailed information about special collections and holdings in specific subjects.

Exceedingly valuable to all special, college, university, and public libraries as well as to the individual researcher in locating needed material.

Each volume contains individual indices. Volume 4 consists of a cumulative index to all three volumes. Vol. I sold separately, Vol. 2-4 in a set only.

PLANOGRAPHED.

Vol. I, 1941 . . . \$ 6.20

Vol. 2-4, 1946-47 . . \$22.90

Limited supply.

Send your order today.

Special Libraries Association

31 E. TENTH STREET

NEW YORK 3, N. Y.

The Sub-Committee on Civil Service Relations of the American Library Association has issued a pamphlet entitled **CIVIL SERVICE AND LIBRARIES** which is written for administrators and trustees of all libraries and for officials of governmental units and others studying the implications of civil service for libraries. (Chicago, Ill., 50 East Huron St., 1947. 40p. 65¢) Also published by the American Library Association, **BOOKS PUBLISHED IN THE UNITED STATES 1945** is a selection for reference libraries prepared by the Committee On Aid To Libraries In War Areas. (1947. 37p. 50¢)

Announcements

Union Card Index of Technical Translations

During the recent S.L.A. Convention held in Chicago, the Science-Technology Group discussed the need for a comprehensive catalog or depository of current foreign document or periodical translations for its members.

At the S-T Group Business Meeting, held on June 13, 1947, in Chicago, it was decided by the majority present that a Union Card Index is preferable to a pool of actual translations. Plans have been made to create a comprehensive, bibliographically standardized Union Card Index as a project of the S-T Group. This index purposes to include all current and future technical and scientific translations of interest to special librarians.

The Engineering-Aeronautics Section of the S-T Group already had compiled a nucleus translations index which has been combined with this project. The index now includes about 1200 cards for translations held by individual companies and cards for translations of the well-known agencies such as the Army Air Forces, Navy, David Taylor Model Basin, Bratcher, Castleman, British Air Ministry's R.T.P.'s and Iron and Steel Institute. Those of the American Documentation Institute, National Advisory Committee for Aeronautics, Technical Oil Mission, Office of Technical Services as well as other available sources will be included soon.

An effort is being made to list all technical translations made by industry. Every S.L.A. member is urged to contribute to the development and effectiveness of this project by promptly submitting to the Chairman, Mrs. Miriam Landuyt, an accurate and full bibliographical record of all translations, available on loan or otherwise, within his own organization.

Librarians are likewise invited to benefit from the Translations Project and should inquire if a needed translation is already available or in progress before undertaking such an effort at their company's expense.

In order that all libraries can participate

Please Mention Special Libraries When Answering Advertisements

without revealing their company's interests, the Chairman of this project expects to act as exchange intermediary. This will be done only if the cooperating library specifies on its index cards to withhold identity. Only in this instance will the Chairman actually handle the translations.

When an inquiry is received by the Chairman for a translation, the reply will be returned immediately giving the inquirer the information as to where the translation may be obtained. In this way, if any agency or company makes a charge for the translation all such transactions will be made between the requester and the agency or company involved.

For each translation available in your library, submit the following information in standard cataloging form on 3x5 cards, making only one card for each translation:

Author
Title (English and foreign)
Complete bibliographical reference
Classification status, if any, such as restricted, confidential or otherwise
Name of translator (optional); Complete or partial translation
Name of library and address
Conditions: (a) On loan only; (b) Purchase price

Similar information with the probable completion date should also be sent for all translations in progress.

Address all index cards or inquiries concerning available translations to the Chairman of this project:

MRS. MIRIAM LANDUYT
Research Librarian
Caterpillar Tractor Co.
Peoria 8, Illinois.

For replies include a self-addressed postal card or stamped envelope.

Format of U. S. Monthly Catalog Changed

During the month of July 1947, a survey of all indexing and cataloging procedures of the Library of the Division of Public Documents was made by Jerome K. Wilcox, Chairman, Committee of Public Documents, American Library Association. As a result, the format of the *Monthly Catalog* beginning with the September 1947 issue will be considerably changed. Recognition will be given to the three major approaches in locating Government publications: agency, subject and check list. The main body of the *Catalog* will consist of a list of publications by issuing agency ignoring department. The subject index will be considerably expanded and references will refer to entry or item number rather than page. Under each agency publications will be arranged in check list order, monographs and series with contents, all in one alphabet. In lieu of

PETRÓPOLIS

"Petrópolis (2,800 ft. above sea-level), a favored summer hill resort, is reached by . . . a journey of 60 miles . . . one time seat of Dom Pedro I . . . floral beauty and hill scenery . . . population 46,823 . . . Golf Club . . . Hotels: Quitandinha, Grand, Palace, Central, Magestoso."

The Hotel Quitandinha, you'll recall, housed the recent meeting of the twenty-one nation Inter-American Defense Conference. President Truman addressed the final session.

The 60 miles of the quotation is the distance from Rio, and the whole is an excerpt from "Excursions near Rio de Janeiro" found in the latest edition of

South American Handbook: 1947

802p. Maps & Charts \$1.25

The book is a London import and the new edition has just been received.

The opening chapter is devoted to the entire area, South and Central America, Mexico and Cuba. There is a chapter on how to get there with interesting highlights on many ports of call. Other chapters cover meat, petroleum, banking, insurance, railways, air service, and separate chapters are devoted to twenty-three countries south of the Rio Grande.

The businessman, the researcher and traveler, in fact or fancy, will find that the book answers virtually all their questions: Where to go, what to see, where to stay, what to wear, what will it cost, also, climate, mountains, rivers, history, politics, natural resources, exports, imports, monetary units, weights and measures, etc.

* * *

The H. W. WILSON COMPANY

950 UNIVERSITY AVENUE

NEW YORK 52, N. Y.

Please Mention Special Libraries When Answering Advertisements

**Bowker reference books
for special libraries . . .**

LITERARY PRIZES AND THEIR WINNERS

The constantly sought records of books and authors that have won distinction through literary prizes are all in this one, easily used volume.

Conditions and rules of each prize contest and literary fellowship together with the names of past winning books, authors, and publishers.

120 pages

Price \$3.00

LITERARY MARKET PLACE —1947—

compiled by

ANNE J. RICHTER

PUBLISHERS' WEEKLY staff

Whom to write or see in publishing houses and organizations marketing literary material.

*Book Publishers . Literary Agents .
Magazines . Radio Stations . News
Syndicates . Newspapers*

Only complete-in-one-source directory of its kind.

over 200 pages

Price \$3.00

— Send orders to —

R. R. BOWKER CO.

62 WEST 45TH STREET
NEW YORK 19, N. Y.

the *Document Catalogue* now discontinued, three supplements to the *Monthly Catalog*, 1941-42, 1943-44, 1945-47 will be published and will include declassified publications and non-current publications formerly held for listing in the *Document Catalog*. Furthermore, declassified publications will henceforth be listed as received each month in the *Monthly Catalog*, beginning with the May 1947 issue. The first supplement, 1941-42, is ready for publication and the other two should be ready by the first of the year. Thereafter all efforts will be concentrated on making the *Monthly Catalog* a complete comprehensive list of all Government publications, printed and processed, whether reproduced at the Government Printing Office or elsewhere. The present plans, include listing of field agency publications.

The report made by Mr. Wilcox to the Public Printer concerning the survey will be published in the September 1947 issue of the *Monthly Catalog*.

Special Libraries Association Pacific Coast Regional Meeting

One hundred and thirty-five members of the Southern California, Puget Sound and San Francisco Bay Region Chapters of S.L.A. attended the first joint Regional Meeting on the Pacific Coast, at the American Institute of Banking in San Francisco on July 2, 1947. The meeting was held during the national ALA Convention, and the Chapters welcomed many SLA members attending the Convention from Louisiana, Montana, Oregon, Washington, D. C., Chicago, Newark and New York. Mrs. Irene Strieby, the new SLA national President, and Miss Lura Shorb, Chairman of the national Publications Committee, were present as guests. Mrs. Strieby spoke on "SLA-National Cooperation at the Chapter Level." The meeting was patterned on the theme of "SLA Regional Cooperation."

Special Librarians Meeting at Southwestern Library Association Convention

In order to plan some type of meeting for special librarians at the 1948 Convention of the Southwestern Library Association, the Special Libraries Section of the Association is engaged in compiling a list of all librarians not included in the Sections for Public Libraries or for Children's Librarians in Arizona, Arkansas, Louisiana, New Mexico, Oklahoma and Texas. The Chairman of the Special Libraries Section would appreciate receiving the names and addresses of all such librarians. This information should be addressed to

MISS SHERRILL MCMILLAN
Route 1, Box 934, Phoenix, Arizona

Insurance Group To Sponsor Lecture Series
On successive Monday evenings, from 5:30

Please Mention Special Libraries When Answering Advertisements

to 6:30, beginning October 20 through December 8, 1947, and from January 12 through February 16, 1948, the Insurance Group of the New York Chapter will sponsor a series of 14 lectures covering the field of life insurance librarianship. The lectures will be given by experienced persons in the field.

The first 8 lectures will be held in the Library of the New York Life Insurance Company; the following 6 in the Metropolitan Life Insurance Company Library. The cost of the series is \$7.00; individual lectures are \$1.00. The lectures are open to all interested persons and reservations should be made by communicating with Mrs. Angelica Blomshield, Librarian, New York Life Insurance Company, 51 Madison Avenue, New York 10, N. Y. Telephone: Caledonia 5-5000; Ext. 657.

Obituary

Miss A. Laurie Clay

Miss A. Laurie Clay died at McKinley Hospital, Urbana, Illinois, on May 5, 1947, after an illness of several weeks. Miss Clay, a member of S.L.A. since 1943, was working on a B.S. in Library Science at the University of Illinois at the time of her death. She had been employed as an assistant in the Browsing Room in the University of Illinois Library for the past two years.

**YOU BUY
SATISFACTION
When You Purchase
"BOUND TO STAY BOUND"
LIBRARY BINDING
AND
PREBOUND BOOKS
NEW METHOD BOOK BINDERY, Inc.
Jacksonville, Illinois**

Expert Service on Magazine Subscriptions for Special Libraries

Write for a free copy of Faxon's Librarians' Guide.

Also odd numbers of magazines, volumes, or complete sets.

F. W. FAXON COMPANY
83-91 Francis Street
Back Bay, Boston, Massachusetts

Just off the Press!

UNION LIST OF TECHNICAL PERIODICALS

Compiled by
ELIZABETH G. BOWERMAN,
Librarian
Armstrong Cork Company

Lists the holdings of 200 co-operating libraries and contains nearly 5000 titles of periodicals. Includes a representative group of all special libraries in pure and applied science. Emphasis given to small technical libraries located over a wide geographic range and representing a variety of scientific interests.

Place of publication, volume numbers and years, given in most instances. Complete holdings listed for the better known journals. Exceedingly valuable to all special, college, university and public libraries as well as to any persons engaged in research.

Third edition. Planographed.
290 pages. July, 1947
Price: \$6.00

Order from
Special Libraries Association
31 EAST TENTH STREET
NEW YORK 3, N. Y.

YOU ARE JUSTIFIED IN DEMANDING....THIRTY-DAY SERVICE!

You cannot efficiently serve your constituency while your periodicals are gathering dust at the bindery.

We bind and ship all periodicals within thirty days after they are received. Speed, quality materials and meticulous workmanship account for our rapid growth to one of the nation's largest binderies.

Heckman's unconditional guarantee is your assurance of satisfaction. We will match your bound volumes.

Complete information sent on request.

THE HECKMAN BINDERY
NORTH MANCHESTER, INDIANA

"BOUND TO PLEASE"

THE BLETCHER-ANCHORS CO. *Printers and Publishers*

FIFTH FLOOR . . . REA BUILDING

704 SECOND AVENUE

PITTSBURGH 19, PA.

Gaylords' PAMPHLET CHART

FOR protecting and preserving individual pamphlets and thin publications

USE GAYLORD PAMPHLET BINDERS. Available in 4 different cover stocks and made in 12 assorted sizes.

FOR storing pamphlets, reports, technical publications and other ephemeral material

USE GAYLORD PAMPHLET FILES. Available in 5 attractive styles and 6 popular sizes for pamphlets 6 x 9 to 10 x 14 inches.

Immediate shipment of all orders for standard sizes. See pages 32, 38 and 39 of NEW 1947 Catalog for description and prices.

GAYLORD BROS., INC.

Library Supplies

SYRACUSE, NEW YORK

STOCKTON, CALIFORNIA

Periodicals Books

We have modern binding facilities and expert craftsmen to handle your binding problems. Please let us know your needs.

WAGENVOORD & CO.

300-310 N. GRAND AVENUE

LANSING, MICH.

Library Bookbinders and Booksellers

Please Mention Special Libraries When Answering Advertisements

RADEMAEKER'S

LIBRARY BINDERS AND BOOKSELLERS

NEWARK, NEW JERSEY
74 ORATON STREET

HEMPSTEAD, L. I., NEW YORK
WELLINGTON ST. AT CLINTON



Rademaekers Library and School Bindings have won universal recognition because of durability and attractive appearance.

The Bindery Is Old: the binding methods are *New*, up-to-date and practical.



Special Service for Special Libraries

The Ronald Press Company

presents

... a modern treatment of ADVERTISING

Albert Wesley Frey. The up-to-date view of advertising and "ad-making," for admen and executives who must make decisions advertising-wise. Training book, reference, and practical step-by-step guide to the profitable handling of every type of advertising problem. Reflects the modern emphasis on merchandising, market research, what makes people buy. "Shows a sound grasp of the ethics and mechanics of advertising." Tide. \$5.00

ADVERTISING LAYOUT

Richard S. Chenault. To help create advertising layouts that will make people stop, look, and read is the purpose of this practical guide by one of the most successful art directors in the business.

Essentials treated—from the idea stage, through design techniques and reader psychology, to the planned form of the finished visual. 72 illustrations, in FULL COLOR and black and white cover layouts for newspaper, magazine, poster, and direct mail.

"Richard Chenault . . . has a thorough knowledge of his craft and the ability to impart that knowledge."—Victor Keppler. \$5.00

EFFECTIVE BUSINESS WRITING

Cecil B. Williams. Unusually thorough, practical guide on business writing as practiced in modern offices and taught in up-to-date college courses. 15 special articles by experts. Covers business letters, reports, advertising, direct mail, sales promotion, articles for publication, speeches and radio scripts, and use of oral English dictation. Basic section on business grammar, vocabulary, style and psychological approach. \$4.00

BANK FRAUDS

Lester A. Pratt. An expert in fraud detection covers—department by department—the types of fraud committed in banks and shows how they are ferreted out and how safeguards are set up against them. Sums up 1144 case histories involving 210 individual methods of embezzlement. \$4.00

MONEY, CREDIT AND BANKING

Ray B. Westerfield. New, revised edition of a standard reference and text, with particular attention to recent developments and current problems. Features include relation of commercial banks to money of the country, an evaluation of the Federal Reserve System, effects of World War II on central bank operations, and fiscal policies of the past decade. operations, and fiscal policies of past decade. \$5.00

EXPORT-IMPORT BANKING

William S. Shaterian. All banks, exporters and importers, and business men generally will welcome this complete handling of foreign operations involving the transfer of money and goods to and from this country. The author, formerly with Overseas Division of the National City Bank of New York, covers the work of the foreign department of a bank, including the documents and data necessary to process transactions properly. \$5.00

TRUST RECEIPTS

The Variations in Their Legal Status

George B. McGowan. The Vice President of the Corn Exchange Bank Trust Company meets a definite need for a book which explains trust receipts in the layman's language. For bankers, it will suggest numerous transactions which might be handled safely if trust receipts were used. \$4.00

APPLIED JOB EVALUATION

H. Geddes Stanway. A working manual of job evaluation which explains in detail the techniques for setting up and operating a successful plan for getting satisfactory salary scales. Subjects include service, cost-of-living, and incentive bonuses. By the former Director of Salary and Wage Systems, E. R. Squibb and Sons. November. \$3.50

WORK ROUTING, Scheduling and Dispatching in Production

John Younger and Joseph Geschelin. New, up-to-date 3rd Edition, with added material on mass production and "process" machine method. Combination on-the-job manual and text of the principles underlying control of work routing programs to attain maximum accomplishment at lowest cost. November. \$3.50

THE RONALD PRESS COMPANY 15 East 26th Street. New York 10

Please Mention Special Libraries When Answering Advertisements

New Wiley Books for Libraries

HEAT PUMPS

By Philip Sporn, E. R. Ambrose and Theodore Baumeister

An authoritative volume on the development of the heat pump. Discusses the progress made in adapting it to building heating and cooling service, and to industrial processes.

1947

188 Pages

\$3.75

ULTRAHIGH FREQUENCY TRANSMISSION & RADIATION

By Nathan Marchand

A book that presents the basic principles of ultrahigh frequency so that practicing engineers can apply them to the solution of their particular problems.

1947

322 Pages

\$4.50

CHEMICAL PROCESS PRINCIPLES

By O. A. Hougen and K. M. Watson

PART II—THERMODYNAMICS

Develops the fundamental principles of thermodynamics with particular emphasis on generalized methods used for estimating thermodynamic properties from a minimum of experimental data.

1947

412 Pages

\$5.00

PART III—KINETICS AND CATALYSIS

Furnishes a comprehensive treatment of chemical kinetics applied to reactor design for nearly all types of reactions—homogeneous, heterogeneous, and catalytic.

1947

348 Pages

\$4.50

PART I—MATERIAL AND ENERGY BALANCES

1943

425 Pages

\$5.00

Combined Volume in Preparation

Ready Fall 1947

Approx. 1154 Pages

Prob. Price \$12.50

SIMPLIFIED ENGINEERING FOR ARCHITECTS AND BUILDERS

Second Edition

By Harry Parker

Revised second edition of a popular working guide to architectural principles and practices.

1947

245 Pages

\$3.00

FORECASTING FOR PROFIT

a technique for business management

By Wilson Wright

A book that enables businessmen to know in advance what's ahead for business. Shows them how to apply economic forecasting to their particular problems.

1947

173 Pages

\$2.75

AUDITING PROCEDURE

Third Edition

By Dewitt Carl Eggleston

A completely rewritten edition of one of the outstanding books in the field.

1947

458 Pages

\$5.50

COST ACCOUNTING

By Charles F. Schlatter

The general principles and basic philosophy of cost accounting—presented clearly and logically.

1947

700 Pages

\$6.00

GERMAN RESEARCH IN WORLD WAR II

By Colonel Leslie Simon

A discussion of the background and fundamentals of German weapons research, its wartime progress and organization.

1947

220 Pages

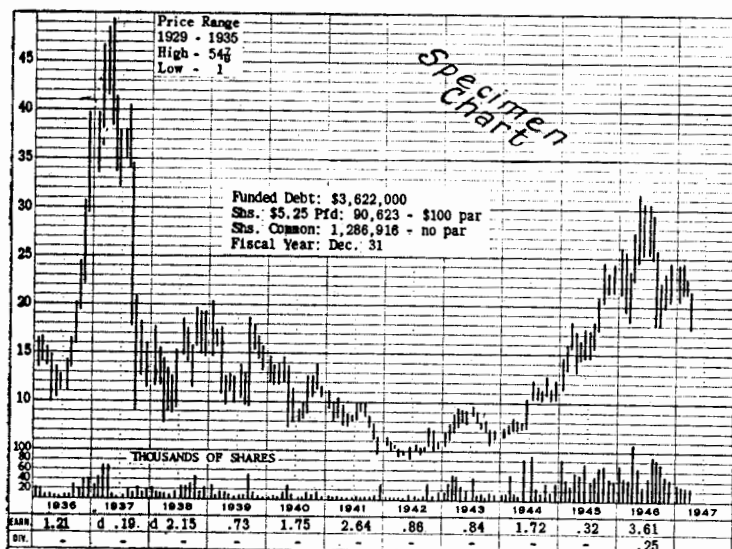
\$4.00

JOHN WILEY & SONS, INC.
440 Fourth Avenue, New York 16, N. Y.

Please Mention Special Libraries When Answering Advertisements

The Most Comprehensive Book of Stock Charts
Ever Published

GRAPHIC STOCKS



922 CHARTS (example above)

appear in the Current Issue of GRAPHIC STOCKS. These charts show monthly highs and lows—earnings—dividends—capitalizations—volume—on virtually every stock listed on N. Y. Stock and N. Y. Curb Exchanges for nearly 12 years.

This book is of great value and use to all Special Libraries—in the field of Banking, Law, Insurance, Brokerage, Research and General Business. Also to the economic divisions of college, university and public libraries and to individuals interested in security market research.

Single Copy \$10.00 Yearly (6 issues) \$50.00

Each Book is Spiral Bound

F. W. STEPHENS

PUBLISHER

15 William Street

New York 5, N. Y.

HAAnover 2-4848

Please Mention Special Libraries When Answering Advertisements



Whatever the question...

What are the latest questions you've been asked—or asked yourself? Something on the Dardanelles? Hydroponics? Supersonics? Teleran?

You can get traditional material—the standard historical and classical subjects—in *any* major encyclopedia. But **ENCYCLOPEDIA AMERICANA** gives you more than that. It offers a vast reservoir of information built up since 1829, and its major revisions since 1940 have been planned to keep **AMERICANA** readers informed on current happenings in the fields of science, politics, literature, and art.

What's more, the **AMERICANA ANNUAL**—issued every year—provides a *continuing* record of significant events and progress that *keeps* the set up-to-date. All this and 66,000 authoritative articles . . . with 6,000 graphic illustrations . . . extensive bibliographies, helpful pronunciations, digests of books, plays and operas found in no other single work . . . *plus* an 800-page index to guide you quickly to more than a quarter of a million facts.





Yes, for teacher, librarian, student—anyone in any field—the **ENCYCLOPEDIA AMERICANA** has a ready answer—whatever the question!

Encyclopedia
AMERICANA

THIS COUPON ENTITLES YOU, WITHOUT OBLIGATION, TO A BEAUTIFUL 36-PAGE BOOKLET "America's Reference Work" DESCRIBING THE ENCYCLOPEDIA AMERICANA. SEND IT TODAY TO THE AMERICANA CORPORATION, EDUCATIONAL DIVISION, 2 WEST 45TH ST., NEW YORK 19, N. Y.

SCHOOL.....
ADDRESS.....
CITY.....ZONE.....STATE.....
NAME.....TITLE.....

Please Mention Special Libraries When Answering Advertisements

if you think  you
spend  too much time
answering questions 
you want 

The New York Times Index

The New York Times Index gives you 40,000 news facts a month . . . in one handy book . . . summarized and indexed . . . quickly available when you need them.

Published monthly, The New York Times Index records 40,000 news facts that have appeared in The New York Times during the month. The important events are indexed with a brief summary containing the essential points of the story . . . because the summary helps answer the questions you're most likely to be asked other research is usually unnecessary. Page, date and column of publication in The New York Times is also given so you can quickly look up the whole story if needed—not only in The New York Times but in almost any paper you have on file.

12 Monthly Volumes \$20.00

Annual Cumulative Volume . . . 26.00

Combined Monthly & Annual . . 35.00

The New York Times Index

229 West 43rd Street

New York 18, N. Y.

Please Mention Special Libraries When Answering Advertisements



FOR BETTER RESULTS

USE

in securing

BOOKS and PERIODICALS

New and Used

Foreign and Domestic

Stechert-Hafner Service



ECONOMY



ACCURACY




DEPENDABILITY

**STECHERT-
HAFNER**

INC.

Books and Periodicals
31 East 10th Street
New York 3, N. Y.



Books and Periodicals — in all languages — on all subjects — are supplied either from our extensive and continually growing stock or are obtained for you from publishers in America and abroad.

Out of print books, systematically sought by our staff of competent research workers.



Please Mention Special Libraries When Answering Advertisements

Encyclopaedia Britannica offers THE WISDOM OF THE WORLD TO YOU AND YOUR PUPILS...

One of teaching's greatest thrills is the intelligent question that leads a pupil *beyond* the text book... eagerly in search of more information. There's added educational progress when pupils themselves can find the answer... in an authoritative, authentic reference set.

For 179 years, Encyclopaedia Britannica has served the world as a reliable reference library. You'll find it in constant use today in countless schools and colleges... along with other famous Britannica publications. Write for full information.



The new "M Printing" of BRITANNICA JUNIOR

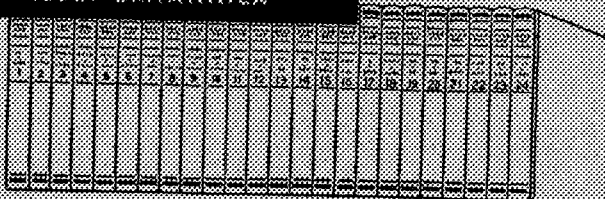
The Boys' and Girls' Encyclopaedia

Revised, enlarged to 15 volumes, printed with lavish use of color throughout. New large, legible type. Edited solely for elementary school use. Fun to use, easy to understand.

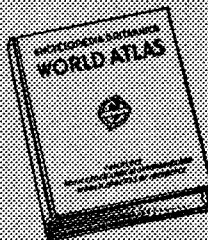
ENCYCLOPAEDIA BRITANNICA

The World's Best Known Reference Library

24 magnificent volumes, superbly illustrated, 26,445 pages, 38,000,000 words, 500,000 indexed items. Complete, authentic.



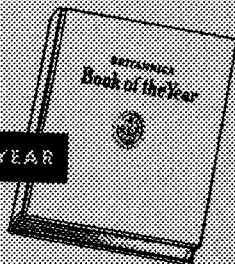
BRITANNICA WORLD ATLAS



The World Before Your Eyes
194 full-color maps... a wealth of geographical and commercial statistics charted, compared and indexed for most convenient use.

BRITANNICA BOOK OF THE YEAR

A 1-volume Encyclopedia of Current Events
1,500,000 words, 896 pages, 1,220 articles, hundreds of illustrations, maps and charts describing, picturing, explaining the important facts and events of the year 1946.



ENCYCLOPÆDIA BRITANNICA, INC.

20 North Wacker Drive, Chicago 6, Illinois

Please Mention Special Libraries When Answering Advertisements

**TWO INDISPENSABLE
GUIDES**
to
GERMAN SCIENTIFIC
and
TECHNICAL REPRINTS

CATALOG NO. 6
listing over 600 book titles

REVISED PERIODICAL CATALOG
listing wartime issues of 132 periodicals
reprinted under license of the U. S.
Office of Alien Property Custodian

(The book catalog also lists a number of English
titles and English translations of German books.)

Both Ready in October

Write for your copies today

EDWARDS BROTHERS, INC.
Dept. SP-8, Ann Arbor, Michigan

Please Mention Special Libraries When Answering Advertisements