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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 38

February 1947

NUMBER 2

U. S. Government Publications in Relation to Industry
Ida M. Meyer

The Preservation of Historical Records and the Need
of Saving the Ephemera of Today
Gertrude L. Annan

The Problem of Research Reports
D. A. Brown

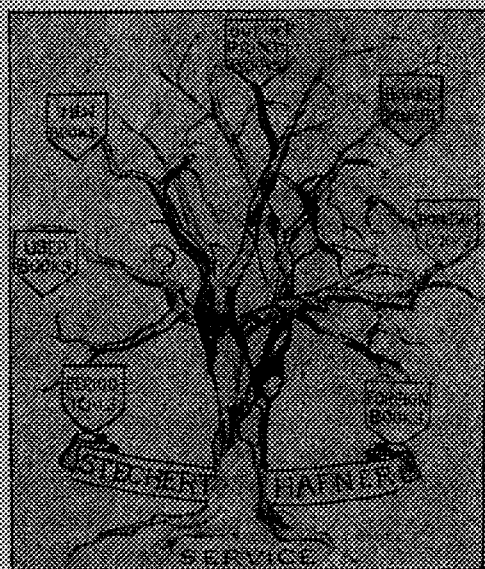
What and Where are the Special Libraries
Ethel M. Fair

The Undiminishing Record
Harry C. Bauer

A Home of Its Own
Dorothy G. Bell

Published by

SPECIAL LIBRARIES ASSOCIATION



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

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U. S. GOVERNMENT PUBLICATIONS IN RELATION TO INDUSTRY¹

By IDA M. MEYER

U. S. Department of Commerce, Regional Office, New York

THE U.S. Government has a vast warehouse, which is not being drawn upon by industry in this country to anything like its potential capacity, of valuable publications on every conceivable subject. During the course of my many years with the New York Office of the U.S. Department of Commerce, I have learned a great deal about the needs of industry for information—information which is so readily available in our Department as well as in many other Government departments. All these data are to be had for either a nominal charge or on a basis of free distribution. For that reason I want to tell you what we in the Department of Commerce offer in the way of helpful facilities. Our commodity is service—service to business in all its classifications from guiding a returned veteran into proper channels of business to servicing business in general and being of assistance to organizations of all kinds from trade associations to educational institutions.

DEPARTMENT'S PRESENT PROGRAM

Much of the general information, analyses and statistics of interest to business is disseminated in the Department's three periodicals, *Survey of Current Business*, *Domestic Commerce* and *Foreign Commerce Weekly*.

In the *Survey of Current Business* one can keep up to date on authorita-

tive data covering the major fields of economic and industrial activity in the Nation. Approximately 2400 series of business facts are presented each month, as well as timely special articles.

For more general information *Domestic Commerce* is the outlet for the entire Department and frequently for other Government agencies. Those who read this publication know that this monthly bulletin carries timely articles on market possibilities for products of interest to distributors and prospective consumers. In addition to these feature articles there are the regular departments which appear each month: Business trends on a nation-wide scale; Commerce comments collected by our various field offices; Association High Lights, covering current topics of interest to Chambers of Commerce, trade associations and other business groups; and the section on New Business Books and Reports, where will be found brief reviews on both Governmental and private publications.

The Department's third periodical, *Foreign Commerce Weekly*, is directed to the foreign-trade-minded reading public. I feel perfectly safe in predicting that this class of business public is increasing in large numbers because we know from inquiries in our offices all over the country and in Washington that businessmen who have been strictly domestic are now casting their glances on distant markets. It is also a splendid source of information and an invaluable aid to those interested in what our world neighbors have to sell to us and what we can sell to them. This

¹Paper presented last year before the New Jersey Chapter, S. L. A. and brought up to date for inclusion in this issue of SPECIAL LIBRARIES.

publication contains feature articles on subjects ranging from commodity and industrial development to laws and regulations of foreign countries, including trade mark applications and related announcements and book reviews.

Another informative release the Department issues is a quarterly *Regional Report* of current conditions. It is compiled by a Business Consultant stationed in each of our regional offices throughout the country and covers actual field surveys made by them. These reports are distributed free and can be had for the asking.

Among our basic stand-bys is the well-known *Statistical Abstract*, issued annually. It is a valuable source for summarized information in statistical form, covering government and trade studies of interest to business and education. It also includes a valuable Bibliography of Sources listed according to subject. I might add, the 1946 edition of this publication is now available, so I urge you to purchase your copy without delay.

Another basic book which has been out for about three years is the *Trade and Professional Associations of the United States*. This is a directory of approximately 3000 national and interstate associations. Then there is *State and Local Trade Associations* covering individual states, giving the principal local organizations in each city of each state. There is talk of revising these publications, but in view of our limited personnel in the Department in Washington responsible for compiling this type of work, we are not definitely sure how soon this task will be started.

A very interesting series of pamphlets was issued over a year ago based on information contained in all the Censuses of 1939 and 1940, entitled *County Basic Data*, covering the principal counties in each state. These pamphlets contain a collection of outstanding facts on population characteristics, manufactur-

ing, retail, wholesale, service, data on housing and supplementary information on estimated buying power. The *Farm Journal*, published in Philadelphia, has gone still further into this study and compiled similar data on each county in every state and copies may be obtained from the publisher for a nominal charge.

You will undoubtedly also be interested in those publications which are in the process of being printed and almost ready for distribution. Mention of them will appear in either the *Regional Commerce News Bulletin* or in *Domestic Commerce*. To give an idea of what they will cover here is a brief summary of a few of them:

The Cost of Entering New Markets describes methods used in expanding markets and suggests ways to figure out the additional cost. I might add, this book is now available and may be secured upon request.

Distribution Cost Analysis is a study reappraising and bringing up to date the techniques of cost analysis developed by the Department over the past 20 years. In it will be found separate sections on retailing, wholesaling and manufacturing as well as examples of results achieved by companies who have made and applied such studies.

Selecting and Applying Retail Policies covers in detail various store policies (high price, low price, multiple lines, limited lines, etc.) It also explains how to establish the policy of a store and how to apply it to operation.

How Long do Retail and Wholesale Establishments Tend to Survive covers survival experience of retail population for the period 1929-1939.

A series of bulletins which were held confidential during the war years and which are now being released as *Monthly Industry Reports* cover the subjects of Pulp and Paper; Lumber and Wood Products; Sugar; Molasses and Confec-

tionery; Chemicals; Crude Drugs and Essential Oils; Drugs and Pharmaceuticals; Construction and Construction Materials; Canned Fruits and Vegetables; Domestic Transportation; and others which may be forthcoming as the need arises. These may be had without charge upon request from your nearest Regional Office.

Effective Use of Wholesale Drug Warehouses is a comprehensive report describing and picturing various methods of laying out and operating drug warehouses. Comparisons are made and improvements suggested.

Tobacco Distributor Warehouses—Management, Methods, Systems and Layouts is similar to the drug warehouse study.

Retail Operating Ratios is a compilation of figures collected by trade associations, magazines and universities and it also contains a discussion on how to make effective use of them.

The Pattern of Expenditures for Non-farm Residential Repair and Maintenance provides a sounder basis for estimating dollar expenditures for residential repair and maintenances. It will be of especial value to all concerned with providing goods and services for these purposes.

Introduction of New Industrial Products is a study on the method of bringing out a new product for industrial purposes, similar to the study on *Introduction of New Consumer Products*.

A new weekly, *Business Service Check List*, lists and gives brief descriptions (where necessary) of all material issued by our Department in the previous week, i.e., press releases, speeches, articles in magazines, special studies, etc. It is sold on a subscription basis of \$2 a year, except to Depository Libraries, which receive it free of charge.

Plans are also being developed regarding the issuance of a *Small Business*

News Letter which will give a resumé of economic news from various sources.

I understand that there is much interest among scientists and industrialists in the reports on scientific and technical developments and processes, products, inventions and related matters which were obtained from foreign sources as well as through research sponsored by our Government. There is now being issued weekly a Bibliography of these reports, giving a resumé of the ones made available the previous week by the Office of the Publication Board in Washington. They are listed according to subject matter and carry the serial number, price, length and title of each report accompanied by a brief description of the report's contents. These are available only from the Superintendent of Documents and requests for information and prices should be directed to that office.

DEPARTMENT'S FUTURE PROGRAM

As we all know, the most compelling problem facing business today is that of reaching and maintaining a high peace-time level of production, distribution and employment. To make sound decisions business men need information about the market conditions of the goods which they buy and sell including needed production and distribution of goods and services, the pattern of wholesale and retail trade and the population and its buying power. The Census Bureau recognizing this vital need proposes to conduct a complete census of population, including housing and the labor force, quinquennially instead of decennially. Data will be collected annually on a sample basis in order to show for cities of 100,000 and over and for states the year to year shifts in population, housing, employment, occupation and industry.

Annual surveys of the distribution of consumer income are also planned to assist producers and marketers in ad-

justing their programs. The currently available monthly reports on the national labor force will be supplemented by the inauguration of a new program for labor force figures which will make available on a quarterly basis figures on employment and unemployment for each of fifty major local labor market areas and for the largest industrial states.

The relaxation of war-time security regulations have permitted the resumption of publication of detailed export and import statistics to satisfy the needs of those firms with interests in foreign trade.

The information resulting from the 1945 Census of Agriculture will soon be available to describe conditions in the important producing and consuming areas.

In conclusion I should like to highlight some of the prospective aims of our Department as set before the Appropriation Committee "upon the Hill." Our proposed program of reorganization and expansion is designed to meet the growing postwar needs of all types of business for easily understood, down-to-earth informational aids. While the fulfillment of the entire program must depend on obtaining the necessary legislation and funds, many of the plans are now being put into operation within the framework of existing legislation and budgeting limitations.

Officials of the Department of Commerce are particularly concerned with strengthening and enlarging our field offices so that they can be of greater service to businessmen and those in charge of their libraries and research activities, as well as to associations of all kinds. Insofar as business is concerned, however, the proposed expansion of services of the Department is especially significant. On the industrial side, for instance, the plan is to augment published aids with closer personal con-

tact between the Department and representative groups of industry. A new marketing division will pursue all phases of market analysis and a number of studies are in the process of being printed with many more planned.

The Office of Small Business will be operated on the premise that small business men need and must be provided with practical down-to-earth management aid. The aim is to issue these aids in the most usable form, as brief as possible and yet clearly understandable. Material scheduled to be produced will cover the field of business operation from merchandising helps to advice on finance and credit.

In addition to the Bureau of Foreign and Domestic Commerce and the Census Bureau, the National Bureau of Standards under the new program, will enlarge and expand its present functions. For example, new products and materials will be tested for private industry. In this work the Standards Bureau will cooperate with small and medium sized manufacturers in industrial research and specify standards for industrial materials. It will act on request only and not impose any standards, tests or researches on business.

Because this postwar period with its inevitable buyers' market will require more painstaking analysis of markets than ever before, the research and statistical forces of the Department of Commerce are geared to increase their output. This will cover both domestic and foreign material. And speaking of foreign data, the Department is cooperating with the Department of State in planning an expansion of international informational facilities. The new program will call for an increase of personnel that will permit speedier and more detailed service in trade promotion and in the statistical and analytical fields than was humanly possible during the war years.

THE PRESERVATION OF HISTORICAL RECORDS AND THE NEED OF SAVING THE EPHEMERA OF TODAY¹

By GERTRUDE L. ANNAN

Rare Book Department, New York Academy of Medicine, New York

THE records I should like to emphasize are not the old or the valuable, but the seemingly insignificant material of today which might easily be discarded and thus lost to the future. It is only because of that that such material is worthy of discussion. Every librarian is faced with the problems of what to save and what to discard, and obviously what is least important to the library is not preserved. The danger lies in the fact that so many librarians reach the same decision regarding much of the material that they all part with the same items. However, what we might classify as junk which merits only the wastebasket, the historian of 100 years from now may pounce upon with glee. Historians are not necessarily bibliophiles who are interested only in handsomely printed volumes in tooled bindings. The historical library which collects only such books is not a working library, for the historian needs all types of literature in his search for hidden facts. A glance at the different types which have managed to survive through the centuries shows that our predecessors too were prone to discard ephemeral pieces which historians seek today. Perhaps we can learn a lesson from them.

TYPES OF MATERIAL PRESERVED

If we roughly divide the older medical material into three groups, we find scientific texts published in book form, popular texts designed for home use and the ephemera, including anatomical leaves, broadsides, bloodletting calendars, handbills, manuscript notes and

documents. Copies of scientific books, except in a few instances where an entire edition was lost or damaged, appear on the market today with regularity. The popular medical works which many consulted in the home to find the proper treatment for ailments and injuries, often fell by the way through constant handling. Today a volume originally published at low cost for the use of the poor may bring a much higher price than a scientific work designed for the physician, merely because fewer copies of the former exist. Fatalities in the third group have been enormous, and much that is of relatively little importance can command huge sums because of great rarity. For instance, the handsome first edition of Vesalius's work exists in a comparatively large number of copies, but of the *Tabulae Sex*, the six anatomical tables, only two copies are known to have been preserved, and of course these are priceless. In our own country the first medical publication was the Thacher broadside, *A Brief Rule to Guide the Common-people of New England How to Order Themselves and Theirs in the Small Pocks . . .* published in Boston, 1677/8. Only one copy of that is now known and the second and third printings of that text are equally rare. The same situation exists in regard to manuscripts. The New York Academy of Medicine recently acquired a report of a commission appointed in the City of New York for the purpose of inquiring into the sanity of one Daniel Wiggins, shipwright. The report, dated March 2, 1772, would be extremely valuable to any historian of the treatment of the insane, for in all likelihood few of its kind exist. When

¹Read at a meeting of the Biological Sciences Group of Special Libraries Association, March 13, 1946.

we see the often fabulous prices brought by examples of this material which remain, we can have some realization of its scarcity. That this same fate can befall the same type of material appearing today, can be illustrated by turning to the nineteenth century, a not very distant part of the past, whose publications bear comparison with those of today.

Few volumes of that century can be classed as rare or valuable books. The textbooks of the period are almost worthless today. With many copies available, with little historical interest taken in them, they languish upon the shelves unused. On the other hand, the pamphlet material, the ephemera, are in frequent demand by historians and biographers. Annual reports of hospitals, catalogs of students in medical schools, biographical sketches, controversial papers, programs of meetings of societies, health department reports, even diplomas, certificates, advertisements, are wanted by historians, not the run-of-the-mill texts. Unfortunately, many of these are as scarce as their sixteenth century counterparts. An obvious example may be cited in Oliver Wendell Holmes's noted article, "The Contagiousness of Puerperal Fever." This appeared in the *New England Quarterly Journal of Medicine and Surgery*, vol. I, 1843, a volume which is certainly worthy of being shelved in a Rare Book Section, although it does not bring a really high price in the market. The contemporary reprint of this same article, however, received the treatment accorded frequently to such publications, and today copies are so few that one not long ago was offered for sale for \$1000. Surely such a price is ridiculous, except in the eyes of the bibliophile, or the so-called bibliomaniac, but it serves to show clearly what prices scarcity can demand for comparatively recent material.

Other examples may be cited in the important field of epidemiology and

geomedicine. Research workers in such subjects are forced to go to the past to learn for the future. At the Academy we have had men working for the government searching all available records to discover why a disease is endemic in certain localities. We have had numerous historians working on the history of epidemics, and their wants are frequently the ephemera which few have bothered to save. To one thoughtful soul we owe a volume containing such material which interests the historian of cholera. It is a notebook in which are pasted the daily official reports of the New York City Board of Health during the cholera epidemic of 1832. They run from July 8 through August 29 and provide statistics on the number of cases with street addresses of each, the number of dead, the number of burials; also the number discharged, the number dead, the number remaining and the number of new cases at the Greenwich, Crosby Street, Rivington Street, Corlaer, Bellevue and Yorkville Hospitals. This is true source material which every historian seeks but often does not find, no matter what period he is covering. One physician whose interest in geographical medicine of today has led him to investigate medical libraries in this country from coast to coast, in a hunt for elusive statistical material published in Central Europe in the years after World War I, has assured me that not only were there no copies in this country of much of the material, but what did exist here was scattered throughout the country to such an extent that no medical library in the United States had an adequate collection. Now that is needed for current medical research, not for an essay on the history of medicine. Yet many of these recent publications have not lasted thirty years.

This should make it obvious to us all that we should exercise care and judgment before relegating anything to the wastebasket. While we cannot fail to view much with distaste, we must

evaluate material according to its intrinsic worth, and not according to its size. We must give the same consideration to the proper disposition of one leaf as we do to one volume. We must consider its significance in the future as well as in the present. With overpowering quantities deluging every library today, it is a hard task to face. Each library has its own interest, however, in which it can specialize. Each library has its own locality upon which to concentrate. Each library must at least preserve its own memorabilia.

Fortunately there have always been a few people aware of the great mortality of ephemera and have directed their efforts towards its preservation. I have had occasion very often to bless the achievements of Dr. Samuel Smith Purple, the greatest benefactor of the Academy library. Dr. Purple had a mania for saving. We have no way of knowing what he regarded as useless and discarded, but we do know that because of his wisdom and care the Academy is far richer today. Literally hundreds of pamphlets are on our shelves because of his saving them and binding them together in pamphlet volumes. At least one valuable American item he rescued from an ash can. No doubt many of his contemporaries felt he was an old fogey saving only because he was unwilling to throw anything away, but they were wrong. There was an obvious method in his saving. It was not helter-skelter, hit or miss, as a glance at his various scrapbooks would show. This has been particularly on my mind of late, because as next year the Academy celebrates its centenary, Dr. Philip Van Ingen is compiling a history of it. He started with the early minutes of the Academy. There he frequently came across information requiring fuller elucidation, and saw references to reports of important committees which could not be found. It happened fortunately that one of Dr. Purple's scrapbooks came to light at that pitiful

moment, after having lain for a number of years in the home of a former official of the Academy. It is a large volume, devoted entirely to the Academy. On page after page are lightly tipped in original records, a large part of which cannot be found elsewhere. These documents, vital to any historian of the Academy or of New York medicine of the period, were gathered by Dr. Purple, apparently the only one of the Academy membership aware of their importance. Some are manuscript notes, some printed communications. There are portraits of the Presidents, announcements, reports, correspondence, all the varied memorabilia that are the basis of the history of any organization.

FUNCTION OF LIBRARIAN TO SAVE ALL RECORDS

This, it seems to me is one of the functions of the librarian, to save all the records, great and small, of the organization he serves, for few of the members have a conception of their value. This means preserving everything in manuscript, mimeograph, typescript or print, including announcements, reports, programs, newspaper clippings, appeals. I think there are few organizations which do not make a point of having a complete set of their publications of any substantial size. Yet actually in the future their publications in book form will be far easier to find than the miscellaneous memorabilia. Much of the latter the librarian would like to file in the nearest wastebasket, and would hesitate to spend either time or space upon it, but he should remember that the historian spends his time seeking small obscure facts. Obvious data present no difficulty. A New York historian told me with some irritation and some amusement that another historian of the interpretative school had likened him to a bricklayer. This seems an apt simile to me, for the individual bricks are of little value in themselves, but when properly put together form the foundation of a substantial structure. That

same simile might be applied to a library collection, for its importance rests upon the individual items gathered together. If the librarian feels that some of them are too trivial to occupy valuable space, he can at least forward them to a larger library interested in their preservation.

HOW MATERIAL IS PRESERVED

There is one point in favor of this material. It does not require much space for storage. Furthermore it will not be in constant use, so that it does not have to be handily available. To save it is the important thing. How to save it depends upon the facilities of the library. At the Academy we use various means, none of which demand expensive equipment or take up much room. Our large outsize pieces are filed with our collection of diplomas. We obtained stiff manila paper just the width and twice the depth of long drawers in our atlas cases. These were doubled over to make folders, and reinforced at the folds with adhesive cloth. Each of these folders accommodates several pieces, and any that is fragile or has a fragile seal upon it, gets a smaller folder of its own and is then inserted in its place within the larger folder. If drawers are not available they may be put in folders and either filed in boxes or wrapped and stored on cupboard shelves. For smaller pieces we use several methods. Large groups of material are kept in folders in flat pamphlet boxes and put upon the shelves. Single autograph letters and similar documents are inserted in envelopes which have been glued in pamphlet binders, and filed in legal size filing cases. Thus they are protected by a stiff surface. These can hold several items, but care must be taken that not too many are put in any one envelope or folder and that the material inserted is smaller than its container. Otherwise fraying may result, as they must slide in and out easily without friction. Also, a warning should be given that fragile pieces

should never be glued directly into a pamphlet binder. The eventual result of such treatment inevitably ends in mutilation when the paper splits at the juncture of the binder. Another method, more simple, if not quite as satisfactory, is to file the material alphabetically in an ordinary letter file marked permanent. This should, however, be only a temporary expedient, as it is wiser to keep it flat unless it has proper protection. The manila folders might offer protection enough were it not for the temptation of overloading the folders until they become stuffed with papers of varying sizes and thicknesses. Damage is bound to ensue. Torn papers should, of course, be mended with transparent tape and very large items which must be folded should be reinforced at the fold with the tape. Folding should be avoided if possible, as the paper cracks in the fold, but in cases where folding is necessary reinforcement helps.

Mimeographed items are generally treated as ordinary pamphlets, but they may be easily filed in a correspondence file or in folders in boxes. Whether storage is in drawers, cabinets, boxes or shelves is of little importance. The main thing is to save them with as little effort as possible, and use the smallest amount of space, being careful, of course, not to stuff them into any container that is too tight for them. They must be wrapped in some container to preserve them from dust and careless handling. It is wiser to be generous in the use of folders, for wear and tear will destroy what the librarian is trying to preserve. The paper we use today is chiefly of inferior grade and does not have the quality of endurance of the products of the early days of printing, so that care should be stressed even more for the later material.

I should like to add another plea. We have all been appalled by the dreadful mutilation indulged in by our predecessors in their endeavor to show the marks of ownership and location. Most

old books in libraries are now spared the indignity of having their title-pages chewed up with perforations or half obliterated by library stamps and markings, but often modern material is not accorded such consideration. Gouging out the necessary information on the title-page with a hard pencil should not be allowed. All writing should be done with a soft pencil, so that it can be erased in the future if desired. It is shocking to consider the damage that carelessness has wrought in the past and no doubt will in the future. The librarian's lack of time cannot be offered as an excuse in many cases. It takes no longer to write gently with a soft pencil than to plough up the paper's surface with a hard one, yet countless scarred title-pages show the ravages of this practice. No doubt those working with older material have been made particularly conscious of clean and unmarked copies, because so few survive in such condition. We are grateful to those of the past whose care prevented unnecessary damage, and just as surely librarians 100 years from now will be equally responsive. It is unfortunate that the term curator is applied only to those who tend the treasures of the past, for an important task of every librarian is to act as curator of the collection he serves.

**COPIES OF ALL MATERIAL SHOULD BE
SENT TO LIBRARY**

Of course many librarians, conscious of the roles they play in planning for the future, and making every effort to preserve the memorabilia of their organizations, are thwarted by associates unaware of the need of depositing copies of ephemera in their libraries. They argue that such material is unimportant scientifically, that there are many copies spread abroad so that no one would come to the library to consult it, that it is not worth preserving as it will be very shortly out of date, that the medical profession is familiar with the subject and so would not be interested in it. All

of that is true. Unfortunately, pointing out the real reason for conservation, the value to the historian of the future, seems not to convince them. It seems to me that only a concerted attempt by librarians will have any effect. A library association might sponsor such an appeal, by preparing a circular letter, each copy typed and addressed individually to the director of each organization. The letter should be brief, with as concise an explanation as possible. It should emphasize the time of librarians today wasted in their efforts to trace information of recent years which has been lost or hidden because no one thought to send the librarian a copy of a small leaflet for preservation. It should mention the historian of the future, who will certainly look in the library of an organization for its publications of every kind. The letter might be accompanied by a mimeographed description of the type of material wanted, the type the library is least likely to get: literature covering suggested policies, training procedure, small descriptive brochures, programs and announcements, newspaper praise or criticism, typewritten directives issued by officers of the organization, correspondence relative to its progress, leaflets concerning hygiene, nutrition, home nursing, etc.

Librarians not confined to a Rare Book collection are far better acquainted than I with this material. For that reason I consulted Miss Angela White of the Health Department Library for her ideas on the subject. Besides referring to a number of the items mentioned above, she wrote, "I have had several sessions trying to locate printed court records about certain cases. If the case was one in 1928 or 1930, no record will be found. Upon inquiry they say that it is so old that it has been stored away and nobody knows where to find it. Although there were plenty of copies in 1928, nobody ever thought of sending one to the library." Speaking of another library, she goes on, "All those

organizations would send to the library a book they published, or a sizeable pamphlet, but anything printed for general distribution, or anything mimeographed which is revised frequently, they would never think of sending. Of course, an organization like this, hospitals and other groups, would not be interested in getting samples of everything printed by the State Medical Society or any other association. But they should preserve everything relating to their own activities, and nobody should question the importance of even the smallest typewritten material. That should be the librarian's job. Even a single leaflet on nutrition for pregnant women which is no contribution to the physician's education at the moment and which five years from now is completely out of date should be preserved as illustrative of the organization's work in the field of health education at a certain date."

No doubt Miss White's experiences are similar to many of yours. It is my hope that if this matter were vehemently brought to the attention of the direc-

tor of an organization with a request that he insist that the heads of departments be responsible for depositing their records in the library, a system of salvaging this material might be worked out. Containers can be kept in each department, so that items may be easily deposited therein with a minimum of effort. The contents of the containers can be collected at stated intervals by the librarian. If this does not have a satisfactory result, reminders should be sent from time to time until every department automatically deposits one example of each of its productions in the container. That something should be done is obvious, and I am very sure we could enlist the support of local medical historians in our plea, for they as well as librarians suffer from the high mortality of ephemera.

To be sure, all of this makes more work for the librarian, but nearly all progress entails more labor, and the librarian sorting, dating and filing this material for his successors will be performing a much needed and worthwhile service.

THE PROBLEM OF RESEARCH REPORTS

By D. A. BROWN

Chief, Technical Information Branch, Ordnance Research & Development Center, Aberdeen Proving Ground, Maryland

THE emergence of research reports as vital components of science-technology libraries was one of the outstanding developments affecting the profession during the recent war. But in most plans for postwar changes in libraries, apparently no provision was made for the flood of special reports being released by governmental and private research institutions.

During the war, the difficulties connected with the processing, storage and circulation of reports became acute. Se-

curity regulations complicated matters, and in too many cases makeshift methods were established. With the ending of hostilities and the subsequent removal of confidential and secret classifications from most scientific reports, it would seem that the time has arrived for a survey of the situation.

The problem involves not only science-technology libraries, but special libraries in many other fields, public libraries which maintain large science collections, and particularly libraries in

the universities which are being selected as centers for the postwar government-sponsored research program. In fact, it concerns anyone who is interested in the advancement of scientific discovery and exploration.

Reports are the pioneer documents of scientific progress. They are manifestations of the division of modern science into innumerable yet interlocking compartments. They are the raw materials of books and of later articles in journals; the embryos of new processes, new products, new machines. As source materials, they are usually of interest only to limited numbers of individuals, and these individuals in many cases are scattered over the nation and the world.

Most reports are issued originally in editions of 50 to 100 copies, and their circulation is therefore circumscribed. Too often they never go farther than the library of the issuing agency and to a few friends of the author.

Sometimes a scientist in one part of government or industry will "hear about" a report issued by another organization. If the report is what he thinks it is, he may be saved many months of work. He begins to make inquiries; he calls upon his librarian for help. The number of hours and days spent by scientists and librarians in the time-consuming routine of writing letters and searching for these fugitive reports must be staggering in their total. The duplication of research carried on because of ignorance of existing reports must be even more staggering.

As a part of the nation's program to maintain its hard-won ascendancy in science and technology, it is the duty of librarians concerned to make it possible for *all* reports, however insignificant they may seem, to be readily accessible to interested scientists and technicians. Libraries and librarians are not performing these services, and criticism is being directed at the profession for what might be called dereliction of duty.

In the average library, reports are

regarded as bothersome miscellany. They are not books. They consist usually of about 100 pages or less, cheaply reproduced, and do not lend themselves easily to permanent binding. They are not pamphlets. Their time value is indeterminate. Reports may be invalidated a week after their appearance, or they may be used again and again for 20 years or longer. Their titles do not appear in convenient cumulative indexes or in the abstract journals, and no Library of Congress catalog cards are issued for them. As they deal with highly specialized subjects, it is impossible to follow any conventional subject heading list in cataloging them for an index catalog. All too often they are filed away, uncataloged, as serials under the names of the issuing agencies and are of no further use unless a borrower happens to know the exact number or code applied to the particular report which he is seeking.

That some official notice has been given to the importance of research reports is evidenced by recent announcements coming from the Office of Publications Board in Washington. The OPB is publishing bibliographies of certain available scientific and industrial reports captured from our enemies during the war. It remains to be seen how far this program will go, particularly in the field of domestic reports.

A central agency furnishing periodic lists of reports, arranged systematically by classes, certainly would be prerequisite to a final solution. But that is not the entire problem. Even if they received all the reports of possible interest to their research workers, few librarians could catalog more than a fraction of these multiplying papers. The problem of selection alone would be considerable. In addition to the vast production of reports by government-sponsored research agencies, approximately 2000 industrial and research laboratories and more than 1200 scientific and technical societies are releas-

ing reports in varying quantities.

In a recent article in *SPECIAL LIBRARIES*, Dr. Francis Fitzgerald suggested the formation of an organization which would supply technical books and periodicals to special libraries, with all processing work complete.¹ Perhaps an organization of this sort might also tackle the problem of research reports.

This would not be as simple as providing book and periodical services, however. To assume the success of such a plan, the cooperative efforts of librarians engaged in many special fields would have to be called into play. In most research institutions, copies of all reports are forwarded to the institution's library. It would be the responsibility of the librarians to see that copies of all reports from their organizations reached the central correlating agency for processing. In other words, librarians would be the controlling force for success or failure.

If librarians are to attack this problem with any hope of success, they will have to discard many of their oldest and dearest ideas, and utilize some of

¹Fitzgerald, F. E. "Special Librarian and Technical Progress," *SPECIAL LIBRARIES*, v. 37, p.35-40, February 1946.

the technologist's own tools. There is plenty of room for experimentation in this field. Experiments have already begun on the use of punched cards and classification systems devised so that each specific subject heading is assigned a numerical or alphabet key. Using this device, all research material under a particular class group may be so coded that specific subjects related to any one general subject can be mechanically sorted in a few seconds.

Printed lists and special bibliographies, if properly indexed, may be used to replace the conventional catalog cards in some of the more closely integrated series of reports. Another possibility is Dr. Fremont Rider's plan for microprinting whole volumes upon single 3 x 5 cards. If this scheme is developed, the storage difficulties, at least, will be eliminated. A combination of this plan with the punched card system might produce amazing results.

Whatever the solution, it will certainly be welcomed with equal warmth by both librarians and scientific research workers. If the problem is not solved, the library profession will have to admit delinquency in the continuous struggle for scientific-technological progress.

WHAT AND WHERE ARE THE SPECIAL LIBRARIES

By ETHEL M. FAIR

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New Brunswick, N. J.

WHAT and where are the special libraries of this country? This is a pertinent inquiry at the time of the publishing of the second volume of *Special Library Resources*. An analysis of the nature and geographic distribution of those libraries which were listed in Volume I of this publica-

tion may give an idea of the organizations as they spread over the land. Such an analysis was made by the students of a class in Special Libraries at the Library School, New Jersey College for Women, and is presented here as a contribution to the awareness of the extent of the special library movement.

To analyze any data it is obviously necessary to have a classification or definitions by which to identify the items. Since there exists no definitive or even accepted working schedule of different types of special libraries, the students found it necessary to draw up a list of types of libraries based primarily on the character of their subject matter. The list decided upon is as follows:

Business	83
Chemical	63
Engineering	53
Natural Science	39
Politics and Government.....	36
Medical	32
Agriculture	30
Industrial Relations	25
Insurance	25
Historical	24
Public Utilities	23
Museum	20
Social Welfare	17
Law	16
Military Science	13
Newspaper	12
Art	10
Food Industry	10
Theological	10
Aviation	8
Publishers	8
Advertising	7
Dental	6
Public Health	6
Consumer Problems	5
Hospital	5
Communications	4
Motion Picture	4
Music	4
Patents	4
Automobile	3
Education	3
Broadcasting	2
Geographic	2
Labor	2
Library Science	2
Penal and Institutions.....	2
Architecture	1
Blind	1
Deaf	1
Library of Congress.....	1
Mathematics	1
National Architecture	1
Nursing	1
Physics	1
Science	1
Slag	1
Trade Bibliography	1
Total	629

With each type (and in the right hand column) is given the number of such libraries found to be represented in volume I of *Special Libraries Resources*. It will be noted and argued that the terms used in the list are not mutually exclusive.

As might be expected, the largest number of libraries is found in the classification related to business and industry, with chemistry and medicine showing strongly as cognate fields. Whether special libraries will always be found strongly established in these fields and less strongly in others does, of course, not appear in any such tabulation as here presented. But it is clear that these interests at present dominate the special libraries field and that, in point of numbers, here lies the greatest opportunity for activity. If it should be found that special libraries will never occur in large numbers in the many miscellaneous fields represented by the remainder of the classified list, this fact will have important bearing on the professional education of special librarians, on the dominant topics appearing in special libraries literature and in the discussions and activities of the Special Libraries Association.

GEOGRAPHIC DISTRIBUTION

The analysis made by the students also showed the concentration and distribution of the existing libraries over the country. The greatest number is automatically to be found where population and industry are concentrated—in the East, on the west coast and in Illinois. The distribution was found to be as follows:

New York	99
District of Columbia.....	92
Pennsylvania	64
California	58
Illinois	52
Massachusetts	50
Connecticut	38
Ohio	33
Michigan	28
New Jersey	26
Missouri	14
Maryland	10

Minnesota	9
Wisconsin	9
Georgia	8
Indiana	8
Delaware	5
North Carolina	4
Alabama	2
New Hampshire	2
Rhode Island	2
Tennessee	2
Texas	2
Virginia	2
Washington	2
Colorado	1
Florida	1
Iowa	1
Kentucky	1
Louisiana	1
Montana	1
Oregon	1
Utah	1
<hr/>	
Total	629

Since geographical location has been found to have a strong influence on librarians' choice of a position, this distribution may affect the ease with which positions in certain areas can be filled.

One other characteristic was analyzed from the descriptions given in *Special Libraries Resources*:—the total number of persons on the individual library staff and the number of professional personnel included. These facts have been previously studied by S.L.A. committees and the present study offers little that is new. However, it is of interest to see that of the libraries reporting in *Special Libraries Resources*, Vol. I, 227 out of 765 had only one person on the staff: that a total of 5,564 persons are on the staffs of these libraries

and of this number 2,033 or 36.5 per cent are professional workers.

Finally, the calendar of establishment is interesting. Historically, special libraries have developed as a reflection of dominant subject interests. Governmental or historical libraries were the earliest in the field. Science was also represented in colonial times with Franklin's support; and universities¹ recognized libraries as part of their equipment. Industrial and Scientific libraries have multiplied in the 20th century with the vast research and industrial expansion and are undoubtedly responsible for the large increase in established libraries since 1900. Tabulated according to date we find the following (making no attempt to identify establishment with type of library):

Established

Before 1800	1	per cent
Between 1801 and 1840.....	4	per cent
Between 1841 and 1865.....	4.4	per cent
Between 1866 and 1900.....	16	per cent
Between 1901 and 1915.....	20	per cent
Between 1916 and 1941.....	54	per cent

It will be interesting to discover whether or not the special libraries listed in Vols. II and III of *Special Libraries Resources* will represent the same distribution of subject matter and of geographic occurrence.

¹It should be stated that college and university libraries as such are not included in *Special Libraries Resources*, Vol. I, but occur here only when they have important collections in special subjects. They have been identified and distributed through the classification of this study by their special subject.

THE UNDIMINISHING RECORD

By HARRY C. BAUER

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ONE of man's priceless possessions is his unique ability to summon up the past. It has provided him with a mountain of recorded knowledge forming a veritable stock pile from

which he can draw specific information at will. Undiminishing, this mountain constantly grows in size, paradoxically accelerating in growth whenever information is extracted from it. Will this

mountain of knowledge become too large to yield information, much less to house?

Heretofore, man has relied on translations, on catalogs, indexes, abstracts, check lists, encyclopedias, dictionaries, concordances and other reference tools for tapping accumulated supplies of the information he wants. While these devices have proven valuable, they have not enabled him to reach every recess of his intellectual heritage. Students and scholars acknowledge the difficulty of keeping abreast with the advances in their special fields and almost despair of acquaintance with other subjects. Each year new publications crowd out previous works. It is generally agreed that unless their significance is immediately recognized, the accounts of new discoveries are apt to be permanently lost or at least temporarily buried by the avalanche of even more recent imprints surging through the presses. The discovery of the Brownian movements, which attracted no special attention when first announced, is a case in point. To the September 1828 issue of *The Philosophical Magazine*, Robert Brown, the Scottish botanist, contributed a paper on the topic, "A Brief Account of Microscopical Observations Made in the Months of June, July, and August, 1827, on the particles contained in the pollen of plants; and on the general existence of active molecules in organic and inorganic bodies." Early nineteenth century physicists could not perceive any implications for kinetic theory in the Brownian movements. Consequently, the phenomenon was not fully analyzed until 1858. But it was not until 1888 that an approach to a scientific explanation was offered by the French physicist, Guoy. Finally, in 1906, Albert Einstein worked out the mathematics of the discovery in terms of kinetic theory. A few years later, in his brilliant Nobel-prize-winning experiments, Jean Perrin verified Einstein's calculations. Less fortunate than

Brown's work, countless important discoveries have undoubtedly been lost for all time in the ever growing mound of recorded achievements.

After being shown the millions of books in the Library of Congress, H. G. Wells is reported to have inquired, "Why, with all this, doesn't it think?" The answer is "Our intellectual heritage does not think." If we are to continue to make knowledge serviceable to mankind, we must improve and expand our methods of abstracting, translating and indexing. Otherwise, the steady accretion of vast quantities of new publications and the existing impetus to new scientific discovery might as well cease. Provided improvements can be worked out (and there is no reason to believe they cannot) the growth of our intellectual heritage will in no wise impede the extraction of desired information at will.

The problem of housing our collections is not as serious as some would have us believe. There is plenty of space and material for stacks and store rooms necessary to house the largest libraries imaginable. Perhaps librarians have not been successful in diverting funds for their construction, but space and material are available none the less. Alarmed by the geometric growth of collections, librarians have recommended the development of such methods of reproduction as microfilming to solve what appears to be a space problem. It is questionable whether this is the best approach to the matter. Perhaps we should not foster printing below an optimum type size. In the evolution of recording, clay tablets gave way to papyrus which in turn gave way to parchment and then to paper. However, in this trend toward more compact recording, the prevailing type size never went below legibility. A standard type size large enough to be read easily, by a person possessing normal vision, without the aid of reading glass or projection machine, may be as far as we should go in solving the space

problem. If this standard were agreed upon, microfilms would still have a place in the diffusion of knowledge by serving the clientele of those libraries which lacked desired out-of-print or expensive items.

Society, then, is in a position to provide adequate stacks and storage warehouses for our intellectual heritage. Its

greatest concern must be the maintenance of schemes for gaining access to the specific information in this heritage. An increased production of reference tools, together with the development and invention of entirely new devices for recapturing the past, are the only things that will assure continued utilization of the undiminishing record.

A HOME OF ITS OWN

By DOROTHY G. BELL

Business Branch Librarian, Providence Public Library, Providence, R. I.

THE "Little House" next to City Hall, in downtown Providence, has had a varied career. It was the center of many wartime activities, from servicemen's information to housing reconversion. Now it is the new home of the Business Branch of the Providence Public Library, through the courtesy of Mayor Dennis J. Roberts, ever the Library's good friend.

The Business Branch of the Providence Public Library has had a downtown address for many years. In distance it has never been more than a half mile from the Central Library, but it has made possible a special service to the busy businessman right in his bailiwick, the banking, retailing and insurance district. Since 1923 it has had a cooperative arrangement with the Chamber of Commerce. The termination of this arrangement has been unfortunate. The expiration of their lease, and the current shortage of office space made it impossible for the Chamber to take the Business Branch Library with it to its new location. "Office space" downtown was just as hard for the Providence Public Library to find, until the Mayor came to the rescue.

The "Little House," as it has come to be known, is a two-room Cape Cod cot-

tage with a picket fence around it, right on Dorrance Street facing the Mall, the busiest thoroughfare in the city. During the war years it was a drab brown, but it has been spruced up for its new occupant, painted an attractive red, with a gray trim. The size of the house has limited the Business Branch service to Reference and Information only. The circulating material has had to be transferred to the Central Library, but its identity has been kept by placing it in a well-marked alcove on the first floor.

Down at the "Little House" the Business Branch Library has its own telephone, as well as a connection through the Central Library switchboard, and one from the Chamber of Commerce. In this way it keeps its own identity, while maintaining connections with its parent and former associates.

It is already making new friends. Its street level entrance and conspicuous location attract many newcomers, and old friends are gradually locating it, and finding its small but convenient quarters a pleasant place to stop for their financial, statistical and other business information. Only eight people can be seated around its one large table, but its central location and continued availability downtown are great advantages.

EVENTS and PUBLICATIONS

PERSONNEL ADMINISTRATION IN LIBRARIES, edited by Lowell Martin (Chicago, University of Chicago Press, 1946. 168p. \$3), is a collection of papers presented before the Library Institute at the University of Chicago, August 27-September 1, 1945. It seeks to examine the central problem of personnel at a time when library hopes have never been higher than in this first of the postwar years, and when the ideal of the librarian as academic and community leader has never held greater potential force.

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WAGES UNDER NATIONAL AND REGIONAL COLLECTIVE BARGAINING; EXPERIENCE IN SEVEN INDUSTRIES, by Richard A. Lester and Edward A. Robie (Princeton, N. J., Industrial Relations Section, Princeton University, 1946. 103p. \$1) sets forth as its premises that in an industrial country, the sound pricing of human services may go far to assure a sustained growth of productivity and income; and that an improvement in the art of fixing wages has become vital to a wholesome American economy.

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FREIGHT TRANSPORTATION FOR PROFIT, by Henry B. Cooley (U. Y., Cornell Maritime Press, 1946. 206p. \$5) deals with new, efficient methods for profitable operation of air, water, truck and rail transportation companies. It was written particularly for those who realize the immediate need for overhauling costly wartime operational procedures, for introducing coordination and efficiency in organizations confronted by keen and growing competition. Like its companion volume, TRANSPORTATION MANAGEMENT, this book is up to date, practical and embodies years of experience in transportation.

* * *

TRANSPORTATION MANAGEMENT, by Henry B. Cooley (N. Y., Cornell Maritime Press, 1946. 183p. \$5) is an invaluable guide to modern management of air, water and truck transportation companies. It contains no theories which the author has not tested, and is therefore eminently practical. While written for everyone concerned with materials movement, it is of greatest importance to those in the traffic, operating, treasurer's and comptroller's departments.

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THE OBSOLESCENCE OF BOOKS IN COLLEGE LIBRARIES, by Charles G. Gosnell, N. Y. State Librarian, is a study of an important factor of college library work, about which little has heretofore been written. This pamphlet is available from Mr. Gosnell, Librarian, New York State Library, Albany 1, N. Y. Price 50¢.

INSTALLMENT MATHEMATICS HANDBOOK, with Working Formulas for all Types of Transactions, by Milam V. Ayres (N. Y., Ronald Press, 1946. 320p. \$10) is based on the formulas developed by the author during his fifteen years' active work as analyst for the National Association of Sales Finance Companies and its successor, the American Finance Conference. The formulas are organized and classified into groups according to the nature of the transactions involved.

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The September 1946 issue of *The Journal of Documentation* is extremely interesting to special librarians. Among the articles are: "A Highly Organized Medical Library", by David Thomson; "The Planning of University and College Libraries", by K. Povey; "The Planning and Equipment of Libraries in Research Organizations and Industrial Concerns", by B. Fullman; and "Essentials in the Planning and Equipment of a University Library", by W. Bonser. This quarterly issue is available on loan from S.L.A. Headquarters.

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ELECTRIC MOTOR REPAIR, by Robert Rosenberg (N. Y., Murray Hill Books, Inc., 1946. 570p. \$5) is a practical, complete, modern vocational course as well as a quick reference volume. Its unique feature is a duo-spiral binding which allows the book to lie flat on the bench, showing text in the right-hand section, diagrams in the left. Since this mechanical make-up is not desirable from the library standpoint, the same sheets are now available to libraries for their own binding, procurable through the same dealer channels as the regular volume.

* * *

A Magazine Information Center, dealing exclusively with all types of consumer and trade magazines, has been established for the general public and the publishing industry at large by *The Magazine Weekly*, newsweekly for the magazine publishing industry, at 146 East 39th Street, New York 16, N. Y. Inquiries will be answered by personal visit, by telephone or by mail.

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STUDIES OF DESCRIPTIVE CATALOGING (Washington, D. C., U. S. Government Printing Office, 1946. 48p.) is a report to the Librarian of Congress by the Director of the Processing Department, Herman H. Henkle. It undertakes to present a general review of the work done on the development of a descriptive cataloging code, an analysis of the comments received on a proposed statement of functions and principles which should underlie the code, and recommendations for further action.

The National Electrical Manufacturers Association has just published the 1946 Edition of the NEMA JOB RATING MANUAL, together with a companion booklet entitled GUIDE FOR USE OF NEMA JOB RATING MANUAL. The GUIDE has been especially prepared for those using the new (1946 Edition) of the MANUAL. In it the process of job rating is set forth clearly. It undertakes to show specific examples of the various steps necessary in using the plan. It includes a sample job description, 33 sample job grade substantiating data sheets, a chart showing the distribution of job titles correlated with score points, and a sample survey schedule for collecting area wage data.

The NEMA JOB RATING MANUAL and the GUIDE may be obtained from the Industrial Relations Department, National Electrical Manufacturers Association, 155 East 44th Street, New York 17, N. Y. at the following prices: MANUAL (1946 Edition)—\$1 per copy, postpaid; GUIDE—\$1.50 per copy, postpaid.

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A copy of the *Proceedings* of the Organizational Conference of the Canadian Library Association, held June 14-16, 1946, at Hamilton, Ontario, is available on loan from S.L.A. Headquarters.

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NUCLEONICS (Washington, D. C., Progress Press, 1946. 38p. \$1) is based on official material prepared under the auspices of the U. S. Navy Department. It is a handbook on the structure of matter, the structure of the atom, nuclear structure and transformation, peacetime applications, etc., giving in concise form what everyone should know about atomic physics. Included also is a list of recommended books and articles for further reading and a brief history, tabulated by date, of the development of nuclear energy and the atomic bomb.

* * *

RUSSIAN-ENGLISH TECHNICAL AND CHEMICAL DICTIONARY, by L. I. Callahan (N. Y., John Wiley & Sons, Inc., 1946. \$12, tentative) is a scientifically organized reference to 80,000 terms, including those of organic and inorganic chemistry, chemical technology, mineralogy, metallurgy, mining, geology, engineering, physics, botany, pharmacy and the more common terms in agriculture, medicine, aeronautics, meteorology and military science.

* * *

CONTROL CHARTS IN FACTORY MANAGEMENT, by W. B. Rice (N. Y., John Wiley & Sons, Inc., 1946. \$2.75, tentative) demonstrates the basic functions of statistical control in manufacturing plants, emphasizing how the control chart technique can help build economical quality into a product.

THE SCIENTIFIC AND TECHNICAL ASPECTS OF THE CONTROL OF ATOMIC ENERGY (N. Y., Columbia University Press, 1946. 42p. 25¢) is the official text of the report of the Scientific and Technical Committee of the United Nations Atomic Energy Commission. This is a basic document giving a concise explanation of the production and utilization of nuclear fuels; the peaceful uses of atomic energy; and pointing out at what stages of production there is danger of diversion to war use. It contains data on the cost and size of the U. S. atomic bomb project and a glossary of popular definitions of scientific terms.

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THE AMERICAN COMPETITIVE ENTERPRISE SYSTEM (Washington, D. C., Chamber of Commerce of the U. S., 1946. 24p. Single copies, 10¢) is the report of the Economic Research Department, designed to state the essentials of the American economic system as briefly as possible. This study of the relation between government and business and of the prospects for the years ahead should be especially useful to the student or reader who wants to understand the broad outlines of this system as a whole, its nature and its system of incentives. For further detail it contains an annotated list of references.

The September 1946 issue of *The Library Association Record* contains an interesting article on "Modern Business Methods as Applied to Library Administration", discussing the fundamental differences and similarities in library and business methods, with suggestions as to how business methods may best be applied to various processes of library administration. Available on loan from S.L.A. Headquarters.

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Army Information Digest is a new monthly magazine published by the War Department, designed to serve commanding officers and their staffs (particularly public relations and information-education officers) in the field of Army information. For sale by the Supt. of Documents, U. S. Government Printing Office, Washington 25, D. C. 15¢ single. Subscription price \$1.50 a year, domestic; \$2, foreign.

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ARBITRATION OF LABOR DISPUTES, by Clarence M. Updegraff and Whitley P. McCoy (Chicago and N. Y., Commerce Clearing House, Inc., 1946. 310p. \$3.75) should prove of value to business executives, lawyers, union executives, directors of labor relations and all others having to do with the question of labor relations. It includes the scope of arbitration; qualifications of arbitrators; rulings on evidence; conduct of arbitrators; commonly recurring types of cases; representative decisions.

INDEX—DENTAL PERIODICAL LITERATURE, 1942-1944, (Chicago, American Dental Assn., 1946. 354p.) is an alphabetical index covering dental periodical literature published in English, including publications from Australia, India, Great Britain, Canada, South Africa and New Zealand, as well as all strictly dental publications of the United States.

Included in this latest volume is a special section for the list of subject headings employed in the volume and including certain additions which were found necessary during the time the volume was in preparation. Reprints of these headings are available from: Dental Index Bureau, American Dental Association, 222 East Superior Street, Chicago 11, Illinois.

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COLLEGE AND UNIVERSITY LIBRARIES AND LIBRARIANSHIP, No. 6 in the series, Planning for Librarianship, was prepared by the College and University Postwar Planning Committee of the American Library Association and the Association of College and Reference Libraries, William H. Carlson, Chairman. (Chicago, A. L.A., 1946. 152p. \$2.50). It is an examination of the present status of college and university libraries and some proposals for their future development, setting forth some of the more fundamental principles which have governed or should govern the sound administration of college and university libraries.

* * *

How to organize a working industrial research department is the subject of a new handbook just published by the Standard Oil Company of California under the title **THE COORDINATION OF MOTIVE, MEN AND MONEY IN INDUSTRIAL RESEARCH.** Reflecting the interest of modern business and industry in the use of science to develop new products, processes and markets, the survey enlisted the experience of leading industrial and research organizations. The resulting handbook examines all phases of organization and business management practices in industrial research. Extensive charts illustrate divisions of responsibility, executive functions, relationships and limits of authority. The volume was prepared by Darrell H. Voorhies, Organization Counsel in the Department on Organization, Standard Oil Company of California, San Francisco.

* * *

BUSINESS BUDGETING AND CONTROL, by J. Brooks Heckert (N. Y., Ronald Press Company, 1946. 546p. \$6) sets forth the principles, methods and procedures for the preparation and operation of budgets for all types of businesses, both large and small concerns. Each budget is followed through from the time the budget figures are constructed to when they are compared with the actual results, the variance analysis made and the budget reports made up.

PANEL HEATING AND COOLING ANALYSIS, by B. F. Raber and F. W. Hutchinson, is a theoretical and practical discussion of the general principles, design features, types of equipment and special uses of radiant surfaces. (Wiley, 1947).

* * *

YOUR CARRIAGE, MADAM, 2nd ed., by Janet Lane, outlines the fundamentals of good posture and its relation to health, style and poise. Many details as well as the illustrations have been modernized and amplified. (Wiley, 1947).

* * *

Special Libraries Association was mentioned in an article describing the Management Library of the Prudential Insurance Company which appeared in the August 1946 issue of *Office Management and Equipment* and was reprinted in the November 1946 issue of *Management Review* published by American Management Association.

* * *

HUMAN FACTORS IN MANAGEMENT (Parkville, Missouri, Park College Press, 1946. \$3.50) by Schuyler Dean Hoslett, is a collection of lectures and papers by outstanding authorities. Part 1 covers the Executive and The Organization; The Nature and Conditions of Leadership; Training Leaders in Human Relations and Part 2, The Worker and The Organization; Studies in Human Relations; Counseling.

* * *

JOB EVALUATION METHODS (N. Y. Ronald Press, 1946. \$6) by C. W. Lytle, separates job analysis and evaluation into functional steps as indicated by Chapter headings. This makes it possible to compare and select methods, techniques, characteristics, measuring scales, etc., to fit any given set of conditions.

* * *

PSYCHOLOGY IN INDUSTRY (N. Y. Houghton Mifflin Company, 1946. \$3) by Norman R. F. Maier, places emphasis on the problems of morale, attitude and motivation. This book is primarily intended for those who are concerned with human problems in industry and who themselves are not industrial psychologists.

* * *

OCCUPATIONAL INFORMATION (N. Y. Prentice-Hall, Inc., 1946. \$4.75) by Carroll L. Shartle, is a working manual for using **DICTIONARY OF OCCUPATIONAL TITLES.** It aims toward a better understanding of analyzing and classifying jobs.

* * *

QUICK FROZEN FOODS: 1946-47 DIRECTORY OF FROZEN FOODS PROCESSORS OF FRUITS, VEGETABLES, SEAFOODS, MEATS, POULTRY, SPECIALTIES, is the second annual directory published by Quick Frozen Foods, E. W. Williams Publications, 82 Wall Street, New York. Over 200 new packers and many new products are listed in this 1946-47 edition. (\$2)

"SO YOU WANT TO BE A SPECIAL LIBRARIAN!" is the title of the article by Lester Asheim, Regional Librarian, Federal Public Housing Authority, Seattle, Washington, appearing in the November 15, 1946 issue of *Library Journal*. Mr. Asheim, tells of his experiences upon entering the special library field and sets down some of the lessons he learned "the hard way."

* * *

A write-up of the Library of the Commonwealth Edison Company of Chicago appears in its House Organ, *Edison Round Table*, for November 1946. Miss Edith L. Mattson is librarian of this very progressive public utility library.

* * *

RARER METALS by Jack De Ment and H. C. Drake correlates basic data on rare metals for the busy professional man and student. It is suitable as a reference text or for supplementary reading in science and engineering courses. Special consideration has been given to rarer elements upon which much of our future progress may depend. Some twenty elements, excluding the metals of the rare earths on which there is extensive literature, are discussed briefly, including some of the interesting and important practical applications of these elements. An abridged bibliography of rare elements is also included. (Chemical Publishing Co., Inc., 26 Court Street, Brooklyn 2, New York, 1946. 392p. \$7.50.)

* * *

NOURATHAR, THE FINE ART OF LIGHT COLOR PLAYING, by Mary Hallock Greenewalt is a most unusual and fascinating story of a new art, and the title of the Book *Nourathar* is the author's coined name for this sixth art, derived from the Arabic roots, "nour" meaning light, and "athar", the essence of. So exhaustively has Mrs. Greenewalt covered her subject that it will appeal not only to the theatrical and entertainment world but also to those engaged in chemical, electrical, physical and plastic manufacturing industries. The illuminating engineer, textile worker, painter, interior decorator and costumer will also find this book an ever ready reference and guide in their work. (The author, Hotel DuPont, Wilmington, 99, Delaware. 1946. \$15 Postpaid. 450p. 150 ill.)

* * *

LIFE INSURANCE FACT BOOK, compiled by Statistical Division, Institute of Life Insurance, 60 East 42nd Street, New York 17, N. Y. (64p., charts) has been mailed to libraries. Additional copies free. This FACT BOOK is designed for convenient reference use for students, writers, editors, public speakers and others interested in fundamental background material concerning life insurance.

COMMERCIAL AIR TRANSPORTATION, by John H. Frederick (Chicago, Ill., Richard D. Irwin, Inc., 1946. Revised ed. 791p. \$5) has been almost entirely rewritten in order to key all discussions to present times. It presents a picture of the development of commercial air transportation in the United States, the growth and extent of federal regulations concerning it and the problems, services and operating methods of the airlines and other agencies of air transportation.

* * *

A new monthly science magazine for businessmen, *Federal Science Progress*, began publication in mid-January. This publication will cover the entire field of government-sponsored scientific and technical research, except research in military devices and agricultural production. Coverage will be limited to research financed by public funds and to information available to all publications. The magazine will carry no advertising. Available from: Superintendent of Documents, Washington, D. C. \$3 a year, 25¢ single copy (\$4 and 30¢ abroad). Published by the Office of Technical Service, U. S. Dept. of Commerce.

* * *

METALLURGY, by Carl G. Johnson (Chicago, Ill., American Technical Society, 1946. 3rd ed. 418p.) is a textbook presenting in a simple manner some of the available knowledge concerning the manufacture and behavior of the many metals and alloys in use in our modern civilization. The present revision was made in view of the growing importance of metallurgy in industry, and is recommended for those working in industry and also as a textbook for trade and industrial schools.

* * *

ELECTRONICS FOR INDUSTRY, by W. I. Bendz, presents a practical, non-mathematical explanation of the fundamentals of electronics. Types and functions of electronic tubes, the fundamentals of rectifiers, amplifiers and oscillators, basic control circuits, and the application of high-frequency for induction and dielectric heating are discussed. Emphasis is placed on the principles as applied to industrial equipment. (Wiley, 1947).

* * *

COMPARISON OF ENCYCLOPEDIAS (34th ed., 1945) and COMPARISON OF DICTIONARIES (7th ed., 1944) are available from: Laurance H. Hart, C.E., 14 West Walnut Street, Metuchen, N. J. Single copies 25¢ each, additional copies 5¢ each. These tables, charts or collations give the title, publisher's name, address, price, copyright date, number of volumes, number of pages, number of headings in index, illustrations and maps, ages for which suited, accuracy, up-to-dateness, strong and weak points.

PROCEEDINGS AND ABSTRACTS OF THE WORLD CONGRESS ON AIR AGE EDUCATION, August 21-28, 1946, International House, New York, N. Y., is a profusely illustrated, day-by-day account of the Congress sponsored by Air-Age Education Research for the advancement of understanding and the diffusion of knowledge pertaining to air transportation. Available from: Air-Age Education Research, 80 East 42nd Street, New York 17, N. Y. Price \$1.

* * *

An important book concerning the official foreign trade reports of the various countries of the world has just been published. **SOME TECHNICAL ASPECTS OF FOREIGN TRADE STATISTICS WITH SPECIAL REFERENCE TO VALUATION**, by Nicholas M. Petruzzelli, presents a long needed analysis of the causes and extent of the lack of comparability and utility in the foreign trade statistics of the various nations with particular emphasis on the important question of valuation and related problems. It will be found to be of utmost value to governmental officials of the various nations, to economists, students, trade association executives, business men, research organizations, universities, libraries and banks. The edition is limited to only several hundred copies. (Sheiry Press, Washington, D. C., 1946. \$3.50.)

* * *

The Business Information Bureau of the Cleveland Public Library has just issued **WHO MAKES WHAT**, a list of manufacturing directories published for each of the United States of America and for Alaska. This publication is the result of a survey made of existing directories. It will be invaluable to all who buy and to all who sell. Market researchers, purchasing agents, salesmen and exporter will find in it directories to sources of supply of raw materials, manufactured products and services. Copies are available at 10 cents each. Send stamps or money with request to Miss Rose L. Vormelker, Head, Business Information Bureau, Cleveland Public Library, 325 Superior Avenue, Cleveland 14, Ohio.

* * *

WHO'S WHO IN LABOR is a new biographical dictionary quite worthy to take its place with *Who's Who in America* and other standard biographical dictionaries. It contains "authorized biographies of the men and women who lead labor in the United States and Canada and of those who deal with labor; together with a glossary of labor terminology, edited by Dr. John R. Steelman; a chronology of labor legislation; a directory of the labor press; a list of educational directors; a list of the international labor unions; the constitutions of the American Federation of Labor and of the Congress of Industrial Organizations." Marion Dickerman and Ruth Taylor are ex-

ecutive editors who began the compilation to meet their own urgent needs for information about labor leaders. Published by Dryden Press, 386 Fourth Avenue, New York 16, N. Y.

* * *

Biologia, a monthly newsletter supplement to *Chronica Botanica*, has been established at the request of numerous biologists from many countries to fill the need for a newsletter reporting quickly on developments of a professional and international interest, and to help unite workers in the various branches of the pure and applied plant and animal sciences throughout the world. Regular subscribers to *Chronica Botanica* (annual subscription \$7.50) receive it free. Other subscriptions \$4.00 per volume (covering two years). Published by: Chronica Botanica Co., P. O. Box 151, Waltham 54, Mass.

* * *

USE OF AUDIO-VISUAL MATERIALS TOWARD INTERNATIONAL UNDERSTANDING, edited by Helen Seaton Preston, is the report of a conference sponsored jointly by the American Council on Education and the Film Council of America, June 14-15, 1946, in the interests of increasing the flow of knowledge and ideas between and among nations. Available from: American Council of Education, 744 Jackson Place, Washington 6, D. C. Price \$1.25.

* * *

TECHNIQUES THAT MAKE THE VOCATIONAL LIBRARY A USEFUL COUNSELING TOOL, by Marguerite W. Alexander, Supervisor, American Red Cross Vocational Counseling Service, St. Louis, Missouri, gives suggestions on planning and use of a vocational library, with numerous case illustrations. For further information, write: American Red Cross Vocational Counseling Service, 3414 Lindell Boulevard, St. Louis, Missouri.

* * *

FINANCIAL STATEMENTS: FORM, ANALYSIS AND INTERPRETATION, by Ralph Dale Kennedy, Professor of Accounting and Business Administration, The George Washington University (Chicago, Ill., Richard D. Irwin, Inc., 1946. 559p. \$4.50) is concerned with two major phases of accounting: the preparation, analysis and interpretation of financial statements of industrial corporations and of certain selected specialized industries. An extensive series of questions and problems for class discussion is provided for each chapter.

* * *

A NOTATION FOR A PUBLIC DOCUMENTS CLASSIFICATION, by Ellen Jackson (Library Bulletin No. 8, Oklahoma A. and M. College, Stillwater, Oklahoma, July 1946) was prepared in response to the growing discussion concerning the wisdom of a separate documents collection in libraries, and also, if documents

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- No. 9. 1941-42. xv, 128p. cloth. \$2.50.
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- No. 12. 1944-45. 68p. cloth. \$1.50.
- No. 13. 1945-46. 71p. cloth. \$1.50.

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are kept separate from the remainder of the library collection, how they should be arranged. This is not a *system* of classification but merely a *notation* giving a formula for assigning call numbers to a public documents collection that uses the classification by issuing offices. A copy is available on loan from S.L.A. Headquarters, 31 East Tenth Street, New York 3, N. Y.

* * *

Bibliographies:

AUTOMOBILE PARKING IN THE UNITED STATES, comp. in the Libraries of the Federal Works Agency. (Washington, D. C., Public Works Administration, December 1946). 47p.

BIBLIOGRAPHIES OF CHEMICAL ENGINEERING NOMOGRAPHS—II AND III SUPPLEMENT (Documents 1599 and 1809, American Documentation Institute), is a thirteen-page bibliography prepared by D. S. Davis of the Government Laboratories managed by the University of Akron, Office of Rubber Reserve, Akron, Ohio, and deposited with the American Documentation Institute, 1719 N Street, N.W., Washington 6, as Document 2222. It may be obtained from the Institute at 50 cents a copy on microfilm or at \$1.30 for photocopies (6 by 8 inches) readable without optical aid.

BIBLIOGRAPHY OF BUREAU OF MINES PUBLICATIONS DEALING WITH HEALTH AND SAFETY IN THE MINERAL AND ALLIED INDUSTRIES, by Sara J. Davenport, is a classified, annotated list of 1517 titles, with an author index.

BIBLIOGRAPHY ON HIGH FREQUENCY AND DIELECTRIC INDUCTION HEATING, compiled by the staff of Northwestern Technological Institute Library, has been issued by Northwestern University Library, Evanston, Illinois. (Processed, 97 leaves, 15¢).

BOOKS FOR VETERANS' GUIDANCE: notes on significant and authoritative books about the attitudes, problems and opportunities of the nation's ex-servicemen. (Washington, D. C., Public Affairs Book Service, 1946. 10¢). 25p.

CONGRESSIONAL HEARINGS, REPORTS AND DOCUMENTS RELATING TO TVA, 1933-1946, compiled by Alice M. Norwood, Reference Librarian, has recently been issued by the Tennessee Valley Authority Technical Library, Knoxville, Tennessee.

DISTILLATION BIBLIOGRAPHY, by F. C. Vilbrandt, J. E. Ryan, H. R. Couper and C. L. Dorsey, is a recent Bulletin of the Virginia Polytechnic Institute, Engineering Experiment Station Series. It is an annotated bibliography of 584 titles, arranged by author. Published by the Institute, Blacksburg, Virginia.

EMPLOYMENT REHABILITATION AND VETERAN ADJUSTMENT; a Bibliography, 1940-1945, compiled by Paul S. Burnham, Assistant Professor of Psychology, Yale University, has been published by Public Administration Service, 1313 East 60th Street, Chicago, Ill. It is an annotated list of 319 titles, with an author index (\$1).

POLIOMYELITIS CURRENT LITERATURE: a periodical annotated list prepared by the Medical Librarian of the National Foundation for Infantile Paralysis, 120 Broadway, New York, N. Y. Vol. I, no. 1,2,3—Oct.-Dec. 1946. 27p.

Announcements

Committee of Five Preliminary Report

Three hundred questionnaires each on Group and Chapter activities were mailed on December 10 to a representative group of members, selected according to a formula calling for a certain number of present and ex-national Officers, Group and Chapter officers, also Active members chosen to include those who are in close touch with Chapter and Group activities as well as those who are isolated from them. Any member of S. L. A. had the privilege of requesting either one or both of the questionnaires. The response has been better than average and returns indicate that the majority of members have given a great deal of thought to the questions. The comment most frequently made by members who failed to answer certain sections of the questionnaire was "insufficient information." This indicates that the Committee of Five should give some thought, in their final report, to a more thorough analysis of problems as they presented themselves from time to time. It is highly desirable that we have an informed membership participating in all activities that are of interest to them.

Results are now in process of tabulation and it is expected that preliminary interpretations will be ready for the March Executive Board and Advisory Council meeting. Any recommendations growing out of the survey will receive consideration at that time.

IRENE M. STRIEBY, *Chairman*.

An Invitation

The next S. L. A. Executive Board and Advisory Council meeting will be held on Saturday, March 22, at the Pennsylvania Hotel, New York City, at 9:30 A. M. President Cole extends to all members an invitation to attend this meeting and to participate in the discussion of Association problems and projects. Attendance at these meetings provides an excellent opportunity to become more familiar with S. L. A.'s numerous activities.

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

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New Course-Plan Inaugurated for Medical Library Administration

In the academic year 1947-48 the School of Library Service at Columbia University will offer an arrangement of courses in preparation for work in medical libraries. The basic plan for persons hoping to enter beginning positions in large medical libraries or positions in one-man libraries near other libraries will include: (1) the course in medical library administration, which heretofore has been available only in the summer sessions; (2) adjustments in the bibliography and reference courses permitting individual emphasis upon the needs in medical library work; (3) the course in the reading interests and habits of adults; and (4) choice of the elective course in cataloging or, subject to synchronized scheduling, that on library work with hospital patients.

Programs for advanced students may include courses in other schools or departments of Columbia University which may have value in medical library work. The offerings, on both beginning and advanced levels, are in line with recent suggestions of the Committee on Education for Medical Libraries of the Medical Library Association.

New Jersey College for Women Renews Fellowship for Library Service Degree

The library fellowship awarded by New Jersey College for Women, Rutgers University, New Brunswick, N. J., is being offered again for the third consecutive year. Applications must be made by March 1 for the 1947-48 academic year.

The fellowship covers a two-year period and permits the recipient to complete a full professional curriculum in library service while holding a half-time position in the College library. To qualify, a candidate should have at least a bachelor's degree, should have stood well in her college courses, should have a real interest in and concept of the value of libraries, and preferably some library experience.

At the completion of this work-study program the student should be able to assume the responsibilities of advanced positions. The money value of the fellowship covers tuition, room and board at New Jersey College for Women. Further information may be obtained from the secretary of the scholarship committee at N. J. C.

Financial Group, N. Y. Chapter, Sponsors Course in Library Management

The Financial Group of the N. Y. Chapter, S. L. A., is sponsoring a course in Financial Library Management. This course, which began on Tuesday, January 7, is designed prima-

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rily for assistants who have not had library school training and is open only to members of the Group who are employed in the libraries of financial institutions. Membership is limited to 20, and applications accepted in the order of their receipt.

The course is under the direction of Mrs. Lillian S. Jory, Librarian of the Lehman Corporation. The Co-director is Miss Ethel Siegel, Librarian of Blair and Company. Members of the Association who volunteered as speakers are: Mrs. Lillian S. Jory, Miss Eleanor S. Cavanaugh, Miss Catharyn Suydom, Miss Margaret Siegmund, Miss Ida M. Meyer, Miss Marian C. Lucius, Miss Mary P. McLean, Miss Irma Hafker and Miss Marguerite Burnett.

Each meeting is held from 5:30-7:00 P. M. in the Library of the speaker of that evening. A fee of \$6 is charged to cover postage, mimeographing, etc., as well as a dinner for the speakers and members of the classes at the close of the Course.

**University of Illinois Library School
Scholarships and Assistantships, 1947-48**

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

The Katharine L. Sharp Scholarship provides a stipend of \$300 for the year and exemption from tuition fees. Application should be filed no later than March 1, 1946. Announcement of the award will be made on April 1.

University scholarships carry a stipend of \$350 and exemption from tuition. They are open only to candidates who are not over 30 years of age at the time when the appointment is to be made. Applications should be filed immediately. Successful candidates will be notified on April 1.

Assistantships in various departments of the University Library and in some departmental libraries will also be available to graduate students. Three-quarters time appointments require thirty hours of work per week and pay a monthly salary of \$120; half-time appointments require twenty hours of work per week and pay a salary of \$80 per month. The length of time required by the students to complete the requirements for the M.S. degree usually does not exceed two years. Applications should be filed as soon as possible and no later than May 1, 1947. Appointments will be announced on June 1.

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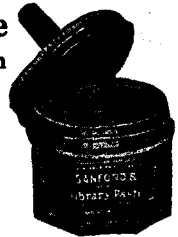
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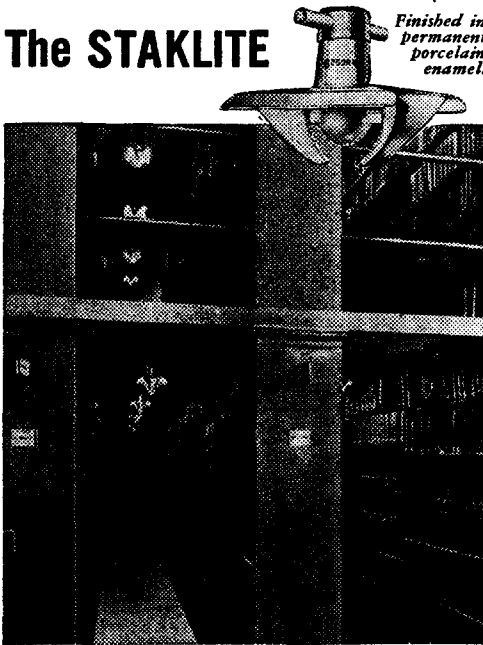
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Obituary

Rev. Francis A. Mullin

The Reverend Francis A. Mullin, Director of the John K. Mullen Memorial Library, Catholic University of America, Washington, D. C., and well-known in library circles for his scholarship, interest in and contributions to the profession, died on January 2, 1947, after an illness of three months.

Father Mullin was a member of the Special Libraries Association, American Library Association, Catholic Library Association, Catholic Historical Association, Medieval Academy of America, Bibliographical Society of America and the District of Columbia Library Association. He was a frequent contributor to periodicals on subjects of interest to librarians and served as an Associate Editor of the *Library Quarterly*.

Mrs. Rachel Rhoades Anderson

Mrs. Rachel Rhoades Anderson, recently Librarian of the Housing Division of New York State, was taken ill just before Christmas, and passed away in New York Hospital on January 10, 1947.

In Sympathy

The members of S. L. A. extend their sincere sympathy to Rose L. Vormelker on the death of her mother. Mrs. Vormelker passed away on December 30, 1946.

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