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Special Libraries, May-June 1948

Special Libraries Association

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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 39

May-June 1948

NUMBER 5

Future Indicative, SLA 39th Annual Convention
June 6-12, 1948, Preliminary Program

Who's Who Among the Speakers

Seen From The Sidelines
Ruth Savord

Memorandum for a Conference on Bibliographical Control of
Government Scientific and Technical Reports
Mortimer Taube

Published by
SPECIAL LIBRARIES ASSOCIATION

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Special Libraries

VOLUME 39 *Established 1910* NUMBER 5

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

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YOUR COMPANY EXECUTIVES SHOULD READ THESE NEW BOOKS

● MAY ●

Getting Along With Unions

1948 Revised Edition

by RUSSELL L. GREENMAN, *Personnel Director, General Cable Corporation*, and
ELIZABETH B. GREENMAN

"This book will provide meat for those interested in turning labor relations from a shambles into a science . . . an intensely practical and valuable volume."—*New York Times*. ". . . a reference for management executives, supervisors, and personnel specialists."—*Management Review*. Widely recognized as a guide to successful labor-management relations, this book has been revised to take account of the changes wrought by the Taft-Hartley Act and kindred legislation upon the relations of unions and management. \$2.50

Introduction to Advertising Principles and Practice

by THOMAS E. MAYTHAM, *Director of Marketing and Account Executive, Maxon, Inc., New York*

Every advertiser and advertising agency should have this new, comprehensive and systematic study of the what, why and how of present-day advertising. Indispensable as an office reference manual, it is the first inclusive text on operating procedures in the field to appear since the war. Among the numerous topics treated are marketing and market research, how to plan the advertisement, how to write headlines and copy, layout, media selection, testing, direct mail, packaging, and agency organization. The author writes out of long experience and thorough mastery of every phase of the subject. *Indexed and illustrated with over 75 line cuts and half tones of advertising layouts.* Coming May 26th \$6.00

The Rise of American Oil

1948 Revised Edition

by LEONARD M. FANNING, *Formerly Associated with American Petroleum Institute*

Here is the only available non-technical account of the key role played by petroleum and its products in the economic life of this country, together with a history of its development. Now completely brought up to date, this book provides the vital information necessary to a clear understanding of one of the most crucial commodity problems in the world today. Coming June 9th \$3.50

Freedom and the Administrative State

by JOSEPH ROSENFARB, *Author of "The National Labor Policy"*

Every business organization faces the problem dealt with in this book—how to reconcile necessary public controls of private enterprise with administrative effectiveness and personal freedom. Growing out of the author's long experience in a Federal administrative agency, this frank and penetrating study throws constructive light on every aspect of that problem. ". . . should be read by all those businessmen who mistakenly believe that a laissez-faire economy is synonymous with a capitalistic economy."—*Senator Wayne L. Morse.* \$4.00

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

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FUTURE INDICATIVE SPECIAL LIBRARIES ASSOCIATION 39th ANNUAL CONVENTION

June 6-12, 1948

Headquarters — Hotel Statler, Washington, D. C.

PRELIMINARY PROGRAM

Saturday, June 5

9:00 A. M.

Mrs. Irene Strieby, National President, will appear on the Mahoney Reader Broadcast (Radio Station WTOP)

10:00 A. M.

REGISTRATION. Registration Center on the Mezzanine of Hotel Statler will be open daily until 9:30 P. M. through June 11. Tickets for all events will be available. *Chairman*, Miss Eva Lieberman. *Credentials Chairman*, Mrs. Irene Van Royen.

12:30 P. M.—Statler

Informal luncheon and Washingtoniana Quiz Program, *There's No Place Like Washington*, to welcome a Special Libraries Association Convention.

Presiding: Mrs. Ruth H. Hooker, Chapter President

Welcome: Miss Adelaide R. Hasse, Organizing President of Washington, D. C. Chapter.

Greeting: Miss Clara W. Herbert, for Library Community in Washington.

1:30 P. M.

Radio station WQQW Washingtoniana Quiz directed by Mr. Leonard Sherwin.

THE PAST

Sunday, June 6

(A listing of church services will be in the Convention Packet).

12:00 Noon

Chartered bus departs from Hotel Statler

WHAT IS PAST IS PROLOGUE: A conducted tour of historic shrines in Washington and vicinity, terminating at the National Gallery of Art where supper will be served for a nominal charge at 5:00 P. M.

6:30 P. M.

National Gallery of Art. Auditorium Program.

Hostess, Miss Ruth Carlson, Librarian
Guest Speaker, Mr. Gross Evans, Educational Officer

Tours of the Library and Gallery will be conducted before the musicale.

8:00-9:30 P. M.

National Gallery of Art, Garden Court Concert.

The Gallery program has been arranged by the Washington, D. C. Chapter Fine Arts Group, Mrs. Bertha Usilton, *Chairman*.

THE PRESENT

PART I

Monday, June 7

8:00 A. M.—Lafayette Hotel

INSURANCE GROUP BREAKFAST

9:30 A. M.

FEDERAL LIBRARY INSTITUTE—
FORTRESSES OF FREEDOM

(Registration for the Federal Library Institute is \$2.00 per day or \$3.00 for two days, including transportation.)

Uncle Sam's Library Work Shops

Library of Congress, Coolidge Auditorium.

Conducted tours.

Chairman, Dr. Luther H. Evans, Librarian of Congress.

12:00 Noon

United States Capitol

Chairman, Dr. Richard H. Heindel, Staff Associate, U. S. Senate Foreign Relations Committee.

1:30 P. M.

United States Government Printing Office.

Luncheon will be served for a nominal charge.

2:15 P. M.

Auditorium program followed by conducted tours.

Chairman, Mr. Fred W. Cromwell, Superintendent of Documents.

(Chartered bus will depart Hotel Statler 9:00 A. M. Passengers will be transferred to all points except from Library of Congress to the Capitol, when an escort will be provided for the short walk.)

Guide Chairman, Mr. John Moats, Library of Congress.

5:30 P. M.—Statler—By Invitation Only
President Strieby meets the Press
Hostess, Mrs. Georgia Dickerman
Host, Mr. Robert Christ

7:00 P. M.

Federal Room—Statler

Federal Library Institute Dinner

FRONTIER ON THE POTOMAC

Guest Speaker, Mr. Jonathan Daniels

Toastmaster, Mr. David C. Mearns

Hostess, Mrs. Helen Steinbarger

PART II

The Federal Document

Tuesday, June 8

9:30 A. M.

Army Medical Library Program

Chairman, Mr. Scott Adams, Acting Librarian

Conducted tours.

11:00 A. M.

U. S. Department of Agriculture Program

Chairman, Mr. Ralph Shaw, Librarian
Welcome: The Honorable Charles F.

Brannan, Assistant Secretary, U. S. Department of Agriculture.

Conducted tours.

1:30 P. M.

Luncheon will be served in the Agriculture Building for a nominal charge.

1:30 P. M.

Continental Room—Statler

Executive Board Meeting.

DOWN THE BROAD AVENUES

Members are invited to select from the following list the programs and visits of most interest:

2:30 P. M.

Auditorium, Natural History Building
Smithsonian Institution Program

Chairman, Mrs. Leila Clark, Librarian
Greeting: Dr. Alexander Wetmore, Sec.
Tours: Dr. Ray S. Bassler, Curator, Department of Geology

3:00 P. M.

Federal Security Agency Reception

Chairman, Mrs. Ellen Commons, Libn.

3:30 P. M.

Federal Trade Commission Program

Chairman, Miss Amy Jennings, Libn.

4:00 P. M.

U. S. Depart. of Commerce Program

Chairman, Miss Wanda Mae Johnson, Librarian

Speaker, to be announced

2:30-5:00 P. M.

Civil Aeronautics Administration, Miss Agnes Gautreaux, *Librarian*

Freer Gallery of Art, Mrs. Bertha Usilton, *Librarian*

Industrial College of the Armed Forces, Miss Clara Widger, *Librarian*

National Institute of Health, Miss Margaret Doonan, *Librarian*

National War College, Dr. Francis E. Fitzgerald, *Librarian*

National Naval Medical Center, Miss Ruth Rodier, *Librarian*

Office of Technical Services, Mr. Willard Holloway, *Librarian*

U.S. Bureau of the Budget, Miss Ruth Fine, *Librarian*

U.S. Civil Service Commission, Mrs. Mary V. Wenzel, *Librarian*

U.S. Coast and Geodetic Survey, Mr. John Cook, *Librarian*

U.S. Department of Justice, Mr. Matthew McKavitt, *Librarian*

U.S. Department of Labor, Miss Helen Steele, *Librarian*

U.S. Department of the Treasury, Miss Isabella Diamond, *Librarian*

U.S. Patent Office, Miss Mary Lynch, *Loan Librarian*

U.S. Tariff Commission, Miss Cornelia Notz, *Librarian*

5:30 P. M.—Lafayette Hotel

HOSPITAL AND NURSING LIBRARIES
GROUP AND BIOLOGICAL SCIENCES
GROUP—SOCIAL HOUR

Hosts, Mr. Scott Adams, Mr. Francis St. John, Kathryn Beadles, Florence Cooksley, Eleanor Coffyn.

6:30 P. M.

Invitation dinner to Librarians of the Federal Reserve System.

7:00 P. M.

Congressional Room—Statler

FORMAL OPENING OF EXHIBITS

Library services, equipment, publications. Demonstrations at stated times.
Chairman, Mr. Edward Finlayson, Librarian of Congress

8:30 P. M.

Presidential Room—Statler

WHO'S WHO IN SLA?

Entertainment featuring the elected officers: Chapter Presidents and Group Chairmen. *Master of Ceremonies*, Mr. Phillips Temple, Georgetown University; assisted by Miss Ruth Leonard, *Chapter Relations Chairman*; and Miss Helen Rogers, *Group Relations Chairman*.

THE FUTURE

PART I

Wednesday, June 9

8:00 A. M.

Statler Coffee Shop

SOCIAL SCIENCE GROUP

Breakfast business meeting, Informal discussion at individual tables: *Problems of Group Structure; possible organization of sub-groups*.

8:15 A. M.

YWCA, 17th and K Streets

NEWSPAPER GROUP AND PUBLISHING GROUP

Joint Breakfast

8:30 A. M.—Lafayette Hotel

FINANCIAL GROUP

Breakfast business meeting

Presiding: Miss Ethel S. Klahre, Chairman

9:30 A. M.—Statler

ASSOCIATION MEETING

Held by Executive Board and Advisory Council—Open to all members

Presiding: Mrs. Irene M. Strieby, President

Reports of Committees

Discussion

Recommendations

12:30 P. M.

Presidential Room—Statler

FIRST GENERAL SESSION—LUNCHEON WASHINGTON TAPESTRY

Presiding: Mrs. Irene Strieby, President
Guest Speaker: Mrs. Olive E. Clapper

3:00 P. M.—By Invitation Only

FINANCIAL GROUP

Guests of the Board of Governors of the Federal Reserve System

Hostess: Miss Alvern Sutherland, Librarian

3:00 P. M.

GEOGRAPHY AND MAP GROUP

Library visit to United States Geological Survey

Host: Mr. William Heers, Librarian

3:00 P. M.

INSURANCE GROUP

Presiding: Miss Elizabeth Ferguson, Chairman

Insurance Book Reviews Conference

3:00 P. M.—Statler

NEWSPAPER GROUP AND PUBLISHING GROUP—JOINT MEETING

Presiding: Joseph E. Molloy

Guest Speakers:

Milton Prenskey, *Pathfinder*,

Relations with the Editorial Staff

Mrs. Betty Blaske Moore, Catlin

Memorial Library, Detroit News

Pictorial and Other Special Material: Indexing Methods

3:30 P. M.

THE EVENING STAR LIBRARY

Host: Mr. M. Pettit, Librarian

3:00-5:00 P. M.

Members are invited to select from the following list the libraries of their special interest:

Federal Works Agency, Miss O. Louise Evans, *Librarian*

Brookings Institution, Miss Margaret Maltby, *Librarian*

Naval Research Laboratory, Mrs. Ruth H. Hooker, *Librarian*

National Academy of Science, National Research Council, Mrs. Jean Fenimore

American Institute of Pharmacy, Hester Jones, *Librarian*

3:00 P. M.

700 Jackson Place

SOCIAL SCIENCE GROUP

Tea and library tour of Carnegie Endowment for International Peace

Hostess: Miss Helen Scanlon, Librarian

3:00 P. M.

SCIENCE-TECHNOLOGY SYMPOSIUM

Presiding: Miss Lucy O. Lewton, Chairman

Publicizing Library Service

1. *Records of Research in a Library*, Lura Shorb, Librarian, Hercules Powder Experiment Station
2. *Publicizing a Company Library*, Alma C. Mitchell, Librarian, Public Service Corporation of N. J.
3. *Publicizing an Institutional Library*, Ruth Beddle, Institute of Textile Technology
4. *Education in the Use of a Library*, Mr. E. C. McClintock, Jr., Engineering Library, University of Virginia

5:00 P. M.

Business Meeting. Election of officers

6:00 P. M.

Reception in honor of incoming officers

3:00 P. M.

American University, 1901 F St., N.W.

TRANSPORTATION GROUP

*America's Super-Highways**Presiding:* Miss Agnes Gautreaux, Chairman*Guest Speaker:* Mr. H. F. Fairbanks, Deputy Commissioner, Public Roads Admin., Federal Works Agency

4:30 P. M.

3100 Massachusetts Avenue

RECEPTION AT BRITISH EMBASSY

6:00 P. M.—Burlington Hotel

Vermont Ave. and Thomas Circle

PUBLISHING GROUP AND NEWSPAPER GROUP—JOINT DINNER

Speakers:

Mr. Relman Morin, Chief, Washington Bureau, Associated Press
 Dr. Ernest S. Griffith, Chief, Legislative Reference Service, Library of Congress

Anticipating the News

8:00 P. M.

Pan American Room—Statler

THE NEW CHAPTER MANUAL

Presiding: Miss Ruth Leonard, Chapter Liaison Officer*Panel Discussion*

The Chapters; Past and Future Indicative
 Chapter Programs, Projects, Regional Conferences and Joint Meetings

Procedures Manuals for Chapters

SLA-Chapter Relations

What do the Chapters expect of the Chapter Liaison Office and Chapter Relations Committee?

Chapter Bulletins

Chapter Finances

Discussion leaders and participants will be announced in the Convention printed program.

8:00 P. M.

THE GROUPS FACE THEIR FIFTH DECADE

Presiding: Miss Helen Rogers, Group Liaison Officer

Panel Discussion

Function of the Group Relations Committee and the new Group Manual Reaching Individual Members of the Group, Kenneth Fagerhaugh
Inter-Group Relationships, Ruth Savord

Group Structure, Adrian Paradis

All SLA members interested in Group affairs are cordially invited to attend this meeting. Present, past and incoming officers are urged to participate in the discussion of vital Group problems. Members of the panel, Committee on Organizational Structure and Policies, the Group Relations Committee and other Association officers are asked to be present to gather membership opinion and to clarify questions of policy and constitutional procedure.

PART II

Thursday, June 10

GROUP DAY

8:00 A. M.

SCIENCE-TECHNOLOGY GROUP-SUBGROUPS BREAKFAST

Presiding: Miss Lucy O. Lewton, Chairman

8:15 A. M.—Lee-Sheraton Hotel

NEWSPAPER GROUP AND PUBLISHING GROUP

Joint Breakfast

Round Table Discussion on Library Reference Methods

Leader: Robert Grayson, Librarian, New York Herald Tribune

8:30 A. M.—Lafayette Hotel

FINANCIAL GROUP BREAKFAST

Presiding: Miss Ethel S. Klahre, Chairman

Federal Reserve Policy

Guest Speaker, Dr. Karl A. Bopp, Vice-president, Federal Reserve Bank of Philadelphia

8:30 A. M.

**SLA MEMBERSHIP COMMITTEE
BREAKFAST**

Presiding: Mrs. Elizabeth Owens, Chairman

9:15 A. M.

**SCIENCE-TECHNOLOGY GROUP:
PHARMACEUTICAL SECTION**

1. *Organization and Administration of a Pharmaceutical Library*, Alberta Brown, Upjohn Company
2. *Current Practices in Pharmaceutical Libraries, a Partial Survey*, Gertrude Horndler, Schering Corporation and Winifred Sewell, Squibb Company
3. (*Subject to be announced*), Dr. John McDonnell, Prof. of Pharmacology, Philadelphia College of Pharmacy
4. Discussion and Business Meeting

9:30 A. M.

**ADVERTISING GROUP, BUSINESS
GROUP, FINANCIAL GROUP, INSUR-
ANCE GROUP AND SOCIAL SCIENCE
GROUP—JOINT MEETING**

Presiding: Miss Ruth Fine

Guest Speakers:

Dr. Stuart Rice, Assistant Director, in charge of Statistical Standards, United States Bureau of the Budget
Introductory Remarks on the Functions of the Division of Statistical Standards in National and International Statistics.

Dr. Walter F. Ryan, Assistant Chief, Division of Statistical Standards, United States Bureau of the Budget
Current Developments in Statistical Services of the Government

9:30-11:00 A. M.

**BIOLOGICAL SCIENCES GROUP
HOSPITAL AND NURSING LIBRARIANS
GROUP—JOINT PROGRAM**

1. Message from the Belgian Red Cross
2. *Biological Bibliographies*, Dr. Morris Leikind, Science-Technology Project, Library of Congress
3. *The Residency Program in Veterans' Administration Hospitals*. Dr. Ed-

ward H. Cushing, Director, Research and Education Service and Assistant Director, Medical Service, VA

9:30 A. M.-4:30 P. M.

**GEOGRAPHY AND MAP GROUP TOUR
AND LUNCHEON PROGRAM**

Army Map Service

Chairman: Miss Ena Yonge

9:45 A. M.

**SCIENCE-TECHNOLOGY GROUP:
PETROLEUM SECTION**

Business Meeting

9:45 A. M.

**SCIENCE-TECHNOLOGY GROUP:
AERONAUTICAL AND ENGINEERING
SECTION AND TRANSPORTATION
GROUP—JOINT MEETING**

1. *Serials for Aeronautical Research*, Mr. Maurice H. Smith, Institute of Aeronautical Sciences
2. *Lecture Demonstration of Microwave Electronics*: Mr. Graham B. Callahan, Chesapeake and Potomac Telephone Company
3. Business session

10:00 A. M.

Freer Gallery of Art—The Mall

MUSEUM GROUP PROGRAM TOUR

Illustrated lecture on the Gallery and Its Treasures

Guest Speaker: Mr. John Alexander Pope, Assistant Director, Freer Gallery of Art

Hostess: Mrs. Bertha M. Usilton, Librarian

10:00 A. M.

Georgetown University, 37th and O Sts. N.W.

**UNIVERSITY AND COLLEGE GROUP
MEETING**

Presiding: Mr. Glenn Maynard, Chairman

Recruiting and Training for Librarianship

Guest Speaker: Mr. Francis R. St. John, Director of Libraries, Veterans' Administration

**11:30 A. M.—By Invitation Only
10th and E Sts. N.W.**

**PUBLIC UTILITY LIBRARIANS
LUNCHEON**

Guests of the Potomac Electric Power Co.

Hostess: Miss Irma Zink, Librarian

12:00 noon
Lafayette Hotel

BIOLOGICAL SCIENCES GROUP AND
HOSPITAL AND NURSING LIBRARIANS
GROUP—JOINT LUNCHEON

Introduction: Colonel Joseph McNinch,
USAMC Director, Army Medical Li-
brary

Guest Speaker: Major-General Paul
Hawley, USAMC Ret., formerly Di-
rector, Medical Services, VA

12:00 noon—Statler
ADVERTISING GROUP PROGRAM:
LUNCHEON MEETING

Presiding: Miss Anne West, Chairman
Advertising on the Air

Guest Speaker: Mr. J. Allen Brown,
National Association of Broadcasters

2:30 P. M.
METHODS MEETING

*An Appraisal of Advertising Research
Materials and Sources*

Moderator: Mrs. Martha O'Leary, Ben-
ton & Bowles, Inc.

Speakers: Cara Haskell Vorce, Hanly,
Hicks & Montgomery, Inc.
One to be announced

12:00 noon
Board Room—National Gallery—The Mall,
Invitation Only
MUSEUM GROUP LUNCHEON PROGRAM
Greetings: Mr. David E. Finley, Direc-
tor, National Gallery of Art

1:30 P. M.
*The Library of the National Gallery of
Art*

Guest Speaker: Mr. McGill James, As-
sistant Director, National Gallery of
Art

12:00 noon—Statler
NEWSPAPER GROUP AND PUBLISHING
GROUP—JOINT LUNCHEON

Presiding: Mr. Joseph E. Molloy
Speaker: Edward T. Folliard, White
House Correspondent of Washington
Post and 1947 Pulitzer Prize Winner
in Journalism

National Politics and World Affairs

12:00 noon—Statler
SCIENCE-TECHNOLOGY GROUP:
LUNCHEON MEETING
Presiding: Miss Lucy O. Lewton, Chair-
man

Guest Speaker: Mr. Lawrence C. Kings-
land, United States Commissioner of
Patents

2:00 P. M.
PATENT SYMPOSIUM

Sponsored by Petroleum Section
Presiding: Mr. Morris Schoengold,
Chairman

The Patent Office Classification
Mr. M. F. Bailey, Supervisory Classi-
fication Examiner, United States Pat-
ent Office

Patent Searching
Mr. C. D. Stores, Standard Oil Develop-
ment Co.

Patents in the Library
Mr. W. L. Powlison, Automobile Manu-
facturers Association

12:30 P. M.—Statler
INSURANCE GROUP: LUNCHEON
MEETING

Presiding: Miss Elizabeth Ferguson,
Chairman

Guest Speakers:
Mr. William Williamson
Mr. Jerome Sachs

12:30 P. M.—Statler
SOCIAL SCIENCE GROUP LUNCHEON
Presiding: Miss Isabelle Farnum, Chair-
man
Guest Speaker: Mr. William Green,
President, American Federation of
Labor

12:30 P. M.
Burlington Hotel
TRANSPORTATION GROUP MEETING
Presiding: Miss Agnes Gautreaux,
Chairman

Removal of Trade Barriers
Panel Discussion with representatives
from

Chamber of Commerce of the U. S.
Washington Board of Trade
The Congress of the United States

2:30 P. M.—Statler
BUSINESS GROUP: FINANCIAL
GROUP: SOCIAL SCIENCE GROUP
Joint Meeting
*Economic Implications of the European
Recovery Program*
Panel Discussion

3:00 P. M.—Statler
 NEWSPAPER GROUP MEETING
Guest Speaker: William Coyle, The Evening Star

Newspapers in Television

3:00 P. M.
 Catholic University of America
 620 Michigan Ave. N.E.
 UNIVERSITY AND COLLEGE GROUP
 PROGRAM

Presiding: Mr. Glenn Maynard, Chairman

Staff Manuals

Revision of the ALA organization

Personnel Procedures

Open discussion following program

4:00 P. M.
 FSA Building, 3rd and D Sts. S.W.
 INSURANCE GROUP TOUR
 Food and Drug Exhibits

4:00 P. M.
 Smithsonian Institution—The Mall
 MUSEUM GROUP TEA AND RECEPTION
Hostess: Mrs. Leila Clark, Librarian

4:30-5:30 P. M.
 2300 Kalorama Rd. N.W.

Reception:

THE ROYAL SIAMESE EMBASSY
Guests of Princess Wan Waithayakon, Ambassadors

5:30 P. M.—Statler
 NEWSPAPER GROUP RECEPTION
 Reservations required.

8:00 P. M.
 Presidential Room—Hotel Statler
 BANQUET

Presiding: Mrs. Irene Strieby, President
Toastmaster: Dr. Luther H. Evans, Librarian of Congress

Invocation: Rear Admiral William N. Thomas, Chief of Chaplains, U. S. Navy

Guest Speaker: Mr. Howland H. Sargeant, Deputy Assistant Secretary for Public Affairs, United States Department of State

Friday, June 11

8:15 A. M.—Burlington Hotel
 TRANSPORTATION GROUP BREAKFAST
Presiding: Miss Agnes Gautreaux, Chairman

Treatment of Ephemeral Material in Transportation Libraries

8:15 A. M.—Statler
 NEWSPAPER GROUP AND PUBLISHING GROUP

Joint Breakfast

8:30 A. M.—Lafayette Hotel
 FINANCIAL GROUP BREAKFAST
 Business Session

9:00 A. M.—Statler
 ADVERTISING GROUP BREAKFAST
 Business Session

Publicity in Advertising Libraries
Moderator: Mr. Grieg Aspnes, Brown & Bigelow

9:00 A. M.—Statler
 INSURANCE GROUP MEETING
 Business Meeting
 Insurance Group Projects

9:30-11:30 A. M.—Statler
 BUSINESS GROUP MEETING
 Business Session

9:30 A. M.—Statler
 NEWSPAPER GROUP MEETING
 Business Meeting

9:30 A. M.—Statler
 PUBLISHING GROUP MEETING
 Business Meeting

9:30 A. M.-12:00 Noon—Statler
 SCIENCE-TECHNOLOGY GROUP
 MEETING

Problems in Classification and Indexing

1. *General Canons of Indexing and Classification*, Mr. C. D. Gull, Library of Congress ST project
2. *Indexing of Alloy Systems*, Mr. Ralph Hopp, Battelle Memorial Institute
3. *Organic Chemical Patents Indexing*, H. Isbell, General Mills
4. *Classification and Steps in Making a Code for Punch Cards; Application*, Ruth Curtiss, Hercules Powder Company

9:30 A. M.-12:00 Noon—Statler
 SOCIAL SCIENCE GROUP MEETING
 Business Session

9:30 A. M.
 Founders' Library, Howard University
 UNIVERSITY AND COLLEGE GROUP
 MEETING

Business Session
Host, Dr. Hugh Reason

10:00 A. M.—Statler
 BIOLOGICAL SCIENCES GROUP
 Business Meeting. Election of Officers

10:00 A. M.—Statler
HOSPITAL AND NURSING LIBRARIANS
GROUP

Business Session. Election of Officers

10:00 A. M.—Statler
MUSEUM GROUP MEETING

Business Session. Election of Officers

10:00 A. M.—Statler
TRANSPORTATION GROUP MEETING

Business Session. Election of Officers

10:30 A. M.—Statler
THE WASHINGTON POST LIBRARY

Host: Mr. Jack Burness, Librarian

10:30 A. M.—Statler
GEOGRAPHY AND MAP GROUP
MEETING

Business Session

12:30 P. M.—Statler

GENERAL BUSINESS SESSION:
LUNCHEON

3:00 P. M.

16th and M Sts. N.W.

GEOGRAPHY AND MAP GROUP invited to
National Geographic Society

Hostess: Miss Esther Ann Manion, Li-
brarian

3:00 P. M.—Statler
INSURANCE GROUP PROGRAM
Social Insurance

3:00 P. M.

3101 R St. N.W.

MUSEUM GROUP and UNIVERSITY AND
COLLEGE GROUP

Guests of Dumbarton Oaks Library
and Research Collection
Hostess: Miss Margaret Rathbone

3:00 P. M.

VISITORS welcome at the following:

National Bureau of Standards, Connecticut
Ave., Miss Sarah Ann Jones, *Librarian*
United States Weather Bureau, 24th and M
Sts. N.W., Mr. Robert Aldredge, *Librarian*
Georgetown University, 37 and O Sts. N.W.,
Mr. Phillips Temple, *Librarian*
The Pentagon—Army Library, Major James
Horan, *Host*

Additional libraries to be announced

4:00 P. M.

FINANCIAL GROUP invited to Joint Li-
brary of the International Monetary
Fund and International Bank for Re-
construction and Redevelopment
Host: Mr. Martin Loftus, Librarian

4:30 P. M.

17th and Constitution Ave.

PAN AMERICAN UNION RECEPTION

5:00 P. M.

901 Massachusetts Ave.

SOCIAL SCIENCE GROUP invited to tea
American Federation of Labor

Hostess: Mrs. Eloise Giles, Librarian

7:00 P. M.

7th St. Wharves—\$2.35 inc. Transportation
Buffet Supper on board S.S. *Mt. Vernon*
Reservations for supper will close
Thursday, June 11

Bus departs from Hotel Statler, 6:45
P. M.

Chairman: Mr. Robert Scudder

8:30 P. M.

\$1.15 including tax

Moonlight Cruise on Potomac to Mar-
shall Hall

Chairman: Mrs. Jean Fenimore

Reservations for supper and cruise tickets
available at Registration Center.

Saturday, June 12

9:30 A. M.

UNIVERSITY OF MARYLAND LIBRARIES
Open house

Host: Howard Rovelstad, Acting Libra-
rian

10:00 A. M.

Continental Room—Statler

S.L.A. 1948-1949 EXECUTIVE BOARD
MEETING

* * *

POST CONVENTION ALL EXPENSE
TWO-DAY TOURS

\$30.00 Per Person—Deposit Required in
Advance

Chartered Coaches Depart Promptly

TOUR No. 1

Saturday, June 12

9:00 A. M.

Virginia, Charlottesville, Richmond,
Williamsburg, Fredericksburg
and Return

Luncheon—Farmington Club, Char-
lottesville

Guest Speaker: Dr. Colgate W. Darden,
President of University of Virginia

Visit University of Virginia Libraries

Host: Mr. Harry Clemons, Librarian

Hostess: Miss Ruth Beddles, Institute
of Textile Technology

Dinner—Jefferson Hotel, Richmond

Sunday, June 13

Luncheon—Williamsburg Lodge

Dinner—Princess Anne Hotel, Fredericksburg

9:00 P. M.

Return to Hotel Statler, Washington, D. C.

TOUR No. 2**Saturday, June 12**

9:00 A. M.

Maryland, Delaware and Atlantic City, New Jersey

Luncheon—Carvel Hall, Annapolis, Md.

Tour of U. S. Naval Academy and the City of Annapolis

Visit to Enoch Pratt Library and Johns Hopkins University in Baltimore

Guests of Peabody Institute for tea

Chairman: Rev. Edmond F. Ivers

Dinner on Eastern Shore

Hotel accommodations in Dover, Del.

Sunday, June 13

Ambassador Hotel—Deposit of Six Dollars Required for Reservation

Church service, breakfast and city tour.

After dinner at Hotel Richardson, tour departs for Atlantic City via Newcastle Ferry and south shore of New Jersey

Hotel accommodations are available for a limited number at Ambassador Hotel.

American plan (2 meals) \$10.00—\$12.00 per person; European plan (no meals) \$5.00-\$6.00 per person. All accommodations, double room with bath, twin beds.

CONVENTION COMMITTEE GROUP LIAISON REPRESENTATIVES

*Groups and Chairmen**Liaison Representatives*ADVERTISING
Anne West

Jewel Drickamer

National Association of
Broadcasters, Research
Department
Washington, D. C.BIOLOGICAL SCIENCES
James F. Ballard

Mrs. Eleanor Coffyn

Army Medical Library
Washington 25, D. C.BUSINESS LIBRARIES
Ruth Fine

Ruth Fine

Bureau of the Budget
Washington 25, D. C.FINANCIAL
Ethel S. Klahre

Eleanor Esser

International Monetary Fund
Washington 6, D. C.FINE ARTS
Bertha Usilton

Bertha Usilton

Freer Gallery of Art
Washington 25, D. C.GEOGRAPHY AND MAP
Ena Yonge

Burton Adkinson

Library of Congress
Washington 25, D. C.HOSPITAL AND NURSING
Ellen Lundeen

Katherine Beadles

Veterans' Administration
Richmond, Va.INSURANCE
Elizabeth Ferguson

Mrs. Ellen Commons

Federal Security Agency
Washington 25, D. C.LEGISLATIVE REFERENCE
Clara Martin

Clara Martin

U. S. Tariff Commission
Washington 25, D. C.MUSEUM
Ruth Sparrow

Leila Clark

Smithsonian Institution
Washington 25, D. C.

NEWSPAPER	Jack Burness	The Washington Post Washington 4, D. C.
Mr. Joseph Molloy		
PUBLISHING	Elizabeth Champe	Kiplinger Magazine Washington 6, D. C.
Fannie Simon		
SCIENCE-TECHNOLOGY	Catherine Schmidt	American Potash Inst., Inc. Washington 6, D. C.
Lucy O. Lewton		
SOCIAL SCIENCE	Carol Wanner	National Security Resources Board Washington 25, D. C.
Isabelle Farnum		
TRANSPORTATION	Agnes Gautreaux	Civil Aeronautics Admin. Washington, D. C.
Agnes Gautreaux		
UNIVERSITY AND COLLEGE	Howard Rovelstad	University of Maryland College Park, Md.
Glenn Maynard		
COORDINATOR FOR BIOLOGICAL SCIENCES AND HOSPITAL AND NURSING		
Mrs. Florence Cooksley		
P. O. Box 634, Benjamin Franklin Station Washington 4, D. C.		

WHO'S WHO AMONG THE SPEAKERS

RAY S. BASSLER, Head Curator, Department of Geology, U. S. National Museum, Smithsonian Institution, is a graduate of the University of Cincinnati and of George Washington University (Ph.D.). He has had long teaching experience at George Washington University and is the author of many monographs and papers on invertebrate palaeontology and stratigraphy, dealing chiefly with micro-organisms.

MR. KARL R. BOPP, who claims Kirkwood, Missouri, as his birthplace, is Vice President in charge of Research at the Federal Reserve Bank of Philadelphia. Mr. Bopp completed his undergraduate work at the University of Missouri where he also received his M.A. and Ph.D. degrees. He was a Gregory Fellow, University of Missouri (1930-31), Social Science Research Council Fellow (1932-33), John Simon Guggenheim Memorial Fellow (1939-40), and is a member of Phi Beta Kappa and Beta Gamma Sigma.

Prior to his present position he was instructor at North Carolina State College, Raleigh, N. C. (1929), and Assistant Professor, later Associate Professor, of Economics and Finance, University of Missouri (1931-41). In 1944 he was

Technical Secretary at the United Nations Monetary Conference.

In addition to being the author of various articles Mr. Bopp has written *Comparative Central Banking in England, France, Germany and the U. S.*, *Hjalmar Schacht: Central Banker*, and *Three Decades of Federal Reserve Policy*.

MRS. OLIVE EWING CLAPPER, who is a native of Kansas City, Kansas, married her childhood sweetheart, Raymond Clapper, when they were students at college and continued her studies in social science at the Chicago School of Civics and Philanthropy while her husband pursued his newspaper career. After living in several cities in the mid-west, the great day in the lives of the Clappers came when Mr. Clapper was appointed to a Washington, D. C. staff. Mrs. Clapper, in the national capital, devoted herself to work with the United Charities and American Red Cross and during the recent war was a loyal worker with the American Volunteer Women's Services.

At the suggestion of friends after the untimely death of her husband, Mrs.

(Continued on page 146)

SPECIAL LIBRARIES ASSOCIATION — TENTATIVE CONVENTION PROGRAM

Washington, D. C. — June 6-12, 1948

	Breakfasts 8:00-9:15	Morning 9:30-11:30	Luncheons 12:00-2:00	Afternoons 2:30-5:30	Evening 6:30-
SUNDAY June 6				<i>"What is Past is Prologue"</i> tour leaves Statler Hotel at noon	National Gallery of Art
MONDAY June 7	Insurance	Library of Congress U. S. Capitol	Government Printing Office	Government Printing Office	Federal Library Institute Dinner
TUESDAY June 8	FEDERAL LIBRARY INSTITUTE	Army Medical Library Department of Agriculture	Department of Agriculture	Smithsonian Institution Federal Security Agency Federal Trade Commission Department of Commerce Visits to Federal Agencies Hospital & Nursing—Biological Sciences—Joint Meeting	Federal Reserve Bank Librarians Dinner Exhibits open Who's Who in SLA
WEDNESDAY June 9	Financial Newspaper—Publishing—Joint Meeting Social Science	Executive Board and Advisory Council Open Meeting All members urged to attend	First General Session	Financial Geography & Map Insurance Newspaper—Publishing— Joint Meeting Science-Technology Social Science Transportation Library Visits Reception—British Embassy	Newspaper—Publishing—Joint Dinner Chapter Round Table Group Relations
THURSDAY June 10	Financial Newspaper—Publishing—Joint Meeting Science- Technology Membership Committee	Advertising—Business—Financial —Insurance—Social Science— Joint Meeting Biological Sciences—Hospital & Nursing—Joint Meeting Geography & Map Museum Science-Technology (Aeronautical and Engineering)—Transportation— Joint Meeting Petroleum Section Pharmaceutical Section University & College	Advertising Biological Sciences—Hospital & Nursing—Joint Luncheon Geography & Map Insurance Museum Newspaper—Publishing— Joint Luncheon Public Utility Librarians Science-Technology Social Science Transportation	Advertising Business—Financial—Social Science—Joint Meeting Geography & Map Insurance Museum Newspaper University & College Reception—Royal Siamese Embassy Science-Technology	Banquet
FRIDAY June 11	Advertising Financial Newspaper—Publishing—Joint Meeting Transportation	Group Business Meetings Science-Technology	Second General Session Annual Business Meeting	Insurance Library Visits Reception—Pan American Union	Potomac Cruise
SATURDAY June 12	1948/49 Executive Board Meeting				

(Continued from page 144)

Clapper prepared her book manuscript, *Watching the World*, using her husband's notes. This effort was well received and in 1946 her more popular *Washington Tapestry* appeared. This title lends its name to the S.L.A. General Session, Wednesday, June 9, when Mrs. Clapper will be our featured speaker. Additional contributions to literature and information are made periodically by the author in *Look* magazine with which she is associated. Mrs. Clapper is a radio commentator, author, mother, public personality, astute political observer and special friend of librarians. Her acknowledged favorite recreation is "reading a good book".

JONATHAN WORTH DANIELS is a native of Raleigh, North Carolina, and a graduate of the University of North Carolina. He began his newspaper career as a reporter on the Louisville (Ky.) *Times* and later he became associated with the Raleigh (N. C.) *News and Observer*, first as reporter, then as Washington Correspondent, 1925-28; as Associate Editor, 1932-33; and as Editor, 1933-42. In 1942 he was appointed Assistant Director, Office of Civilian Defense; Administrative Assistant to the President, 1943-45; and Press Secretary to the President in 1945.

Mr. Daniels has served as the U. S. member on the UN Sub-Committee on Prevention of Discrimination and Protection of Minorities since 1947. From 1930-32 he was on the editorial staff of *Fortune* magazine and during 1941-42 contributed a weekly page "A Native at Large" to the *Nation*.

Besides contributing articles and reviews to magazines he is the author of a *Clash of Angels*; a *Southerner Discovers the South*; a *Southerner Discovers New England*; *Tar Heels*; a *Portrait of North Carolina* and *Frontier on the Potomac*.

GROSS EVANS, Docent in the Department of Education of the National Gallery of Art, is a graduate of Ohio State

University where he majored in painting and art criticism. He has done graduate work at the Institute of Fine Arts, New York University and in Munich.

MR. H. S. FAIRBANKS is the Deputy Commissioner of the Public Roads Administration of the Federal Works Agency, in charge of the Department of Research. The Libraries of the Federal Works Agency are under Mr. Fairbanks as a division in his department. He has been with Public Roads Administration, formerly the Bureau of Public Roads, since 1910. His interest has centered on economic and physical research necessary to sound highway planning. In 1935 he saw the coming need for more facts about our highways, how they are used and who pays for them. He developed the detailed methods of making highway planning surveys in cooperation with State Highway Departments.

In 1939, the report *Toll Roads and Free Roads* was prepared by Public Roads at the request of Congress. This report, largely the work of Mr. Fairbanks, presented the first complete assembly of data on the use of our national highway network. It showed that our highway needs could not be met by a system of toll highways, and presented as an alternative a sound plan of future highway development. It emphasized the need of a special system of interregional highways with all necessary connections through and around cities designed to meet the requirements of a growing peacetime traffic.

In April 1941, the President of the United States appointed the National Interregional Highway Committee to investigate the need for a limited system of national highways. Mr. Fairbanks served as secretary and is credited with the research and writing of the report of the Committee.

Recommendations made in the toll report and again in the interregional highway report were incorporated in the Federal-aid Highway Act of 1944. An important provision was the re-

quirement that a National System of Interstate Highways be designated in cooperation with the States.

In selecting a system each state proposed the routes it thought should be included. Under Mr. Fairbanks' direction a coordinated system was developed and approved on August 2, 1947.

Construction of expressways through cities is a major feature of the postwar highway program. Extensive studies of various kinds have been required to determine the need for expressways, where they should be placed and the effect upon general transportation in the city. The organization, directed by Mr. Fairbanks, has done an important work in developing patterns for making required studies and has aided numerous cities in making studies.

Mr. Fairbanks has been delegate of the United States to the 7th International Road Congress at Munich, in 1934; member of the Permanent Commission, Permanent International Association of Road Congresses; Aide to Secretary-General, 6th International Road Congress, in Washington, D. C., in 1930; Chairman, Highway Transport Committee, American State Highway Officials; Alternate Member, President's Scientific Research Board; Chairman, Department of Economics, Finance and Administration, Highway Research Council.

Publications: Principal author: *Toll Roads and Free Roads*, 1939; *Interregional Highways*, 1944; and numerous papers and lectures on highway engineering, finance and administration.

WILLIAM GREEN was born in Coshoc-ton, Ohio, and at an early age followed his father, an English miner, into the coal mines. He soon became active in the work of the union and was successively elected president of his sub-district, and then of the district. He was early known as an advocate of progress through collective bargaining. In 1912, he was elected secretary-treasurer of the United Mine Workers of America.

Because of mine accidents and the disasters brought to miners' families, Mr. Green urged workmen's compensation legislation. When elected to the Ohio Senate, where he served two terms, he introduced and secured passage of the Ohio Workmen's Compensation Law, the principle of which became the model approved by the American Federation of Labor. He also secured the enactment of the Ohio Mine Run Law.

In 1913 Mr. Green was elected to the Executive Council of the American Federation of Labor when he served on an Executive Council Committee to study social insurance. He was also a member of the Advisory Committee appointed by the Executive Council to assist President Gompers with his duties on the International Labor Commission which drafted Section XIII of the Versailles Treaty providing for the International Labor Organization.

In 1924 Mr. Green was elected president of the American Federation of Labor. In this office he has put emphasis on the constructive possibilities of collective bargaining and union-management cooperation.

In 1930 Mr. Green was awarded the Gold Medal of Honor by the Roosevelt Memorial Association for distinguished service in the promotion of industrial peace. In 1939, he was elected to serve on the Executive Board of the International Federation of Trade Unions.

Mr. Green has served on many committees and boards: He was a member of the Committee on Recent Economic Changes appointed by the Secretary of Commerce, which reported in 1929. He was a member of the Advisory Council to the President's Committee on Economic Security, which recommended a social insurance plan; a member of the Labor Advisory Council of the National Recovery Administration; a member of the first National Labor Board out of which evolved the National Labor Relations Board; a member of the committee which set up the National War

Labor Board; a member of the Combined Labor War Board which met with the President. He served on the Management Labor Council of the War Production Board and also on the Management Labor Policy Committee of the War Manpower Commission. Mr. Green was also a member of the Board of Economic Stabilization advisory to the Office of Economic Stabilization. He was appointed to the Advisory Board of the Office of War Mobilization and Reconversion. He was a member of the Management Labor Conference convened by the President in 1945.

Since the end of the World War II, the Federation, under President Green's leadership, has been in the forefront of efforts to revive the democratic institutions of Western Europe, especially the free trade union movement. Through AFL representatives, whom Mr. Green appointed to serve on United Nations agencies and as liaison to the labor movements of Europe, democratic unions have received aid and support in rejecting communism. Mr. Green was one of the first to give support to the Marshall Plan.

In international policies as well as in national decisions Mr. Green has consistently supported human rights and freedom with equal opportunities for all. In pursuance of his contention that problems in labor relations can best be dealt with through voluntary agencies and procedures, he accepted the President's appointment as a member of the National Labor-Management Panel serving the Mediation and Conciliation Service.

He is editor of the *American Federationist* and author of *Labor and Democracy*.

MACGILL JAMES, Assistant Director, National Gallery of Art, was a special student at Columbia University and at Harvard. He served in France during the first World War, and was director of the Municipal Museum of the City of Baltimore before coming to the Na-

tional Gallery of Art. Mr. James is the author with John Walker of *Great American Paintings*, published by the Oxford University Press in 1943.

LAWRENCE C. KINGSLAND was born in St. Louis, Missouri, April 11, 1884, and attended Washington University in St. Louis, graduating from its Law School in 1908. Since his admission to the bar, he has practiced law in St. Louis, specializing in patent law work. He was appointed by President Truman as Commissioner of Patents and on September 10, 1947, assumed that office.

In January 1947, Mr. Kingsland was asked by the Federal Government to serve as an adviser to the Philippine Legislature in drafting patent and trademark laws for that country. In December 1947, he headed the American delegation to a conference in London between the United States, United Kingdom and France for preliminary discussions on German trade-marks. He was connected for 25 years with the Missouri National Guard, retiring in 1941 as Colonel of the 138th Infantry. During recent years Mr. Kingsland has maintained a farm west of St. Louis, where he has indulged in his hobby of raising Shelties and pointers; also Hereford and Black Angus cattle.

DR. STUART A. RICE is the Assistant Director in charge of Division of Statistical Standards, U. S. Bureau of the Budget; United States representative on the Statistical Commission of the United Nations and Rapporteur of the Commission to the Social and Economic Council; President of the International Statistical Institute; former President of the American Statistical Association; and First Vice-President Inter-American Statistical Institute since 1941. Dr. Rice is the author of many books and articles on social sciences and statistical methods.

DR. WALTER F. RYAN, Assistant Chief and Clearance Officer, Division of Statistical Standards, Bureau of the Budget, and in charge of the review and

approval of all Federal report forms and questionnaires sent to business, industry and other groups, has been in Government Service since 1939. He formerly taught economics at Cornell and Colgate universities.

HOWLAND H. SARGEANT, who has been deputy to the Assistant Secretary of State Affairs since January 1947, is a native of New Bedford, Massachusetts. He is a graduate of Dartmouth College and a Rhodes Scholar, attending Oxford University from 1932 to 1935. When he returned to this country, Mr. Sargeant became Research and Administrative Assistant to the Chairman of the Federal Loan Bank Board. Between 1935 and 1942 he undertook for the Federal Home Loan Bank of Little Rock, Arkan-

sas, the first regional experiment in selling "packaged homes" by mortgage lending institutions; was editor of the *Federal Home Loan Bank Review*; undertook a survey for the National Academy of Science which resulted in the establishment of the National Science Fund with Mr. Sargeant as its Executive Secretary.

From 1942 to 1946 Mr. Sargeant was in charge of licensing approximately 50,000 patents to American industry. He resigned as Chief of the Division of Patent Administration in February 1946 to devote full time to the Alien Property Custodian position until January 1947 when he entered the State Department.

SEEN FROM THE SIDELINES

By Ruth Savord

Librarian, Council on Foreign Relations, New York, N. Y.

ALTHOUGH I have never lost interest in any phase of the activities of Special Libraries Association—local, group or national—I have been less active during the past few years. Consequently, this disassociation from responsibility for its affairs has allowed me to view it objectively from the sidelines. For what it may be worth, I want to tell of some of my impressions.

Neither an "old-timer" or the newest recruit can fail to feel the vitality of the Association, nor to be impressed by its phenomenal growth. Library workers in this and other countries have come knocking at our doors attracted, no doubt, by this very vitality which has been so characteristic of the Association.

At the risk of being misunderstood—and maybe even resented—I must confess that this rapid growth has raised a fear that the *quality* of our work and the measurable results of our activities have not kept pace with our increase in numbers.

I fully realize that an organization—like all life—cannot stand still but an objective appraisal makes one question if we have moved in the right direction. What can we show in accomplishments for the last few years? To be sure, *Special Library Resources* is on the credit side. However, although originally planned as a volunteer undertaking, it was finished by a paid staff. We have produced fewer publications through the voluntary work of our members and these have been done by two or three Groups, showing a deplorable lack of activity by other Groups. In the past, voluntary work has been our strength. The work at Headquarters in the employment field—convincing employers of the need for trained workers, placing the right person in the job, and urging higher salaries—reflects credit on the Association but, here again, this is done by a paid staff. The employment work of Chapters and the aid and advice given by Headquarters, by Chapters and by individual members in the establish-

ment of many new and important special libraries can, indeed, be called creditable. We have now begun to extend our activities into the international field and have given our first scholarship. These, too, are on the credit side but the question arises as to whether we have the funds to do an effective job in this larger area.

A BACKWARD LOOK

If we go back only ten years, we find that our figures of growth look like this:

	1937	1947
Total members	1997	4949
Total Chapters	16	23
Total Groups	10	13
Total Committees	14	24

Does this represent strength or weakness?

In the early days of the Association, our strength lay in the participation of practically the entire membership in the constructive work done by the Association. We were small in numbers, we were pioneers, we had to work out new methods, we had to provide useful and needed tools, we had no headquarters or headquarters' staff, and we had little money. There was so much to be done and so few to do it that each one had to contribute his share. The result was a closely-knit membership, each individual considering the success of the Association as a personal responsibility, all working together with only one object—advancement of our own particular branch of the profession and using the unity of the Association as a means to achieve that end. United we stood!

Now, we have an organization—reaching far and wide—with a headquarters office and a headquarters' staff, with many more Chapters, Groups and Committees, and with many members, some of them maintaining membership solely for the benefits they may derive from affiliation but accepting no membership responsibility. Our interests are divided, our contact with Association problems as a whole is not so close, and we therefore concentrate more on local

or group interests; we have a tendency to accept the work of others—and even to criticize it—without feeling any responsibility to contribute our share. We have become “takers” of others' abilities and labor rather than “sharers.” Here lies danger.

HOW WE GREW

A very brief review of our history may be helpful especially to our newer members in trying to appraise our present status.

The national Association was organized in 1909 with just 48 members. There were no locals but Boston led the field when their local association was organized in 1910, with New York following in 1913, Philadelphia and Cleveland in 1919, Southern California and Rochester (later disbanded) in 1922, Pittsburgh in 1923 and San Francisco in 1924. In 1927, a national headquarters was established and all these local associations, heretofore autonomous, voluntarily affiliated with the national Association as Chapters. Since then, new Chapters could only be authorized by the Executive Board upon written petition.

Groups developed in much the same way, with New York taking the lead by formally organizing local groups in 1921, with the idea of drawing together members with a mutual interest because of similarity in *subject* fields. In 1923, this Group idea was tried out at the Annual Convention and was enthusiastically received. From the beginning, there was a healthy rivalry between Groups to do interesting work and to carry on worthwhile projects but there was no rivalry to increase membership in one Group at the expense of another.

There were originally ten Groups. Some grew and prospered; some fell by the wayside; some combined; new ones were formed. In most cases, success or failure could be traced directly to the leadership of the Group and to the extent of interest shown by its members. Their importance to the Associa-

tion was entirely due to the many useful publications produced through their efforts and to the added interest they aroused in their members through sharing information and experience and working together on common problems.

A change in the Constitution in 1936 allowed multiple Group affiliation, depending on class of membership. This labeled Group membership as an extra "privilege," and like so many "privileges" it was immediately abused. Most members enrolled in at least *three* Groups and some in as many as *ten*.

Obviously, no member could *actively* participate in the activities of or contribute a fair share of work to even *three* Groups, let alone *ten*. In 1944, another change in the Constitution restricted these privileges somewhat so that members were entitled to enroll in one, two or three Groups depending on the class of membership. In addition, they might affiliate with other Groups upon payment of 50¢ annually for each additional Group.

These are the present provisions for Groups but even under these restrictions, our Group Officers are burdened with huge mailing lists. Our smallest Group has 148 members and the largest Group has 1,547 which is almost as many members as were on the roster of the national Association in 1937 after we had maintained a headquarters' office for ten years. Then, how can a busy volunteer Group Chairman be expected to cope with a membership of this size? How can such a Chairman be expected to have even a remote knowledge of the varied abilities of the members or of what they might contribute to the work of the Group?

GROUP ACTIVITY AND PARTICIPATION¹

While I have no definite figures on what percentage of Group members actively participate in the work of Groups,

¹ Most of my comments do not apply to the Science-Technology Group which, through its Sections, has solved at least some of its problems.

I believe that 10% is a high estimate. If we can judge from attendance at most of the Group sessions at the Annual Conventions, it is an over-estimate. Although I was never personally responsible, I have often been embarrassed for the Chairman who had worked so hard to bring important speakers to our Convention and to plan programs for Group sessions and who was confronted by 10-30 people, or even less, out of a total registration at the Convention of several hundred. To me this is one indication that the huge memberships are mostly those who are exercising their privilege of belonging to more than one Group not of immediate interest (simply because it is a privilege), never thinking of the burden put on the shoulders of some willing Chairman, so that he or she may satisfy what is often an idle curiosity about what is going on in other Groups. The fact that only 90 out of a total of almost 5000 members pay 50¢ for an extra affiliation seems to prove the point.

EFFECT ON GROUP WORK

You may wonder why I seem to have labored the point of large Group memberships and may be saying: "Of course Groups are large because the total membership has increased." Granted, but with slightly more than 5000 members, our Group memberships total 6,237! With 13 Groups last year, they should have averaged slightly more than 450 members each. Allowing for differences in subject interest, this would have varied a little but not so much as the present range from 148 to 1,547.

IS THERE A SOLUTION?

I should like to suggest one solution for consideration of the membership. I feel that the time has come when, if we are to maintain our effectiveness as a professional association of *special librarians* and not encroach on other library associations, we should differentiate by means of classes of membership between those who are actively engaged in *special libraries* and those working in other

types of libraries but who are interested secondarily, or perhaps only casually, in Special Libraries Association.

This would involve changing the Constitution to provide for different types of membership with different privileges. One of these changes would provide that only those working in special libraries (including special departments of university and public libraries) would be allowed to enroll in Groups. This privilege might also be withdrawn from Associate and Student members. These latter changes would be on the theory that a special librarian who was not sufficiently interested in maintaining at least an Active membership would not be interested in working very hard for a Group. In the case of Student members, it is probable that they have neither the time nor the experience to contribute much to Group work. In all cases, a member would be allowed only one Group affiliation without the payment of an additional fee. Those not allowed any affiliation might also pay this fee if they really wished to be part of a Group.

Such changes would automatically clear our rosters of much dead wood and leave a residue of interested and experienced members in a Group of manageable size where abilities could be known and used to the best advantage. Another result would be a more closely-knit body where leadership, which at present is sadly lacking or is hidden under a bushel, would gradually develop. At present, we have cases of members who have had no local or national experience of any kind being propelled into Chairmanships with no idea of how to proceed because of lack of knowledge of Group organization and management and of unfamiliarity with the abilities of the Group he is charged with leading.

All new members should be encouraged to begin Association activity in the Chapter Committees and Chapter Groups where they exist, gradually

working up to Chapter Officer. Chapter Presidents, who sit on the Advisory Council, achieve an understanding of national procedure which automatically makes them more eligible for leadership of national Committees, Groups or of the Association. Unaffiliated members can serve first on Group committees. This apprenticeship is imperative—or should be—if the work of the past is not to be undone by those uninitiated in the history and objectives of the Association. One cannot step into a complicated organization without serving an apprenticeship.

CHAPTER AND GROUP ALLOTMENTS

Another source of misunderstanding among newer members is the seeming disparity between the annual amounts allotted to Chapters and Groups. According to our Constitution, a percentage of dues paid in by each Chapter is returned each year for Chapter activities, while Group allotments are made only upon submission of a budget by the Group indicating expenses to be incurred. Some Groups have felt that this was discriminating and hampered Group activities.

However, if we revert once more to the early history of the Association, we may understand the reasons behind this. We must recall that originally the local associations collected their own dues and were autonomous entities. Just as the nations today are finding it difficult to surrender some of their sovereign rights to the United Nations, so our local associations found it hard to surrender their autonomy to a national association. However, when the proposal was made in 1927, they all did this voluntarily and became Chapters.

These original Chapters were live organizations in their own areas and had accomplished a great deal with their own resources. They are continuing bodies, with continuing programs, and with the necessity of holding a number of Chapter meetings during the year to maintain the interest of members. Chap-

ter meetings usually are the first contact of the new member. In fact, in many cases, it is the *only* contact since comparatively few of our members regularly attend Annual Conventions. We cannot overlook the fact that, without Chapter activities, membership would drop off, the national Association would automatically be reduced in membership and in funds, and there might not be a national Association. In 1947, the New York Chapter paid into the national treasury over \$6,800 and received a little over \$1,300 for Chapter expenses. The remainder made it possible for the national Association to carry on its multiple activities, including the maintenance of Headquarters, Group and Committee activities, supplementary aid to smaller Chapters and work for unaffiliated members.

While speaking of unaffiliated members, I deplore a practice which apparently has grown up in some Chapters of suggesting to unaffiliated members that they affiliate with this or that Chapter. This does not seem to be activated by any concern for the welfare of the unaffiliated member but is merely an all too patent device to secure larger allocations. While I would be the first to defend to the end the constitutional provision that a member be allowed to affiliate with a Chapter of *his choice*, be it within 50 or 200 miles of his residence, I insist that it be by that member's choice and not at the suggestion of a distant Chapter. What possible help can a member in Texas get from a New York Chapter *Bulletin* (which is the only contact he would have) unless, of course, he had moved from New York to Texas and chose to retain his contacts.

This policy seems also to extend to members who move into another section of the country and are asked to retain their earlier affiliation rather than transfer to the nearest Chapter. In this case, the nearby Chapter is deprived of the help of a new member who might

well bring in new ideas and new enthusiasm and gain much for himself in new contacts.

To return to allotments: In contrast to Chapters, Groups vary in size, are loosely organized, in many cases, do not have continuing programs in which all their members are actively engaged and meet only at the Annual Conventions. Therefore, it is right and proper that if and when they plan and are working on a project, they submit a budget estimating the cost of the project and ask for funds to carry it out. There have been cases where Groups have been completely inactive for one, two or more years. In such cases, if allotments were made automatically, the funds would have, of necessity, lain dormant when they might otherwise have been helping some other Group which was hard at work on a worth-while project.

Total funds must be divided between the operating expenses of Headquarters, Chapter, Group and Committee budgets, publications including *SPECIAL LIBRARIES* and *TBRI*, travel, Convention and some reserves for emergency. Members of the Executive Board, who always have in mind the larger interests of the Association as a whole, strive conscientiously to allocate the funds at their disposal as equably as possible in order to accomplish the best work. If Chapters and Groups are given larger and larger amounts, we must then cease or reduce such activities as those in the international field and give up all idea of publishing tools, unless we can be sure that sales will cover the cost.

When we elect our officers, we thereby express our confidence in them. True, it is an honor but I can testify that the hours of thought and work we ask of them and of the organizations which pay their salaries, tend to obscure the honor. We can, at least, show them the courtesy of believing in their good faith in trying to stretch funds and maintain a truly national Association. Criticism and harassing demands from local or

group interests, with no regard for national interests, only tends to harm the Association.

GROUP PHILOSOPHY

From my place on the sidelines, I do not believe that lack of allotments has anything to do with the success or failure of Group activity. I think we have lost sight of the philosophy behind our Group organization.

Originally, Groups aimed to offer an opportunity:

1. For personal acquaintance with those engaged in the same subject field;
2. For exchanging information and experiences;
3. For cooperative study of many questions having a common interest but outside the scope of a single library;
4. For sharing with others the investigation of new problems whose solution would give added value and usefulness.

Personally, I feel that we have gone rather far afield and have let our Groups develop into debating societies or social cliques instead of means of solving professional problems. Sessions at the Annual Conventions, which are the only times when the Groups can meet, should

be devoted to planning the next year's work and assigning different phases and problems to different people. Instead, our Group meetings are now competing with general meetings of the Association in the caliber of the speakers. Yet, we show little courtesy to these speakers when we provide them with a mere handful for an audience.

EFFECTIVELY SMALL OR INEFFECTIVELY LARGE?

To revert to my first thesis, I come back to my fear of indiscriminate growth. The decision is in our hands and the question must be answered soon. Will we accomplish more by setting up standards for membership and thus remain effective, or shall we welcome all comers with equal privileges and thus encroach on the province of other associations while making the management of our Association more of a problem? From the sidelines, I make a plea: LET US BEWARE LEST WE LOSE THE SPIRIT THAT HAS MADE THE ASSOCIATION AN EFFECTIVE PROFESSIONAL AGENCY.

Memorandum for a Conference on Bibliographical Control of Government Scientific and Technical Reports¹

By MORTIMER TAUBE

Chief, Science and Technology Project, The Library of Congress,
Washington, D. C.

THE Conference on Bibliographical Control of Government Scientific and Technical Reports met at the Library of Congress on September 27-29, 1947. Most of the Government agencies concerned with the problems of technical information were

represented formally or informally. Agreement was reached on a wide range of problems but the Conference recognized that the basic requirement was the establishment of some central agency or committee having a general advisory cognizance over the collection, cataloging and dissemination of scientific information, throughout the Government. Steps are now being taken to bring about at least a partial realization of this objective.

¹ This Memorandum has been prepared as a basis for discussion. The recommendations contained in it are not necessarily endorsed either by the Library of Congress or the Office of Naval Research.

THE PROBLEM

During the war the Office of Scientific Research and Development took up and developed a pattern of decentralized research carried on by universities and industrial firms throughout the country. There is no doubt that this pattern was desirable and highly successful and it is now being emulated and developed further by the armed services and other Federal agencies.

There is, however, an unfortunate by-product of this pattern of decentralized research. The scientific and technical reports issued by thousands of organizations engaged in such research have presented a problem of bibliographical control which has not yet been solved in spite of costly and laborious attempts made by many different agencies. Offices are being flooded with reports which require to be organized and controlled if the information contained in them is to be fully utilized in the expensive research projects which are being planned. The urgency "to do something about it" is understandable. Ordinary library practices, even though they have been successfully used to organize collections running into the millions, seem too slow and cumbersome. The established abstracting and reporting media are ineffective because of security considerations and because they, too, are not geared to the mounting tempo of government sponsored research. In the fact of this situation, various agencies and offices find it impossible to wait until the problem is thought through or its various phases are isolated and understood. And so, different palliatives are tried, most of which are ineffectual and can be expected to break down under the sheer quantity and heterogeneity of the reports.

In this memorandum an attempt is made not to encompass and solve the total problem, but to isolate and identify its various aspects for consideration. Concerning some of these aspects, spe-

cific recommendations for action are made. Concerning others, recommendations are suggested for further discussion and study as the basis for future action.

BIBLIOGRAPHICAL INDICIA

There is one sense in which our problem is simpler than the bibliographical and cataloging problems of a library. A library must accept and handle the materials it receives. Although one occasionally hears of plans to persuade publishers to adopt uniform title-pages and standardize the information contained on them, these plans invariably come to naught since no sanctions are available. But in the case of government scientific and technical reports sanctions are available because, as a whole, the agencies which are faced with the problem of controlling the reports bibliographically are the same agencies which pay for the production of the reports and can, if they choose, determine to a considerable extent the bibliographical indicia or characteristics of the reports.

Very early in its history, the Office of Scientific Research and Development found it imperative to establish through a directive to its contractors, a uniform system of marking and identifying the reports of their research projects. Thousands of reports were coming in and every decision to file and record them proved ineffective because no factor or indicia common to all the reports could be found. Some reports gave the authors but no titles, and others gave titles but no authors; some had division numbers but no contract numbers, and others had contract numbers but no division numbers. The situation was true *mutatis mutandis* with reference to project numbers, report numbers, panel numbers, memorandum numbers and what not. Under these circumstances, it seemed obvious that a partial solution lay in the adoption of a scheme of numbers which would make it possible to number every report in a single consistent series regardless of other individual or accidental features of any report. An

attempt was made to effectuate such a scheme and between one quarter and one third of all reports issued by OSRD contractors bear OSRD numbers. It has been demonstrated over and over again that of all reports issued by OSRD and its contractors, those reports bearing OSRD numbers may be most conveniently cited and controlled bibliographically.

With the virtual liquidation of the Office of Scientific Research and Development and the inauguration of independent research programs by the several Federal agencies, the situation grows constantly worse. The control of reports through OSRD numbers is no longer possible. What is required is the promulgation by some organization having the requisite authority of a scheme through which every scientific and technical report prepared and issued under a research contract with any Federal agency would bear a symbol which would identify uniquely each report and relate it systematically to all other reports. This promulgation would have three phases: (1) the preparation of the scheme in its full detail; (2) the publication of the scheme; and (3) the actual effectuation of the scheme by making the use of the assigned symbols a contractual obligation of all contractors issuing scientific and technical reports. In order to avoid confusion between this required symbol and any other symbol or symbols which contractors or agencies wished to use for their own internal administrative purposes, the requirement for the use of the symbol called for by the overall scheme would specify the position on the title page or cover in which it should appear.

It can be safely predicated on theoretical grounds and on the basis of the experience of the Office of Scientific Research and Development, that a system of symbols published in a handbook and appearing without exception in a uniform position on every report would be used universally in filing, cataloging, in-

dexing, bibliographical citation, etc.

If this expected success should materialize—if savings of hundreds of thousands of dollars could be demonstrated—the systematization and standardization of bibliographical indicia of technical and scientific reports could be extended to some of the other heterogeneous elements which today appear on the title pages and covers of these reports.

ABSTRACTING

The duplication and overlapping of abstracting services supported directly or indirectly by Government funds has long been recognized. The coverage of these various services is determined not by any principle, but largely by the accidental fact of the number and kind of reports which happen to be at hand, and by the unrelated energy and ambition of individual agencies which collect and abstract all the reports they can get. The obvious waste involved in the duplication of such activities is sometimes justified by asserting that the abstracting service is designed for the agency's own use; but this argument is not plausible.

In the first place, the scientists working in any agency are interested in the material and should be provided with abstracts on their subjects and not just the material which happens to have been secured by their own agency library. Secondly, there is involved in this situation not only the waste of Government funds, but of the valuable time of scientific research workers, who are confronted with a multitude of overlapping abstracting services, none of which they can safely neglect, because all are incomplete, and no principle directly distinguishes the coverage of any one from all the others.

The following plan is proposed as a simple and workable scheme to avoid this duplication and to provide the working scientists and research organizations with abstracting services which are complete and not overlapping so far as

Government scientific efforts are concerned:

1. It is proposed that it be made a requirement of all contracts for research or development work issued by any agency of the Federal Government, and that any report prepared in pursuance of such work be accompanied by an abstract prepared by the agency or contractor issuing the report.
2. It is proposed that all such abstracts be sent to a central agency, which would classify the abstracts in terms of subjects covered and disseminate them in an abstracting bulletin or journal.
3. In order to make such a scheme work, it would be necessary not only to require each contractor or agency which issues reports to abstract such reports, but also to prohibit any agency or contractor from using Federal funds to prepare and issue abstracts of reports prepared initially by other agencies or contractors.

It can be seen that this plan involves the decentralization of the preparation of abstracts and the centralization of the dissemination of abstracts.

Those who objected to it might do so on the grounds that centralized dissemination or distribution might involve delay in placing the abstracts in the hands of the ultimate consumer. It is not felt that any protracted delay would result. In the first place, a great deal of time would be saved by having the abstracts prepared when the report is issued by the agency. Secondly, techniques are available for the rapid reproduction and publication of a central abstracting bulletin.

If the fields of knowledge or the interests of the various services and Government agencies could be systematically divided without excessive overlapping, the task of disseminating abstracts and scientific information could be similarly divided. That is to say, different agencies could be assigned the responsibility for collecting and disseminating information in certain well-defined areas of scientific and technical investigations.

CATALOGING

To catalog is to describe uniquely. The notion of unique description is difficult to explain and may differ accord-

ing to different requirements. In general, a unique description enables one to recognize and identify the item or class of items so described and to differentiate it from other items or classes not covered or excluded by the description. Thus, a catalog of rare books or prints might attempt to describe exhaustively particular items so that each item can be identified and distinguished from all other items however similar.

Ordinary library cataloging of books is concerned with classes of items, i.e., with identifying titles or editions, each one of which may have many copies. Hence, a catalog card prepared for a book in the Library of Congress usually serves for copies of the same book in many different libraries. But even this ordinary library cataloging is called upon to identify uniquely one title out of millions or one edition out of hundreds, and it has been found necessary to develop elaborate cataloging codes to regulate and guide such descriptions.

It has, therefore, seemed to many that the complexities of library cataloging were not germane to the problem of cataloging scientific and technical reports. In one sense, this supposition has been justified. Given a handful of reports with no problem of different editions, it seemed unnecessary to concern oneself with the niceties and minutia of cataloging. Words on a cover or title page might be copied in the order given, or omitted if their importance to the description was not immediately manifest; or titles could be made up or supplied to fit an intra-office filing system. Unfortunately, the number of reports multiplied, and once filed, could not be found or identified; citations could not be identified and verified and the product of research was lost in masses of undifferentiated paper.

Under these circumstances many agencies sought solutions in mechanical sorting and finding devices, only to realize that a machine can select or sort only those things properly cataloged,

coded or described and hence, proper descriptions have become the first order of business.

There is required a code for cataloging scientific reports. Such a code should be as detailed, as is required by the material to be cataloged—it need not and should not be more so. The Library of Congress is suggested as the proper agency to prepare such a code; but some agencies having authority, e.g., the National Science Foundation or the Research and Development Board would be required to promulgate it and enforce its use. There is also the question of the relative value of decentralized and centralized cataloging. The experience of the Library of Congress in this regard indicates the greater economy and efficiency of centralized cataloging.

SUBJECT CATALOGING

In library usage it is customary to distinguish between “descriptive cataloging” and “subject cataloging”. Descriptive cataloging concerns itself with the physical properties and certain historical properties of an item, e.g., the author, the title, the size, the date, etc. Subject cataloging, as the term signifies, consists of a description or analysis of the content—it tells us what a book is about.

Descriptive cataloging is then simple in function and only complex in particular cases, in which the physical and historical properties identifying a book are not recognizable on inspection or are complex in character. But subject cataloging is by its nature complex since it involves the intellectual operation of interpretation, analysis and synthesis.

There are basically two methods of analyzing and presenting the subject content of books, namely, classification and subject heading. These two methods are often confused and their respective advantages and limitations are not always understood. Hence, the proper delineation of these methods and an estimate of their respective value in making readily available the subject

content of scientific reports becomes a major part of the problem of bibliographical control.

In addition to this question of relative value, there is also the question of standardization. Should a general system such as the Library of Congress Classification System and subject-heading list or the Dewey Decimal System be extended to cover scientific and technical reports, or should a new system or systems be developed? And with specific reference to scientific and technical reports, should an attempt be made to work out a generally accepted classification system and/or subject-heading list, or should each office and agency seek a subject control specially tailored to its own purposes?

It is not believed that these questions and others like them can be answered with any degree of adequacy at this time. Hence, they are presented as questions without specific recommendation.

SCIENTIFIC TERMINOLOGY

Some of the most difficult problems of classification and subject headings are at bottom terminological. A period characterized, as this one is, by new developments in science, new applications and new gadgets is also likely to find itself enmeshed in terminological difficulties.

It is not pedantry to seek standardized definitions. Agreement about the use of terms is the beginning of rational discourse. If the new scientific and technical terms are not standardized in meaning and usage, any system of subject headings, indexing or classification which makes use of such terms must *ipso facto* be shot through with vagueness and inconsistency.

It is suggested that the problem may be sufficiently serious to justify the creation of a Board on New Terminology for Research in Progress which would function in a manner comparable to the Board on Geographic Names. All new terms, code names, names of devices could be registered with the Board with

their definitions and necessary explanations, and as the occasion warranted, the Board could issue glossaries of such new terms. The Board would have no authority to establish new terms on its own initiative but in the case of conflicting usage or other difficulties the Board's glossaries might, by agreement, be accepted as definitive by Federal agencies. The operations of the Board would not occasion any delay since the use of a new term would not require action by the Board.

BIBLIOGRAPHIES

Much that has been said about cataloging, abstracting, bibliographical indicia, etc., is also relevant to the task of preparing bibliographies. A standardized entry or citation, a standard nomenclature, and a common system of symbols will affect considerably simplification and economy in the preparation of bibliographies.

There are two basic types of bibliographies: enumerative and critical. An enumerative bibliography is valuable, chiefly as a complete and definitive list within limits fixed by the compiler. These limits should have a rational justification and should be clearly defined. The crucial concept here is *completeness within the defined limits*. Each such complete list, however limited in scope, constitutes a contribution to the full control and utilization of scientific and technical reports. An incomplete list, a compilation whose limits are not clearly defined is an invitation to duplication of effort and, like incompleteness and overlapping in abstracting services, is a nuisance to the user.

A critical bibliography finds its chief raison d'être in the evaluation of the material it covers. Evaluation of entries can be provided by the selection of entries according to certain standards of merit, by the use of critical comment and analysis in annotations of particular entries, or by a combination of selection and annotation.

It would be desirable if contracts for

the preparation of bibliographies could contain the following kind of specifications:

1. An exact description of the scope of the bibliography.
2. A statement explaining its limitations and any omissions which are not obvious from the description of its scope.
3. An account of the purpose of the bibliography, in terms of the group it is designed to serve and the type of use the group can or will make of it.
4. A statement of the need for the bibliography in terms of the importance of the subject and the lack of other bibliographies in the field; the manner in which it supplements bibliographies in related fields.

The finished bibliography resulting from such a contract should contain in its "foreword" a repetition of these four specifications, measured now in terms of actual accomplishment. In addition, the finished product should contain:

1. A justification of the selection of items in the case of a critical bibliography, with some explanation of the standards employed.
2. An account of general characteristics of the text, i.e., the use of annotations, citations of reviews, etc.
3. An explanation of any departures from the standard form of entries, or the omission of information usually included, or the addition of information not usually included.
4. An explanation of the arrangement of entries and its justification in terms of the purpose of the bibliography, the nature of the material listed, etc.
5. A description of the index or indexes.

THE PLACE OF MACHINE TECHNIQUES IN THE CONTROL OF INFORMATION

Our efforts at controlling information have resulted in much more satisfactory techniques for recording information than for releasing the information so as to meet the needs of the users. Cataloging records the existence of information according to precise rules; classification places the catalog entry in a logical relationship to other entries, and incidentally frequently determines the physical location of the information as well; subject headings acknowledge the fact that the information has more relationships than can be conveniently express-

ed in classification and distribute the entry under several locations determined by the arbitrary spelling of specially chosen terms; bibliographies record the painstaking searches of others in the desired field; abstracts provide brief descriptive and sometimes critical summaries of information; and finally, a volume is taken from the shelves with a heartfelt hope that it contains a comprehensive index to reveal the several ideas or facts within its pages. At one extreme, the entry catalogs used alone have little value; at the other extreme, the few union indexes have failed because of sheer size, yet all of these techniques for recording and releasing information are old; the "memex" remains a challenging idea, but there seem to be no new techniques in sight.

The problem is known and this knowledge establishes the broad requirements which a machine technique must meet. Units of information, no matter how recorded or how distributed, are collected into a huge mass. The humble seeker after information finds this mass, created to facilitate the location of the information, is nearly as much a barrier to reaching the material as it is an aid. Techniques must be employed to provide the seeker with a record small enough that it can be used effectively yet with the assurance that no pertinent record has been overlooked. Furthermore, the record must be one which the seeker can use wherever it suits his convenience, and finally, the service must be completed by rapid delivery of the material he selects.

Our techniques to the present have been in the handicraft stage. Where do machine techniques fit into this stage?

The records so far have been made without serious reference to their use. Can we establish the needs which must be served and then shape the records so as to provide the answers with machines?

Can machines be employed so that entry catalogs become truly comprehensive of all informational materials? Can they be used for so colossal an undertaking as a union index, or must they be limited by compromises, by the cost of establishing the record, by the requirements for shaping and reshaping the record for use and by the methods available for publishing the final results?

The various punched cards systems and the rapid scanning of microfilm hold promise of improved results, although the mathematical possibilities and probabilities inherent in the employment of these machines are only dimly realized. The possible use of the principles and techniques of electronic communications equipment, coupled with the principles of these and other machines, is an unexplored field. Can we go on to create a mechanical or electrical system to search out information and bring it back from our records, or must we utilize the developments already in existence?

We feel certain we cannot release information which was not previously recorded, but we are certain that machine techniques can afford correlations of approaches never before feasible.



Reading furnishes the mind only with materials of knowledge; it is thinking makes what we read ours. So far as we apprehend and see the connection of ideas, so far it is ours; without that it is so much loose matter floating in our brain.

LOCKE.

Announcements

Personnel Forms Wanted by A.L.A.

A subcommittee of the A.L.A. Board on Personnel Administration is working on a revision of *Organization and Personnel Procedure*, which was first published by the Board in 1940. It is hoped to include in the revision several examples of good personnel forms, such as application blanks, interview sheets, service rating forms, agreement or contract forms, letters of appointment, and the like. The subcommittee urges librarians who have forms which they consider satisfactory to send five copies of each for examination.

The committee is made up of representatives of college and university, large public, small public, school and special libraries, and is interested in a response from all types of libraries. Forms should be sent to Miss Amy Winslow, Chairman, Subcommittee on Personnel Organization and Procedure, Enoch Pratt Free Library, Baltimore, Maryland.

Institute on the United Nations at South Hadley, Mass., from June 20 to July 17, 1948

Mount Holyoke College and the Carnegie Endowment for International Peace are inaugurating an Institute on the United Nations and world problems. Sponsored also by neighboring institutions and individual donors, this Institute will give civic-minded men and women the opportunity for study and discussion with United Nations leaders, officials of the United States and foreign governments, and other specialists on international affairs. Lectures and discussions on the college campus in the Connecticut River Valley and trips to Lake Success to observe the United Nations at work are features of the program, which has been planned with the help of a notable group of consultants and of officials of the United Nations.

The Institute is open to those men and women able to make a direct contribution to international understanding in their communities: for example, leaders of community forums; heads of international relations programs in business and service clubs and civic organizations; teachers in secondary schools, normal schools and colleges; radio and newspaper men; clergymen; librarians; leaders in workers' education. A limit of 100 members has been set for each week to permit everyone to participate. Members will be enrolled from different parts of the United States and from foreign countries.

For further information write to Betty Jean Goshorn, Executive Secretary, Mount Holyoke College Institute on the United Nations, South Hadley, Massachusetts.

Rare and Unpublished Bibliographies Available

Numerous rare and unpublished bibliographies on scientific and technical subjects are now available to industry as the result of the formation of a pool of unpublished bibliographies by the Special Libraries Association. The bibliographies in each case have been compiled by technical librarians affiliated with the Association, many of whom are outstanding literature searchers in their respective fields.

The phases of technology represented by the bibliographies are highly diversified. They include organic chemistry, agricultural chemistry, metallurgy, photography, physics, welding, mechanics, combustion technology and others. Typical of the compilations available are bibliographies on ammonium nitrate, 1907-1947; portable prefabricated bridges, 1930-1944; centrifugal casting, 1910-1942, welding and fabrication of clad steels, 1907-1946; combustion studies in internal engines, 1929-1945; and many other important and extensive compilations.

The pool is housed in the library of Battelle Institute, Columbus, Ohio, from which loans of the bibliographies are made. Anyone interested in obtaining the complete listing of the bibliographies should write Ralph H. Hopp, technical librarian of the Battelle Library, who serves as chairman of the SLA Bibliography Committee. His committee is also interested in the possible inclusion of other unpublished bibliographies in the pool.

Union List of Scientific and Technical Periodicals

A *Union List of Scientific and Technical Periodicals in the Libraries of Greater Cincinnati* will be published in May of 1948. It will list the holdings of 58 public and industrial libraries, and will contain 3200 titles and more than 10,000 separate entries. Research workers in all branches of science and technology will find this an extremely useful tool. Chemistry, medicine and engineering are particularly strong in the Cincinnati libraries.

This guide to the rich periodical resources of this area is being brought out under the sponsorship of the Cincinnati Section of the American Chemical Society. It will consist of 125 double column pages, lithoprinted, and will be bound in durable paper. It will be sold at cost (\$2.50, postpaid). The compiler and editor is Mr. Bernard Gessiness of the Department of Chemistry, University of Cincinnati, Cincinnati, Ohio. Address all orders and inquiries to: Dr. R. E. Oesper, Department of Chemistry, University of Cincinnati, Cincinnati 21, Ohio.

Plan to Cut Appropriations of U. S. Bureaus

An article appearing in the *Advertising Age*

for March 15, 1948, page one, calls attention to the fact that the U. S. Congress is planning to cut the appropriations of both the U. S. Bureau of the Census and the Bureau of Labor Statistics for the next fiscal year. The Census Bureau will be cut nearly 50 per cent and the BLS 40 per cent. To those who work with statistics such a cut will be most detrimental to research projects, particularly since it will mean that the Census Bureau will have to curtail the gathering and publishing of such statistics as retail and wholesale trade, apparel, income, employment, housing, population and many other figures. The Bureau of Labor Statistics may have to issue its Cost-of-Living Index quarterly instead of monthly if this cut goes into effect. Some of the series which it is proposed to drop include those with histories going back to 20 and 50 years.

Librarians and others who need these statistics in their work may wish to write to their Senators and Representatives and protest. It is only by such action that this cut may be avoided.

Bibliographies Wanted

The Economic Advisory Committee of the Joint Legislative Committee on Interstate Cooperation, New York State Legislature, desires to obtain copies of bibliographies of articles and books dealing with economic development and change in New York State. The Committee is interested in current economic developments and the outlook for natural resources, individual industries and regions. Postwar studies are of primary interest. Please address communications to William E. Dunkman, University of Rochester, Rochester 3, New York.

Chicago Regional Group of Cataloguers and Classifiers

A meeting of the Chicago Regional Group of Cataloguers and Classifiers will be held on May 17 at 6:15 p.m. in the West Room, Central Y.M.C.A., 19 S. LaSalle St., Chicago, Illinois. Reservations may be made until noon of May 15 by contacting Miss Caroline Riechers at the Rush Medical College Library.

The program will be as follows:

Mrs. Patricia Blair, Film Adviser to the American Library Association will talk on "The Use of Educational Films in Libraries."

Mrs. Marjorie Keenleyside, Librarian of Roosevelt College of Chicago and Special Libraries Association representative on The Microcard Committee, will talk on "Microcards: Implications for cataloguers." (Mrs. Keenleyside will have a reading machine and sample cards for everyone).

Departure for Singapore

D. Kate Ferguson sailed March 6 for Singa-

pore, under the direction of the British Council, and will serve as Library Consultant for Malaya and that part of the world. Her address will be c/o British Council, Raffles Library, Singapore, Malaya.

Woodrow Wilson Foundation Designated Distribution Center for Department of State Publications

It has been announced that the Woodrow Wilson Foundation, at 45 East 65th Street, New York, has been designated by the United States Department of State as a Distribution Center for the sale of publications issued by the State Department on subjects of current interest in international affairs. Material on the activities of the United Nations and its related agencies, as well as United States' participation in the United Nations, statements on current United States policy in Germany and Japan, and plans for the economic recovery of Europe are available from this Center. An example of this material is the recent publication, *Nazi-Soviet Relations, 1939-1941*, which is priced at \$1.00 a copy.

The Foundation is one of fifteen such Distribution Centers located throughout the country, working in cooperation with local libraries in their areas. These libraries have been invited to display samples of available publications and to refer requests for them to the Centers serving their area. The area which the Foundation serves covers New York, Connecticut, New Jersey and Eastern Pennsylvania. Requests for publications may also be made directly to the Distribution Center at the Woodrow Wilson Foundation.

This Distribution Center Plan is designed to provide more efficient and faster service than has previously been possible to local organizations, teachers, students and any individuals desiring State Department publications. The many requests which have been received by Centers throughout the country testify to the interest in this service.

Lists of current publications are issued periodically by the Department of State, and are available on request from the Foundation, 45 East 65th Street, New York, N. Y.

Southern California Chapter's Course Available

A course in *Psychology for the Librarian* is being given by the SLA Southern California Chapter. These lectures are being stenotyped as the instructor delivers them and from the transcriptions a mimeographed abstract will be prepared. These abstracts will be sold at \$1.00 each and any SLA member interested in purchasing a copy may do so by communicating with Miss Katherine Laich, Municipal Reference Library, 300 City Hall, Los Angeles 12, California.

Are We in a "Time Panic"?¹

Are we as librarians neglecting the art of reading?

I was emphatically reminded of the statement often heard that "librarians cannot read," while attending the Fourth Annual East and West Institute for Librarians, January 31. I had been invited to serve on the East and West Librarians' Advisory Committee during these sessions, held under the chairmanship of Miss Pearl S. Buck, President of the East and West Association.

Miss Buck spoke very strongly about the value of the printed word in culture and civilization. She stressed that a great many persons do not know how to read, and the art of reading is being neglected in our schools.

Perhaps the often-heard criticism of us relative to reading, is based on "time panic", in which the pressure of work often warps our evaluation of time. It is so easy to put something aside with the hope of reading it at another time, and that time never arrives. A case in point is the distressing number of librarians who do not take the time or even bother to read the *Chapter News*.

Frequently we bemoan our ignorance of a certain event or change in schedule. That in most cases is due to our negligence. We hadn't taken time — and only a very short time would have been necessary — to read pertinent notices or bulletins.

A great deal of time, money and energy goes into the preparation of material which we often ignore — vital material that would keep us up to the minute on what is going on in our own profession.

Let's turn over a new leaf — with this issue!

OLIVE E. KENNEDY, *President*
N. Y. Chapter, S.L.A.

(Copied from *New York Chapter News*, March 1948).

¹ Miss Kennedy's message is so apropos that it is reprinted here. It has come to the Editor's attention that many SLA members neglect to read **SPECIAL LIBRARIES**.

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Joseph E. Molloy Receives Award

Joseph E. Molloy was among the 1947 recipients of M. L. Annenberg Memorial Awards, given annually to members of the Editorial Department of The Philadelphia *Inquirer* for outstanding work. The following text accompanied the award: "Joseph E. Molloy for his tireless efforts during the year in building up The Inquirer Library to a point where it is recognized as one of the leading newspaper libraries in the country."

Radio Script Available

The radio script presented by the Office of Technical Services and sponsored by the Washington, D. C. Chapter Science Technology Group has been mimeographed. Copies may be obtained from the Office of Technical Services, U. S. Dept. of Commerce, Washington 25, D. C., attention of Mr. W. G. Holloway.

Danish Pharmaceutical Union Needs Material

The Danish Pharmaceutical Union, Stormgade 20, Copenhagen, Denmark, is in need of books and periodicals covering biological-science subjects. If anyone has duplicates or is considering discarding material on these subjects, will he please communicate with the Union.

**San Francisco Bay Region Chapter Union
List to be Continued**

The majority of those attending the November 1947, meeting voted for a new edition of the *Union List of Serials of the San Francisco Bay Region*. Members pledged, when asked to contribute, one night's work a month until completion of the project. A simplified form for holdings was decided upon so that the work of compilation will be greatly simplified. It was also decided to include a list of newspapers. The present Union List Committee, Harriet Collopy, chairman, was designated to formulate plans to carry out the project. All libraries represented by membership in the Chapter are expected to submit promptly their holdings on forms to be supplied.

Obituaries

Jessie S. Arnold

Mrs. Jessie S. Arnold, a member of the Washington, D. C. Chapter, died in March 1948. She was formerly with the Library of the U. S. Federal Trade Commission in Washington and has been a member of S.L.A. since 1946.

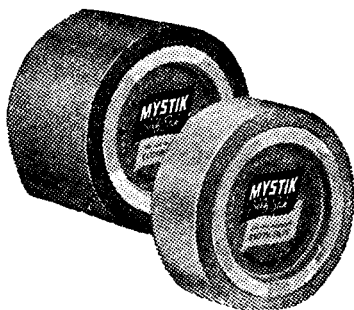
Florence Grape

S.L.A. has received news of the recent death of Miss Florence Grape of Missoula, Montana. Miss Grape has been an active member of S.L.A. since 1944 and was connected with the U. S. Forest Service in Missoula.

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