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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 39

January 1948

NUMBER 1

The American Legion National Headquarters Library, Archives and Files
Verna Grimm

The National Union Catalog
Lewis C. Coffin

Types of Service Offered By An Historical Society Library
Margaret D. Gidney

ASLIB Holds A Practical Conference
Ivor B. N. Evans

Published by
SPECIAL LIBRARIES ASSOCIATION

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Special Libraries

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*Indexed in Industrial Arts Index, Public Affairs Information Service, and
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THE AMERICAN LEGION NATIONAL HEADQUARTERS LIBRARY, ARCHIVES AND FILES

By VERNA GRIMM

Librarian, The American Legion National Headquarters,
Indianapolis, Indiana

PART I CONTENTS AND ORGANIZATION

THE dictionary defines a library as a collection of books, pamphlets and other material kept for reading and consultation, especially such a collection arranged to facilitate reference, as by classification and indexing. Archives are defined as a depository of public records or documents preserved as evidence of facts. Files are defined as a collection of papers or documents arranged systematically for reference. It is to be noted that these three definitions are similar and that libraries, archives and files have common characteristics. All three are collections of records which must be carefully preserved, all three are used for reference and factual authority; and all three are arranged systematically to permit easy acquisition of the information contained therein. It is true, however, that each places the emphasis on its material and the uses to which it is put somewhat differently, and in some organizations this is recognized to the extent of having separate departments for the three. But in the development of these agencies at National Headquarters, we have found the work of the Library, the Archives and the Files so closely related that it has been practicable to keep them together. So, while in order to simplify a description of our work, a rather arbitrary division into the three groupings has been made, it will be noted the distinctions are not rigid as each overlaps the other.

THE LIBRARY

The main idea in establishing our Library has been to have all books dealing with The American Legion itself on our shelves. Our secondary purpose has been the addition of a representative selection of books on World War I and, later, of those on World War II. These include general histories of the two wars, personal narratives, regimental histories, state rosters of war services, war fiction and on into the postwar subjects of The United Nations, peace, relief and such. We are especially strong in our national defense material as several years ago we organized a National Defense Library in connection with the Defense Division and this collection continues to grow. Further, it has been found useful to include books on a variety of subjects of interest to the various divisions at Headquarters in promoting their programs of activity. An ever increasing number of general reference books are also provided to meet the demands of our Headquarters staff. All books are classified according to the Dewey decimal system and are cataloged by author, title and subject. In 1923 an appropriate bookplate was designed by V. E. Pyles, of New York, for our collection.

Periodicals constitute an important part of the Library. We receive and list all Legion publications and the national, department and selected post ones are bound when a volume is completed.

Publications of other veteran organizations, both here and abroad, are also received regularly. Of course, we have bound sets of the original issues of the *Stars and Stripes* of World War I and of the *Amaroc News*. We have the *Stars and Stripes* of World War II (not all editions, however), of *Yank*, of the *Army Times* and hundreds of publications issued in the war camps in the United States during this period. We also have general periodicals and those of special interest to the divisions at National Headquarters.

We have good poster collections of the two World Wars, including the best and most representative ones. Those of World War I have been backed with muslin, given a preservative wash, classified and listed. The hundreds we have of World War II are still in storage. It was necessary to obtain them when available and we shall prepare them for use as time permits. Some years ago we had an interesting exhibit of our World War I posters and at that time also secured World War I divisional insignia, decorations and medals of the Allied countries as well as of the United States. These and other pertinent material are now on permanent display in open cases. At present, we are assembling the insignia and decorations of World War II but this is a much larger task.

Pamphlets and other miscellaneous matter are important sources of information in our library as in all others. However, this material will be described when we consider the subject files as our pamphlet file was largely developed in connection with them.

THE ARCHIVES

In giving an account of the material classed under Archives, we are using the term in the limited sense of collecting and preserving the material issued by The American Legion—the official documents. A certain part of this work is conducted under the direction of the National Historian.

These records include those of the national organization, of departments and of posts.

Archives of national designation are the proceedings and reports of our National Conventions, of official Conferences, of our National Executive Committee and of all standing and special committees. In this connection, we have established an alphabetic cumulative subject card index to all action by all National Conventions, all National Executive Committee meetings and all National Finance Committee meetings. By reference to these indexes we can readily discover whether the Legion has ever considered a specific subject and what the policy is regarding that subject. The entire record is found in one place. The authority for all Legion business and activities at Headquarters is also ascertainable by reference to these indexes. These cards give a digest of the action and a reference to the official minutes if a more complete account is desired. We have hundreds of subjects and cross indexes listed and they are an invaluable service to the efficient work of the organization.

We also keep running files of every report, every bulletin, every memorandum, every news release that has been issued by any Headquarters division of the Legion since its beginning in 1919. Many of these are bound for greater permanency. In addition to these running series, duplicate copies are usually kept for their subject content in our pamphlet and subject files. Bound volumes of the Convention city newspapers covering each National Convention are also on file so we have a record of all local publicity for each Convention.

Our Department Archives include complete sets (insofar as we get the cooperation of the departments) of Department Convention proceedings and reports, of Department Constitutions, bulletins (held for two years only), lists of officers, of histories and of miscellaneous valuable items. A special effort

has been made to acquire all Department Convention badges and hundreds of these are on permanent display in our section.

Here may also be mentioned what we call our Prominent Legionnaire file. This consists of a card index containing the names of every Legionnaire who has held a national or departmental office, including national committee membership. The names are arranged alphabetically under each department. Each man's entire Legion record to date is noted thereon. As the names come in during the year from national or department elections or appointments, each name is checked with this card file. If the name is already in the file, the new office is added to the card. If the name has not been previously entered, a card is then made for that individual and inserted in the file in the proper place and his Legion record thus started. A questionnaire is then sent to this person, requesting his personal and military or naval record. As these questionnaires are returned they are filed in alphabetic order under each department in the history file. The eligibility proof based on his war record is required of all national and department officers and these also are filed here. Some Legionnaires, notably National Commanders, have an imposing record of Legion service and many folders of material are used for their entire story, especially as we include therein all official speeches and statements by these individuals. We have over 12,000 prominent Legionnaires listed with their Legion activities noted and a lesser number of the completed biographical questionnaires as we cannot secure a one hundred per cent response on these. We are often asked for the military record of a Legionnaire, the questioner taking it for granted we have such for every member. Upon reflection, however, one will recognize the impracticability of keeping an alphabetic index of over 3,000,000 members! Such records are left to the

individual posts.

Post Archives at National Headquarters are limited, as maintaining the records of over 15,000 posts could easily get out of bounds if only partly successful. Much of the post activity is found in our Legion publications, national and departmental, and in the hundreds of post publications kept on file. Records of activities are also found in our subject files. We do keep post records of projects on a national scale as evaluation surveys, membership list awards and such. Charter applications, also the supplemental ones and those of SAL squadrons are kept numerically under each department name.

One outstanding contribution to our Archives is the splendid collection of post histories we have acquired throughout the years by means of an annual post history contest conducted by the National Historian. Every fourth year a department history contest replaces that of the post so we also have a number of excellent department histories. These department histories usually include the historical data on each post in the department.

CENTRAL FILES

National Headquarters maintains what is called a central file. With the exception of a working file or a special record system necessary to its particular work, each division sends everything to this central file. All such material received, irrespective of its origin, is combined into one common system. The routine correspondence which has no permanent value is put into a simple, alphabetic file and is automatically destroyed at the end of a five year period. However, while current, it is important that this routine work receive proper attention so as to enable the organization to function smoothly. But only a small part of our correspondence goes into this temporary file. The larger and the most important part is of subject use and will have this value more or less permanently. It is these Files which

tie in with the Library and Archives of the Legion.

The arrangement which has been adopted for giving the best informational service at National Headquarters is primarily distinguished by being a subject classification system. You may recall the elaborate classification scheme used by the War Department, especially those who did "paper work" in the service. Our plan is similar although we do not use the decimal numbers. We code directly by the subjects themselves. In establishing this classification, the correspondence at National Headquarters was studied and it was found that most of it could be grouped into about 12 broad classes, with numerous divisions within these main categories. That these 12 original subjects were adequate has been confirmed in that we have used them for 24 years and only added one new one—that of World War II which we call Great War so as to avoid mistakes in filing due to using the same words. Consequently we now have 13 divisions.

These 13 main classifications are:

- Administration and Organization
- Americanism
- Child Welfare
- Conferences and Conventions
- Cooperation
- Great War
- International Affairs
- Post Activities
- Rehabilitation
- United States
- Veterans Welfare
- World War (i.e. World War I)

These 13 subjects are divided into sub-divisions and these are again broken down, and so on indefinitely as the need for additional subjects arises. It is this ability to expand that has made the system so workable and as the Legion has grown and additional activities have been developed, a logical place has been found for each new subject. As an example: under the classification, "Administration and Organization", we have a heading, "Auxiliaries". Under the heading "Auxiliaries" we have a sub-heading,

"Women". Inasmuch as we only had the Women's Auxiliary at the start, this is all that appeared in the classification. Later we established or considered establishing other so-called Auxiliary groups so the outline changed thusly,

from —

- Administration and Organization
- Auxiliaries
- Women

to —

- Administration and Organization
- Auxiliaries
- Eight and Forty
- Fathers
- Forty and Eight
- M - 1
- Sons of The American Legion (SAL)
- Women

Further expansion would be developed by taking for example the sub-division "Sons of The American Legion" (SAL). At first all material on it could be put into one folder. But as the organization grew, additional sub-divisions had to be added, such as activities, constitution, membership and so on. Eventually even these additional sub-divisions were further divided to facilitate reference to them. An alphabetic arrangement within each division is always maintained. We now have about 8,000 specific topics in our file stemming from the 13 main divisions.

To give you some idea of the variety of subjects covered, I am listing 30 (but remember we have about 8,000). These are, taken at random: American Veterans Committee; Atomic energy; Club-houses; Colored posts;; Disasters; Dues; Education; Emblem infringement; Employment; Films; Flag code; Funds; Honor rolls; Juvenile delinquency; Ku Klux Klan; Membership eligibility; Memorials; Overseas cemeteries; Pacifism; Pearl Harbor; Poppies; Radicalism; Radio; Rheumatic fever; Social security; Travel policy; United Nations; Veterans administration; Veterans organizations; and Widows' pensions.

These files, as stated previously, are largely composed of correspondence of

subject value. Thus a letter written by the National Judge Advocate is usually an interpretation or opinion on some Convention mandate, or Constitutional clause or some internal problem and becomes precedent for future inquiries. A letter written by a division head may contain information secured from some source after proper investigation and should be available for answering a similar request, which comes in later. In addition, however, the folder may contain bulletins, memorandums, clippings, small leaflets, pictures, news releases — in fact, anything on that particular subject in any form. No index being available to *The American Legion Magazine*, we clip each issue and file the articles under various headings.

We keep our pamphlets and other bulky material in a separate file but the subject classification is identical for both. These pamphlet files include all the miscellaneous publications issued by The American Legion. While we are not a depository for all government publications, many are sent to us, and

we request others so these too are found in our pamphlet collections. In addition to the pamphlets being filed by subject, we have an alphabetic card index of them by author and title.

It is impossible to remember just where each of these 8,000 subjects are located in our system, therefore a relative index has been prepared for each of the 13 classifications. This is an alphabetic list of every subject in that classification with a reference as to where it will be found. As additional subjects are named, new entries are noted in our official loose-leaf book wherein all the classifications and their respective indexes are outlined in full. This book is referred to constantly in classifying each day's files and in looking up a subject. We also often use cross reference sheets for organizations or individuals, referring to the subject under which its or his communication is filed. This makes it possible to locate specific letters and at the same time have the information under a subject for an even more important use.

PART II SERVICES RENDERED

Last year we handled 14,940 requests for information or service of some sort. To give you an idea of the range of these 14,948 requests and how we draw upon the resources described in Part I to supply the answers, mention is here made of those that were dealt with in a single day. This will explain the work better than an attempt at a general description.

1. The Public Relations Division wanted a copy of President Roosevelt's message to Congress in December 1941 when he asked Congress to declare war on Japan.

The Library supplied the speech, locating it in the book *Documents on American Foreign Relations*.

2. This Division also requested a copy of General MacArthur's speech following the signing of Japanese surrender

terms on the Missouri.

The Library supplied the answer, it being found in the *Congressional Record* for September 1945 (located through the index to the *Record*).

3. The Expansion and Stabilization Division wanted a list, with addresses, of correspondence schools.

This was found in the subject files under Education. The question had come up before and we had to call the public library for such a list. This time we had the information as we had filed the previous request and answer under the subject.

4. The Americanism Division requested material on the Nationalist Veterans of World War II and Gerald K. Smith's connection with it.

We gave them a folder on the subject we had in our subject files under the heading Great War: United States: Manpower: Organizations of Veterans: Nationalist Veterans of World War II.

5. The Public Relations Division wanted the Legion record of John L. Sullivan, recently promoted to the position of Undersecretary of the Navy.

We looked in our Prominent Legionnaire card file under New Hampshire and found Mr. Sullivan's card. His entire Legion record was listed there.

6. The National Judge Advocate wanted a copy of the Florida department constitution.

In our department archives we keep all department constitutions so it was a simple matter to pull the one for Florida and send it to him.

7. Some question regarding a staff member's vacation privileges had arisen in the National Adjutant's office and the action covering the vacation set-up was needed.

This action was found by consulting the card index to the minutes of the National Finance Committee under the subject, National Headquarters: Staff (with a cross reference from Vacation Policy).

8. The Americanism Division requested information on the Ku Klux Klan and any Legion action on it.

We gave them four folders of material we had been accumulating on this subject since 1923 in our subject files. We also checked our subject card index to the National Conventions and to the National Executive Committees to check any Legion action on this subject to date.

9. Public Relations wanted the correct words for a certain quotation.

The general reference collection in our Library has several good quotation books and we quickly found the quotation.

10. Several offices called for addresses of firms not found in our files.

In our Library we keep current telephone directories of all the large cities and thus can locate addresses quickly.

11. The writer of the history of The American Legion wanted a report on the Legion's activities during the Long Beach, California, earthquake in 1933.

This was found in the subject file under Post Activities: Disasters: California: Earthquake.

12. The National Adjutant's Office wanted to know the states from which the men of the 83rd Division in World War I came.

The Library has several books giving the history and other details of the various divisions.

13. The Public Relations Division wanted samples of Armistice Day proclamations—both National and State.

These were found in our subject file in a folder under Americanism: Holidays: Armistice Day.

14. The National Defense Division wanted a copy of the XVIth Article of War.

The Library has a book giving all the Articles of War in annotated form.

15. The office of the Assistant National Adjutant referred to us a letter containing a request as to the author of the *Legion's Preamble to the Constitution*.

From our subject file we produced a file on this under the subject, Administration and Organization: Constitution: Preamble.

16. The Child Welfare Division wanted to know the Legion's policy in regard to school lunches.

We consulted our Index to National Convention action and found cards giving all Legion action on this subject.

17. The office of the National Judge Advocate had a letter from a man wanting to know if a vice-commander of a post could continue as such if he became a candidate for office of representative to the State Legislature. Before making a statement, opinions of former Judge Advocates were requested so as to keep all answers uniform.

In our subject files we found the identical question had been asked before and we located the subject under Administration and Organization: Constitution: Politics.

18. The Americanism Division wanted a history of The American Legion's participation in the Boy Scout program, including when and how it started, how active the participation had been and all such details.

We gave them a number of folders we had in our subject files under Cooperation: Boys and Girls: Boy Scouts. We also gave them all the cards on the subject we had in our index to National Convention and National Executive Committee action. Further, we referred them to the annual reports of the Americanism Division.

19. A Department requested suggestions for a memorial service in connection with its Department Convention.

In our Department Archives we keep all Department Convention proceedings. We also have many Department Convention programs. We gathered some suggestions from these to answer the inquiry, even to the extent of copying several of the programs.

20. A letter was received regarding a man with whom a Post had signed a contract for entertainment service but who failed to carry out the stipulations of the contract. The post wanted to know if we knew of similar experiences with him.

We looked in our subject file under Cooperation: Law Enforcement: Fraud: A-Z, and under the man's name found a post in another state with a similar complaint.

These will give you an idea of the questions we are called upon to answer and why it is necessary to draw from all our sources in the Library, in the Archives and in the Files to obtain the information. You are cautioned that we do not answer communications from the field directly. In fact, we discourage such a policy as it is better for a Division head or official to handle his own subject after we have furnished the information.

Some years ago, a list was prepared of some unusual requests that have come to us at various times. These are rather interesting so they are included here:

1. Request from someone in a Post in Ohio for the *good verses of Parley-Vous*.

We sent all the verses we had and told him to use his own judgment in deleting those he considered objectionable.

2. Request from someone in Indianapolis (telephone) wanting to know the size of the bayonets used in the World War I by the American soldiers.

3. Request from a Post in New York wanting to know the scale of measurements to use in judging the girls in a Bathing Beauty Contest.

4. A picture in colors of the *Leviathan* as it appeared camouflaged in the

World War I.

5. Request from a Post in New Jersey for a method for making a Ford buck.

In investigating the methods we found there were three such—and gave him details of all three.

6. Request from a Post in Ohio as to the propriety of according military honors to a man who had been convicted of murder. An immediate reply was requested as the execution was to take place shortly.

7. Request from a man in Massachusetts as to why so few sons of well known names in financial and prominent circles took active part in World War I.

We furnished him with quite a few examples to prove the contrary.

8. Request from a man as to what happened to the U. S. S. *Great Northern* in fall of 1918. He was on it, there was an accident, he found himself later in a hospital and had never known just what the accident was.

We furnished him a detailed description of its ramming by a British freighter.

9. Request from Warsaw, Indiana, as to how large a percentage of the inmates of Sing Sing are World War Veterans.

In answering we found that at that time (February 1929) it was less than 10%.

10. A request from Coleman, Texas, as to where a soldier would have been buried who was killed in the Meuse-Argonne Forest battle late in October 1918.

11. Request as to the proper manner to fold the American flag.

In addition to these questions, we often have to make surveys or do a piece of research which requires detailed study. For instance, several years ago we were asked to make a survey of all standing and special Legion committees, which involved 54 committees. Our service is growing with the rapid expansion of Headquarters and a reference librarian has been recently added to our staff, primarily for research work.

THE NATIONAL UNION CATALOG¹

By LEWIS C. COFFIN

Assistant Chief, Union Catalog Division, Library of Congress, Washington, D. C.

THE National Union Catalog, contains some 14,000,000 cards and is arranged by author entry. Its coverage includes practically complete representation of the holdings of the Library of Congress, the University of Virginia Library, New York Public Library, the Harvard University Libraries, Henry E. Huntington Library, and, in so far as cards from them have been checked, the holdings of the libraries recorded in the Philadelphia and Cleveland Union Catalogs. Partial records of the holdings of hundreds of other North American libraries are to be found in the Catalog; these vary from those of the small special or treasure room collections of some libraries to over 50 per cent of the general collections of others.

For the most part, the Library of Congress Union Catalog consists of cards contributed voluntarily. Last year the number of cards received from American libraries was 293,442 for new titles, plus 80,000 cards for cross references, corrected and revised reprints, added entries, and other supplementary additions received from Library of Congress sources. Outright card contributions were received from 83 libraries, 35 of which contributed over 1,000 cards each, while 5 of this number contributed over 10,000 cards each.

In addition to these entries which were sent for direct filing into the Catalog, cooperative arrangements with the Cleveland and Philadelphia Union Catalogs brought nearly one and one-quarter

million cards for comparison with entries already in the National Union Catalog (656,868 from Cleveland and 589,872 from Philadelphia). At present, the checking of the Philadelphia Catalog has reached mid-way through the letter "L" and all of the Cleveland Catalog has been checked except the letters "R" through "S" and "X" through "Z". The speed with which entries from these catalogs were being incorporated into the National Union Catalog has been slowed considerably due to the reduction in staff resulting from this year's decrease in appropriations. However, it is hoped that work on the Cleveland Union Catalog will be completed early in 1948 and that full attention may be given then to the completion of the Philadelphia Union Catalog.

In addition to the main Union Catalog, the Division maintains several auxiliary catalogs, foremost among these are the Slavic Union Catalog and the Hebraic Union Catalog.

For over two years the Union Catalog Division has had custody of the unedited files of the American Imprints Inventory slips consisting of some 10,000,000 entries for works published in the United States from the beginning of printing in this country through the year 1876. In some instances this period was extended through the year 1890. This file, rich in locations of early American imprints, must await the availability of funds for editing before its complete usefulness can be effected.

The general functions of the Union Catalog Division have been described as follows:

¹ Talk given before the Special Libraries Section, Regional Library Conference, Baltimore, Maryland, October 11, 1947.

1. To maintain and develop a Union Catalog capable of locating in North American libraries one or more copies of all books and pamphlets which are deemed to have research value.

2. To maintain a record of special collections of books, pamphlets and broadsides in North American libraries.

3. To maintain a record of the holdings of important foreign libraries when printed cards or book catalogs make such a record feasible.

4. To develop methods of union catalog expansion.

5. To promote cooperation between libraries and the Union Catalog Division.

6. To compile bibliographical aids such as checklists.

7. To assist government departments, libraries, other institutions and investigators in locating books and in making available to them the vast amount of bibliographical data in the Union Catalog.

Although the maintenance and development features of the Union Catalog require the attention of most of the Division's personnel, its service aspects are, I know, of more interest to librarians.

Before sending a request to the Union Catalog for locations, it is desirable for the inquirer to verify the author, title and imprint in some reliable catalog or bibliography for accuracy of spelling, dates, etc. The items to be searched should be arranged in alphabetical order by author (or by title in the case of works known to be anonymous), and where there is more than one work by the same author, sub-arranged by title; the list should be prepared in triplicate leaving ample space between entries and in both margins for annotations in reply—one copy should be kept for the inquirer's record. The author's full name, the title of the work, its place of publication, the name of the publisher and date of the edition desired should be given for each item requested. If the need is not specifically for one particular edition, then the note "any edition" should be made. The volume or volumes desired should be indicated if the entire work is not required, since in

many instances, locations are recorded in the Union Catalog for parts of sets when the location of complete sets is unknown.

In general the available service of the Union Catalog is able to meet all reasonable demands; however, extensive lists for bibliographies cannot be searched in routine due to the relatively small staff. Such requests must be referred to private researchers on a fee basis.

Requests are first searched as entered by the inquirer unless it is obvious that the entry is erroneous. Failures to discover the item in the Union Catalog often requires further search for purposes of verification in one or more of the bibliographies in the Division's reference collection. When the Library of Congress is the only location recorded for a given item, generally inquiry is made of the Loan Division to determine whether or not the volume is available for inter-library loan. In the event that it is one of a class which may not be loaned, this information is included in the report to the inquirer.

An extraordinary service for the location of urgently needed books is provided through the circularization of a weekly checklist among several regional union catalogs and some 50 large reference libraries, mainly members of the Association of Research Libraries. In cooperation with these agencies the Union Catalog is able to extend its search for any particular item to the catalogs of the libraries participating in this plan. Four major steps are involved in the service offered:

1. Libraries send to the Union Catalog duplicate lists of books that are essential to important research indicating that circularization is desired.

2. The Union Catalog (a) then reports immediately all items located by its records; (b) circularizes selected libraries or the whole cooperating group for all items not recorded, ascertaining which are available for loan; (c) makes another report to the inquiring library if returns from the circular indicate a known location.

3. Cooperating libraries check and return to the Union Catalog immediately all circularized lists sent them.

4. Inquiring libraries make their own requests for interlibrary loan directly to holding libraries.

It must be pointed out, however, that if the circularization service were requested by all inquirers for all titles desired, the plan would become excessively burdensome upon the cooperating libraries; therefore, probable nearby sources should be approached directly, reserving such inquiries for circularization as are seriously needed for important research after a reasonable attempt at individual location has failed.

The services performed by the bibliographical centers differ in several respects from those available from the National Union Catalog. Because of its size the Library of Congress is a highly organized institution. Thus, many of the functions which are routine for the bibliographical centers are distributed among several divisions in the Library of Congress.

Interlibrary loan requests received in the Library of Congress are handled exclusively by the Loan Division; no loans are negotiated by the Union Catalog Division, the latter merely points the way. Requests for information of a bibliographical nature which cannot be answered from a study of the Union Catalog and the various bound catalogs in its reference collection are referred to the Division of General Reference and Bibliography. These requests are often referred in turn to one of the special divisions, such as Serials, Orientalia, Manuscripts, the Law Library, etc.

The National Union Catalog receives the bulk of its requests from individuals, firms and institutions scattered throughout the United States and Canada, whereas the bibliographical center finds most of its requests originating within the area in which it is situated. About 90 percent of the requests for locations which are handled by the Union Catalog Division staff are received by mail from

outside the District of Columbia, and of these approximately 50 per cent are from libraries comprising the membership of the Association of Research Libraries. The remaining 10 per cent of the total requests are received by mail and telephone from within the city. These percentages do not take into account uses made of the Union Catalog by individuals and by other Divisions of the Library of Congress.

During the war years the matter of locating foreign periodicals, especially those from belligerent countries, posed a difficult problem. As many libraries know, the *Checklist of Certain Periodicals* was begun by the former Reading Rooms Division of the Library of Congress to overcome this difficulty. Early in 1944, the *Checklist* was transferred to the Union Catalog and since then the Division has developed and serviced it. Originally it was a catalog of checking cards for some 3,600 scientific and technical periodicals published (1939 and after) in continental Europe and the warring countries of Asia. This list was published in typed photo-offset form in January 1945 and was distributed to several hundred libraries which cooperated in reporting all of their holdings for the periodicals listed. Upon the return of the *Checklist* to the Union Catalog Division, entries were made for all holdings reported in a special master copy of the list. The contents of the master copy have recently been extended to cover the year 1946 but no entries are made in it for periodicals published later than December 31, 1946.

Mr. George A. Schwegmann, Jr., Chief of the Union Catalog Division, has pointed out that "the *Checklist* is the basic reference tool in this country for the control of foreign wartime technical and scientific periodicals. It contains data most valuable to the next *Union List of Serials* or its supplement and it is indispensable to any program of serials re-publication." Unfortunately, the possibility of publishing this com-

pilation is uncertain because of financial difficulties involved. Meanwhile, pending its publication, the National

Union Catalog will be happy to report to all inquirers locations recorded in the master copy of the *Checklist*.

TYPES OF SERVICE OFFERED BY AN HISTORICAL SOCIETY LIBRARY¹

By MRS. MARGARET D. GIDNEY

Librarian, The Western Reserve Historical Society, Cleveland, Ohio

IT is rather difficult these days to define exactly the term, Historical Society Library. But for general purposes I shall discuss those organizations which, like the Western Reserve Historical Society, were organized to "discover, procure and preserve whatever relates to the history, biography, genealogy, antiquities and statistics" of a certain locality or period. Such organizations usually include both museum and library materials, and the services given by each overlap and are so closely correlated that the librarian often finds himself functioning as a curator, and the curator as a librarian.

At first it is most gratifying to feel that hobbyists, accustomed to a curator's specific knowledge, credit the librarian also with being an expert in every line—gratifying at least until it is discovered suddenly that he *doesn't* know all the isolated facts about Egyptian mummies, Shaker hymns, Greek coins, Abraham Lincoln's speech in Cincinnati, Oliver Hazard Perry's little brother, etc. Then comes the shattering moment when one must admit that he is only the librarian, who knows where to find information, but would hardly rate as an authority himself!

To satisfy the hobbyists, collectors, amateur and professional historians, authors, advertising and publicity people (to name only a few types of our

patrons), historical societies today are trying to offer the latest, most efficient types of service found in the best public libraries and to give each person as much consideration and individual attention as one would a guest in his own home. We have found this system of gracious hospitality to be our key to success. It is the one thing above all others which leads the average person into a painless appreciation of and desire to use the source material which makes up the bulk of the holdings of a historical library. Source material is strange and useless to the average person, not the delight it is to the serious scholar. We believe that it is our function today not only to collect and preserve the records of the past, but also to use these records to educate and entertain anyone we can reach.

To promote a congenial atmosphere in our reading rooms and to foster individual research we have created within the past few years the following activities:

1. We circulate books to members of the Society. It is necessary, of course, to place certain restrictions on this privilege. Newspapers, manuscripts, rare books, reference books and books in poor condition rarely are lent. Very few rare book libraries offer this service to their patrons—we are pioneering and finding it very satisfactory.

2. We have open shelves in parts of the library, which is quite an innovation in the world of private libraries. Dr. Randolph G. Adams of the Clem-

¹ Presented at Special Libraries Association Meeting of the Ohio Library Association, April 6, 1946, and revised in October 1947 for publication in *SPECIAL LIBRARIES*.

ents Library has said that rare books should seldom be handled, even by librarians, whom he calls "enemies of books". He would doubtless be appalled at our freedom in the genealogical and local history divisions; however, we have discovered that the majority of our readers and visitors come already equipped with an appreciation of the value of our books, sometimes quite an exaggerated appreciation.

3. We provide experts to assist our patrons in research. We have a professional genealogist on our staff; we have volunteer advisory committees composed of experts on coins and on stamps; from among our members and friends we can refer patrons to authorities on such subjects as Kate Greenaway, Lincoln, early children's books, Mayflower genealogy, Shaker music; our director is a professional historian who is prepared to advise anyone on the latest historical conclusions.

4. We provide loan exhibits for schools, banks, club groups and many other types of reliable institutions or organizations. These usually include both library and museum materials and range in subject from pioneer implements to insurance and from motoring costumes to early lake shipping.

5. Our buildings are open for meetings of clubs and for teas and receptions. Some groups meet regularly in a certain room, others use the lecture room or the gardens. Some provide their own speakers or programs, others we supply. The names of a few of the organizations which schedule regular meetings show the variety of interests attracted: Button Club, Society of Mayflower Descendants, Alumnae Historical Association of Mather College, Doll and Toy Club of Cleveland, Needlecraft Guild of Cleveland, Sons of the American Revolution.

The staff gives conducted tours and talks on the Society's activities, and leads discussion groups when the subject touches our material. For example,

one meeting in the Library was an afternoon study club. After reading *Diplomat in Carpet Slippers* the members wished to come to the library to see some of our manuscripts, pictures, books and newspapers about Lincoln. This material was arranged on tables for them to examine and a staff member explained the significance of each piece and pointed out the items most closely related to the book.

6. We have a History Committee, able professional people, who select a "History Book of the Month". This is on display and for circulation. The book chosen is a fairly recent one recognized as an exceptionally good work in history or biography. Much that is published in the name of history is pure propaganda or represents a biased or special point of view. Our book must have literary merit, be good reading, and also of general public interest. The Committee avoids works written primarily for experts in any field. They will also give members of the Historical Society a brief written appraisal of any work in American history.

7. Members of the staff, and also members of the Society itself, are prepared to speak before groups in Cleveland or nearby communities. Our museum curator is much in demand for her illustrated talk on the history of fans, and our director often gives a very popular demonstration of the various methods of carding and spinning of wool. Of course many of these talks relate to the history of Cleveland or the Western Reserve.

8. The publications of the Society, the most recent of which are the late Dr. Elbert J. Benton's three-volume *Cultural History of Cleveland*, are expressions of the library more than any other current project. They were written entirely from our source material, written in the Library, and illustrated by maps and pictures from the Library. We have also begun to publish the *Historical Society News*, a monthly bulletin which

gives notes on our activities and short descriptions of some of our projects and collections.

9. Thousands of school children visit the Museum and the Library every year. Classes come for lessons in visual history, taught by staff members, to view exhibits, and to meet in the lecture room for discussion and examination of objects. One high school produced a two-act play entitled *Taming the Wilderness*, depicting scenes from the early history of Cleveland. These students worked many hours in the Library using histories of Cleveland, original letters of the surveyors and founders of Cleveland, pictures and maps of a century ago. The set for the play was designed by one of the boys from an original map of the Western Reserve. Another school project, a history of a Cleveland suburb, was written by students who used all the facilities of the Library. A far cry from the days when a sign at the entrance firmly stated "No children or dogs"!

10. We supply as many reproduction demands as we possibly can. Photostat and microfilm copies are made by commercial firms. Typed copies are often done by a staff member, necessarily for a fee. We also are buying microfilm for use in the library, particularly vital records of which we do not possess originals. The largest acquisition this fall are the Lincoln manuscripts distributed by the Library of Congress.

Our current public service project in this field is the microfilm of the Chillicothe, Ohio, *Scioto Gazette*, 1800-1866, one of the important early Ohio newspapers. We have made every effort to film as complete a file as possible through cooperation with newspaper libraries. Positive copies are available to anyone interested.

11. For an established fee members of the staff find time to do a certain amount of research for patrons. Many requests are from students or scholars unable to visit the Library to use unique

copies; others are from local readers who lack the time, or, as in the case of genealogical problems, do not know how to work for themselves.

12. There are many smaller services, much the same as those offered by any public library, which bring us much satisfaction and create interest and goodwill in the community. We make interlibrary loans, we give telephone reference service as often as possible, we have created special indexes on various subjects, we keep a list of collectors and their wants and endeavor to supply them either from our duplicate collections or from book catalogs and we contribute to imprints lists, union catalogs and union lists.

Any historical society which has display space is certain to rank exhibits as one of its most important services to the public. We have the usual permanent exhibits such as dioramas, miniature rooms, model rooms, early lighting, Indians, Eskimos, costumes, Shakers, children's toys, etc., in the museum; maps, pictures and books in the library. One of our recent displays was "Early American Home Appliances vs. Those of Today", with the modern objects lent by the General Electric Supply Corporation. Our December exhibit was a selection of volumes from our incunabula. We felt that this would be of particular interest to the American Historical Association which met in Cleveland during that month since it would give many visitors their first glimpse of material of this kind.

I have not intended to list merely what the Western Reserve Historical Society does in Cleveland. There are today almost 1,000 historical societies in the United States and Canada, all striving to accomplish the same objectives. The types of service offered by them imply a belief in the dignity of American history and in the value of further study of their collections as a means of understanding the present and future life of a community or nation.

ASLIB HOLDS A PRACTICAL CONFERENCE

By IVOR B. N. EVANS¹

THE note struck at the Twenty-second Annual Conference of Aslib (Association of Special Libraries and Information Bureaux) was a practical one. The Conference opened on the evening of September 19, and continued through the following Saturday and Sunday with discussions on information services, atomic energy, punched card systems, the style and make-up of periodicals and ended with a debate between the librarians and the user.

The rapid growth of Aslib is indicated by the fact that membership (827 on June 30, 1947) has almost doubled during the past four years, and the industrial subscription rate has increased fivefold. Mail activity alone has reached 40 items per member, incoming and outgoing; the Information Section received nearly 3,000 inquiries during the year, besides numerous requests for translations and photographic reproductions of material. From being almost a "one-man show" in 1941, when Aslib was kept alive, amid the torrent of bombs and shell-splinters, by its present Director, Miss E. M. R. Ditmas, it is almost bulging out trying to accommodate its staff during the current shortage of office space. Income and expenditure have increased tenfold, so that Aslib is now considering the setting up of a capital endowment fund: "We scarcely dare to expect the benefactor but—miracles do happen!"

One of the miracles, which did so much to help Aslib, was the immense interest taken in information services and special libraries by industry and

various organizations during World War II, an interest which has since continued unabated. This has enabled Aslib to form its northern branch at Manchester, which has held special one-day conferences in the industrial centers of Liverpool and Sheffield. Other special meetings included such subjects as the book shortage, adaptation of punched-card system to patent abstracts and a meeting held at the Royal Society at the request of the British Government's Department of Scientific and Industrial Research, where some 30 experts met to consider the mechanization of libraries and technical information services. Aslib was asked to form a clearing house for information on the subject.

The special publications during the year include *Books and Army Education* by J. H. P. Pafford, a *Catalogue of Films of General Scientific Interest* and an *Index to the Annual Conference Reports, 1924-45*.

An Extraordinary General Meeting in April 1947 resolved that, "The amalgamation of the British Society for International Bibliography and the Association of Special Libraries and Information Bureaux shall take the form of complete coalescence of the two bodies"; also, "That the name of the new organization shall be registered as 'Aslib.'" This term should be a code word and not the initials of an Association as it now is. It is hoped that the full legal process for the amalgamation will be completed by the end of December 1947.

Aslib's Chairman of Council is President of the F.I.D. for 1946-47, while the Director is Chairman of the International Committee of Special Libraries and Centers of Documentation.

¹ Mr. Evans has served on various Aslib committees, and was the author of the Association's annual report.

Professor R. E. Peierls, C.B.E., F.R.S., D.Sc., head of the Department of Mathematical Physics at the University of Birmingham, gave the opening address Saturday morning on "The Effect of Atomic Energy on Scientific and Technical Publications". He began work on atomic energy with Dr. O. R. Frisch in 1940, working in the United States and England and is now Consultant to the Atomic Energy Department of Britain's Ministry of Supply.

Professor Peierls emphasized the importance of free publication of scientific knowledge, "Scientific progress has been accelerated in our generation largely because a thought expressed by someone, say, in Cambridge, may at once lead to comments by a scientist in Copenhagen, showing the right use for a machine available in Princeton. Restrictions on the international communications between scientists are restrictions on the progress of science in any country".

The Official Secrets Act, 1911, amended 1920 and 1939, covers the revelation of knowledge under the control of British Government Departments; but the Atomic Energy Act's secrecy clause covers all information in the possession of Government employees, whether labeled "Secret", or not, and anyone working elsewhere, as for example a scientist in a university laboratory, who, independently and without knowing any official secrets, might make a new, important discovery. Under the Act it "may be illegal for him to publish his results, or even to discuss them with a colleague. A publisher who would publish his paper would also be committing an offence".

Professor Peierls discussed at length the surprisingly wide coverage of the Act. "The word 'plant' means everything from a screwdriver up, it certainly covers any physical or chemical apparatus . . ." However, it is important that anything may be published provided that it has "the consent of the

Minister". Fortunately the Ministry of Supply is broad-minded, and has given an order freeing all information about nuclear reactions, methods of observing them and machines to produce the necessary radiations, with the sole exception of divergent chain reaction involving the fission of heavy elements. But although that information may be freed under the Atomic Energy Act, some of it may still be restricted because it comes under the Official Secrets Act.

Under the latter Act there are declassification committees to remove the stamp "Secret" from documents. These, through the immense amount of work accumulated during World War II, are trying, as quickly as possible, to make information available. However, the scientists, who made the original researches, cause justifiable delay because they wish to see much of their work published as reliable, logical scientific papers rather than isolated and often repetitive notes. In order to assist declassification in the field of atomic energy, whose literature is already vast, Professor Peierls advocated a catalog of all published and declassified information in the field and on international lines. The only danger he saw from the Atomic Energy Act was that some unenlightened Minister might revoke the present "freeing" order, and there would be chaos in the atomic science world.

The Saturday afternoon session discussed punched-card systems and their application to library and technical work. The first paper was under the joint authorship of Dr. J. W. Perry, Chairman of the Punched-Card Committee of the American Chemical Society, Dr. Spencer C. Stanford of the Brookhaven National Laboratory, N. Y., and Miss Lorna A. Ferris, assistant to Dr. Perry. Incidentally, no Aslib Conference is ever regarded as complete without at least one paper by its United States friends.

The paper discussed: First, the use

of punched cards in connection with the everyday tasks of library administration relating to the acquisition, cataloging and circulating of books; second, as tools to prepare the conventional type of printed indexes and catalogs, the final use of which does not involve manipulation of punched cards, and third, the contrasting direct use of files of punched cards to cope with problems involved in locating and correlating information, particularly scientific information. The paper also briefly reviewed various future possibilities of applications of mechanical and electronic devices in further development of documentation and information services.

G. Malcolm Dyson, of Genatosan, Ltd., discussed "Some Applications of Mechanical Methods of Library Problems in Organic Chemistry" showing how Dysonian notation system for organic compounds adapts itself to punched cards. He gave one important warning. "The machine has no brain; it does only exactly what you tell it to do".

Dr. W. E. Batten, Patents and Intelligence Department, Imperial Chemical Industries Plastics Division, discussed "A Punched-Card System of Indexing to Meet Special Requirements". This was for the small-scale operator for relatively few documents diverse in nature, each containing useful facts relating to a number of different aspects of the total subject matter, while the number of angles from which the stored information is likely to be approached is many and varied, and increases as time passes.

From the discussion it appeared that the use of Power-Samas, Hollerith and other card tabulating machines was rather more widespread in Britain than at first thought. There was strong support for such mechanization.

During this session the cablegram of warm greetings from Special Libraries Association, United States, was received with acclamation.

The paper "The Style and Make-Up

of British Periodicals" by Dr. V. E. Parke, Intelligence Officer, I.C.I., Billingham, recommended standard print areas: "Standard" 11½ inches to 12 inches by 8 inches to 8½ inches; "Larger" 13 inches to 13½ inches by 9 inches to 9½ inches; "Smaller" 10½ inches to 11 inches by 9 inches to 9½ inches; "Smaller" 10½ inches to 11 inches by 7¼ inches to 7¾ inches; and "Pure Science" 8½ inches to 9 inches by 6 inches to 6½ inches. Changes should be made at beginning of a volume, while volumes should be between 1½ inches to 3 inches thick, half-yearly or quarterly volumes being issued if necessary. Volume numbers should be in arabic.

In regard to dating and paging, it was suggested that advertisements be interleaved, so that they faced matter and, if necessary, could be removed. Discussion showed the historical value of advertisements bound with the text. This meant advertisements always being clear of texts, thus obviating the necessity for the "carry-overs" of articles all too common in technical literature today.

The meeting fully supported the idea that the contents list should contain: the full title; the particulars of the publishing society or publisher in full, including the name and address; publication intervals; rates; volume number; issue number and date; and place on or near first page of matter. The advertiser's index should be prominent and the author and subject indexes separate. Front covers should be light-colored, strong, not glossy, and firmly attached. The titles should be clear, short and easily abbreviated, and once chosen, if possible, they should never be changed. Spines should show title, date, volume number, part and page numbers of text and abstracts. All references in text should be as full as possible.

Mr. L. G. Patrick asked for strong wrappers, bearing printed name of the periodical, and, if possible, no "tube" wrapping. Mr. L. J. F. Brimble, Joint

Editor of *Nature* agreed with Dr. Parke, but pointed out the problem of the tendency of scientists to rush into print before fully considering their contribution. This resulted in the receiving by him of many an S.O.S. to hold up a publication, already set, because it was inaccurate. He ascribed this to "the terrible tendency of science today to be nationalistic".

The immense support from the floor of several hundred delegates made it clear that Aslib should consider imme-

diately the setting up of a special committee to place the views of the meeting before publishers, indicating, at the same time, that a very much larger proportion of their sales was with special librarians than they might think.

An entertaining debate between the "user" and the "librarian" ended the Conference on Sunday afternoon. And if the enthusiasm and purposeful atmosphere is anything to judge by, Aslib is going to have an increasingly busy year to September 1948.

WHY RAISE DUES?

By WALTER HAUSDORFER

Chairman, S.L.A. Finance Committee

CREATIVE forces in the Special Libraries Association have multiplied activities of members until, like a city, it has many communities of interest surrounding the metropolitan organization. As the city increases in size and many essential services must be developed, means must be found to finance those services. Or, to use another analogy, a corporation developing new products must finance expansion of its facilities to produce and market these products.

Although our membership has increased remarkably in the past few decades, our expenditures per member have likewise increased: where in 1937 we were spending \$8.48 per member, in 1946 we were spending \$9.70. Per capita income from dues for those two years was \$3.72 and \$5.28 respectively.

Fortunately, sufficient sales of publications and volume of advertising made up the difference.

The causes of increased costs are the expansion of Headquarters to take care of the greater quantity of work implied in a larger and more complex organization, the multiplication of activities calling for expenditure of funds and the rising level of prices. Since the organization of Headquarters has been care-

fully built up to meet the service demands of members and its growth has been approved at various stages through considered actions of Boards elected by the members, it could not have its functions redistributed to volunteers without deterioration of essential records and service. Nor could individuals accept the responsibility and retain full-time positions. As evidence of increased activities, the budgets of Chapters, Groups and Committees for 1946 were 290% of those for 1937; publications, 228%; and travel, 685%. Little need be said about the well known rise in prices, except to mention that the 1946 budget of SPECIAL LIBRARIES was 224% of that for 1937; of general operations, 350%.

Many new and worthwhile projects for the benefit of members have been proposed at recent Board meetings. Most of these will require financing. In some cases the money advanced may be returned through sales or subscriptions; in other cases, no return is anticipated. If we want these benefits, we must pay for them.

The Finance Committee recommended to the Executive Board on October 25th, 1947, that dues be raised to meet increased costs of operation. The scales

proposed were: Institutional, \$20, Active, \$7, and Associate, \$4, with other dues remaining the same. The discrepancy between costs per member and dues was pointed out in the Chairman's report for 1946¹.

Concerning the revenue to be realized through these increases, which cannot be effective until voted at the 1948 Convention, or in 1949, on the basis of estimated membership for 1949 the added revenue for these classes would be: Institutional, \$3520, Active, \$7064, and Associate, \$1990, or a total of \$12,574. Even if we were so unfortunate as to lose 10%, 15% and 25% respectively of members in these classes because of higher dues, we should still gain \$6,460 in income. It does not seem likely, however, that our losses would be so high, for in 1936, when Associate dues were raised, there was only a 15% loss of Associate members, and in 1937 there was a 32% gain.

If the proposed and current changes in dues of other professional associations are examined, they seem much greater than our own. The American Chemical Society, for example, has doubled its company membership dues and charges extra for personal membership in sections. The American Statistical Association is proposing an increase of \$3 in its personal membership rate. Hidden increases also are being made by associations through discontinuance of benefits. Apparently there is little fear among members of these associations of major decrease in memberships because of higher dues.

Considering the increased services Special Libraries Association has given its members over the years for practically the same dues, it does not seem unreasonable to make the proposed changes. We, therefore, urge members to vote for these increases at the annual Convention in June.

EVENTS and PUBLICATIONS²

REVIEW OF METAL LITERATURE; an Annotated Survey of Articles and Technical Papers Appearing in the Engineering, Scientific and Industrial Journals and Books, Here and Abroad, Volume II [and] III, 1945 [and] 1946. (Prepared for the members of the American Society for Metals by Battelle Memorial Institute, Columbus, Ohio. Published by American Society for Metals, Cleveland 3, Ohio. \$10.00 per volume to members; \$15.00 to all others.) At the head of the title-page is the circular ASM symbol. Since the review of volume I of this series was published in SPECIAL LIBRARIES³, two additional volumes have appeared. The three volumes of this title to date constitute a significant addition to the reference literature of metallurgy in the broadest sense of the term.

We should like to call attention to the fact that the individual responsible for the editorial

direction of this work is Mrs. Marjorie R. Hyslop, who is also the Editor of *Metals Review*, although her name appears nowhere in any one of the three volumes; even the Preface in each of the volumes is modestly and simply signed: American Society for Metals. We believe her name and official capacity should appear either on the title-page or at the foot of the Preface in connection with ASM.

Like Volume I, the material in Volumes II and III was compiled in the Library at Battelle Memorial Institute⁴, and was first published in the monthly issues of *Metals Review*, thus making this combined service, to our knowledge, the most timely and prompt publication in the world in its field. From thence it is made up into the annual volumes, each volume including the material from the previous February-through-January issues of the *Metals Review*. The object of that peculiar break is to insure inclusion of December publications so as to make each volume of the *Review of Metal Literature* cover the strict calendar year of January through December.

Volumes II and III of the annual have the same classified-chronological arrangement

¹ SPECIAL LIBRARIES, October 1946, p. 258-259.

² Where it is possible the Editor has given prices for publications noted in this section. The omission of a price does not necessarily indicate that the publication is free.

³ SPECIAL LIBRARIES, November 1946, v. 37, p. 294-297.

⁴ Ralph H. Hopp, Librarian.

as Volume I together with addresses of publications indexed and author and subject indices. The "Bibliography of Quality Evaluation" which appeared in Volume I is not continued as such although references on this topic are numerous and are easily found through the indices.

The section "Addresses of Publications" is improved over that of Volume I in that titles indexed are brought out more specifically in Volumes II and III than in Volume I.

The indices to date have been compiled by three different people, according to word from Mrs. Hyslop¹. Despite this fact they are remarkably consistent. Miss Meredith Smith Wright, who did the compiling in 1946, has been engaged to continue this work.

As stated for Volume I, the indices are excellent and, even so, should improve in time with permanent personnel in charge. Attention should be called to two things: (1) The author indices in Volumes I and II file all names beginning with *Mc* and *Mac* at the end of all the "M's"; in Volume III these are arranged alphabetically according to whether they are spelled *Mac* or *Mc*. (2) In the subject indices, all alloys are arranged alphabetically according to components rather than according to the descending order of percentage compositions by weight, as adopted by the Institute of Metals² in 1944, and as has been the accepted practice in this country for some time.

Of Journals indexed, Volume I covered about 170, predominantly in the English language. Volume II covers a total of 262 journals distributed as follows: American, 190; British, 57; Canadian, 4; African, 1 (in English); Australian, 1; German, 6; Swedish, 1; and Swiss, 2. Volume III expands both in numbers and in cosmopolitan aspect, covering 288 journals, as follows: American, 205; British, 57; Canadian, 4; African, 1; Australian, 1; Dutch, 1; German, 5; French, 5; Swedish, 1; Swiss, 3 (1 in English); Russian, 6 (2 in English).

In view of the fact that foreign journals are still difficult to get, the *Review* is to be complimented on its increased foreign coverage, which is being expanded continually.³

Because of the ease with which one can get a statistical survey of the field from the *Review of Metal Literature*, we have been making some comparisons. The following table may be of interest.

	v. 1 (1944)	v. 2 (1945)	v. 3 (1946)
Journals abstracted..	167	262	288
Total abstracts	4830	5322	5322
Abstracts per journal	29	20	18.5

From these figures it appears that in 1944 each journal ran an average of 29 articles for the year; in 1945, an average of 20; and in 1946, an average of only 18.5.

This sharply-declining trend in postwar technological literature seems incredible to us, and we shall watch its future with interest and curiosity. In the light of current additions of new titles which may not have been covered for the entire year, the latter figures may not be entirely representative.

If this trend is truly representative, it speaks volumes on the detrimental effects of war on our culture and civilization. On this innumerable titles have already appeared and will continue to appear. It will be of interest to compare the trend as reflected in *Chemical Abstracts*, whose banner year was 1938 with 45,917 abstracts¹.

A word about the revised *Metals Review*, from which the annual volumes are cumulated. As the consequence of a survey by questionnaire, this journal, now in its twentieth volume, suddenly changed. (Its abstracting service began with the February issue of 1944.) In January 1947 the journal changed from a folio size to quarto or letter-size format (8½ x 11") suitably convenient for handling and binding; and beginning with the January issue, each number has a feature-section devoted entirely to a single topic, to illustrate: January, "Heat Treating Issue"; February, "Nonferrous Metals Issue"; March, "Machining of Metals Issue", etc. This feature-section consists mainly of comprehensive review-articles based on the extensive abstracting services of the *Review* and cites references simply by the numbers assigned them in *Metals Review* or the volumes of the *Review of Metal Literature*; in other words, these comprehensive surveys and their tidy handling of references are possible only on the basis of the extensive coverage and numerical make-up scheme of the *Review*; they are a thoroughly useful novelty made possible only on the basis of the *Review*. Each issue also has a "Materials Index".

Between the *Review of Metal Literature* and the *Metals Review* the ASM turns out the most timely abstracting service in the world to our knowledge in the field of metallurgy; also this is the only service of its kind devoted exclusively and entirely to the field

¹ Correspondence, June 4, 1947.

² *Journal of the Institute of Metals*, London, March 1944, p. XVIII.

³ For an interesting account of the geographical distribution of scientific journals and proceedings, see E. J. Crane's "Periodical List of Periodicals" in *Chemical and Engineering News*, 1947, v. 25, p. 2075.

¹ cf. E. J. Crane, "Growth of Chemical Literature," in *Chemical and Engineering News*, 1944, v. 22, p. 1478-81, 1496; and his "Sharp Rise in Chemical Publication," *ibid.* 1946, v. 24, p. 3353.

of metallurgy and all of its side-lines, both ferrous and non-ferrous; finally, through its membership services, it reaches a clientele virtually impossible to cover by any other service in the field. We wish to congratulate the Editor, Mrs. Hyslop, the American Society of Metals, and Mr. Hopp and his library staff at Battelle Memorial Institute on their work to date both on the *Metals Review* and on the *Review of Metal Literature*. We anticipate future volumes with favor and hope they will be forthcoming.

EMORY C. SKARSHAUG, *Research Librarian,*
Federal-Mogul Research
Ann Arbor, Michigan

* * *

WORK AND EFFORT, THE PSYCHOLOGY OF PRODUCTION, is by Thomas Arthur Ryan, Associate Professor of Psychology at Cornell University. The book provides a systematic survey of psychological investigations concerned with the productivity of men and women at work. It attempts to present an evaluated account of the knowledge that has been accumulating for many years, to give a survey of current progress in this field of investigation, and to put the reader in position to realize the need for future development in researches of this character. (New York, N. Y., Ronald Press Company, 1947. 323p. \$4.50)

* * *

POWDER METALLURGY by Dr. Paul Schwarzkopf is, in effect, the revised and expanded notebook of one of the pioneer powder metallurgists whose work has been an integral part of the whole scientific and industrial development of powder metallurgy. The book contains a great deal of invaluable information about the industrial processing of metal powders and the products obtainable. It also contains a review of the theories on which powder metallurgy is based. The entire field of powder metallurgy is covered, including the latest developments and the future possibilities. (New York, N. Y., MacMillan Company, 1947. 379p. \$8.00)

* * *

FUNDAMENTAL EDUCATION, a first fruit of the labours of the Education Section of the Preparatory Commission's Secretariat, was prepared for the First Session of the General Conference (November-December 1946) in explanation of the proposed plan of work in the field of fundamental education. It lays the groundwork for one of UNESCO's major undertakings—the attempt to provide education for the immense numbers of people who lack the most elementary means for participating in the life of the modern world. (New York, N. Y., MacMillan Company, 1947. 325p. \$2.50)

ATTENTION AND INTEREST FACTORS IN ADVERTISING by Harold J. Rudolph is a comprehensive survey of 2500 national advertisements which appeared in the *Saturday Evening Post* over a period of five years and which were measured to determine how each rated in attention-attracting and interest-arousing values. Mr. Rudolph covers such subjects as the relative value of left-hand and right-hand position; the value of color and bleed; the relative pulling power of various sized space units; the value of various illustrative techniques; the relative power of various types of headlines. (New York, N. Y., Funk & Wagnalls Company, 153 East 24th Street, 1947. \$7.50)

* * *

The *New York Times Index* makes its debut early next month as a twice-monthly news reference service, breaking a 17-year pattern of monthly publication. The *Times* will also enlarge the format of the *Index* and introduce several editorial improvements. The new page size will be 8½ x 11. Columns will be narrower for easier reading, and pages will carry three columns instead of two as formerly. Editorially, some of the material formerly carried under highly specialized headings will be indexed under headings in more common use. The changes in this long-established and widely used library reference service are planned to make it more quickly available to libraries and simpler to use.

* * *

"Special Libraries in the United States" is the title of an article by Mrs. Emily Dean which appears in the July 1947 issue of *South African Libraries*. The paper was originally read by Mrs. Dean at the February meeting of the S.A.L.A. Southern Transvaal Branch. Mrs. Dean has recently returned from Johannesburg, South Africa, where she was Librarian of the U. S. Information Library for the past two years. This issue is available on loan from S.L.A. Headquarters.

* * *

Information on a new career field, **INDUSTRIAL RECREATION**, by Jack Granofsky, is now available to vocational counselors, teachers, students, veterans, and all interested, in a new Occupational Abstract, just published. (New York 3, N. Y., Occupational Index, Inc., New York University, 25¢, cash with order).

This six-page leaflet describes the history of industrial recreation, future prospects, nature of the work, qualifications, unionization, discrimination, preparation, methods of entrance and advancement, earnings, number and distribution of workers, advantages and disadvantages of this career field. There is an appraisal of existing literature, and appended are sources of further information and a supplemental reading list.

SOCIAL DENMARK is a survey of Danish social legislation which marks a contribution to the coming international exchange of social knowledge and experience. Denmark's half century of endeavour to increase the social security of the population has done much to make the name of this country known and respected all over the world, and the editors of this work have attempted to give as complete a picture as possible of the broad, popular development achieved by Danish social legislation with the assent of the great majority of the population. (New York, N. Y., Crown Publishers, 1947. 475p.)

* * *

TABULATION OF LIBRARIANSHIP; Classified Tables for the Arrangement of all Material Relating to Library Economy, by James D. Stewart, is a classification scheme for all kinds of libraries that makes provision for special forms of literature as well as for books. A full alphabetical index comprises about half the volume and will be useful in suggesting subject headings for indexing the literature of library science. (London, W.C.1, Grafton & Company, Coptic House, 51 Great Russell Street)

* * *

With the increased interest in international affairs since the war, many libraries will welcome the publication of the **CLASSIFICATION FOR INTERNATIONAL LAW** by the University of Virginia Law Library. The **CLASSIFICATION**, which was compiled by Kurt Schwering, is a revision and expansion of Elsie Bassett's **OUTLINE OF TOPIC HEADINGS FOR BOOKS ON INTERNATIONAL LAW AND RELATIONS IN CLASSIFIED FORM**. Miss Florence Ferner, Reference Librarian of International Law, Columbia University Law Library, has written the foreword to this new classification. Copies, at a charge of \$1.00 per copy, may be ordered from the University of Virginia Law Library, Clark Hall, Charlottesville, Va.

* * *

EUROPE'S POPULATION IN THE INTERWAR YEARS, by Dudley Kirk (League of Nations Publication 1946. II A.8), is the concluding study in a series of four prepared for the League of Nations by Princeton University's Office of Population Research. It views Europe in a single stream of development transcending many of the more obvious political and ethnic conflicts. A striking feature of the book is the detailed maps of Europe showing the more important demographic indices not only by country but by the smaller internal administrative divisions. The basic data for these maps and numerous other illustrative charts are fully elaborated in appendix tables. (Princeton, New Jersey, Office of Population Research, Princeton University, 1947. \$3.50)

PRINCIPLES OF FOOD FREEZING, by W. A. Gortner, F. S. Erdman and N. Masterman, presents all aspects of food freezing from the raw material to the finished product as it lies on the consumer's table. (New York, John Wiley & Sons, 1948. \$3.50)

* * *

PRACTICAL JOB EVALUATION, by P. W. Jones, presents the practical aspects of job evaluation and points out the actual problems and pitfalls in formulating and installing a uniform wage program, together with tested means for solving and avoiding them. (New York, John Wiley & Sons, 1948. \$5.00)

* * *

HOW TO BUILD A RECORD LIBRARY; a guide to planned collecting of recorded music, by Paul Affelder, helps the beginning record collector by grading classical music, discussing the compositions in non-technical terms and by listing four basic record libraries. Advice on storing records and the story of how records are made are included. (New York, Dutton, 1947. 256p.)

* * *

FREE TRADE—FREE WORLD, by Oswald Garrison Villard, is this famous editor's stirring challenge to the people of the United States to stand solidly behind their Government in its nearly complete break with our protectionist past. Long known for his readiness to dissent from governmental policy, Mr. Villard throws the weight of his facile pen in favor of the Administration's demand for an international trade organization and the removal of all trade barriers as rapidly as possible. (New York, N. Y., Robert Schalkenbach Foundation, 1947. 278p. \$3.00)

* * *

The **ENCYCLOPEDIA OF CHEMICAL TECHNOLOGY**, Vol. I, by Dr. R. Kirk and Dr. D. Othmer is neither a dictionary nor a handbook, nor is it a series of technological monographs which deal with relatively narrow aspects of subjects for the benefit of advanced specialists in these fields. Rather is it designed to present the entire field of chemical technology for professional chemists and chemical engineers who may wish to know the methods that are employed in a special field, often outside that of their immediate experience. It is intended both for those working in industry and for those in universities and other research institutions. In addition it should prove an aid in the training of students by helping to reduce the notorious time-lag between technological practice and the illustrations used in student courses. (New York, N. Y., Interscience Publishers, Inc., 1947.) Complete in 10 volumes of approximately 960 pages per volume. Two or three volumes to appear each year. \$20.00 per volume.

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Bibliographies:

AIRPORT LITERATURE—A selected Bibliography. Includes material appearing between 1920 and 1947. (Washington, D. C., Commerce Department, Office of Aviation Information.) 15p.

BIBLIOGRAPHY ON HIGH FREQUENCY DIELECTRIC HEATING. Compiled by Ralph A. Rusca of the Southern Regional Research Laboratory, New Orleans, Louisiana. (29 West 29th Street, New York 18, New York, American Institute of Electrical Engineers, Committee on Electronics). Price to A.I.E.E. members is 35 cents; to non-members, 75 cents.

CONVENTIONS. Selected list of references on how to organize and run conventions. Prepared by Business Information Bureau, Cleveland Public Library, December 2, 1947. 3p.

DOCUMENTS OF INTERNATIONAL ORGANIZATIONS, prepared by the Staff of the World Peace Foundation, is a selected bibliography which can be used as a guide to the official documents of the United Nations, specialized agencies, regional organizations, war and transitional agencies and other international organizations. This publication appears quarterly (Boston 8, Massachusetts, World Peace Foundation, 40 Mt. Vernon St., \$2.50 per year; \$.75 per copy) and should be of great assistance, in locating documents and following up related material, especially for those libraries which have not been able to catalog and index such documents.

INDEX TO DENTAL LITERATURE IN THE ENGLISH LANGUAGE, three years, 1942-1944. One hundred and twenty-six English language periodicals are indexed from Australia, Canada, England, India, South Africa and the United States. The inclusion of foreign language periodicals in future volumes is under consideration. A list of books on dentistry, 1942-44 is included. Dental Index Headings, pages 317-354, is also published separately in pamphlet form. (Chicago, Ill., 222 E. Superior St., American Dental Association, Committee on Library and Indexing Service).

INDUSTRIAL RELATIONS FIVE-FOOT SHELF. Annotated bibliography of books and periodicals. Compiled by Herbert C. Heneman. Published by University of Minnesota Press, Minneapolis.

PUBLIC RELATIONS. (*In Business Information Sources*, July 1947, pp. 5-8. Business Information Bureau, Cleveland Public Library).

SELECTED AND ANNOTATED BIBLIOGRAPHY OF RECENT LITERATURE ON PERSONNEL ADMINISTRATION AND INDUSTRIAL RELATIONS. Prepared by Keith Davis. (Austin, Texas, University of Texas, Bureau of Business Research, 1947.) 20p.

Announcements

Science-Technology Libraries Bibliography

The Illinois Chapter, S.L.A., announces the completion of an annotated bibliography on methods, procedures and standards for science-technology libraries. This bibliography is issued on 3 x 5 cards, thus making it easy to file and keep up to date.

The project was instigated by Mrs. Irene M. Strieby in 1944 as part of the S-T Group's public relations program and was sponsored by the Illinois Chapter. The Committee responsible for the compilation consisted of Mrs. Maude Hinson, Miss Carolyn Curtis, and Miss Edith Joannes, Chairman. Mrs. Isabella B. Wallace acted in an advisory capacity to the Committee.

The period covered by the bibliography is from 1935 through September 1947, and the indexes consulted include *Bibliographic Index*, *Biological Abstracts*, *Chemical Abstracts*, *Educational Index*, *Industrial Arts Index*, *Readers' Guide to Periodical Literature*, and *Quarterly Cumulative Index Medicus*. *Library Literature 1921-35* and *Bibliography of Library Economy 1876-1920* by H. G. T. Cannons may be consulted for references to previous years.

Since time limitations did not permit verification of the literature there are bound to be some errors and omissions. The members of the Committee would appreciate your interest in bringing to their attention any discrepancies, and constructive criticism of the work.

The post publication price of the *Bibliography* is \$3.50. For further particulars, write to Miss Edith Joannes, Abbott Laboratories, Chicago, Ill.

Numerical Index to PB Reports Available

Since the *Bibliography of Scientific and Industrial Reports* published by the Department of Commerce does not list the entries in numerical order, most users had difficulty in finding the abstracts, the price and other pertinent information necessary for ordering, when the reports were referred to by number. In order to overcome this difficulty, the Science Technology Group of the Philadelphia Council of Special Libraries Association compiled a numerical index where each consecutive PB report number is followed by the volume and page where the corresponding abstract appears in the *Bibliography of Science and Industrial Reports*.

Through the courtesy of the Library of Socony Vacuum Oil Co. (Paulsboro, N. J.), this cumulative numerical index to the hitherto published five volumes of the *Bibliography* has been recorded on 35 mm film and can be purchased at the cost of \$9.60 from the

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S.L.A. Insurance Group Offers New Service

A new editorial service, formerly available only to company librarians, will be offered all members of the insurance business beginning January 1, 1948, it is announced by the S.L.A. Insurance Group. The periodical, *Insurance Book Reviews*, will be issued ten times a year and will list and give brief critical reviews of all books, pamphlets and occasional magazine articles in the four fields of Casualty, Fire and Marine, Life, and Social insurance.

Supervised by an editorial board headed by Helen M. King, librarian of the Provident Mutual Life Insurance Co. of Philadelphia, Pa., the service will be a continuation of a publication first issued on a volunteer basis by Special Libraries Association in 1934. Other editors include Emma C. Turner, of Hardware Mutuals of Steven's Point, Wisconsin, for Casualty insurance; Abbie Glover, of the Insurance Library Association of Boston, for Fire and Marine insurance; and Katherine E. Cook, of the Metropolitan Life Insurance Co. of New York, for Life insurance.

The periodical, formerly mimeographed, will be printed and published in a new format beginning in January and made available at an annual subscription price of \$2.00. Subscriptions should be sent to the magazine's business manager, Mrs. Elizabeth M. Grow, librarian of the North America Companies, at 1600 Arch Street, Philadelphia 1, Pa.

Special Rates for Library Edition of *Excerpta Medica*

Following the Paris conference under UNESCO, October 3-5, 1947, *Excerpta Medica's* delegation held several conferences with members of the Committee of the Medical Library Association. As a consequence, *Excerpta Medica* is glad to make the following statement.

Excerpta Medica is reorganizing itself as a foundation (Dutch: "Stichting") under the Dutch law governing non-profit organizations. It will be administered by a board of trustees consisting of professors at the University of Amsterdam and other universities of the Netherlands. This reorganization will take some time, but it will be accomplished within a year.

In order to meet the long felt requirements of medical librarians, *Excerpta Medica* is con-

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sidering issuing a master library edition including all 15 sections with a single consolidated index, similar to that of *Biological Abstracts*. Individual sections will continue to be issued separately. Because of many technical difficulties to be overcome, the master library edition could not appear before 1949 at best. On a non-profit basis, the price of subscriptions bears a direct relation to the number of subscriptions placed. After a careful study of production costs, *Excerpta Medica* makes the following offer to all libraries in the United States and Canada:

Libraries may obtain complete sets of the 15 sections for 1948 (which will include at least 18,000 pages and approximately 150,000 abstracts) for which the list price is \$342.50, at the following rates:

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If desired, conditional subscriptions will be accepted, permitting withdrawal of subscriptions in case the stipulated number is not reached. Issues will not be sent to conditional subscribers until 200 subscriptions have been placed; therefore, all such orders should be clearly marked "Conditional". Libraries who subscribed at list price before the date of this statement and those subscribing unconditionally will receive a refund according to the quota of subscriptions reached. Back numbers for 1947 will be charged at the same rates if ordered with the 1948 subscriptions, amounting to \$52.90 at the 200 rate, \$41.40 at the 300 rate, and \$32.20 at the 1,000 rate. All subscriptions are to be sent to *Excerpta Medica's* sole distributor in this territory, The Williams & Wilkins Company, Baltimore, Maryland, by March 15, 1948.

Resolution Unanimously Approved by the Members of the Library Binding Institute
November 1, 1947, New York, N. Y.

WHEREAS, the Special Libraries Association graciously sent greetings to the Joint Session of Librarians and Binders at our Twelfth Annual Convention on October 31, and

WHEREAS, these greetings are esteemed as an expression of continuing mutual understanding and cooperation between the library profession and the library binding industry; therefore be it

RESOLVED, That the officers and members of the Library Binding Institute extend a unanimous vote of thanks to the Special Libraries Association; to its President, Mrs. Irene M. Strieby, and to Miss Jane Hobson, for their cooperation and good wishes.

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American Book Center Closing

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University of Illinois Library School Scholarships and Assistantships, 1948-49

Several scholarships and assistantships will be available for graduate students in Library Science at the University of Illinois for the academic year 1948-49. Candidates must hold a bachelor's degree from an accredited college and a degree or certificate for the first year of professional study in librarianship from an accredited library school. Applications should be addressed to R. B. Downs, Director, University of Illinois Library School, Urbana, Illinois.

The *Katharine L. Sharp Scholarship*, maintained from the income of an endowment fund established by the Library School Alumni Association, provides a stipend of \$300 for the year and exemption from tuition fees. Application for this scholarship should be filed no later than April 1, 1948. Announcement of the award will be made on May 1.

Graduate College Scholarships. The Board of Trustees has established a number of scholarships which are open to candidates for the M.S. degree who are not over thirty years of age when the appointment is to be made. Graduate students in the Library School may apply for these scholarships which carry stipends of \$500 and exemption from payments of the usual tuition fees. Applications for these scholarships must be on file before February 15, 1948.

Assistantships in various departments of the University Library and in some departmental libraries will also be available to graduate students. These provide opportunities for experience in fields of university librarianship as well as in special library fields. The stipend for a half-time assistantship will be \$1200 for eleven months and requires 20 hours weekly service. A few three-fourths time assistantships may be available. They carry a stipend of \$1800 and require 30 hours weekly service. Assistantships provide exemption from tuition fees. The length of time required by a student carrying a part-time position to complete the requirements for the M.S. degree varies with the individual, but it usually does not exceed two years.

Applications for scholarships should be filed as soon as possible but applications for assistantships will be accepted until July 1, 1948.

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Robert Grayson Authors Chapter in LATE CITY EDITION

Members of SLA will find LATE CITY EDITION by Joseph Herzberg and the staff of the New York *Herald-Tribune* of particular interest as it includes a chapter on "The Reference Library" by Mr Robert Grayson, Librarian of the *Herald-Tribune*. The book tells the complete and intricate story of how a great metropolitan daily is prepared and its twenty-nine chapters cover all facets of getting out a paper from the primary job of gathering the news to the mechanics of its final coordination. (New York, N. Y., Henry Holt and Company, 1947. 282p.) In addition to his contribution to LATE CITY EDITION. Mr. Grayson has just completed the index to the 1948 INFORMATION PLEASE ALMANAC.

A New Project, The Library of Congress

As part of its work for the Office of Naval Research, the Science and Technology Project of the Library of Congress is experimenting with various forms of documentary reproduction. At the recent Conference on the Bibliographical Control of Government Scientific and Technical Reports, jointly sponsored by the Office of Naval Research and the Library of Congress, there were exhibits and demonstrations of the micro card and micro library reader by Mr. Richmond of Micro Library, La Crosse, Wisconsin, and of miniature photo-offset by Mr. Cushing of Edwards Brothers, Ann Arbor, Michigan.

The advantages and disadvantages of a 3" x 5" micro card have already been the subject of considerable discussion. Independently of this discussion it is generally recognized that by virtue of optical and physical principles, projection through a transparency, i.e. microfilm, is in principle superior to projection of a reflected image, i.e. microprint.

Hence the Science and Technology Project has now produced several 3" x 5" envelopes, each one of which contains a microfilm strip reproducing a complete document. On the face of the envelope there is given full cataloging information, an abstract of the document, appropriate subject headings, and a number which is also reproduced on a microfilm strip. Using equipment available in the Photoduplication Service of the Library of Congress, a maximum of 45 pages can be produced on a 5-inch strip of 35mm film at a cost of 1¢ per page. These strips can be read on a Model C Recordak reader.

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Mary Watkins Dietrichson Retires

With the retirement of Mrs. Mary Watkins Dietrichson, Librarian of the Kirstein Business Branch of the Boston Public Library, S.L.A. loses a valued and active member. Mrs. Dietrichson served as Vice President of the Boston Chapter and due to pressure of work, three times had to refuse the office of presidency of the Chapter. She has given many talks before the Library School at Simmons College, the Massachusetts Library Association and New England Library Association on the importance of business libraries. The work done by her and her Branch were dramatized in a skit presented during the 1946 Boston S.L.A. Conference.

Before coming to the Boston Public Library System in 1930, Mrs. Dietrichson held library positions in Wisconsin, Colorado and Minnesota. Besides her activities in S.L.A. she is also a member of A.L.A., the Women's City Club and the League of Women Voters.

Correction

The first footnote at the bottom of page 295 in the November 1947 issue of **SPECIAL LIBRARIES** should read "Paper presented at the Engineering School Library Section of the ACRL Convention, held in San Francisco, California, July 2, 1947."

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