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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 40

November 1949

NUMBER 3

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Ruth Savord

New York Chapter Experiment in Sub-Professional Training
Elizabeth Ferguson

Special Librarianship—What It Connotes
S. R. Ranganathan

A Cataloguer's View of the AEC Library Program
Charlotte Forgey Chesnut

New Guides and Aids to Public Documents Use, 1945-1948
Jerome K. Wilcox

Published by
SPECIAL LIBRARIES ASSOCIATION

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Special Libraries

VOLUME 40 Established 1910 NUMBER 9

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

ALMA CLARVOE MITCHILL
Editor

KATHLEEN BROWN STEBBINS
Advertising Manager

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

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FROM THE PRESIDENT'S DESK

MY remarks in the September issue of *SPECIAL LIBRARIES* included a reference to the feeling that many of our members, remote from Headquarters, have about not being able to participate to the fullest extent in the advantages and obligations of membership in Special Libraries Association. This was brought clearly into focus at the last Annual Business Meeting in Los Angeles during discussion relative to current Placement policy and practice. Frequently, as in this case, a policy set forth in writing appears fully to answer certain needs but fails to anticipate some of the complications which arise. At the Business Meeting it was brought out that some Chapters have no local volunteer employment committee. For example, there are two Chapters who rely entirely on Headquarters placement. This is a very natural thing for them to do since they are in the vicinity of Headquarters. I think any Chapter with Headquarters nearby would do the same, particularly in view of the excellent placement service the Secretary has provided for them.

However, the general opinion at the meeting appeared to be that each Chapter should have an employment committee to clear purely local placements in order to relieve the central service which is supported by the entire Association. Only a person who has had experience in placement work can appreciate the amount of time required to do a good job. It is obvious to anyone with such experience that to carry on the entire placement work for the Association would require a greatly increased staff at Headquarters—at increased expense. It may be significant that SLA is the only large library association which has not as yet found headquarters placement an impossible financial

burden.

I have had many letters since last June urging that the placement service should not be discontinued. To those who thought this was the intent, may I say that I think no one really wished to discontinue this service. Rather, the feeling was that with serious study a plan for better service to the entire Association would result.

Therefore, as directed by the members attending the Business Meeting, a committee has been appointed to study all aspects of our placement policy and how it functions, to recommend any changes which seem advisable, and to submit a report to the entire membership for decision. The committee has ten members to give it good geographic coverage. They are Miriam Vance (616 Investment Building, Washington, D. C.) *Chairman*; Audrey Ide Bull (Toronto); Helen Forsberg (Baton Rouge); Agnes Hanson (Cleveland); Katherine Laich (Los Angeles); Gretchen D. Little (Philadelphia); Ruth S. Leonard (Boston); Gertrude Low (New York); Ruth Parks (Chicago); and Dorothy Thomas (San Francisco). Two of the suggestions already submitted for consideration by the committee are: (1) that all Chapters maintain volunteer placement committees so that at least screening can be done; (2) that the Secretary send out a weekly letter to all local placement committee chairmen listing all vacancies which have been referred to Headquarters so as to broaden the opportunity both for the employer and the librarian.

I hope all SLA'ers who have ideas to contribute in this study will send them to any member of the committee, forwarding a copy of the letter to the chairman.

RUTH H. HOOKER, *President*.

WHAT PRICE MEMBERSHIP?

By RUTH SAVORD¹

Chairman, SLA Constitution Committee

SINCE membership provisions—the types to be provided for and the privileges of each type—are the fundamental questions which must be decided before we can proceed to any final revision of our Constitution and By-Laws, every Chapter, Group and individual is asked to consider the proposals being made and to write their opinions to Headquarters or to me so that we may obtain a clear idea of the desires of the members.

The first point, which must be decided and which is implicit in all of the new proposals, is—*Do we want SLA to be devoted solely to the interests of special librarians?*

We have talked for years of making SLA a professional association, confined to members who are doing the professional work in a special library. However, as the years went by, we accepted as members all who applied, gave them Group and Chapter privileges, sent them publications and extended every other right and privilege regardless of position or interest or of any contribution, or lack of contribution they made to the Association. The result of this policy is that we now have a membership list of close to 5000, requiring a larger Headquarters staff and burdening Chapter officers and Group chairmen with large mailing lists. Every member costs the Association from \$6.50 to \$9.00² depending on type of membership. Yet many of these memberships represent nothing but a name on a list because they have paid the required fee.

QUALIFICATIONS FOR MEMBERSHIP

The new proposal is that "Active members shall be individuals who are actively engaged in the administration, or as professional staff members, of

special libraries, including special subject departments of public and university libraries and members of library school faculties teaching courses in special libraries."

The reasoning behind this change involves the following points of policy:

1. Active members and representatives of Institutional members (who should fulfill the same qualifications) are, in the last analysis, the backbone of the Association.

2. Committees, Groups and Chapters are set up to carry out projects in the field of special librarianship. These projects require experience that can be contributed only by those actively engaged in special librarianship who are meeting similar problems in their daily work.

3. Other professional associations exist for practically every phase of librarianship. Should we have such broad qualifications for membership as to encroach on the rightful province of such associations?

Adoption of this proposal would have the following immediate results:

1. Automatically eliminate those members who cannot meet our new qualifications: chief librarians of universities, colleges and public libraries; all university, college and public library staff members other than those in special subject departments; all staff members of special libraries doing sub-professional work. It should be explained here that we are not attempting to set up educational standards and are not confining membership to library school graduates but are making the dividing line—professional versus sub-professional duties. For instance, chemists, translators and abstractors would be considered as professional workers but stenographers and clerks as sub-professional.

2. Members who are qualified but who now hold Associate membership and who are unwilling to pay increased dues may resign.

3. A complete re-classification of present members will be necessary. A fallacy often expressed in discussion concerns the status of present members: "Of course, present members won't be affected." May I say emphatically that, if the change is made, it must apply to both present as well as future members.

4. A closely knit organization of members interested and qualified to contribute to our professional work will result.

¹ Librarian, Council on Foreign Relations, Inc., 58 East 68th St., New York 21, N. Y.

² For details, see Table, SPECIAL LIBRARIES, October 1946, p.259.

PRIVILEGES OF MEMBERSHIP

Two changes in privileges are proposed:

1. Affiliation with one Division (new name for Group) only without further payment.
2. Affiliation with Chapter nearest to place of employment.

At present, representatives of Institutional members may affiliate with not more than *three* Groups without further payments while Active members may affiliate with not more than *two*. Most members exercise these privileges thereby swelling Group rosters, Group expenses and the work of volunteer officers. Yet few of these members contribute anything to the work of the Group in their primary interest to say nothing of that of the Group in a secondary interest.

In the new proposal, both classes would be restricted to *one* Division only without further payment. This would automatically cut all Division rosters, Division expenses and the burden on volunteer officers. More important, however, Division membership would include only representatives of Institutional members and Active members who would bring to the work of their Division of primary interest more knowledge, experience and vital interest. Members, who desire more than one affiliation, would be required to pay 20 per cent of annual dues for each such affiliation.

The present provision that members may "affiliate with the Chapter of their choice" has been the cause of much controversy since members living in areas where there are no Chapters have been solicited to "choose" membership in distant Chapters from which the member could gain little, but the Chapter thereby gained from the allotment for this member's dues. Also, members who moved from the area of one Chapter to that of another have "chosen" to retain membership in the original Chapter rather than transferring to the new and nearer Chapter to which he could have

brought new spirit and ideas and from which he could have obtained help and inspiration.

The new proposal is that every member shall "automatically be a member of the Chapter nearest to his place of employment. Members not living within 50 miles of a Chapter shall be considered unaffiliated members. Upon written request to the chairman of the Membership Committee, an unaffiliated member may affiliate with a Chapter of his choice."

If adopted, this proposal may require more specific delimitation of Chapter areas to decide on nearest Chapter since we have some rather anomalous situations—members living in New Jersey but working in New York and *vice versa*, or those in Connecticut who are really nearer to New York, etc. However, a provision could be made that exceptions would be decided by the chairman of the Membership Committee.

OTHER TYPES OF MEMBERSHIP

STUDENT: Student members will be confined to students of accredited library schools and will be allowed Chapter affiliation only.

SUSTAINING: No fundamental change.

AFFILIATED: This new class will provide for those "engaged in sub-professional capacities in special libraries, engaged in other types of libraries or in statistical or research work." They will be allowed to affiliate with the nearest Chapter but not with a Division nor can they vote or hold office.

LIFE: This class will include all present Life members but in the future, Life members must qualify for Active membership since they receive all the privileges of Active members.

HONORARY: Abolished. We would like an expression of opinion on this. Although we have provided for this type of membership for several years, we have not named any honorary members. Should we?

ASSOCIATE: Abolished. Those who qualify must become Active members;

others would become Affiliated. If we are to be truly professional, all professional assistants should want to exercise the rights and privileges of Active members and contribute their experience to the work of the Association.

Future articles will discuss the reorganization of Groups, provisions for

round tables, for committee and other administrative changes, finances, etc.

Details of working out these decisions can safely be left to the committee. The discussions and opinions should be centered on policy. This is *your* Association. Tell us what *you* want it to represent.

NEW YORK CHAPTER EXPERIMENT IN SUB-PROFESSIONAL TRAINING

By ELIZABETH FERGUSON

Librarian, Institute of Life Insurance, New York, N. Y.

AS a matter of principle, the library profession believes in personnel suitably trained to give efficient service. Unfortunately, as a matter of practice, this is impossible to achieve throughout a library staff.

There are several reasons for this hiatus between theory and practice. Librarians who have put in the time and effort to obtain a graduate degree are not satisfied to spend most of their working day shelving magazines and stamping book cards. They want better salaries than such jobs justify under any kind of good management. Furthermore it has been demonstrated over the years in all types of libraries that completely inexperienced people can be taught on the job to handle the many "clerical" routines which keep a library functioning smoothly.

In the early days when libraries were feeling their way toward recognized educational standards, they tried out all sorts of ways and means—homemade apprentice classes, short practical summer courses and others. Head librarian and desk clerk alike benefited from these efforts. Later, as colleges took over the courses and gradually elevated them to the present high academic level, many library workers did not have the educational prerequisites, to say nothing of the time and money, to pursue them. Training for workers was left

entirely in the hands of their individual supervisors on the job.

Special libraries suffer most acutely from this situation. Their staffs are small. It is the exception rather than the rule to have more than one trained person on the staff. Assistants are drawn from the pool of the white-collar workers who are available for general business jobs. They generally have no background whatever for library work and must be trained from scratch on the individual job. Obviously the burden of this training falls heavily on the shoulders of the special librarian who, more often than the public library administrator, is also responsible for research.

The urgency of this problem was thoroughly discussed as part of a closed session on library education at the 1948 SLA Convention in Washington, D. C., arranged by Mrs. Ruth Hooker and conducted by Verner Clapp of the Library of Congress. The views expressed at this meeting summarized so well the thinking of the profession that they were reported in *SPECIAL LIBRARIES* in November 1948.

Taking their cue from this discussion, the Executive Board of the New York Chapter, under the leadership of Gertrude Low, president, decided, in the fall of 1948, to tackle the problem as a local project. The members first approached it, as they had so often in

the past, with the idea of setting up a course and handling it within the Chapter itself. There was in the group plenty of talent, willingness and experience. There was also the possibility that a course might be conducted on a fee basis so that teachers could be compensated for their time and trouble. The Board even thought hopefully that such a fee might become a small source of income to supplement the always inadequate Chapter funds. The Board's plan, however, carried with it two serious difficulties: (1) such a class was a heavy extra-curricular burden on those people responsible for it; (2) and it did not have the recognition and prestige of a class connected with an established school.

In view of the many inadequacies of the original plan, the Board determined to try a completely new approach. It decided to investigate whether an elementary course could not be successfully conducted in a business school. New York seemed an ideal place for the experiment since it has business schools of many types and since a large group of library assistants are employed in the area.

The author was appointed as chairman of a committee to investigate the possibilities which a New York business school might be willing to work out along this line. The working committee members were: Marguerite Burnett of the Federal Reserve Bank, Rita Allen of the Newell-Emmett Advertising Agency, Shirley Dakin of the New York Public Library, and Adrian Paradis of American Airlines, ex-officio from the Board. In addition to the committee itself an informal advisory board sat in on the planning. Rebecca Rankin of the Municipal Reference Library, Kathleen B. Stebbins of SLA Headquarters, Byron C. Hopkins of the School of Library Service at Columbia, Rho Brooks Slawson of the Brooklyn Public Library, and Margaret M. Kehl of the Drexel Institute of Technology.

The concept of the class as the committee viewed it was that it should be a background and introduction to basic library routines such as are the "common denominator" of service in all kinds of libraries. It should be kept very elementary, well within the comprehension of a high school graduate. It should be available to "in service" workers as well as to full time students. It should not interfere with college level training for those who might later wish to become professional. It should not be unduly expensive.

The Ballard School of the Y.W.C.A. expressed great interest in the idea and was willing to make arrangements to include a 12-week course in its 1949 spring term. This school has a distinguished record in vocational courses because it has been successful not only in practical training but also in inspiring in its pupils good conscientious attitudes toward jobs. It is somewhat unique among the New York Schools in that its policy has always allowed for experimental courses. The School and the Y.W.C.A. employment service with which it works closely have a broad base of experience with all types of clerical jobs. Altogether, the committee thought, there could not be a more desirable place for a trial course.

The School authorities, in the planning sessions, asked to be informed fully about the jobs for which the course would offer training. They also drew into the discussions top-flight personnel directors who regularly served on their advisory committees. These outside experts in the general vocational field forced the library group to do some serious stock-taking about its job situation.

Specifically they wanted to know such things as: What are the jobs like? How many of them are there in this area? How are the people hired—from a clerical pool in the office or through outside agencies? What are the opportunities for advancement? What do the jobs pay?

To gather statistics to answer these many questions the committee sent out a questionnaire to the 450 libraries represented in the New York Chapter. About 120 of them responded and furnished some interesting facts—90 of these employ a total of 215 clerical assistants regularly. The average number per library was one or two although some few have as many as ten. More than half hire assistants from within their organizations. The salary most frequently reported was from \$35 to \$40 a week. A sizable number indicated that they would cooperate by sending students to the class if it was established. These figures helped to assure the school that there was a big enough job market to make the course worthwhile.

The Ballard executives accordingly were willing to undertake the administration of the course as part of their regular curriculum. They stated, however, that they would have to depend on the library group to recommend a teacher and to advise on the content of the study. They would also need assistance in selecting the students who would be admitted.

The matter of the teacher was solved most happily by obtaining the services of Florence Bradley, recently retired as librarian of the Metropolitan Life Insurance Company. Miss Bradley's long experience in training assistants and her charming personality were vital factors in the success of the venture. They enabled her to make the study interesting and significant to these people who were not by any means dedicated to careers in librarianship.

It was decided to call the course, "Library Clerical Practice," in spite of the universal unpopularity of the term clerical. This was one clear way of distinguishing it from the advanced library school courses. Miss Bradley's basic aim was to present the background theory of library operations so that the assistants would have a better understanding

of the reasons for the routines they were called upon to perform.

Miss Bradley also solved the problems involved in screening applicants for the class. She did this by interviewing them all at the School. This was necessary because it was found impossible to agree on clear-cut educational and personal requirements which the School's registration department, could evaluate. "Employability" was the criterion she used in deciding on an applicant's eligibility and this obviously needed the use of sound personnel judgment.

As a result of all this careful joint planning, the enrollment in the initial course on April 4, 1949, far exceeded original expectations. It was conducted in two sections of 25 students each; and in addition, some 20 applications were carried over for the fall class.

This group of students was of very high caliber. Because this was such a good opportunity to study standards and qualifications for library clerical positions, their backgrounds were significant. A high school diploma was the only stated prerequisite. However, on the roll there were three who had some college work, eight with bachelors degrees and three with masters. Six had attended business schools and there were a few with foreign backgrounds.

It is a pleasure to report that all the students were sincerely enthusiastic. One significant comment was, "Even though we aren't learning something new, we like seeing how all libraries follow the same practices." This sums up the essential value of a course as against individual training in that it gives people the feeling of belonging to a profession. Another student wrote, "The course has been invaluable to me. Due to unusual circumstances, I desired to learn a working knowledge of library procedure in as short a time as possible. The course more than fulfilled my expectations . . . it has given me a vision as well as a goal which I hope to attain in library work."

If the class continues, as now seems likely, it may well offer assistance to the profession in several ways. It may help set a pattern for sub-professional training at an educational level which is open to many who do not qualify for graduate training, but whose services are very necessary to libraries. It offers a possible minimum of library training which would enable subject specialists to serve in many valuable library capacities. It may encourage interested workers to advance to full professional training. It could also function in recruiting new workers.

One immediate result was the urgent request from several students for an additional course in elementary cataloging. This has been met in the fall term by a class now being conducted by Anna M. Erichsen, Head of the General Cataloging Section of the New York Public Library.

By and large, however, the most important aspect of the whole effort may be the recognition of these library jobs

in the overall vocational picture. Business schools and personnel directors as well are coming more and more to realize that secretarial training, important as it is, does not meet the requirements of all white-collar jobs nor the capacities of all those who want to enter the business world. Ballard's category "Business Skills", which now includes the library courses, and the advertising it carries in school directories are evidence of this thinking. Library work is now listed in company with advertising, cashiering and record keeping, filing, import and export practice and practical accounting as a special type of job possibility.

Copies of the Ballard School catalog with full descriptions of the courses may be obtained from Mrs. Frances L. Youtz, Director of Ballard School, Lexington Avenue at 53rd Street, New York 22, N. Y. Mrs. Youtz, Miss Bradley (in care of the School) or the writer will be glad to furnish on request more details on this very worthwhile experiment.

SPECIAL LIBRARIANSHIP — WHAT IT CONNOTES

By S. R. RANGANATHAN

Delhi University Library, Delhi, India

S*SPECIAL librarianship* is a puzzling term. It is causing some confusion in the all-too-meagre body of Indian librarians. The ineffability or the ambiguity—whatever it may be—of this is almost reducing it to a slogan. Like all slogans it induces some vague but powerful feelings. Those under the spell of a slogan resent being asked what exactly the slogan means. *Special librarianship* is no exception to this rule. I found this inconvenient question raised in some of the the meetings and conferences which I attended in Europe and America last year. There, too, I witnessed the usual resentment and eva-

sion. When, what is perhaps the first Special Libraries Association in the world was organized in the United States in 1909, its founders undoubtedly had something definite to denote by the term *special libraries*.

In those days the term, *library*, commonly meant a collection of books, rather than the activity of bringing them into intimate relation with a group of readers by the librarian. Used in that sense a special library can only mean a library of special books. One of the implications of the first law of library science is that it is the soul or the thought-content embodied in books,

which makes them of value in a library. This means that it is specialization in a subject that can make a library a *special library*. The fourth international edition of the *Universal Decimal Classification* confirms this meaning; on page 51 of volume I, part 1, it defines *special libraries* as "Libraries and collections of books devoted to special subjects or sciences. Eg., medical libraries".

Can *special librarianship* be taken to mean the art of running a special library? Whether this definition is significant at all will depend upon the meaning of the term *librarianship* considered by itself. *Librarianship* may be defined as the art of fulfilling the laws of library science, that is:

1. Promoting the use of books
2. Finding his book for every reader
3. Finding its reader for every book
4. Saving the time (subjective as well as objective) of the reader
5. Doing all these, whatever be the manner and the rate at which the library grows.

The chief items of work involved in this art are book-selection, book-acquisition, book-classification, book-cataloging, book-display, book-circulation, reference-service and librametry or a statistical evaluation of the efficiency of the library. None of these can vary in quality from subject to subject, to such an extent as to call for a change in the technique of the art. To use a familiar mathematical mode of expression, if we regard the subject as the independent variable and librarianship as the dependent one, librarianship is constant. Confining the books of a library to a special subject does not, therefore, lead to *special librarianship*. If we insist on linking special librarianship with special libraries, though the latter has a meaning, the former has none.

A LIBRARY REPRESENTS A TRINITY OF BOOKS, READERS, STAFF

To give it a meaning, we should regard some other factor in the library as the independent variable. For this purpose let us recall that a library is a trinity consisting of books, readers and

staff. As librarianship is the art practised by the staff, we shall be begging the question if we regard the staff as the independent variable.

"READERS"

Let us examine the result of making "readers" the independent variable. What is the result of varying the readers? They may be varied in several ways. They may vary in their vocation or profession. This will lead to special libraries such as architects' libraries, medical libraries and librarians' libraries. This result is the same as the one we already had by varying the subject and we have seen that this does not lead to *special librarianship*.

Readers may vary in age. This will lead to special libraries like children's libraries, libraries for adolescents and libraries for adults. The technique of acquiring, classifying, cataloging, displaying and circulating books and librametry will be the same in all these classes of libraries. Even in book-selection, it is not so much the technique of selections as the type of books that will vary. But the technique of reference service is bound to vary with the psychology of the class of readers served. Child-psychology differs from adolescent psychology, and both of these, from adult-psychology. There is, therefore, some justification to regard children's librarianship, adolescents' librarianship and adults' librarianship as *special librarianship*.

A third way of forming special classes of readers is to group them by different kinds of abnormality. This will lead to special libraries such as hospital libraries, prison libraries, seafarers' libraries and libraries for the blind. The librarianship corresponding to the first three classes will have special features in circulation work and reference service. Librarianship for the blind will be special in every way. But it is doubtful if these are given much importance in *special librarianship*.

Thus varying the readers does not

lead us to *special librarianship*, as it is commonly understood.

"BOOKS"

The only other course is to make "books" the independent variable. We have already seen that varying them according to their subject does not lead to *special librarianship*.

Another way of varying "books" is to vary them by their physical characteristics. This will lead to special libraries like palm-leaf-manuscript libraries, paper-manuscript libraries, archival libraries, libraries of microfilm-books, etc. The technique of book-display and shelf-arrangement are bound to vary in these classes of special libraries. To that extent, *special librarianship* will arise. But usage does not recognize these kinds of librarianship as *special librarianship*. There is no other tangible or concrete characteristic by which we may vary the independent variable "books" so as to arrive at *special librarianship*.

We should therefore seek to vary "books" on the basis of some intangible characteristic of theirs, some more intangible and perhaps less recognized characteristic than their subject matter.

Here an analogy comes to mind—the art of building-construction. In this art, it is easily recognized that the technique varies with the dimension of the building. The technique of constructing a toy-building with pieces of stick is very simple; that of putting up a cowshed is also simple. The technique of erecting an ordinary house is beyond the capacity of amateurs. Construction of a building comparable in dimensions to the legislative chamber of a country requires technique of a different sort. The technique of erecting sky-scrapers like the Empire State Building in New York is utterly different from all others in certain respects. This shows that technique may vary with the dimension involved. We may also state it in another way: Technique may vary with the unit of operation appropriate to a given context.

"EXTENSION"

One important and well-recognized dimension of the thought embodied in books and other forms of reading material is "Extension". The dimension of thought normally handled in a library may correspond to a whole book, or it may correspond to an article in a periodical. We may state this in terms of units as follows: The thought-unit of operation may be as large as the one embodied in a whole book or as small as the one embodied in an article in a periodical or a pamphlet.

The techniques which librarianship first forged were determined by the larger thought-unit embodied in books. The germ, which was ultimately to disturb the complacent continuation of these techniques, had its meagre beginnings in the eighteenth century in the form of the transactions and proceedings of learned bodies like the royal societies and academies of the different countries. These are now called periodicals. A periodical does not have the continuity of a book. It is really an aggregate of discrete articles embodying smaller thought-units.

Till the beginning of the present century, in almost all libraries, the thought-unit involved in classification, cataloging, circulation and reference service was generally the macroscopic one embodied in books. Even a multifocal book was deemed unifocal for classification and cataloging purposes. It was put in the larger class comprehending all the sub-classes forming the several foci. Its subject-heading, too, was chosen accordingly.

Periodical publications, which are multifocal, were not circulated. Reference service had not even begun and there was, therefore, no organization to establish contact between readers and articles in periodicals or parts of books. Readers had to depend on their own wit in this matter. Even the bibliographical tools needed for the purpose had to be designed, constructed and

published by the world of readers—the scientists and others. The monumental Royal Society's *Index* is an instance in point. It was compiled by persons who were amateurs in the building of bibliography, pre-eminent though they were as experts in science. The significance of this *Index* was that it based itself on the smaller thought-unit embodied in articles of periodicals.

Surgeon John Shaw Billings of the United States Army, who was given the task of building up the Army Medical Library in 1864, was the first scientist-cum-librarian to change the thought-unit in library practice. The large number of pamphlets which he collected appealed to him to shorten the thought-unit in such a way that might be individualized. He yielded to this appeal and designed his famous *Index Catalogue* whose publication was sanctioned in 1879.

The term *Index* in its title emphasizes the smaller thought-unit brought into operation. This change in thought-unit introduced by Billings in library practice was several years ahead of its being generally recognized as necessary or valuable. Even today, many libraries persist in the use of the macroscopic thought-unit embodied as books and decline to change over to the microscopic thought-unit embodied as articles in periodicals and pamphlets. However, the movement initiated by Billings is steadily spreading.

The techniques of circulation, classification, cataloging and reference service have to be changed if the thought-unit is changed. The work of estimating the world of readers and the world of reading materials and matching right readers with right articles embodying small thought-units is much more exacting. To mark each article in the current periodicals for every probable reader, to devise and work a mechanism of circulation which will ensure each article reaching its reader and each reader getting his article while it is still in a

nascent state, and to save the time of the reader by adding an annotation to each article, require techniques which cannot be envisaged if the whole book is considered to determine thought-unit. The changes needed in the techniques of reference service and circulation work also presuppose a change in the techniques of classification and cataloging.

In my opinion, it is the new techniques of classification, cataloging, circulation work and reference service, necessitated by the contraction of the thought-unit in use, that connote *special librarianship*.

"DOCUMENTATION"

Historically, it was the industrial organizations in more developed countries like the United States and Great Britain that first felt the need for special librarianship of this kind. This need became apparent to them in the first quarter of the present century. Being industrial institutions, they were able to provide the necessary finance to foster the growth of *special librarianship*. The fact that the library of an industrial organization naturally specialized in a single subject led to the use of the term *special libraries* in describing them; and this in its turn led to the elusive term *special librarianship*. It was given to the acute French, famous for their precision in expression, to brush aside this misleading term with wrong associations and call the new set of techniques *Documentation*—a term which emphasizes the change in thought-unit from the macroscopic embodiment in books to the microscopic embodiment in articles.

During the last two decades many other classes of libraries also have begun to do documentation service. Of late, even public libraries have begun to do so. This is leading to the re-organization of public library stock on what is called *departmental basis*. This really means "subject basis". A public library may have, for example, a department of music, a department of technology, a department of commerce and so on.

These departments in public libraries no longer regard books as units. Their thought-unit is the microscopic one embodied in articles, pamphlets and prospectuses. The result is intensive documentation or *special librarianship*. I was amazed at the thoroughness with which all published musical literature was being documented by the Edinburgh public libraries. The documentation service in steel industries offered by the public library at Sheffield and in textile industries offered by the Manchester public libraries are well-known. The libraries of many of the Departments of the Governments like those of the United States and Great Britain are also doing documentation work. The Library of the Ministry of Foreign Affairs of Holland does documentation work on all the 400 periodicals it receives and the result is printed daily like a newspaper. The Library of Congress has been doing documentation work for years. The Library of the House of Commons, too, has recently begun it. I found intensive documentation work being done in the Department of Mineralogy at the Sorbonne, in the University of Copenhagen and in the Royal Institute of Technology of Stockholm.

PENETRATION OF SPECIAL LIBRARIANSHIP INTO GENERAL LIBRARIES

This penetration of *special librarianship* into general libraries is inevitable and is bound to extend. This was reflected, for example, by the appreciable number of librarians of general libraries, such as public and university libraries, attending the Leamington Conference of Aslib in September 1948. Though *special libraries* is still only a slogan to a few, many have begun to understand it correctly. In the earlier years, when the general libraries had not felt the need for the contraction of thought-unit, the general librarian and the special librarian could not see eye to eye. A gulf existed between them. They could not agree that they belonged to the same profession. The special

librarian was even allergic to the word *librarian* and called himself by various other terms like *information officer*, *research officer* and *documentalist*. He preferred to be classed with the scientists and the technologists whom he served rather than with the librarians whose art it was that he practiced though with improved techniques determined by the new thought-unit of his operation.

However, now, that the general libraries have begun to see the need for a smaller thought-unit and to practice documentation, the gulf is being bridged. In conformity with the well-known characteristic of the English-speaking people, the American and the British librarians are retaining the same old label *special libraries* but are quietly changing its connotation. But in its travel across the high seas or the sky, this term appears to lose all its new aroma by the time it reaches Indian shores. It continues to be understood in the original sense recorded in the U.D.C. and causes all the confusion to which reference was made at the beginning. It would be well if the American and British librarians would make their new connotation better known to the world so that unwary librarians in undeveloped countries like India would not fall victims to the much too infectious, but now empty, slogan of *special libraries*, and generate a centrifugal force in their ranks even before they establish themselves as a profession.

In India hardly any library, whether it restricts itself to a single subject or not, has begun to do sustained documentation service. Perhaps two or three departmental libraries may appear to be exceptions. But even in these it is due to the enthusiasm of stray persons. The necessary staff is not provided and the work done is amateurish—very comparable to what was in vogue when the Royal Society's *Index* was prepared by amateurs instead of by trained and disciplined documentalists. And again,

the amount of circulation work and reference service done or demanded on the basis of the smaller thought-unit is negligibly small. This accounts for the absence of a Special Libraries Association in India.

INDIA'S APPROACH TO SPECIAL LIBRARIANSHIP

It is to be hoped that the opportunity which political independence has created for intensive and creative work in every region of the field of knowledge (whether it is fundamental or applied sciences, technology or industries, social sciences or humanities) will create a demand for actual service at the level of *special librarianship*. Until this demand is created and grows in volume and documentation work is established in an appreciable number of libraries (be they industrial, departmental, research, university or public libraries), India's approach to the subject can only be from the theoretical angle. While circulation-work and reference-service as conditioned by *special librarianship* do not lend themselves much to theoretical investigation, the effect of the contraction of thought-unit on the technique of classification and cataloging lends itself to it. Moreover, the libraries in some of the universities and research organizations receive quite a number of periodicals including abstracting ones. These furnish the necessary means for the empirical verification of the findings of theory. They also serve as a means to isolate unsolved problems in the techniques and to indicate profitable lines of investigation.

When Billings introduced the smaller thought-unit in library practice, the discipline of library classification had not been born. Nor had even the *Decimal Classification* come into existence. He could, therefore, change only the technique of cataloging. Later on classification established itself for handling the larger thought-unit embodied in books. In 1896, the first attempt was made to adapt this new discipline to the needs

of the smaller thought-unit embodied as articles in periodicals and pamphlets. But in the West, the two techniques of cataloging and classification are being developed practically independent of each other.

But the work already done in India has shown that a holistic concept of librarianship should not deem the two techniques to be independent or inseparable. This concept is reflected in the chain procedure developed in 1938 to solve certain problems at the level of books. This chain procedure is now seen to have great potentiality at the level of documentation. Most of the advantages of the punched card system, but without some of its disadvantages, are secured by the chain procedure. The chief general principle behind it is that classification and cataloging should be taken as an inseparable whole. Each is best fitted for a certain type of service; neither should independently attempt to do it all. There should be a healthy symbiosis between the two. If this is accepted, there is a considerable simplification in both techniques. These findings will be found in the writer's *Philosophy of Library Classification* being published by Dr. Jean Anker of the University of Copenhagen.

The request from Dr. Donker Duyvis of the F.I.D. for a memorandum on classification led to the tracing of the faults of the U.D.C. to its rigid Dewey core. These findings are contained in *Classification and International Documentation* published as fascicule 4 of Volume XIV of the *Review of Documentation of the F.I.D.* which came out in May 1948.

The opportunity, which travel in Europe, Great Britain and America afforded to gain first-hand knowledge of documentation work and to discuss the problem with those actually engaged in it, led to some clarification. The result is given in the paper "Self-perpetuating Classification" published in the *Journal of Documentation* for March 1949. There

will be work for some years for a large team of promising thinkers. If it is done, documentation service will be beyond

doubt much more efficient and international co-operation in the matter will become easy.

A CATALOGER'S VIEW OF THE AEC LIBRARY PROGRAM¹

By CHARLOTTE FORGEY CHESNUT

Chief, Cataloging and Card Distribution Sub-Section, Library Section,
AEC, Oak Ridge, Tennessee

IN this brief article it will be necessary to omit numerous activities and details of the Library; also, due to security restrictions, many remarks will be rather general. However, I shall endeavor to present a picture of the Library Section, Technical Information Branch, U. S. Atomic Energy Commission, located in Oak Ridge, Tennessee, as seen by a librarian.

This Library occupies a unique position in the special library field where the unusual is not considered rare. Its collection has no parallel in the world, and in at least one other aspect its procedure is different from other libraries—a large part of its collection is locked behind combination safes every night and all employes are investigated and cleared by the Federal Bureau of Investigation. The elements of a library were present in the early days of the Manhattan District and these were administered by the army and civilian personnel attached to USED, Manhattan District. Due to the nature of the project, it was small and restricted. With the close of the war came a change in personnel and policies, and it soon became evident that a broader service should be rendered in keeping with the expanded program of the Atomic Energy Commission. Peacetime brought interest in new uses for atomic power. The fields of biological research, thera-

peutic use of radioisotopes, aeronautics and the peace-time applications of atomic energy came into the picture. In June 1946, a chief (who is a professional librarian) of the Library Section was appointed and since that time the staff has grown until it now consists of six professional librarians, a number of scientists and scientific analysts and several sub- and non-professional employes—approximately a total of eighty.

This Library is the depository for all classified and declassified research and development reports, documents, papers, etc., produced by the Atomic Energy Commission and its contractors (industry, colleges, universities and laboratories) during the war and since its close. The documents are submitted on a periodic basis, on completion of an experiment, and on expiration of a contract. The topics covered are many and varied, predominately scientific and technical, with emphasis on physics, chemistry, mathematics, medicine, health and biology. It holds some materials from Great Britain, Canada, Japan and Germany. The objectives of the Library are identical to those of other special and conventional libraries, in that it supplies reading materials, books, documents and periodicals, answers reference questions, both ready and those requiring much research, furnishes cards for card index files, and sends out bibliographies and various lists to personnel of the Commission and its contractors. Someone fittingly said, "We run a mail order library business." With the many

¹Based on a paper given before the East Tennessee Teachers Association, Library Section, October 31, 1947. Data revised to include 1948 statistics.

installations and cooperating agencies, it is truly an active, growing library.

FUNCTIONS OF THE VARIOUS SECTIONS

The Library Section is composed of nine sub-sections. These sub-sections are so closely interwoven that it is impossible to talk about one without mentioning the others and their major functions. However, I shall go into more detail about the production of the index cards by the Indexing and Cataloging and Card Distribution Sub-Sections than any other activity.

The acquisition group is called the Document Receiving and Processing Sub-Section. The staff here does just what the name implies. It receives and records in proper log books all reports of all Commission installations and contractors at the rate of approximately 300 titles per month; by counting duplicate copies this number is increased to 3000. The records are so arranged that proper control of the reports is maintained at all times. The documents usually bear a number when received by this office. If so, this series is established and becomes an official entry. If no number was previously assigned by the issuing installation, a number is assigned by this office. A master copy is indicated for each title and is ultimately filed in the main vault. Distribution of the document is designated on this particular copy. The documents are filed in the vault in a systematic order and are checked out by a trained staff to authorized persons. A conventional library check-out card is used; however, no time limit is indicated. At intervals follow-up cards are sent out, and the document may be renewed.

The Bibliography Sub-Section compiles and publishes *Nuclear Science Abstracts*, a semi-monthly abstract journal, based on unclassified and declassified documents of the Atomic Energy Commission and the equivalent British and Canadian agencies, and journal articles appearing in foreign and domestic published literature pertaining to the vari-

ous fields of scientific literature in which the Atomic Energy Commission is interested. Within the one year of its existence this journal has become recognized as one of the major abstract journals in the field of the physical sciences. This Sub-Section also publishes and distributes to authorized persons in accordance with security rules and regulations the following items: *Abstracts of Classified Research and Development Reports*, *Title List of Research and Development Reports* and irregularly-published bibliographies and indexes.

The Technical Library Sub-Section endeavors to meet the needs of the Commission and personnel for scientific and technical publications. It has a highly selective collection of approximately 2000 volumes, including a number of foreign and domestic journals. The L. C. scheme of classification is used in cataloging the books. Since the greatest demand is for highly technical materials, the Library has not purchased a complete collection of popular writings on atomic energy. Special materials, such as patent information, photostats, microfilms and others are acquired by the librarian at the request of the users. A union catalog of all journals subscribed to by AEC installations is being prepared as a means of coordinating library materials among the libraries of the Commission and its contractors to prevent duplication of expensive materials. Inter-library loan service is provided for both on-area and off-area affiliated libraries. Many loans are made daily to installations and contractors. The average daily local circulation including all books and journals approximates sixty-five.

Many requests for specific reports and for scientific and technical information pertaining to atomic energy come from the Commission, its contractors and installations. These requests are filled by the Information Sub-Section. Often it is necessary to spend much time searching the card catalog and the

extensive report collection and contacting personnel familiar with the problem in order to furnish the desired information. Initial distribution of the documents is based on a standard authorized distribution schedule. If a request is made for a particular document, the document is reviewed and if it contains information pertinent to the work of the installation making the request, it is reproduced and transmitted.

The Document Distribution Sub-Section distributes on an automatic basis to authorized installations, and in response to specific requests, declassified documents, *Nuclear Science Abstracts*, lists and official announcements, and sells documents which are of general interest. Price lists are sent to former purchasers, thus familiarizing them with materials which may be secured from the AEC Document Distribution Sub-Section.

In this Library as in all libraries, the location of documents must be known at all times. This detail is executed by the Inventory and Audit Sub-Section. Records of all the thousands of transactions of the Library Section involving classified reports must be checked and verified in order to maintain proper control of the information. In this connection, I am reminded of the statement made recently by Senator McMahon relative to the number of documents held by the Atomic Energy Commission. To quote, "Our secret is in the know-how of producing the bomb, that know-how is recorded on a million memoes, scientific research figures and formulas. All of these, possibly one and one-half million pieces of paper, constitute the record of the secrets." In speaking of the documents, he declared, "These are all properly filed, just as books are filed in a library." He continued, "When someone neglects to replace one where it belongs, then there may be a scare as to the secret being stolen." The necessity of knowing the location of each document at all times

cannot be stressed too strongly.

Cards are punched in the IBM Sub-Section for all documents held, received and/or transmitted by the Library Section. Here pertinent data is transferred from the document to IBM punch cards, thus enabling the Library Section to have control over document distribution and location. The work done by the machines has materially reduced the manual work formerly done by clerks and eliminates a great percentage of human errors.

The Indexing and Cataloging and Card Distribution Sub-Sections analyze reports received, assign subject headings, prepare, reproduce and distribute index cards to the Commission installations and contractors. The cards are a key to project literature, classified and declassified, by author, subject, report number and installation. Professional scientific analysts index the documents at the rate of 400 per month. The manuscript cards are checked by a professional librarian for bibliographic form and content and then sent to the Materials and Information Branch for further review and scrutiny from the security viewpoint. When the cards are returned to the cataloger, they are examined for changes and distribution, and arranged in sets of sixteen cards. This number was chosen because it is a workable number and, too, four stencils contain sixteen card outlines. Each card outline is reproduced individually. The card distribution sheet is completed and the cards are given to the typists, who cut the stencils, using machines with elite type and spacing. A special yellow stencil bearing outlines for four cards is used. This eliminates a great loss in effort and space and reduces production cost. After all errors on the stencils are corrected by a proof reader, the sets are prepared and transmitted to reproduction. The number of cards to be reproduced is indicated on the margin of each stencil. A Dick Mimeograph 92 duplicator with special quick-

drying ink is used in the reproduction process. Over forty thousand cards are made each week. During 1948, more than two million cards were distributed.

Sets of cards are distributed to the various authorized installations as indicated on the distribution sheet. The central cataloging assures uniform cards and prompt cataloging. Great care is exercised in the whole process of preparing and distributing the cards. A manual of instructions, giving suggestions and aids for maintaining the files, is issued to each installation. The official subject heading list of the Library Section is classified and a copy is furnished each recipient of the classified catalog cards. As an aid in correcting any errors that may occur on the cards, an erratum bulletin is prepared and distributed at intervals. Author, installation, subject and series card catalogs are housed in the Document Receiving and Processing Sub-Section. Here they are accessible to the whole staff. These catalogs are arranged according to stand-

ard library practice, and are maintained by the Cataloging and Card Distribution Sub-Section.

The Atomic Energy Commission consisting of a chairman and four members is directly under the jurisdiction of the President. Accepting the words of our chairman, Mr. Lilienthal, concerning the importance and permanency of the work, we are assured that this useful research will continue. As to the future of the Library Section—who can say? It is a recognized fact that atomic energy and its many applications and implications is the most important problem in the universe today. We know that its political, economic and social effects will influence all peoples of the world for all times. Again quoting Senator Brien McMahon, author of the *Atomic Energy Bill*, "I believe that the greatest peacetime development will come only through the widest possible approach to the problem. We will get the best from atomic energy only if we give our best."

LOOKING AHEAD TO ATLANTIC CITY IN JUNE 1950

Although the Atlantic City Convention is seven months off, now is the time to plan to attend. The committee has a tentative schedule drawn up which needs only the Group programs to complete it. In fact, one Group already has presented its program!

Your Convention Chairman has discussed room rates with the Chalfonte-Haddon Hotel Convention Manager and these will be published in the December issue of *SPECIAL LIBRARIES* so that the members will know how to budget their expenses, as far as this item is concerned, long before next June.

The theme chosen is **ONE FOR ALL AND ALL FOR ONE**. It would seem that the year 1950 would be a most propitious time in which to become better acquainted with our national—perhaps we should say international since many of our members are outside the United States—organization and its oneness with our Chapters, Groups and Committees. In both Washington, D. C., and in Los Angeles, there were many delightful diversions to draw us away from business sessions. Since Atlantic City does not offer such roamings, unless the board walk and ocean prove too tempting to keep us indoors, it is hoped that all those coming to the Convention will attend not only their Group meetings, but also will be present at all Business and General Sessions and enter fully into discussions.

ALMA C. MITCHILL
1950 Convention Chairman

NEW GUIDES AND AIDS TO PUBLIC DOCUMENTS USE, 1945-1948

By JEROME K. WILCOX

Librarian, College of the City of New York, New York, N. Y.

THIS list is essentially a four year accumulation. Some of the most important guides and aids have appeared in this period. Since the list is extensive, 131 items in all, the usual evaluating summary is omitted. They have been grouped into five units: General, 2 items; Federal publications, 43 items; State publications, 30 items; Municipal publications, 2 items; Foreign publications, 18 items; and International Organizations, 36 items. The list of items under international organizations omits all of the disposition of agenda items and check list of documents of the various councils, commissions, committees, sessions of the General Assembly, etc., of the United Nations which have been issued extensively by the Documents Index Unit of the United Nations. Although termed "incomplete" a very comprehensive list of these as well as all other indexes and check lists of United Nations and specialized agency documents and publications has been issued by the Division of Library Services of the United Nations (see entry no. 95). The items under International Organizations include only those items which for the most part are currently and periodically issued.

GENERAL PUBLICATIONS

1. Special Libraries Association. Social Science Group.

Source materials in public administration. A selected bibliography reprinted from *Public Administration Libraries* (PAS Publication no. 102) Chicago, Public administration service, 1948. 30p. (Publication no. 102A)

Contents: Foreword.—Basic sources.—Texts, treatises, and special studies.—Subject bibliographies.—Addresses of publishers and periodicals cited in this study.

2. Wilcox, Jerome K.

Guides to the use of American government publications. (In the *American Archivist*, v. xii, no. 1, January 1949, p. 71)

FEDERAL PUBLICATIONS

3. Hauser, Philip M. and Leonard, William R., editors.

Government statistics for business use. N. Y., Wiley, c.1946. 432p. tables maps.

Contains information on statistical data collected, compiled and released by federal government agencies in the fields of national income and other business indicators: manufacturing; minerals; agriculture; wholesale, retail and service trades; international trade and payments; transportation and other public utilities; accounting, money, credit and banking; prices; population; housing and construction; and labor. Each chapter is prepared by a government specialist in the field concerned.

Has a subject index and a "selected list of publications and authors".

4. Hirshberg, Herbert S. and Melinat, Carl H.

Subject guide to United States government publications. Chicago, A.L.A., 1947. 228p.

5. Jackson, Ellen.

A notation for a public documents classification. Stillwater, 1946. 36p. (Oklahoma—Agricultural and Mechanical college. Bulletin v. 43, no. 20, July 1946; Library bulletin no. 8)

"A formula for assigning call numbers to a public documents collection that uses the classification by issuing office".

6. Macy, Carl.

Presidential commissions. New York, King's Crown press, 1945. 141p.

Contents: 1, The importance of Presidential commissions.—2, The legal basis of Presidential commissions.—3, Methods of appointing and financing Presidential commissions.—4, Fact-finding and opinion-guiding commissions.—5, Administrative commissions.—6, Boards of inquiry.—7, Procedure of Presidential commissions.—8, The future of Presidential commissions.—Notes.—Index of Presidential commissions.

7. [Organizational and procedural material submitted pursuant to Section 3(a), (1) and (2) of the Administrative procedure act. (Pub. law 404, 79th Cong; 60 Stat. 238)] (In *Federal Register* v.11, no. 177, pt. II, Section 1-4, 966p.)

Table of contents, p.957-66.

"This material is presented by departments in the order of their establish-

ment, followed by independent agencies in alphabetical order."

8. Poole, Mary Elizabeth.

Documents office classification, compiled in North Carolina State College library, Duke University library, Virginia Polytechnic Institute library. Ann Arbor, Mich., Edwards Brothers, inc., c1945.

c1945 by Mary Elizabeth Poole; Loose-leaf; Photo-lithoprint.

Compiled from "1909 Checklist, invoices, price lists, monthly catalogs, classified lists and Public Documents Library in Washington—both by correspondence with them and by using their shelflist."

9. Tompkins, Dorothy C.

Materials for the study of federal government. Chicago, Public administration service, 1948. 338p. (processed)

Purpose of this volume is "to provide a guide to materials for the study of selected, domestic aspects of the federal government."

Emphasis has been placed on the period, 1940-1947, although some earlier sources have been included.

Contents: Federal government.—The constitution.—Laws and codes.—Indexes to legislative and executive publications.—The Legislative branch and its publications.—Judicial agencies and their publications.—The President and his publications.—Executive publications.—Executive organization.—Reorganization plans for the federal government.—The Federal budget.—Federal government statistics.—The New Deal.—World War II.—Index.

10. U. S. Adjutant General's Office. Administrative services division. Departmental records branch.

List of unofficial unit histories and unit associations. October 1947. Washington, D. C., 1947. 91p. (processed)

Pertains to World War II operations and includes histories prepared and published not financed from appropriated funds and not prepared under the official Army historical program.

The lists dated November 15, 1946, and December 1, 1946, respectively, are rescinded.

11. U. S. Atomic Energy Commission.

Abstracts of declassified documents, v.1, no. 1—July 1947—Oak Ridge, Tennessee, 1947—(processed)

v.1, no. 1—contain abstracts of documents NDDC1—

12. U. S. Atomic Energy Commission. Document sales agency.

[List of Atomic Energy Commission documents, issued by the Technical in-

formation division, Oak Ridge directed operations] List no. 6. October 1948. Oak Ridge, Tennessee, 1948. 13p. (processed)

A revised and combined listing of all documents contained in Lists nos. 1-5, inclusive.

— List no. 7— November 1948— Oak Ridge, Tennessee, 1948— (processed)

13. U. S. Bureau of Labor Statistics.

Publications of the Bureau of Labor Statistics, June 1947— Washington, D. C., 1947— (mim) monthly.

Subject index including articles and reprints from the *Monthly Labor Review*; Bulletins; Releases; processed reports and other publications for the past month as well as studies in progress (forthcoming publications)

Two cumulative issues, June-December 1947, and January-June, 1948, have been issued. The former brings together material listed in the monthly issues covering the period June to November 1947 with the addition of the reports issued in December 1947; the latter brings together material listed in the monthly issues covering the period, January to May 1948, with the addition of reports issued in June, 1948. Both cumulative issues include material from the regional offices.

14. U. S. Bureau of the Budget.

Bibliography of principal periodical statistical publications (March 1, 1946) p.21-28 (In U. S. Congress. Senate. Special committee to study problems of American small business. Operations under the Federal reports act. Report of the Bureau of the Budget. Washington, D. C., 1946. 28p. [U. S. 79th Congress. 2d Session. Senate committee print no. 5])

15. U. S. Bureau of the Budget.

Federal historical reports: summary of publications, manuscripts and plans. June 12, 1947. Washington, D. C., 1947. 50p. (processed)

16. U. S. Bureau of the Budget.

Summary of agency historical publications and plans. December 1, 1946. Washington, D. C., 1946. 24p. (processed)

17. U. S. Bureau of the Budget. Division of statistical standards.

Federal statistical directory. A list of professional and technical personnel of federal agencies. [Eleventh edition, April 1948] Washington, D. C., 1948. 163p. (processed)

"In general the arrangement of the directory has followed the order of listing used in the annual *Budget of the United States.*"

18. U. S. Bureau of the Budget. Division of statistical standards.
Statistical services of the United States government. Washington, D. C., 1947. 49p. (ISC/228/X-E) (processed)
 Prepared for distribution at the International statistical conferences held in Washington, D. C., September 6-18, 1947, by the Joint arrangements committee.
 Part III presents summary descriptions of the principal types of economic statistics collected by the government.
 Appendix III, an annotated "Bibliography of principal periodical statistical publications," p.38-49.
19. U. S. Bureau of the Budget. War records section.
The United States at war. Development and administration of the war program by the federal government. Washington, D. C., 1946. 555p. charts. (Historical reports of war administration, no. 1)
 Prepared under auspices of the Committee of records of war administration.
 Appendix I. The war agencies of the Executive branch of the federal government [status as of December 31, 1945] p.521—35.
20. U. S. Bureau of the Census.
 . . . *Catalog of 16th Decennial census publications* [December 31, 1945] Washington, D. C., 1946. IV, 11p (Census publications, v.1, pt. 1)
21. U. S. Bureau of the Census.
 Census publications, 1946— *Catalog and subject guide.* Washington, D. C., 1947—
 A final annual cumulation of the quarterly issues.
22. U. S. Bureau of the Census.
Sixteenth census of the United States: 1940. Housing. Index of reports. Washington, D. C., 1945. 127p. (processed)
23. U. S. Bureau of the Census. Foreign trade division.
Catalog of monthly United States foreign trade statistical publications. Revised March 1948. Washington, D. C., 1948. 4p. (processed)
24. U. S. Bureau of the Census. Foreign trade division.
United States foreign trade statistical publications. Monthly reports starting with statistics for January 1945. Washington, D. C., 1945. 16p. (processed)
25. U. S. Bureau of the Census. Foreign trade division.
United States foreign trade statistical publications. Reports covering calendar years, 1941-1944. July 1945. Washington, D. C., 1945. 13p. (processed)
26. U. S. Bureau of the Census. Industry division.
Facts for industry. List of publications. Index of products covered. May 1946. Washington, D. C., 1946. 45p. (GPO—Com. 18) (processed)
 List, p.2-18, a revision of p.7-11 of the "Catalog of current census publications" issued on March 16, 1946.
27. U. S. Department of Commerce.
Business service check list, [v.1, no.1] —week ended March 18, 1946— Washington, D. C., 1946— (processed) Weekly.
 Includes printed and processed publications arranged by issuing office or bureau of the Department. Also includes press release series.
28. U. S. Department of State. Office of intelligence research. Intelligence coordination staff.
Declassified documents of the Office of intelligence research as of July 1948. Washington, D. C., 1948. 23p. (mim)
 Available only on inter-library loans through the Division of libraries and reference services of the Department of state or photocopies through the Department of agriculture library.
29. U. S. General Accounting Office.
Reference manual of government corporations, General accounting office, as of June 30, 1945. Washington, D. C., Govt. print. off., 1945. 526p. folded chart. (U. S. 79th Congress. 1st Session. Senate doc. no. 86)
 Table 5. For each corporation is given organic authority; ownership, organization, and management; purpose and scope of activities; finances; and accounting and auditing, aside from the act of February 24, 1945, Public law 4.
 *Supplement 1* as of January 1, 1947. Washington, D. C., Govt. print. off., 1947. 121p. (U. S. 80th Congress, 1st Session. Senate doc. no. 74)
30. U. S. Geological Survey. Map information office.
Federal surveys and maps. Accomplishments during 1946.— Washington, D. C., 1947— (mim) annual.
 A brief summation by federal agencies of the year's accomplishment in surveying and mapping.
31. U. S. Government Information Service. Division of public inquiries.
Catalog, Government agency publication lists . . . prepared by Brandon B. Shea. December 1, 1946. Washington, D. C., 1946. 13p. (processed)
32. U. S. Library of Congress.
A catalog of books represented by Li-

- brary of Congress printed cards issued to July 31, 1942. U. S. Entries. Ann Arbor, Edwards brothers, inc., 1947. 4v.
Sponsored by the Association of Research Libraries.
33. U. S. Library of Congress. General reference and bibliography division.
Post-war problems. A current list of United States government publications, January-June, 1944—October-December 1945. Washington, D. C., 1944-1947.
Compiled by Katherine Oliver Murra with the collaboration of librarians of the federal agencies.
1944 first issue covered 6 months and had Supplements 1 and 2, each covering three months, July-September and October-December respectively; later reissued as a cumulative annual volume, January-December 1945, four quarterly issues, each covering three month periods.
34. U. S. Library of Congress. Legislative reference service.
Major government lending agencies, by George B. Galloway and associates. Washington, D. C., 1947. 224p. tables, charts. (*Public Affairs Bulletin*, no. 57, June 1947) (processed)
Each agency gives top officials, creation and authority, purpose and scope of activities, internal organization, financial operations, responsibility to Congress and future plans.
35. U. S. Library of Congress. Legislature reference service.
Reorganization of the Executive branch of the Government of the United States. A compilation of basic information and significant documents, 1912-1948, compiled by W. Brooks Graves . . . February 1949. Washington, D. C., 1949. 425p. charts (*Public Affairs Bulletin* no. 66). (processed)
Originally prepared for the Commission on Organization of the Executive branch of the Government.
Contents: Introduction. — Chronological listing of all executive and legislative actions on the subject of reorganization, 1912-1947. — Establishment of investigating commissions on reorganizations. — Documentary history of important efforts at reorganization. — Significant proposals from other sources. — Statements by Presidents of the United States on reorganization of the Executive departments. — Appendix.
36. U. S. Library of Congress. Union catalog division.
United States author headings including those adopted by the Library of Congress as appearing in the Union catalog. Reprinted from vol. 151, a Catalog of books represented by Library of Congress printed cards. Ann Arbor, Edwards Brothers, inc. 1946. 211p.
37. U. S. National Archives.
Guide to the records in the National archives. Washington, D. C., Gov't. print. off., 1948. 684p. (Publication no. 49-13)
Contents: Introduction. — Record groups. — Appendixes. — Index.
Supersedes the *Guide to the materials in the National Archives* published in 1940.
"Supplemented by *National Archives Accessions* a quarterly publication that notes records accessioned since June 30, 1947 . . ."
38. U. S. Office of Technical Services.
Bibliography of scientific and industrial reports, v. 1, no. 1— January 11, 1946— Washington, D. C., 1946— (processed) Weekly.
V. 1, 25 issues; beginning v. 2, 13 issues per volume.
V. 1, no. 1 — v. 2, no. 2, issued by U. S. Office of the Publications Board.
"The reports listed have been received from civil and military agencies of the United States Government and from cooperating foreign governments. Many of the reports cover information captured in enemy countries. Secrecy restrictions on all reports listed have been lifted."
— Index . . . v. 1 — Washington, D. C., 1946— (processed)
39. U. S. Office of Technical Services. Bibliographic and Reference division.
OSRD reports. Bibliography and index of declassified reports having OSRD numbers, edited by W. Kenneth Lowry. June 1947. Washington, D. C., 1947. 105p. (PB 78000) (processed)
40. U. S. Office of Technical Services. Reports division.
Classified list of OTS printed reports. A list of reports on German and Japanese technology prepared by American investigators which are available in printed form from the Office of Technical services, [compiled by O. Willard Holloway and Oliver B. Isaac] October 1947. Washington, D. C., 1947. 57p. (PB 81500) (processed)
Cover—title.
41. U. S. Office of Technical Services. Reports division.
List of translated German documents, compiled by O. Willard Holloway. December 1, 1947. Washington, D. C., 1947. [12p.] (060454) (processed)
— *Supplement* no. I. compiled by O. Willard Holloway. January 15, 1948.

- Washington, D. C., 1948. 9p. (processed)
42. U. S. Office of Temporary Controls.
OPA bibliography, 1940-1947, by William Jerome Wilson, Mabel Randolph and others. Publications of the Office of price administration and its predecessor agencies . . . Washington, D. C., 1948. 441p. (Historical reports on war administration: Office of price administration. Miscellaneous publication no. 3)
 Supersedes OPA bibliography; miscellaneous publications to the end of 1944. Preliminary edition issued by the records management section, Office of Price Administration in May 1945. 229p. (mim)
 This checklist of publications is unique in that it is to date the only comprehensive list issued for any of the World War II federal agencies. Unfortunately, however, its completeness is in terms of the national office only, containing only scattered items of regional offices. The checklist has been grouped into ten major sections with an alphabetical index by titles of publications.
43. U. S. Office of War Information. Overseas branch, San Francisco. Analysis and research bureau. Target intelligence division.
Catalogue of regularly issued reports. May 22, 1945. San Francisco, 1945. 6p. (mim)
 Originally issued as restricted.
 For each report describes source material, organization and purpose and states frequency of issue.
44. U. S. Superintendent of Documents.
100 selected books . . . Washington, D. C., 1946. 46p. illus.
45. U. S. War Production Board.
Catalog of War Production Board reporting and application forms. Washington, D. C., 1947. 10v.
 Selection and description of the forms was inaugurated by the WPB and has been carried on by successor agencies.
 The volumes catalog the 1200 more important of the 4400 forms through which WPB and industry communicated, and by means of which WPB's wartime industrial controls were administered. Indexes by WPB organization unit and by commodity are included. The set includes a facsimile of each selected form.
 Distributed by the Bureau of the Census.
- STATE PUBLICATIONS**
46. *The Book of the States, 1948-1949*. Volume VII. Chicago, The Council of state governments, c1948. 780p.
 Contents: Section 1, Intergovernmental relations. — Section II, Constitutions and elections. — Section III, Legislatures and legislation. — Section IV, Administrative organization and finance. — Section V, Major state services. — Section VI, The Judiciary. — Section VII, Directory of the states and territories. — Section VIII, Bibliography and index.
47. Cleveland Public Library. Business information bureau.
Industrial directories. Cleveland, 1946. p.9-12 (Business information sources. Bulletin . . . v.17, no. 3, November, 1946)
 Official and unofficial directories of manufacturers arranged by state and region.
48. The Council of State Governments.
Advertising by the states. May, 1948. Chicago, 1948. 39p. tables (BX-272) (processed)
 For each state gives official name of agency concerned with name of director, appropriation, period of appropriation and general information.
49. The Council of State Governments.
Interim legislative study assignments—1947 . . . November 1947. Chicago, 1947. 73p. (BX-267) (mim)
 Contains "brief statements concerning the interim studies which are being made at the direction of the legislatures which met in regular session in 1947 . . . In addition, where information has been available concerning study proposals initiated by legislative councils or research committees subsequent to the legislative sessions, this has been included."
 A state by state listing with a subject index. While this publication is not a bibliography, it is indicative of many published reports and studies that will appear in the near future.
50. Council of State Governments.
Legislative research checklist. Checklist no. 1 — December 22, 1947— Chicago, 1947— (mim)
 No. 1 issued December 22, 1947; no. 2, March 11, 1948; no. 3, May 10, 1948; no. 4, August 17, 1948; no. 5, January 25, 1949; no. 6, May 6, 1949; no. 7, August 22, 1949.
 Based on information sent to the Council by state legislative and other governmental research agencies.
51. Foote, Lucy B.
Author headings for the official publications of the state of Louisiana. Chicago, A. L. A., 1949. x, 125p. (processed)
52. Hoteling, Donald O.
State manual procurement guide. (In SPECIAL LIBRARIES, v. 39, no. 6, July-August 1948, p. 184-191)
 Gives for each state manual frequency

- of issue, address of issuing agent, price, and whether mailing lists for future issues are maintained.
53. Jenkins, William S., comp.
Collected public documents of the states. A check list, compiled by William S. Jenkins for the National association of state libraries, Boston, 1947. ix, 37p.
 54. Lloyd, Gwendolyn.
The status of state document bibliography. (*The Library Quarterly*, v. XVIII, July 1948, p. 192-199)
Bibliography of bibliographies of state publications, 1940-47, p. 196-199.
 55. Markley, Anne Ethelyn.
Author headings for the official publications of Alabama. Chicago, American Library Association, 1948. xviii, 123p. ([State author headings ser. v.1])
Lithoprinted by Edwards Brothers, inc., Ann Arbor, Michigan.
 56. U. S. Bureau of the Census.
Elective offices of state and county governments. December, 1946. Washington, D. C., 1946. 35p. (Governmental organization no. 1) (processed)
Gives for each term of office (years), election years, and election area.
 57. U. S. Bureau of the Census. Governmental division.
Governors' general messages to state legislatures in January, 1945, prepared . . . by Louise H. Clickner. Washington, D. C., 1945. 17p. (State documents no. 3, May 1945) (processed)
 58. U. S. Library of Congress. Legislative reference service.
State aviation laws; a summary of the laws of the forty-eight states, by Samuel Hutchins Still. Washington, D. C., 1947. 235p. (*Public Affairs Bulletin* no. 53) (multilithed)
 59. U. S. Library of Congress. Legislative reference service.
State labor relations acts, by Agnes M. Brown and Mollie Margolin. Washington, D. C., 1947. 70p. (mim)
 60. U. S. Library of Congress. Legislative reference service. State law section.
The Governors of the states, 1900-1950 . . . May, 1948. Chicago, 1948. iv, [48]p. (Council of state governments BX-271) (mim)
For each state gives historical roster of governors, 1900-1950, stating term of office, name, party and home residence of each.
 61. U. S. Library of Congress. Reference department. Census library project.
State censuses. An annotated bibliography of censuses of population taken after the year 1790 by states and territories of the United States, prepared by Henry J. Dubester. Washington, D. C., 1948. 73p.
Issued in cooperation with the U. S. Bureau of the Census.
 62. Alabama. Legislative reference service.
Alabama state printing. A study of state printing administration in Alabama, prepared at the request of the State's Legislative council. Montgomery, 1946. 39p. tables. (Publication no. 5, June 19, 1946) (mim)
 63. California. Department of Finance.
Organization charts, California state government. Sacramento 1946. 16p.
 64. California. Department of Finance. Printing division. Documents section.
California state publications, v. 1, no. 1— July-September 1947— Sacramento, 1947— Quarterly.
v. 1, no. 1, v. 2, no. 1— Quarterly listing. v. 1, no. 2, Annual listing (First class includes September 15, 1945-September 30, 1947, inclusive)
Each issue contains a list of complete and selective depository libraries under the new State distribution law (Government Code, Section 13665).
Each list alphabetical by parent department or agency with a combined subject and agency index.
 65. *Current Hawaiiiana* (quarterly) v. 1, no. 1, June 1944—
Issued by Hawaiiiana section, Hawaii Library Association, through the cooperation of the University of Hawaii. Honolulu, 1944— (mim)
Includes Territory of Hawaii documents under I. Books, pamphlets, leaflets, etc., and II. Continuations.
 66. Kansas University. Bureau of Governmental Research.
Governmental agencies of the state of Kansas, 1861-1946, by Bessie E. Wilder. Topeka. Ferd Voiland, jr., state printer, 1946. 128p. (University of Kansas publications. Governmental research ser. no. 4)
For each agency gives date of establishment and legal authority for same.
 67. Maine. State Library.
Checklist of state of Maine publications received by the Maine State library, January 1941-December 1944. Augusta, 1946. 48, 1, 15p. (mim)
Cumulation of quarterly *Checklist of state of Maine publications . . .* nos. 1-14, inclusive.
 68. Mississippi University. Bureau of Public Administration.
A handbook of elective offices in Mississippi, by Robert Baker Highsaw. University, 1947. 54p. (State administration series no. 3)

- Includes state, county and municipal officers. For each officer gives legal basis, authorization, qualifications, term of office, compensation, election years, and election area.
69. New Jersey. Department of Education. Division of the State Library, Archives and History.
Bibliography of New Jersey official reports, 1905-1945, compiled by Dorothy Fordyce Lucas (following A. R. Hasse, *Index of economic material in documents . . . of New Jersey, 1799-1904*). Trenton, 1947. 256p.
70. Shelton, Wilma Loy.
Checklist of New Mexico publications. (In *New Mexico Historical Review*, v. XXIV, no. 2—April 1949—p. 130-155, 223-235, etc.)
"Includes all official literature which has been printed and published from 1850 through 1948 by or for the state or of which an edition has been purchased by the state for distribution."
71. New York. State Library.
A check list of official publications of the state of New York, October 1947—
Albany, 1947 — (mim) Monthly.
July 1948 called v. 2, no. 1.
72. New York State Library.
Cumulative checklist of official publications of the state of New York, 1947-1948. Albany, 1948. 30p. (mim)
Cumulation of the Monthly checklist from October 1947 through June 1948.
73. Ohio. State Library.
Ohio state publications: documents issued by state agencies and received by the Ohio state library, List no. 1—December 1945—(mim)
Nos. 1-4 irregular; no. 5—quarterly; nos. 1-4 subtitle: Documents issued by administrative departments.
74. Oklahoma. State Library.
Check list of state documents January-March 1948, Oklahoma City, 1948—(Bulletin v. 1, no. 1, p. 17-23; etc.)
To be issued quarterly.
75. West Virginia. Department of Archives and History.
Short title check list of West Virginia state publications, 1947-48. May 1, 1948. Charleston, 1948. 11p. (mim)
(To be continued in December
SPECIAL LIBRARIES)

SLA GROUP HIGHLIGHTS

ANOTHER SHORTCUT!

Today the average special librarian needs to keep abreast of new literature in allied subject fields of interest. Unlike the busy executive who has time only to scan the heavy volume of reading material which comes to his attention, the busy librarian cannot afford to miss a single item which might effect his or her company.

For example, a transportation librarian thought she was covering the fire prevention field by consulting the usual bibliographical tools such as P. A. I. S. and *Industrial Arts Index*. Much to her amazement she found valuable source data in the *Insurance Book Reviews*. ♦♦

Therefore the following list of paid subscriptions issued by the Advertising, Financial, Insurance and Science-Technology Groups are presented to the membership at large in the hope that they may serve as a shortcut to the busy librarian. The SLA member in charge of each Group subscription will be glad to send a sample copy upon request.

- 1) WHAT'S NEW (Advertising Group)
Frequency—10 issues a year
Price—\$3.00 a year to SLA members
\$5.00 a year to non-members

- Subscriptions*—Mrs. Elizabeth Boutinon
McKinsey and Company
60 East 42nd Street
New York 17, New York
- 2) INSURANCE BOOK REVIEWS (Insurance Group)
Frequency—10 issues a year
Price—\$2.00 a year
Subscriptions—Hazel Kirk Levins
Mutual Benefit Life Insurance Company
Box 359
Newark, New Jersey
 - 3) FINANCIAL GROUP BULLETIN (Financial Group)
Frequency—4 issues a year
Price—\$2.00 a year
Subscriptions—Marion E. Lucius
Price, Waterhouse & Company
56 Pine Street
New York 5, New York
 - 4) SCI-TECH NEWS, (Science-Technology Group)
Frequency—Quarterly
Price—\$1.50 a year
Subscriptions—William J. Vitali
Western Cartridge Co.
East Alton, Illinois

5) UNLISTED DRUGS (Pharmaceutical Section of Science-Technology Group)

Frequency—Monthly

Price—\$5.00 a year

Subscriptions—Winifred Sewell

E. R. Squibb and Sons

25 Columbia Heights

Brooklyn 2, New York

Geraldine Bariani, Librarian, Business and Economics Library, Indiana University, Bloomington, Indiana, is the new chairman of the Business Group, SLA.

SARA M. PRICE

Group Liaison Officer and Chairman,

Group Relations Committee.

EVENTS and PUBLICATIONS¹

The following excerpt from an editorial by Gertrude Freund, editor of the *Bulletin* of the Hospital and Nursing Librarians Group, SLA, which was used on the cover of the Louisiana Chapter *Bulletin*, is particularly apropos in the present business situation:

"A CHALLENGE"

"Are special libraries 'drying up'? Business reverses are apt to be felt first by special libraries since management too often thinks that research is too expensive to maintain when they are confronted with 'dog-eat-dog' competition.

"This situation should present a challenge to us all. We should make an increased effort to demonstrate and interpret the value of librarianship. Too often practical men feel that librarians are too far removed from the hard realities of business. They have to be shown. They need the services we can give them but do not always know it. Where is the business man or research worker who has not wasted precious minutes and hours because he could not find the information he wanted. The librarian who is foresighted enough to devise new and better techniques for locating information, will always be in demand. Where are the Melvil Dewey's of today? The world's knowledge is in books but it takes too much time to find it. It must be made more accessible so that he who runs may read.

"Let us meet the challenge of today with perseverance, foresight and creative planning for the needs of the future and recognition will not long be lacking for a job well done."

* * *

The LEGAL ALMANAC SERIES was published by a former law librarian and designed primarily for the use of social workers, educators, lawyers and librarians. The ALMANACS consist of brief (85 pages average) pocket-size

monographic treatments of such topics of general interest as marriage and divorce, immigration and citizenship, real estate, debtor and creditor, wills, labor law, etc. Emphasis is on the practical and procedural. Although not intended as a substitute for the lawyer, they are nevertheless carefully written by competent attorneys and as such serve a useful purpose. Margaret Hall, reference law librarian of Columbia University, has edited the series. (New York, N. Y., Oceana Publications, 1949. Vols. 1-10, paper bound, \$1; Vols. 11-17, cloth bound, \$2)

* * *

Under an agreement between McGraw-Hill Publishing Company and the University of Microfilms, *Electrical World* will soon be made available to libraries on microfilm. Films are to be distributed at the end of each volume year and sales will be restricted to subscribers to the magazine. The positive microfilm will be furnished on metal reels.

Inquiries regarding purchase should be directed to University of Microfilms, 313 North First Street, Ann Arbor, Michigan. A number of other McGraw-Hill technical journals are also to be made available in this form.

* * *

"Books for Business Leaders", an annotated list of reference materials selected by the staff of the Business Branch of the Brooklyn Public Library, appears as the May issue of the Library's *Bulletin*. It is divided into sections for the Executive, Personnel Manager, Publicity Director, Supervisor, Union Leader, Training Director, Advertising Executive, Private Secretary and Accountant. There is also a listing of "Periodicals of Broad Interest to Businessmen". Copies are available at ten cents apiece from: Editor, Brooklyn Public Library, Grand Army Plaza, Brooklyn 17, New York.

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The second edition of the DIRECTORY OF THE ASSOCIATION OF AMERICAN LIBRARY SCHOOLS has recently been published by the University of Washington Press. It includes a list of all accredited library schools in the United States

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

and Canada with their faculties; an alphabetical list of all full-time, part-time and summer teachers with courses taught, and a subject index. The price of the *DIRECTORY* is \$1.50 and it may be ordered from the editor, Gladys Broughton, School of Librarianship, University of Washington, Seattle 5, Wash.

* * *

DIRECTORY OF COLLEGE ENGINEERING LIBRARY PERSONNEL is a service project of the Engineering Libraries Section of the Association of College and Reference Libraries. The *DIRECTORY* includes over 650 persons associated with the engineering college library field, many of whom are not listed in other biographical directories; gives substantial biographical and bibliographical details about each individual; and covers quite comprehensively the United States, Canada, Alaska and Hawaii. Copies of the *DIRECTORY* are available at \$1.00 per copy from John B. O'Farrell, City College Library, New York 31, N. Y.

* * *

A leaflet listing *Census Bureau Publications on Governments* has been issued by the Bureau of the Census and is available from that agency upon request. This bulletin describes briefly each of the seventeen reports on governmental finances and employment which the Census Bureau expects to issue in the fiscal year beginning July 1, 1949, and lists other recent publications of the Bureau regarding State and local governments.

* * *

ASLIB GUIDES TO SOURCES OF INFORMATION IN GREAT BRITAIN will be issued at irregular intervals. They will be printed in pamphlet form suitable for inclusion in a loose-leaf binder. Each pamphlet will cover one well-defined field, such as Agriculture, Beverage and Food Industries, or the Paper Industry. Cumulated they are intended ultimately to form a new edition of the now out-of-print *ASLIB DIRECTORY*. The pamphlets will be numbered in accordance with the Universal Decimal Classification. Each pamphlet will contain notes on both the organizations and periodicals which are the sources of information in the particular field concerned. Brief subject indexes will be supplied, making each pamphlet a self-contained unit, but it is probable that these will be superseded by fuller indexes to each of the main classes of the Universal Decimal Classification when any class has been largely covered. (London, W.C. 1, Aslib, 52 Bloomsbury Street, 1948. Price 2s. 6d. net; 2s. to Aslib members)

* * *

THE INFORMATION FILM by Gloria Waldron is a Report of the Public Library Inquiry and records the results of a study sponsored jointly by the Inquiry and the Twentieth Century

Fund. It is the first work to examine the entire field of the adult information film, the educational "movies" known technically as 16mm films. The report, as an analysis of the procedures and problems involved in producing and distributing the information film, will prove informative and useful to all those who are concerned with or interested in this field. Miss Waldron was assisted in the preparation of this report by Cecile Starr who assembled most of the information upon which Chapters 6-8 were based. (New York, N. Y., Columbia University Press, 1949. 281pp. \$3.75)

* * *

THE STATISTICAL AGENCIES OF THE FEDERAL GOVERNMENT, A Report to the Commission on Organization of the Executive Branch of the Government, represents the joint effort of Frederick C. Mills and Clarence D. Long, aided by members of the research staff of the National Bureau of Economic Research. In March 1948, Herbert Hoover, Chairman of the Commission on Organization of the Executive Branch of the Government, requested the National Bureau of Economic Research to undertake a survey of Federal statistical agencies, as part of the general appraisal of governmental organization being made by the Commission. Professors Mills and Long stress the positive accomplishments of the Federal statistical agencies, but do not gloss over the numerous shortcomings and deficiencies. Their mature appraisal of the Federal statistical system and their constructive suggestions for increasing its efficiency will challenge the thinking of students of government as well as the makers and users of statistics. (New York 23, N. Y., National Bureau of Economic Research, 1819 Broadway, 1949. 201pp. \$2.00)

* * *

THE BOOK INDUSTRY, a Report of the Public Library Inquiry, is the first book on the industry in almost twenty years, and the only up-to-date non-technical survey of publishing in America. Publishers, editors, distributors, manufacturers, writers and librarians will find its contents of great interest. Librarians, in particular, will find a clear picture of the importance to them of every decision in the publishing industry—whether in finance, editing, production or distribution—since their own book selections are influenced by the kinds of books published, by distribution methods, discounts and by the reading public—which in the last analysis is the final mover and shaper of both library and industry. (New York, N. Y., Columbia University Press, 1949. \$2.75)

* * *

The Officer for July 1949 contains a most interesting article by W. A. Gill entitled "Punch-Card Paradox" (pages 58-69, 110-11).

A DATE WITH YOUR FUTURE is popularly written information on life insurance to meet the needs of home economics students. Prepared with the assistance of a committee of home economists. (New York 17, N. Y., Educational Division, Institute of Life Insurance, 60 East 42nd Street. 28pp. Single copies free on request. Additional copies 10 cents from the Institute).

* * *

Bibliographies:

ATOMIC ENERGY: SIGNIFICANT REFERENCES.

Based on a survey of materials received and examined by the Library of Congress. (Library of Congress, Legislative Reference Service. January 1949) 15pp. Annual subscription, \$1.50; monthly issues, 15 cents.

BIBLIOGRAPHY OF ELECTRO-ORGANIC CHEMISTRY, Part I. (University of Illinois, Engineering Experiment Station. Circular Series No. 50, 1948.)

BIBLIOGRAPHY ON INDUSTRIAL RADIOLOGY, 1945-48, by Herbert R. Isenburger, is the second supplement to *Industrial Radiology*, 2nd edition, 1943, published by John Wiley & Sons, 440 Fourth Avenue, N. Y. This typewritten supplement continues the titles from numbers 1700 to 2032. (Califon, New Jersey, St. John X-ray Laboratory) \$2.

BIBLIOGRAPHY ON PRESTRESSED REINFORCED CONCRETE, ESL Bibliography No. 2, has been released by the Engineering Societies Library, 29 West 39th Street, New York 18. This publication lists some 190 books and periodicals from world-wide sources, most of which have appeared since 1930. 25pp. \$4

CLASSIFIED BIBLIOGRAPHY ON GERIATRICS AND THE CARE OF THE AGED was compiled by John J. Griffin and contains more than 1000 references. (John J. Griffin, 57 School Street, Somerville 43, Mass.)

DISTILLATION LITERATURE: INDEX AND ABSTRACTS, 1941-45, by Arthur and Elizabeth Rose, is an annotated bibliography (typewritten), arranged by author, with reference to the pages of *Chemical Abstracts* in which an abstract of the article may be found. Both subject and substance indexes are included. (Arthur Rose, 525 South Gill Street, State College, Pa.)

LIBRARY CLASSIFICATION SCHEME AND SELECTED BIBLIOGRAPHY OF TRAFFIC ENGINEERING LITERATURE was compiled by Kathryn Childs Cassidy and Joy Redfield. (New Haven, Conn. Yale University, Bureau of Highway Traffic, 1948). 118pp.

SELECTED BIBLIOGRAPHY ON THE TOURIST INDUSTRY. (Washington, D. C., Pan American Union, Department of Economic and Social Affairs, Travel Division) Processed. 15pp.

X-RAY STRESS ANALYSIS. Two hundred forty

references with subject index, by Herbert Isenburger. (Califon, New Jersey, St. John X-ray Laboratory) \$3

Announcements

Harry Miller Lydenberg Wins 1949 Joseph W. Lippincott Award

Harry Miller Lydenberg, former director of the New York Public Library, now of Greensboro, N. C., was awarded the 1949 Joseph W. Lippincott Award at the American Library Association Conference in Atlantic City, October 5, 1949. The Lippincott Award, established in 1937, is given for notable professional achievement in any field of library activity and consists of a special citation and \$500.

Mr. Lydenberg was chosen for this award by the A.L.A. Committee on Awards, in recognition of his outstanding professional achievements in the field of librarianship. During a long and impressive service to the book world, as assistant director, then director of the New York Public Library, he was responsible for notable development of its book collections. After retirement from the New York Public Library in 1941, he achieved further distinction in the field of international relations as organizer and first director of the Biblioteca Benjamin Franklin in Mexico City. He is the author of numerous and important contributions to library professional literature and related fields.

SLA Member Joint Recipient of Oberly Award

Ina L. Hawes, Active member of the Washington, D. C. Chapter, SLA, and Rose Eisenberg, both of the Bibliography Division of the U. S. Department of Agriculture Library, Washington, are the joint recipients of the 1949 Oberly Memorial Award, given by the American Library Association to the compiler of the best bibliography in the field of agriculture or the natural sciences. The bibliography selected for the Award by the Oberly Memorial Fund Committee is on aviation and economic entomology, published in April 1947 by the U. S. Department of Agriculture.

Hungarian Centre for Documentation Organized

In a recent communication from Dr. Peter Lázár to Eleanor S. Cavanaugh, chairman of the International Relations Committee, announcement was made of the establishment of an Hungarian Centre for Documentation with offices in Budapest. The organization was established by the decree of the government of the Hungarian Republic. The Centre, which is under the directorship of Dr. Lázár, expects to publish *The Hungarian Technical*

Review which will contain collected abstracts of articles appearing in Hungarian technical journals. Under an exchange agreement with SLA, copies of the *Review* will be available from the Headquarters office.

Correction

"Ruth H. Hooker—Our New President" appearing in *SPECIAL LIBRARIES* for July-August 1949, (p. 221, column 3, lines 5-8), should read "Washington, D. C. Chapter, Chairman, Committee for Classification and Indexing of the APC patents in Cooperation with the American Chemical Society". My apologies to Mrs. Isabella Brokaw Wallace who was SLA Chairman of the project.

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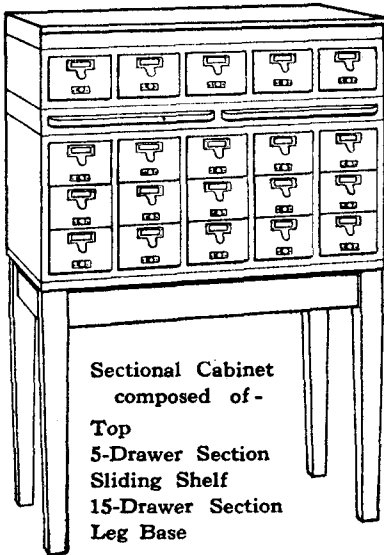
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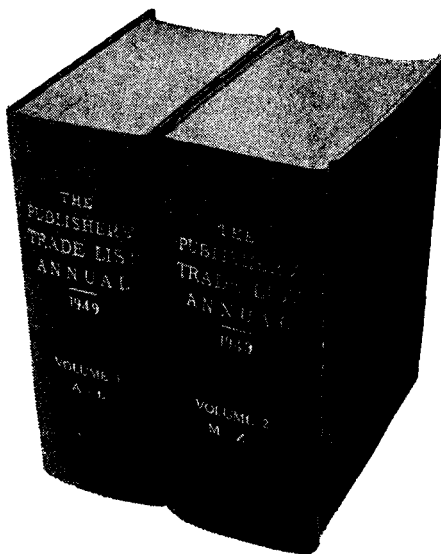
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