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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 44

MARCH 1953

NUMBER 3

How to Obtain Research and Development Reports from the Government

Eugene B. Jackson

Selecting Material for Science-Technology Libraries

Ralph H. Phelps

A Realistic Approach to Records Management

Ann McDonald

The Technical Library of the Quartermaster Research and Development Laboratories

Robert L. Martin

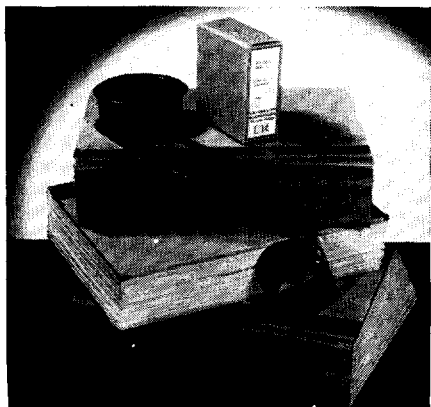
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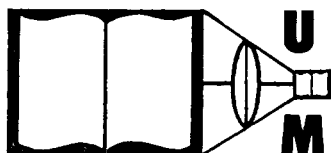
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Selecting Material for Science-Technology Libraries*

RALPH H. PHELPS

Director, Engineering Societies Library, New York City

THE PRINCIPLES basic to establishing and maintaining a good special library collection seem to have received insufficient consideration.

It is readily apparent that the large research libraries such as the Library of Congress, Harvard University Library, New York Public Library, and others of this category, acquire vast holdings embracing all branches of knowledge.

Smaller in size, but maintaining extensive collections in their chosen subject fields, are such libraries as the Chemists Club, the New York Academy of Medicine Library, the John Crerar Library and the Engineering Societies Library. In a sense, these are special libraries offering the most complete coverage of their respective subject fields and serving as research libraries in their chosen areas. These specialized collections, as well as the more general holdings of the larger research libraries, frequently serve as the reservoirs of information for numerous special libraries with limited resources.

The extensive collection of a wide variety of materials, both for ordinary and extraordinary needs, available at these large research libraries should influence the selection policies of many special libraries. Industry, in making good use of these existing collections, can limit its private holdings and operate more efficiently.

It is vital, therefore, that the special librarian should be aware of the specialized requirements of his organization,

its current and anticipated needs. This information may be acquired in various ways: by reading company reports, by talking to key personnel, and by noting the nature of requests received by the library. It is essential to attend company meetings where future work is planned, but this is possible to achieve only when management is convinced that the procedure will contribute to the ultimate success of its projects.

Scope

The special librarian, governed by the needs of his company, bears in mind the existing collections available to him, their subject coverage, and their accessibility. For his own collection, consequently, he will choose all such material as is required for daily or frequent use, and all such material as may be required by his organization and which is not readily available from any of the existing collections. It is essential to obtain such material as is needed and will be used. It is equally important not to collect, process, or retain non-essential materials. Time, labor and space cost money. One should acquire only what is of value and will be used with sufficient frequency to justify purchasing, processing and providing shelf space.

The newcomer in the technical library field should obtain a copy of *Technical Libraries: Their Organization and Management*, edited by Lucille Jackson, under the sponsorship of the Science-Technology Division, and published by Special Libraries Association in 1951. Copies are available from the Association at six dollars each. The volume includes chapters on the selec-

* Based on a talk given at the Science-Technology Group Meeting, New York Chapter, Special Libraries Association, December 4, 1952.

tion and acquisition of books and miscellaneous publications, periodicals and documents, as well as other pertinent information.

Another helpful tool in the selection of technical reference book is the *Guide to Reference Books*, edited by Constance M. Winchell (1951). It includes useful advice on the selection of encyclopedias, dictionaries and other general reference books that may be needed, and it reminds one of such indispensables as the *World Almanac*.

R. R. Hawkins, chief of the Science and Technology Division, New York Public Library, has edited a volume entitled *Scientific, Medical and Technical Books Published in the United States of America*. The main volume of this selective listing covers the years 1930 to 1944. A supplement already issued covers the years 1945 to 1948. Another supplement is in preparation.

For more recent books, one may use the *Cumulative Book Index, Publishers Weekly*, the *Publishers Circular*, and *Technical Book Review Index*, the latter issued by Special Libraries Association. *New Technical Books*, published by New York Public Library, is an inexpensive source of information.

Book reviews and notices of publications in special subject fields are included, also, in periodicals such as *Chemical and Engineering News*, *Engineering*, and *Science News Letter* which is quite prompt in publishing annotated listings of new scientific books.

The Engineering Societies Library reviews approximately five hundred of the better engineering books each year. These reviews are published in *Mechanical Engineering*, *Electrical Engineering*, *Civil Engineering*, *Mining Engineering*, *Journal of Metals*, *Journal of Petroleum Technology*, and *Engineering Journal* (published by the Engineering Institute of Canada). Each of these journals makes its own selection of reviews for publication. Abridgments of all of the reviews appear in the *Engineering Index Service*.

It is also extremely informative to

observe which titles appear in collections ordinarily maintained at the reference desks of large libraries.

Periodicals

There are a number of comprehensive listings of periodicals which may be consulted as a guide in the selection of these publications. An inclusive list of periodicals published in the United States and Canada is given in *Ayer's Directory of Newspapers and Periodicals*. *Willing's Press Guide* covers British periodicals. For information about periodicals published throughout the world one may refer to *Ulrich's Periodicals Directory*.

A useful listing appears in the annual *Market Data Book* number of *Industrial Marketing*. This is a classified arrangement and includes a breakdown of the type of reader audience.

Indexing and abstracting services issue lists of the periodicals covered in their services. Useful information may be found in various authoritative guides to the literature in such specialized subject fields as chemistry, engineering, medicine and mathematics. Some of these studies of literature in special fields have appeared as articles in journals; the more definitive studies have been published as books. Winchell's *Guide to Reference Books*, and Lucille Jackson's *Technical Libraries* list a number of these studies.

Although these sources are useful in appraising the periodicals available in selected subject categories, the chief determining factor in making one's selection of publications should be actual need for them in one's own library. Files of such periodicals as are in constant or frequent use should be maintained. Publications, used only occasionally may be borrowed or microfilm or photoprint copies of articles wanted, can be obtained from other libraries holding such materials. The *Union List of Periodicals* issued by The H. W. Wilson Company, and the various union lists of periodicals on special subjects and in given geographical areas, are extremely useful in locating the wanted materials

most readily accessible. Single copies of back issues are frequently available for purchase. Space available in one's own library is another factor determining the size of one's collection.

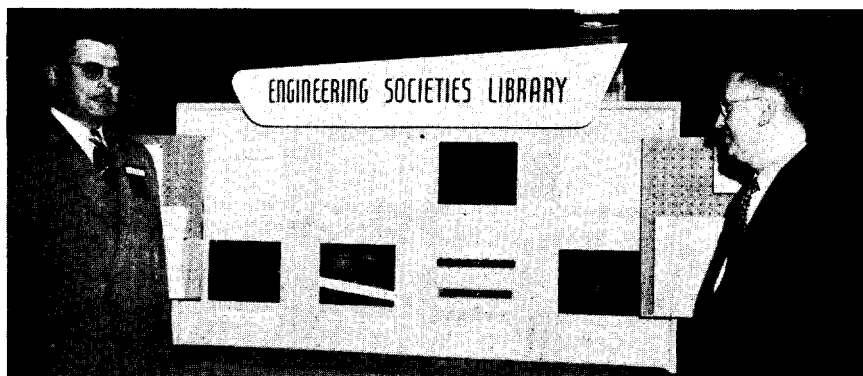
It is understood that basic to all considerations is the wherewithal provided in the budget. It is practicable, therefore, to practice restraint in the selection and acquisition of books, periodicals and reports. However, to avoid the limitations imposed by the small collection and to extend the services of the small special library collection, it is advisable to accumulate indexes, abstract journals and services, and bibliographies, all of which may serve as a key to recorded information in one's field, regardless of whether it is included in one's own collection. A list of the most widely used indexes and abstract-

ing services, both domestic and foreign, is included in Miss Winchell's *Guide to Reference Books*.

Also included therein is a list of sources, guides and bibliographies on books, reports and periodicals of special interest issued by the governments of various countries.

Some of the better known guides to the publications issued by federal and state governments in this country include the well-known Boyd's *United States Government Publications*, published in 1949, and *Subject Guide to United States Government Publications*, by Hirshberg and Melinat, published by the American Library Association in 1947.

Among the papers that have been published in *SPECIAL LIBRARIES*, the February 1953 issue includes a listing



Engineering Societies Library featured an unusual exhibit at the Winter General Meeting of the American Institute of Electrical Engineers held at the Hotel Statler, New York, January 19-23, 1953. A large panel holding eight inserts was flash-illuminated to call attention to the services offered by the library, said to be the largest public library devoted exclusively to engineering. Its holdings include 170,000 volumes and 1,400 periodicals currently received from all parts of the world.

The Engineering Societies Library, located in the Engineering Societies Building, 29 West 39th Street, New York, is a department of the United Engineering Trustees, Inc., under the founding societies, the American Society of Civil Engineers, the American Institute of Mining and Metallurgical Engineers, the American Society of Mechanical Engineers and the American Institute of Electrical Engineers.

The photograph shows William G. Vieth, AIEE representative on the Library Board, standing at the left of the panel, and on the right, Ralph H. Phelps, director of the library.

of *Publications, Maps and Charts Sold by U. S. Government Agencies Other Than the Superintendent of Documents*, prepared by Nellie M. Bowman. The same issue includes a list of the *New Serial Publications of the U. S. Department of Agriculture and the State Experiment Stations*, compiled by Winifred M. Alleman. *New Guides and Aids to Public Documents Use, 1945-48*, by Jerome K. Wilcox, appeared in **SPECIAL LIBRARIES**, November and December 1949.

Federal government publications are listed currently in the *Monthly Catalog* issued by the Superintendent of Documents. State publications are listed in the *Monthly Check List of State Publications* issued by the Library of Congress and available from the Superintendent of Documents.

The selection, acquisition and retention of government reports were covered in papers given at the post-convention symposium sponsored by the Science-Technology Division following the annual meeting of Special Libraries Association in New York, 1952. A paper by Eugene B. Jackson, entitled *How to Obtain Research and Development Reports from the Government**, was presented at the Metals Section Meeting held during the National Metal Congress in Philadelphia, October 21, 1952.

Summary

To sum up, there are two basic principles in establishing and maintaining the special collection. First, make the collection truly special. To do this requires a competence in the special subject field to be covered, and a knowledge of the operations of one's organization. Second, supplement the special collection with materials available, with no loss of efficiency in service, from existing collections. To accomplish this, it is important to build up a collection of reference tools listing the sources of information and the specific materials bearing on specific subject interests.

* See page 101.

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A Realistic Approach to Records Management*

ANN McDONALD

Records Coordinator, Lennen and Newell, Inc., New York City

Records Management is a term which is enjoying wide popularity these days and it might be well to define it. The basic function of records management is filing. Filing is the systematic handling of material, records or information providing ready accessibility as needed. Records management is the overall planning, personnel training and day-to-day administration of the department, so that the ready accessibility of records is assured.

Analysis and Planning

In making an analysis it is well to recognize that no company is organized in order to make the library or filing department efficient. Any library would be in first class condition if everyone in the company devoted his time to making it so. To meet the requirements of each individual organization every system must be tailor-made.

In planning for departmental efficiency, there are several stages to think through in order to determine proper procedure.

1. Recognize the problem. No problem can be solved until it can be stated clearly.
2. Make a thorough detailed analysis of each problem.
3. Collect all the data which relates to the problem under consideration.
4. Analyze this data.
5. Arrive at a tentative solution.
6. Test the solution before adopting it to prove its merit.

* Paper based on a talk given before the New Jersey Chapter, November 6, 1952, and published in the February 1953 issue of the New Jersey Chapter *Bulletin*.

7. Adjust and modify it as the work requires.
8. Finally, install whatever system or procedure provides the answer to your problem.

System

System is the application of planned methods of procedure to business operations. It is the method by which one disposes of routine matters. System brings order and method to work and relieves the librarian and file manager of the details of execution.

However, a system or procedure must be evaluated from time to time in order to determine whether it is still serving the purpose for which it was intended, and whether it is still worthwhile.

Many of us are aware of instances where a system, installed to govern circumstances once current, continues to function until someone has occasion to question its purpose and to re-examine it in its relation to immediate requirements. Briefly, system is the means to an end and not the end in itself.

Vertical Files

A familiar request from research, editorial and library groups is to describe simply and in non-technical language the mechanics involved in setting up an "Information File", usually referred to as a "Subject File" or "Vertical File". Simply stated, a subject file is one where the material or the information is arranged by subject or descriptive feature. It is one of the most difficult methods of filing for both the clerk and the file user, because no two people think exactly alike about any one topic.

In setting up a new information file, or revising an existing one, there are

certain basic steps that should be taken to insure its success. The same procedure applies no matter how large or small the volume of material to be handled.

Subject Headings

The first and most important step should be the development of a *Subject Authority List*. This is a list of main subject headings, their divisions and subdivisions used in the information file. The development of such a list requires close and detailed study of the specific organization, its subject field, and reference aspects.

A good subject heading must express the topic as exactly and concisely as possible. A single word, a noun, is best chosen to describe the contents of the paper. Plural form should be used, unless usage calls for the singular.

Once a *Subject Authority List* has been considered and developed, it is well to consider the method of arrangement to be adopted. There are several methods of arranging subject material.

ALPHABETIC SYSTEMS:

Dictionary Method. Subjects filed in strict alphabetical order, with no logical connection between subjects filed next to each other.

Encyclopedic Method. Subjects filed alphabetically by main subject breakdowns and subdivisions of this subject filed together. This is the most widely used method of arrangements for subject files.

NUMERIC SYSTEMS:

Duplex Numeric. Numbers are assigned to principal main subject headings and subdivided as the subject grows.

Sequential Numbering. Numbers assigned in rotation to each new subject. *Dewey Decimal* (or a system based on the *Dewey Decimal*)—frequently used in public libraries or highly specialized businesses.

No matter what type of arrangement is used, in order to be a good file it must be simple to understand, have its divisions and subdivisions well defined, be as inexpensive as possible to operate

Ann McDonald has achieved wide recognition for her work in records management. She is a past president of the Records Management Association of New York and serves on its Advisory Council at the present time. She is a member of the teaching staff at the Ballard School and has participated in the training program for clerical assistants, sponsored by SLA.

Miss McDonald filled an assignment as records management consultant to the World Health Organization, Geneva, Switzerland. Since 1948, she has been records coordinator for Lennen and Newell, Inc., New York.

in time, labor and equipment, and be flexible in allowing for expansion.

In an information file, adequate cross-referencing is imperative if the file is to serve its purpose fully. Cross-reference is used where there is a choice of terms and *see also* references are employed to refer to one or more places where allied material, thought to be valuable in connection with the same subject, may be found.

Subject File Index

Every subject file, no matter how small, should have an *Index*. This applies even to the alphabetic subject files to which reference may be made directly. The value of an index lies in the fact that it gives a quick review of the contents of a subject file when choosing new headings and that it acts as an aid in identifying material requested under unusual headings.

Color in an index leads to quick identification—one color of card for headings, another for cross-references, or any other situation which can be signaled through the use of color. So important is the index, that it is practically impossible for a subject file to function satisfactorily without one.

SUMMARY:

1. Develop subject authority list.
2. Decide on method of arrangement.
3. Cross-reference thoroughly.
4. Maintain an up-to-date index.
5. Choose the correct equipment and supplies.

6. Develop a retention and destruction supplies.
7. Maintain a written manual of procedure.

Personnel Training

In supervisory training we are told that . . . "*Management is the accomplishment of objectives through the work of other people.*" In order to accomplish one's objectives, a well thought-out training program should be developed. This is more important now than ever, since there is such a shortage of trained clerical assistants.

Every department should have a written manual of procedure. It should explain the subject classification system, routines, and even the typing and pasting of labels. Such a manual serves as an excellent textbook for training new clerks. It can be studied as often as desired and it relieves the new clerk of constant questioning and the supervisor of repetitious answers. It can be as simple or as elaborate as one cares to make it.

The new assistant should be given this manual of procedure before he is

assigned to any duty. If one has not been issued, it is essential to take the time to describe the organization and its functions, the part your department plays in it, and the part that this job plays in relation to the rest of the department and the organization.

Many high-sounding articles have been written about records administration, clerical methods planning, classification systems and equipment, but comparatively little stress has been placed on the training of the junior records clerk, who, in the final analysis, can make or break the system.

Administration

Only *you* can solve your day-to-day administration problems. However, if you have done a thorough job on analysis and planning and have worked out a practical personnel training program, your day-to-day administration problems cannot help but be lighter.

NOTE: In her classes on filing, Miss McDonald makes use of the following highly-recommended text: *How to File and Index*, by Bertha M. Weeks, Ronald Press, New York, 1951.

MICROFILM MEETING

The National Microfilm Association will hold its annual meeting in New York City at the Waldorf-Astoria Hotel on March 19 and 20, 1953. The meeting will include an exhibition of equipment and a carefully arranged program designed to explore the field of microreproduction and its applications, under the leadership of nationally known authorities.

The National Microfilm Association was formed in 1946 to provide a clearing house and a trade association for manufacturers of equipment and supplies, for service firms, and for consumers in the microfilm industry. Its activities include the establishment of standards, the investigation of common problems, new fields of application, equipment, studies on the legality of microfilm and the exchange and dissemination of information.

Sessions scheduled on the program include:

Thursday, March 19. Morning Session: 10 - 12 A. M. Jade Room

Subject: MICROFILMING GOVERNMENT RECORDS

Presiding: President Eugene B. Power (University Microfilms, Ann Arbor, Mich.)

Thursday, March 19. Afternoon Session: 2:30 - 5 P. M.

Subject: ENGINEERING RECORDS: MICROFILM PROBLEMS AND PROCESSES

Presiding: Robert G. Post (Precision Microfilm Corp., Detroit, Mich.)

The Use of 70mm. Microfilm in Safeguarding Engineering Drawings

George C. Darling (E. I. DuPont, Wilmington, Delaware)

The Microfilm Program at General Motors

George Burke (General Motors, Detroit, Michigan)

Standardization of Microfilm and the U. S. Defense Department

Robert B. Shaw (Office of Standardization, Defense Supply Management, Washington, D. C.)

Friday, March 20. Morning Session: 10 - 12 A. M. Jade Room

Subject: LIVE HIGH REFERENCE RECORDS. Hospital, Insurance and Business Records.

Presiding: Wynn D. Crew (Dakota Microfilm Service, Vermillion, South Dakota)

All sessions, with the exception of the Annual Business Meeting, which is restricted to members, will be open to all registered participants whether members of the Association or not. The registration fee is five dollars.

The Technical Library of the Quartermaster Research and Development Laboratories

ROBERT L. MARTIN

Chief, Technical Library, Research and Development Laboratories,
Philadelphia Quartermaster Depot, U. S. Army

SCIENTIFIC INVESTIGATION is recognized today as a vital force in military operations. The existence and the work of research laboratories attached to all branches of the Defense Department are evidence of this fact. Since technical literature is an indispensable accessory to laboratory work, library services which provide the literature are well established as necessary parts of the research and development program.

Quartermaster Corps scientists and technologists have the task of developing functionally suitable food, clothing, and personal equipment to enable the armed forces to live and fight anywhere in the world and under all sorts of environmental conditions. Over 70,000 different end items and components are involved in this continuing program of research in the fields of textiles, clothing, footwear, foods, mechanical products, chemicals, plastics, dispensing and handling equipment, environmental protection, and pioneering research.

The Technical Library of the Quartermaster Research and Development Laboratories was activated at Philadelphia in 1946 to function as a centralized, authoritative and up-to-date library service for the Quartermaster researchers. This activity now approaches the two requisites of any first rate research information service. It has at hand, or is collecting, all significant literature dealing with subjects in which the laboratories are conducting research; and, it is making this information readily available to those who need

the data through services such as lending books, journals, and other technical literature; answering on-the-spot inquiries for information; obtaining needed literature through interlibrary loan facilities; translating foreign language technical literature into English; conducting extensive literature searches on specific topics; compiling and publishing bulletins, checklists, and other bibliographic aids; and distributing Quartermaster research reports.

With a staff of thirteen professional librarians, three trained assistants, and eight clerical employees, the library serves the research and technical personnel of the laboratories located at five widely-separated locations. As a matter of courtesy, it also helps other organizations and individuals when aid can be given easily from its resources.

Resources

The literature resources of the technical library total approximately 10,000 bound books and periodicals, 2,500 unbound volumes, and more than 65,000 published and unpublished research reports and other miscellaneous technical materials in fields of interest. The collections of miscellaneous technical materials may be broadly classified into the following categories: microcards, microfilm reprints and photostats, translations, specifications and standards, college and university catalogs, industrial literature, color charts, *Field Manuals*, *Technical Manuals*, and other Army manuals, and maps. Emphasis is

placed on current publications needed for the daily work of the researchers.

The book collection, in addition to basic reference volumes such as encyclopedias, handbooks, directories, dictionaries, bibliographies, indexes, yearbooks, and atlases, includes scientific and technical works on chemistry, physics, mathematics, biology, biochemistry, anthropometry, textile technology, plastics, leather, paints, paper and rubber.

The library receives regularly by subscription and gift nearly five hundred leading scientific and technical journals in subject fields relevant to Quartermaster research and development. While the majority are English language publications, a number are received from Germany, France, Italy and other foreign countries. Current issues and bound volumes are available for easy consultation on open shelves.

One division of the library collects virtually all Quartermaster-originated reports, as well as research reports from other military services and their contractors, agencies of the federal government, industrial and academic research groups, and from certain other domestic and foreign sources if they are applicable to Quartermaster research projects.

Microcards are one of the rapidly growing forms of publication and the library has a sizable collection of unpublished research documents and some journals in this form.

In the collection of more than 250 reels of microfilm are such items as theses, dissertations, foreign patents, and technical periodicals. Included among the periodicals are many of the scarce German journals which were published during World War II. All microfilm is cataloged and indexed in the card catalogs. A Recordak reader is available.

A sizable collection of scientific and technical translations has been built up over several years as a result of the translating program, and from exchange, gift, and purchase sources. The translations are indexed by author, title, and subject in the card catalogs and are made available on a loan basis.

Sixteen file cabinets containing pamphlets and other miscellaneous publications on specific subjects are classified and maintained in alphabetical subject order. Files of reprints and photostat copies of periodical articles are maintained. A special reprint file of articles by Quartermaster personnel is kept for reference purposes.

An index of Army technical manuals, technical bulletins, field manuals, etc., is available and copies of the publications relevant to Quartermaster research and development are maintained for reference.

A selective subject index to current journal articles in the fields of Quartermaster research, begun in 1951 and continuing on a daily basis for some 500 periodicals received, is maintained.

A comprehensive index to all issues of the *Quartermaster Review* is also kept up to date.

Other miscellaneous collections of importance to the research personnel are the trade and industrial literature; college and university catalogs; color charts; specifications and standards; government documents; and maps, atlases, and gazetteers.

To further aid the researcher in his use of the collections, reading and study facilities are provided in the library.

Services

The outstanding characteristic of the library is its "openness", the ease of access one has to books and to library services. In this connection, continuing emphasis is placed on the *service* phases of the library, rather than on a library *per se*. An attempt is made to maintain an up-to-date record of the project and subject interests of all research and development personnel. This record is kept on cards and serves to expedite routing of reports and other information to personnel interested in receiving current data relevant to their projects.

In order to expand its resources and services the library makes extensive use of interlibrary loan facilities. Close

relations are maintained with other important research collections in the Philadelphia area, with the Armed Services Technical Information Agency, the Technical Information Division of the Library of Congress, and other libraries throughout the United States. With access to the resources of other libraries, it is possible to obtain any technical literature not in the collections which may be needed.

Bibliographic service is provided as requested and covers searches of American and foreign literature. Surveys may be comprehensive or selective and may include abstracts or annotations as required.

The annotated bibliography resulting from a literature survey is used as an aid in determining the initiation of a research project, or at what stage it should be begun and the pattern it is to follow, or, as background orientation and information for technical personnel preparing to work on research projects.

Major literature surveys done by staff specialists and believed likely to be of value to a larger public are printed in the *Bibliographic Series*.

The translating activities performed by the Technical Library are a substantial part of its work, since a large segment of scientific literature, both past and present, is written in languages other than English. Journal articles and other foreign language materials are translated by special staff members in response to specific requests. In addition, the contents pages of a selected group of foreign periodicals are translated regularly and circulated to help laboratory workers keep currently informed of significant scientific data appearing in other countries.

In response to specific requests for references on special topics, checklists of author, title and journal citations are prepared. Such checklists contain no annotations and are less comprehensive than a formal literature survey.

Many on-the-spot inquiries are handled each day by the staff.

Publications

Technical References, published monthly, lists current information pertinent to Quartermaster research. Listed in each issue are a calendar of scientific and technical meetings scheduled several months in advance, unpublished research reports received from federal, industrial and academic research laboratories, translations, literature searches completed as well as those in progress, and newly cataloged books, journals, microcards, and other additions of technical literature to the library collections.

Major literature surveys done by staff specialists and considered of potential value to a wider public are published in the *Bibliographic Series* and released for sale through the Office of Technical Services, U. S. Department of Commerce. Twenty-four bibliographic studies covering a wide variety of subjects have been published in this series to date.

To keep Quartermaster personnel currently informed of significant scientific data appearing in foreign language publications, the library is issuing regularly under the title of *Translated Contents Pages of Foreign Periodicals* a listing of English translations of the contents pages of a selected group of foreign scientific and technical periodicals. By simply scanning the translated titles from the contents pages, our scientists and technologists can readily determine which foreign technical articles are applicable to a particular project and can request complete or partial translations of the pertinent articles as needed. The list of periodicals being covered is expanded and revised continuously to serve the needs of the researchers.

Checklists of technical literature and other miscellaneous bulletins necessary to further the dissemination of research information are published as required.

To conclude, library service is based on recognized procedures adapted to the particular use and needs of the organization.

Reporting Literature in an Experiment Station Library

ROGER J. POULIN

Librarian, Nesmith Library, University of New Hampshire, Durham

IT IS COMMON KNOWLEDGE that many special librarians variously report literature to the clientele. Some issue a book list at given intervals. Others examine journal literature and send out lists of pertinent selections. Still others undertake a more extensive and ambitious task which assumes the form of an abstract service. The reason for the existence of these literature-report services is, perhaps, the realization that library users are often so engrossed in other activities that little or no time is left them to come regularly to the library to examine recent material. Special librarians have thus resorted to the literature report in its various forms. As the saying goes, if the mountain will not come to Mohammed, then Mohammed will go to the mountain.

Current Material

Another reason for reporting the literature in a special library is the time-lag between the publication of an article and its appearance in an index or abstracting tool. The *Wistar Advance Abstract Card Service* is a familiar example of a report service which bridges the gap between publication date and the indexing and abstracting of the *Wistar* journals in *Biological Abstracts* and which also precedes the actual publication of the articles in the *Wistar* journals. While literature reporting cannot aim at preceding actual publication, it, too, can bridge the gap between the date of publication and the recording in a bibliographic tool.

Some literature reporting is also done within the library. This reporting assumes the form of the daily list of journals received, the typed book list and the displaying of book jackets.

The report service described in this article is intended to be sent out to various departments of an experiment station in specific subject fields.

Procedure

State experiment station, extension service, and U. S. Department of Agriculture literature is issued irregularly in numerous series which assume various names and shapes and which range in subject matter from the popular to the very technical. This material flows into an experiment station library at the rate of approximately thirty items per week. This average figure is arrived at by including the main series of the experiment stations, the extension services and the USDA. Areas of interest are fairly well defined in an experiment station. They are usually synonymous with the departments of the station. These areas of interest are ordinarily the following: agricultural economics, agricultural engineering, agronomy, animal husbandry, bacteriology, botany, dairy, entomology, extension, forestry, home economics, horticulture, plant pathology, poultry, rural sociology, veterinary medicine and zoology. It is not a difficult matter to record the incoming literature on three-by-five inch cards, and to separate it in a file divided according to the subjects mentioned above. The manner of recording the reference may differ. The recommendations in the *Bulletin of the American Institute of Biological Sciences* for April 1952 may be followed. For the correct citation, the *Abbreviations Used in the Department of Agriculture for Titles of Publications*, by Carolyn Whitlock (Misc. Pub. No. 337, 1939) is usually available in an ex-

periment station library. When approximately twelve to fourteen items have accumulated in the file under any one subject, these references are then alphabetized and typed on a plain white eight-by-eleven-inch sheet and sent to the interested department. The departments are thus made aware at varying intervals of the experiment station, extension service, and USDA literature appearing in their fields. References which are of interest to more than one department are made out in the number desired, so that as many departments as necessary may be made aware of their existence. References from specific journal literature are usually not included in these subject bibliographies,

but an occasional item is taken from journals of general interest, whenever the reference is of subject interest and might not otherwise come to the attention of the subject specialist. Completeness of coverage of the extension service literature may be left to the discretion of the librarian.

While the author can claim no originality in the idea of this type of literature reporting, it has been his observation that this form of literature reporting evoked favorable comments from several departments of the experiment station. There was definite evidence that interest had been aroused and that sufficient use had been made of the lists to warrant their continuation.

Technical Reports

The Workshop on the Production and Use of Technical Reports scheduled April 13-18, 1953 at the Catholic University of America, Washington, D. C. is described on page 116 of this issue.

Program

Highlights of the workshop program include:

THE SCIENTIST AS A CONSUMER. Alberto F. Thompson, *Chief, Technical Information Service, Atomic Energy Commission.*

THE ROLE OF DOCUMENTATION CENTERS IN SERVICING REPORTS LIBRARIES. Eugene Miller, *Deputy Director for Operations, Armed Services Technical Information Agency, Department of Defense.*

IMPLICATIONS OF TECHNICAL REPORTS FOR LIBRARY EDUCATION. Maurice F. Tauber, *Professor of Library Science, School of Library Science, Columbia University.*

EDITING AND PUBLICATION OF REPORTS. Dwight E. Gray, *Chief, Technical Information Division, Library of Congress*; Robert E. Mixson, *Chief, General Services Division, Langley Aeronautical Laboratory, National Advisory Committee for Aeronautics*; B. H. Weil, *Head, Information Division, Ethyl Corporation.*

ACQUISITIONS AND DISSEMINATION. Martin E. Jansson, *Technical Information Officer, Naval Research Laboratory*; Robert C. Sales, *Chief Librarian, United Aircraft Corporation*; Maurice H. Smith, *Research Associate, James Forrestal Research Center, Princeton University.*

REPORT UTILIZATION. Mortimer Taube, *President, Documentation, Inc.*; Karl Heumann, *Director of the Chemical-Biological Coordination Center, National Research Council*; Joseph Hilsenrath, *Physical Science Administrator, National Bureau of Standards.*

IDENTIFICATION, STORAGE AND SECURITY CONTROL. Jerrold Orne, *Director, Air University Library*; Fred E. Croxton, *Chief, Cataloging Branch, Technical Information Service, Atomic Energy Commission*; Lt. Col. H. F. Linaugh, *USAF, Air Research and Development Command.*

How to Obtain Research and Development Reports FROM THE GOVERNMENT*

EUGENE B. JACKSON

*Chief, Division of Research Information,
National Advisory Committee for Aeronautics, Washington, D. C.*

IT IS SIMPLE ENOUGH to obtain "unclassified material" from the U. S. government. The *United States Government Publications Monthly Catalog*, issued by the Superintendent of Documents for the world's largest publishing house, the Government Printing Office, lists full bibliographical data and prices on government reports of all kinds. Many of them may be purchased from the Superintendent of Documents.

The *Monthly Catalog* includes non-sale items, documents prepared and distributed by individual government agencies. These listings are marked with a symbol indicating that requests for these items should be directed to the issuing agency. When feasible, the agency will fill such requests without cost. Another source for obtaining these reports is the local depository library which will make it possible, frequently, to purchase a photocopy of any item in its collection of government documents.

The *OTS Bibliography of Technical Reports* lists items available for purchase from the Office of Technical Services, or from the Photoduplication Service, Library of Congress. *Nuclear Science Abstracts* includes Atomic Energy Commission reports available from the OTS. Reports noted in the *NACA Research Abstracts* are available from the National Advisory Committee for Aeronautics.

Research and development reports bearing a military security classification

are not for sale; they are available without cost to those who hold government contracts and who have "specific need" for these documents labeled variously as "Restricted Security Information", "Confidential Security Information", "Secret Security Information", or "AEC Restricted Data".

The chart that appears here has been prepared to facilitate the acquisition of government research and development reports. The charts lists: government agencies and their related field agencies engaged in research and development; the scope of subject coverage; mailing addresses of issuing agencies; and the manner in which reports are announced and made available.

In addition to the chart, the following manuals are useful. Both of them have been prepared by the Federal Register Division, National Archives and Records Service, General Services Administration: *United States Government Organization Manual, 1952-1953, Revised as of July 1, 1952* (Washington, 1952, 742 pages), obtainable at one dollar per copy from the Superintendent of Documents, Government Printing Office, Washington 25, D. C.; also, *Handbook of Emergency Defense Activities October 1952-March 1953* (Washington, 1952) costs thirty cents.

More detailed information on the acquisition of reports appears in the April 1952 issue of *American Documentation* which includes the paper on this subject given at the Institute on the Administration and Use of Technical Reports held by the Science-Technology Division, a post-convention feature of SLA's annual meeting in New York, 1952.

* Remarks at the Regional Meeting, Metals Section of the Science-Technology Division, Special Libraries Association, held in conjunction with the National Metal Congress, Philadelphia, October 21, 1952.

AGENCIES AND ADDRESSES <i>All addresses Washington 25, D.C. unless otherwise indicated.</i>	SUBJECT FIELDS OF RESEARCH & DEVELOPMENT	GOVERNMENT FIELD RESEARCH & DEVELOPMENT ACTIVITIES	ANNOUNCEMENTS AND AVAILABILITY		
			CLASSIFIED REPORTS (For Contractors Only)	UNCLASSIFIED REPORTS (For Contractors Only)	UNCLASSIFIED REPORTS (For Public)
1. DEPARTMENT OF THE AIR FORCE Deputy Chief of Staff, Development, The Pentagon	Aircraft, power plants, armament, electronics, radar and countermeasures, airborne equipment, photography, personal equipment, aviation medicine, guided missiles.	Air Force Missile Test Center (Long Range Proving Ground), Patrick Air Force Base, Cocoa, Florida. Arnold Engineering Development Center, Tullahoma, Tennessee. Cambridge Research Laboratories, Boston, Mass. Edwards Air Force Base, Muroc, California. Electronics Development Center, Griffiss Air Force Base, Rome, N. Y. Holloman Air Force Base, Alamogordo, New Mexico. Wright Air Development Center, Wright-Patterson Air Force Base, Ohio.	TAB (<i>Title Announcement Bulletin</i> , issued weekly beginning March 1, 1953, by Document Service Center, Armed Services Technical Information Agency, Knott Bldg., Dayton 2, Ohio)—supersedes ATL.	TAB (see adjoining column).	BTR (<i>Bibliography of Technical Reports</i> , announcement journal issued by Office of Technical Services, Dept. of Commerce, Washington 25, D.C.) and MCAT (<i>U.S. Govt. Publications Monthly Catalog</i> , an announcement journal issued by Supt. of Documents, Govt. Printing Office, Washington 25, D.C.)
2. DEPARTMENT OF THE ARMY The Pentagon			(Ditto)	(Ditto)	(Ditto)
3. Chemical Corps Research and Development Division, The Pentagon	Chemical, warfare and countermeasures, aerosols, chemicals.	Army Chemical Center, Edgewood, Md. Dugway Proving Ground, Dugway, Utah.	(Ditto)	(Ditto)	(Ditto)
4. Corps of Engineers Chief of Engineers, Research and Development Division, Building T-7	Electrical and mechanical equipment, soils, cryology, structures.	Engineer Research & Development Laboratories, Fort Belvoir, Va.	(Ditto)	(Ditto)	(Ditto)
5. Medical Corps Surgeon General, Medical Research and Development Board, Main Navy Bldg., 18th and Constitution Ave., N.W.	Dental, medical, surgical.	Army Medical Center, Washington, D. C.	(Ditto)	(Ditto)	(Ditto)

AGENCIES AND ADDRESSES	SUBJECT FIELDS OF RESEARCH & DEVELOPMENT	GOVERNMENT FIELD RESEARCH & DEVELOPMENT ACTIVITIES	ANNOUNCEMENTS AND AVAILABILITY		
			CLASSIFIED REPORTS (For Contractors Only)	UNCLASSIFIED REPORTS (For Contractors Only)	UNCLASSIFIED REPORTS (For Public)
6. Ordnance Corps Chief of Ordnance, Research and Development Division, The Pentagon	Ammunition, artillery, ballistics, rockets, small arms, tanks, automotive vehicles.	Aberdeen Proving Ground, Aberdeen, Md. Detroit Arsenal, Centerline, Michigan. Frankford Arsenal, Philadelphia, Pa. Picatinny Arsenal, Dover, New Jersey. Redstone Arsenal, Huntsville, Ala. White Sands Proving Ground, Las Cruces, New Mexico.	TAB (<i>Title Announcement Bulletin</i> , issued weekly beginning March 1, 1953, by Document Service Center, Armed Services Technical Information Agency, Knott Bldg., Dayton 2, Ohio)—supersedes ATI.	TAB (see adjoining column).	BTR (<i>Bibliography of Technical Reports</i> , announcement journal issued by Office of Technical Services, Dept. of Commerce, Washington 25, D. C.) and MCAT (<i>U.S. Govt. Publications Monthly Catalog</i> , an announcement journal issued by Supt. of Documents, Govt. Printing Office, Washington 25, D. C.)
7. Quartermaster Corps Quartermaster General, Research and Development Branch, Building T-A	Chemicals, plastics, dispensing equipment, environmental protection, mechanical products, textiles, clothing, footwear, food, containers.	Quartermaster Food & Container Institute, Chicago, Illinois Quartermaster Research & Development Laboratories, Philadelphia, Pa.	(Ditto)	(Ditto)	
8. Signal Corps Chief Signal Officer, Engineering and Technical Division, The Pentagon	Electronics, radar, weather, radio, wire equipment.	Signal Corps Engineering Laboratories, Fort Monmouth, New Jersey.	(Ditto)	(Ditto)	(Ditto)
9. Transportation Corps Chief of Transportation, Building T-7	Traffic, railway, army aviation, marine.		(Ditto)	(Ditto)	(Ditto)
10. DEPARTMENT OF THE NAVY Main Navy Building, 18th and Constitution Ave., N.W.			TAB (see above)—supersedes TIP.	TAB (see adjoining column).	(Ditto)
11. Office of Naval Research Building T-3	Biological sciences, physiological sciences, earth sciences, chemistry, metallurgy, organic materials, power, mathematical sciences, physical sciences, naval science.	Naval Research Laboratory, Washington, D. C.	(Ditto)	(Ditto)	(Ditto)

AGENCIES AND ADDRESSES	SUBJECT FIELDS OF RESEARCH & DEVELOPMENT	GOVERNMENT FIELD RESEARCH & DEVELOPMENT ACTIVITIES	ANNOUNCEMENTS AND AVAILABILITY		
			CLASSIFIED REPORTS (For Contractors Only)	UNCLASSIFIED REPORTS (For Contractors Only)	UNCLASSIFIED REPORTS (For Public)
12. Bureau of Aeronautics Ass't. Chief for Research and Development, W Building	Airborne equipment, materials, chemistry, metallurgy, mechanical equipment, aircraft, arma- ment, electronics, guided mis- siles, power plants.	Naval Air Development Center, Johnsville, Pa. Naval Air Materiel Center, U. S. Naval Base, Philadelphia, Pa. Naval Air Missile Test Center, Pt. Mugu, Calif. Naval Air Test Center, Patuxent River, Md.	TAB (<i>Title Announcement Bulletin</i> , issued weekly beginning March 1, 1953, by Document Service Center, Armed Services Technical In- formation Agency, Knott Bldg., Dayton 2, Ohio)—supersedes TIP.	TAB (see adjoining col- umn).	BTR (<i>Bibliography of Technical Reports</i> , an- nouncement journal is- sued by Office of Tech- nical Services, Dept. of Commerce, Wash- ington 25, D.C.) and MCAT (U.S. Govt. Pub- cations Monthly Cat- alog, an announcement journal issued by Supt. of Documents, Govt. Printing Office, Wash- ington 25, D. C.)
13. Bureau of Medicine and Surgery Research Division, Building 3	Medical, surgical, dental, medical defense.	Naval Medical Research Insti- tute, National Naval Medical Center, Bethesda, Md.	(Ditto)	(Ditto)	(Ditto)
14. Bureau of Ordnance Research and Develop- ment Division, Main Navy Bldg., 18th and Constitution Ave., N.W.	Ammunition, explosives, bal- listics, ordnance, guided mis- siles, plastics, materials han- dling, torpedoes.	Naval Ordnance Laboratory, White Oak, Md. Naval Ordnance Plant, Indian- apolis, Indiana Naval Ordnance Test Station, Inyokern (China Lake) Calif. Naval Proving Ground, Dahl- gren, Va. Naval Torpedo Station, New- port, Rhode Island.	(Ditto)	(Ditto)	(Ditto)
15. Bureau of Ships Ass't Chief for Research and Development, Main Navy Bldg., 18th and Constitution Ave., N.W.	Electrical equipment, electron- ics, machinery, metals, fuels, metallurgy, metallurgical pro- cesses, chemistry, ceramics, rubber, plastics, textile, noise, shock, vibration.	David W. Taylor Model Basin, Carderock, Md. Material Laboratory, New York Naval Shipyard, Naval Base Station, Brooklyn, N. Y. Naval Engineering Experiment Station, Annapolis, Md. Navy Electronics Laboratory, San Diego, Calif.	(Ditto)	(Ditto)	(Ditto)
16. DEPARTMENT OF COMMERCE 14th St. between Consti- tution Ave. and E St., N.W.			Should be requested di- rectly from the Agency.	Should be requested di- rectly from the Agency.	MCAT (see above)

AGENCIES AND ADDRESSES	SUBJECT FIELDS OF RESEARCH & DEVELOPMENT	GOVERNMENT FIELD RESEARCH & DEVELOPMENT ACTIVITIES	ANNOUNCEMENTS AND AVAILABILITY		
			CLASSIFIED REPORTS (For Contractors Only)	UNCLASSIFIED REPORTS (For Contractors Only)	UNCLASSIFIED REPORTS (For Public)
17. Bureau of Census Suitland, Md.			Should be requested directly from the Agency.	Should be requested directly from the Agency.	MCAT (see above).
18. Bureau of Public Roads 18th and F Sts., N.W.		Physical Research Branch, Research Div., Public Roads Administration, Gravelly Point, Virginia.	(Ditto)	(Ditto)	(Ditto)
19. Civil Aeronautics Administration 16th and Constitution Ave., N.W.	Landing aids, safety, navigation aids, operating problems.	Technical Development and Evaluation Center, Civil Aeronautics Administration, Indianapolis, Indiana.	(Ditto)	(Ditto)	(Ditto)
20. Coast & Geodetic Survey 14th St. between Constitution Ave. and E St., N.W.			(Ditto)	(Ditto)	(Ditto)
21. National Bureau of Standards Connecticut Ave. at Van Ness, N.W. For Army or Air Force Contracts For Navy Contracts For NACA Contracts	Physics, engineering, electronics, materials, measurement, thermodynamics, instrumentation.		TAB (see above) — Supersedes ATI. TAB (see above) — Supersedes TIP. Research Abstracts available directly from the Committee.	TAB (see above) — Supersedes ATI. TAB (see above) — Supersedes TIP. Research Abstracts available directly from the Committee.	BTR (see above) and MCAT (see above) BTR (see above) and MCAT (see above) Research Abstracts available directly from the Committee, and BTR (see above) and MCAT (see above)
22. Weather Bureau M between 24th and 25th Sts., N.W.	Meteorology.		Should be requested directly from the Agency.	Should be requested directly from the Agency.	BTR (see above) and MCAT (see above)
23. DEPARTMENT OF THE INTERIOR C St. between 18th and 19th, N.W.		Branch of Design and Construction, Bureau of Reclamation, Denver, Colorado.	(Ditto)	(Ditto)	MCAT (see above)

AGENCIES AND ADDRESSES	SUBJECT FIELDS OF RESEARCH & DEVELOPMENT	GOVERNMENT FIELD RESEARCH & DEVELOPMENT ACTIVITIES	ANNOUNCEMENTS AND AVAILABILITY		
			CLASSIFIED REPORTS (For Contractors Only)	UNCLASSIFIED REPORTS (For Contractors Only)	UNCLASSIFIED REPORTS (For Public)
24. Bureau of Mines C St. between 18th and 19th, N.W.	Shale oil, coal-to-oil, rocket fuels, explosives and explosions, combustion, safety, mineral development.	Central Experiment Station, Pittsburgh, Pa. Coal-to-oil Demonstration Plants, Louisiana, Mo. Eastern Experiment Station, College Park, Md. Electrometallurgical Branch, Metallurgical Division, Bureau of Mines, Boulder City, Nevada. Intermountain Experiment Station, Salt Lake City, Utah. Mississippi Valley Experiment Station, Rolla, Mo. Northwest Electrodevelopment Laboratory, Albany, Oregon. Oil-Shale Demonstration Plant and Mine, Rifle, Colorado. Petroleum and Oil-Shale Experiment Station, Laramie, Wyoming. Petroleum Experiment Station, Bartlesville, Okla.	Should be requested directly from the Agency.	Should be requested directly from the Agency.	MCAT (U.S. Govt. Publications Monthly Catalog, an announcement journal issued by Supt. of Documents, Govt. Printing Office, Washington 25, D. C.)
25. Geological Survey F between 18th and 19th Sts., N.W.	Mineral deposits, geophysics, geochemistry, petrology, topography.	Photogrammetry Sections, Geological Survey, Sacramento, Calif., Denver, Colo., Rolla, Mo., Arlington, Va.	(Ditto)	(Ditto)	(Ditto)
26. OFFICE OF RUBBER RESERVE 811 Vermont Ave., N.W.			(Ditto)	(Ditto)	(Ditto)
27. TENNESSEE VALLEY AUTHORITY Knoxville, Tennessee		Chemical Engineering Laboratories, Muscle Shoals, Ala.	(Ditto)	(Ditto)	(Ditto)
28. SMITHSONIAN INSTITUTION The Mall, near 10th and Independence Ave., S.W.			(Ditto)	(Ditto)	(Ditto)

AGENCIES AND ADDRESSES	SUBJECT FIELDS OF RESEARCH & DEVELOPMENT	GOVERNMENT FIELD RESEARCH & DEVELOPMENT ACTIVITIES	ANNOUNCEMENTS AND AVAILABILITY		
			CLASSIFIED REPORTS (For Contractors Only)	UNCLASSIFIED REPORTS (For Contractors Only)	UNCLASSIFIED REPORTS (For Public)
29. DEPARTMENT OF AGRICULTURE 14th St. and Independence Ave., S.W.	Chemistry, entomology, animal industry, dairy industry, plant industry, soils, agricultural engineering, forest products, glues, adhesion.	Agricultural Research Center, Beltsville, Md. Eastern Regional Research Laboratory, Wyndmoor, Pa. Forest Products Laboratory, Madison, Wisconsin. Northeastern Forest Experiment Station, Upper Darby, Pa. Northern Regional Research Laboratory, Peoria, Illinois. Plant Indust. Sta., Beltsville, Md. Production & Marketing Administration, Research & Testing Division, Cotton Branch, Washington, D. C. Southeastern Forest Experiment Station, Asheville, N. Carolina. Southern Forest Experiment Station, New Orleans, La. Southern Regional Research Laboratory, New Orleans, La. Western Regional Research Laboratory, Albany, Calif.	Should be requested directly from the Agency.	Should be requested directly from the Agency.	MCAT (<i>U.S. Govt. Publications Monthly Catalog</i> , an announcement journal issued by Supt. of Documents, Govt. Printing Office, Washington 25, D.C.)
30. FEDERAL SECURITY AGENCY 4th St. and Independence Ave., S.W.		Communicable Disease Center, Atlanta, Ga. Environmental Health Center, Cincinnati, Ohio.	(Ditto)	(Ditto)	(Ditto)
31. National Institutes of Health, 9000 Wisconsin Ave., Bethesda, Md.	Medical, dental, surgical, mental hygiene, microbiology.		(Ditto)	(Ditto)	(Ditto)
32. NATIONAL SCIENCE FOUNDATION 2144 California St., N.W.	Encouragement of scientific research in medical, mathematical, physical, engineering and biological sciences.		(Ditto)	(Ditto)	(Ditto)
33. VETERANS ADMINISTRATION, Vermont Ave. bet. H & I. N.W.			(Ditto)	(Ditto)	(Ditto)

AGENCIES AND ADDRESSES	SUBJECT FIELDS OF RESEARCH & DEVELOPMENT	GOVERNMENT FIELD RESEARCH & DEVELOPMENT ACTIVITIES	ANNOUNCEMENTS AND AVAILABILITY		
			CLASSIFIED REPORTS (For Contractors Only)	UNCLASSIFIED REPORTS (For Contractors Only)	UNCLASSIFIED REPORTS (For Public)
34. ATOMIC ENERGY COMMISSION 19th St. and Constitution Ave., N.W.	Applications of atomic energy, biology, medicine, chemistry, heat transfer, waste disposal, mineralogy, metallurgy, ceramics, physics.	Ames Laboratory, Ames, Iowa. Argonne National Laboratory, Chicago, Illinois. Atomic Energy Project, University of California, Los Angeles, Calif. Atomic Power Division, Westinghouse Electric Corp., Pittsburgh, Pa. Brookhaven National Laboratory, Upton, Long Island, New York. Knolls Atomic Power Laboratory, Schenectady, N. Y. Los Alamos Scientific Laboratory, Los Alamos, New Mexico. Mound Laboratory, Miamisburg, Ohio. Oak Ridge Institute of Nuclear Studies, Oak Ridge, Tenn. Oak Ridge National Laboratory, Oak Ridge, Tenn. Radiation Laboratory, University of California, Berkeley, Calif. Sandia Laboratory, Sandia Base, Albuquerque, New Mexico. University of Rochester Atomic Energy Project, Rochester, New York.	Abstracts of Classified Research and Development Reports, available from Technical Information Service, Atomic Energy Commission, P. O. Box 62, Oak Ridge, Tenn.	NSA (<i>Nuclear Science Abstracts</i> , a journal issued by Technical Information Service, Atomic Energy Commission, P.O. Box 62, Oak Ridge, Tenn.) Available at \$6.00 per year from Supt. of Documents, Government Printing Office, Washington 25, D.C.	BTR (<i>Bibliography of Technical Reports</i> , announcement journal issued by Office of Technical Services, Dept. of Commerce, Washington 25, D. C.) and MCAT (<i>U.S. Govt. Publications Monthly Catalog</i> , an announcement journal issued by Supt. of Documents, Govt. Printing Office, Washington 25, D. C.) and NSA (see adjoining column).
35. NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS 1724 F Street, N.W.	Aeronautical engineering, fluid mechanics, aircraft, seaplanes, guided missiles, rockets, fuels, power plants, lubrication and wear, high temperature materials, structures, meteorology, fire prevention.	Ames Aeronautical Laboratory, Moffett Field, Calif. High-Speed Flight Research Station, Edwards Air Force Base, Muroc, Calif. Langley Aeronautical Laboratory, Langley Field, Va. Lewis Flight Propulsion Laboratory, Cleveland, Ohio.	Research Abstracts available directly from the Committee.	Research Abstracts available directly from the Committee.	Research Abstracts available directly from the Committee, under certain circumstances. Items not marked by dagger in MCAT available from Supt. of Documents.

It's Every Member's Business

KATHARINE L. KINDER

Elected Secretary, Special Libraries Association

A MORE LIVELY TITLE for random observations of the Elected Secretary might be the "Flying Pencil"; but this is strictly business, SLA business. The indisputably tedious task of recording the Association's official actions has a clarifying and crystallizing effect on one's thought. It brings realization that, "What the Association is doing, is every member's business."

In becoming members we indicate mutual professional interests; and, in paying dues, we offer financial support to an Association committed to the furthering of those interests. The latter is an investment and from an investment, logically, we expect a good return. This is an appeal to evaluate the return by keeping informed about SLA business and a plea to assist in shaping the nature of the return by expressing one's point of view.

There is nothing esoteric about the business of SLA. The matters considered are familiar. They pertain to various aspects of librarianship, the allocation of funds, office management and personnel. Almost every one of us handles similar problems each day. The officers who must make the final decisions on these matters are practicing librarians like other members. Clearly we are dealing with the usual not the unusual.

How does one keep informed? News of business transacted is released through Association, and Chapter Division publications. Chapter and division officers receive copies of the minutes taken at Association business sessions enabling them to channel current news to members. The annual business meeting is scheduled during the convention. Executive Board and Advisory Council meetings are open to all members.

Once started, interest is a growing



Miss Kinder is librarian at the Johns-Manville Research Center, Manville, New Jersey, and president of SLA's New Jersey Chapter.

thing. It stimulates expression. And, there is a way for every member to speak. Our division and chapter structure provides the avenues for communication. These avenues, however, are not built for supersonics and invisible ink. All of our officers are at our mercy. They can express the opinion of the members only when it is known to them. If views or suggestions are requested, the act of answering makes one effective in Association business. Unsolicited ideas are equally welcome and may be channeled through one's appropriate official representative. If requested information has a deadline, let's try to meet the requirement, so that our comment arrives in time to be a part of the official statement.

What is the payoff? An active interest leads to concerted effort and is a strengthening force. SLA and its members are our best salesmen of Special Librarianship.

Council of National Library Associations

A SHORT MEETING OF THE COUNCIL was held on November 29, 1952 in New York.

Dr. Sanford Larkey has resigned as chairman due to serious illness. Dr. Charles Gosnell is acting chairman.

It has been proposed to hold a Work Conference in the core program in education for librarianship at the Graduate Library School, University of Chicago, next fall. To date, this is simply a proposal and no further information is available at this time.

At the Conference on Library Education in 1949, the Board on Education for Librarianship, ALA, was given the responsibility in standards and accrediting for the library profession. The BEL has been inactive and it was not until July 1952, that it submitted to the ALA Council the *Standards* which it had drawn up. In the meantime, college associations have created a National Commission on Accrediting. This Commission evidently accredits institutions as a unit, and not the various schools within the institution. The NCA has notified ALA and consequently BEL that the Commission will assume all accrediting by January 1954. BEL failed to report this situation to the Joint Committee on Library Education at its recent meeting. The Council believes that the Joint Committee on Library Education and the BEL should give serious consideration to the probable effects on professional library education due to the recent action of the NCA. The Council has considered BEL representative of all library associations on standards and accrediting.

A few amendments to the CNLA constitution were voted upon to bring theory and practice in line.

The report of the Joint Committee on Library Education was the only one made. The interest of the Joint Committee in placement services was called to the attention of the Board of Personnel Administration of ALA. The Joint

Committee has offered to assist in possible development of a National Placement Service for librarians. Liaison has been established to keep both Committees informed of development.

The Joint Committee seemed somewhat concerned with the educational program being carried on by the New York Chapter, SLA. Miss Ferguson stated that the program being carried out at Queens College is only experimental, concerns phases of special librarianship not currently served by library schools, and that the courses are on the undergraduate level. The Joint Committee on Library Education wishes library associations and others in the educational field to consider seriously the following points: (1) Nearly two hundred educational institutions offer courses, programs, and degrees unaccredited by the BEL. (2) Enrollment in such courses seriously affects enrollment in BEL accredited institutions. These institutions are now operating below enrollment capacity. This may result in a curtailment of resources which eventually will affect the quality of the curriculum and obscure standards of professional training. (3) There is a need for an immediate program to orient the general working profession to differences between accredited and unaccredited institutions, as well as to orient employers of librarians, state evaluating and certifying bodies, the state and regional associations, to the differences between accredited and non-accredited training.

The Joint Committee decided that a sub-committee should be appointed to make a study and to propose to existing library associations, a "program directed toward the education of the American people as to what libraries are and what a librarian is, for without such understanding the library profession cannot expect effective recruitment, and either intellectual or financial support for its activities".

BETTY JOY COLE, *Representative.*

What Price Bulletins?

CHESTER M. LEWIS*

Chief Librarian, *The New York Times*, New York City



N. Y. Times
CHESTER M. LEWIS

MANY SLA chapters, groups are faced with the common problem of financing the publication of their news bulletins. The high cost of communication on this level rapidly depletes treasury funds unless sustained by adequate

subscriptions and advertising or free publication through some local firm or library of an SLA member.

The number of such bulletins indicates the desire to distribute information that is of local, specific, or highly specialized interest. The majority of such bulletins are mimeographed, some few are offset, and fewer still are printed. Probably all such bulletins would be printed if finances were not a factor. Printing has more advertising and eye appeal through variance in type styles and sizes and utilization of half-tones.

Multilithing

Multilithing is an offset process that lends itself to publication of bulletins on a low-cost subscription basis, if the quality of the news content is of a sufficiently informative level to individuals to warrant a nominal subscription price.

Attractive eight-page, letter-size bulletins distributed to one hundred people, four times annually, can be published at a subscription price of \$1.25. This would cover all cost except editing and typing. The latter is usually contributed by the bulletin editor and his assistants.

Many people who use offset, use metal plates and are unaware that there are inexpensive paper plates that are

suitable for runs ranging from one thousand copies upward. These paper plates in appearance are not too unlike a stencil. They have trade names such as *Polychrome Direct Image Plates* or *Duplimat* plates and usually are available in two types—one for short runs up to one thousand copies and a more expensive one for longer runs. A short-run plate is adequate for most bulletins and retails at a price somewhere between eight and nine dollars per hundred. The plates can be obtained from several manufacturers such as the Addressograph-Multigraph Corporation, 1200 Babbitt Road, Cleveland 17, Ohio, the Polychrome Corporation, 2 Ashburton Avenue, Yonkers, New York, and Remington Rand, 315 Fourth Avenue, New York.

In addition to the plates, a correction fluid is needed for errors that are made by the typist. This retails at about seventy-five cents a bottle. A ball-point pen is available for approximately one dollar and fifty cents; it contains special ink which can be used for making illustrations or mastheads.

Typewriters

Any kind of typewriter can be used on these plates, but a special carbon ribbon must be used on the typewriter in order to cut the plates. The ribbons are obtainable from the manufacturers of the plates at a cost that ranges from one dollar to two dollars and fifty cents, depending upon the type of machine used. An electric typewriter provides greater uniformity in the reproduction of text than is possible on the manually-operated typewriter, although the latter may be used satisfactorily. Elite type will give more words per page. An electric typewriter, such as IBM, using executive type, will give less words per page but a more attractive appearance.

* Mr. Lewis is second vice-president of Special Libraries Association.

A Varitype machine has advantages over other means of cutting the plates. It can produce a readable seven and one-half point to twelve point type for the general body of the bulletin and use bold-face and italics for emphasis or variety. Half-tones and advertising plates can be used, but will increase the total cost. Separate plates, four and one-quarter by five and one-half inches cost approximately three dollars and fifty cents each to make.

After the plates have been made they are multilithed by a local printing firm, at an approximate cost of three dollars per plate per hundred copies, with a sliding scale of four dollars and fifty cents for five hundred copies per plate. These are approximate union rates in most cities. Using an eight-page bulletin that is distributed to one hundred subscribers, a cost breakdown for one issue would be as follows:

Labor (contributed)	0.00
8 direct image plates, paper, approximately 8¢ each.....	.64
Multilithing 8 pages, 100 copies each	24.00
Collating and stapling 100 copies	2.00
Mailing in unsealed envel- opes, approximately 3¢ each	3.00

Cost of one issue.....\$ 29.64

Cost of four issues.....\$118.56

For one hundred subscribers, a subscription fee of one dollar and twenty-five cents, bringing in a total of one hundred and twenty-five dollars, would cover all costs.

Certainly this low subscription fee is well within the range of the majority of potential subscribers. It would enable a group or division to publish an attractive, informative, low-cost bulletin.

PRINTING AND GRAPHIC ARTS — A LIST OF REFERENCES

BIBLIOGRAPHIC STYLE. A Manual for Use in the Division of Bibliography of the Library of the U. S. Department of Agriculture. Prep. by *Margaret S. Bryant*. 1951. 28p. Available from U. S. Government Printing Office.

BULLETINS—HOW TO MAKE THEM MORE EFFECTIVE. By *Catherine Emig*. 1942. 24p. 50 cents. Available from Social Work Publicity Council, New York.

EDITOR'S HANDBOOK. A Guide to Standardization of Writing Style. By *Frances Andrews Vernon*. 1949. 60p. 75 cents. Available from The Iowa State College Press.

FIRST PRINCIPLES OF TYPOGRAPHY. By *Stanley Morison*. 1951. 17p. 65 cents. Available from Cambridge University Press.

HOW TO PLAN AND BUY PRINTING. By *Robert R. Karch*. 1950. 372p. \$5.65. Available from Prentice-Hall.

MAKING TYPE BEHAVE. By *Frank B. Morganti* and *Max M. Gordon*. 1950. 19p. \$1. Available from Max M. Gordon, Boston, Mass.

A MANUAL OF STYLE. Containing Typographical and Other Rules for Authors, Printers, and Publishers, Recommended by the University of Chicago Press, Together with Specimens of Type. 1949. 498p. \$4.00. Available from University of Chicago Press.

THE NEW PRINTING METHODS. What They Are; How They Are Used; Why They Are Significant to Kansas. By *John R. Malone*. 54p. Available from University of Kansas, Lawrence.

PHOTO-OFFSET PRODUCTION OF SCHOOL PUBLICATIONS. By *Thomas Petrelli*. 1952. 27p. \$1. Available from American Graphic Inc., Irvington, New Jersey.

PRACTICE OF PRINTING. By *Ralph W. Polk*. 1952. 324p. \$4.75. Available from Chas. A. Bennett Co., Inc., Peoria 3, Illinois.

PREPARATION OF MANUSCRIPTS AND CORRECTION OF PROOFS. 1951. 19p. 65 cents. Available from Cambridge University Press.

PRIMER OF ENGRAVING AND PRINTING. By *H. A. Groesbeck*. 1950. 174p. \$2.50. Available from Colton Press.

PRINTING PRIMER. By *Hartley E. Jackson*. 1948. 52p. \$1. Available from Stanford University Press, California.

PROOFREADING AND COPY-EDITING. A Textbook for the Graphic Arts Industry. By *Joseph Lasky*. 1949. 656p. \$7.50. Available from Mentor Press.

SOURCES OF INFORMATION IN THE AMERICAN GRAPHIC ARTS. By *George J. Mills*. 1951. 70p. \$2. Available from Carnegie Press.

STYLE BOOK. Prep. by *BYRON H. CHRISTIAN*. 15p. Available from School of Journalism, University of Washington, Seattle.

WORDS INTO TYPE. A Guide in the Preparation of Manuscripts; for Writers, Editors, Proofreaders and Printers. Based on studies by *Marjorie E. Skillin*, *Robert M. Gay* and others. 1948. 585p. \$5. Available from Appleton-Century-Crofts.

Chapter Highlights

Boston

The Boston Chapter extends an invitation to visiting librarians to join them at any of the regular meetings scheduled ordinarily for the fourth Monday of each month. Last minute information may be obtained from the program chairman, Arlene Hope, librarian, College of General Education, Boston University, 785 Commonwealth Avenue.

The meeting on March 23, 1953 will be held in the newly opened library of Northeastern University. Dorothy Hart is in charge of the special program to be presented.

MARY ALICE REA.

On February 3, 1953, members of the Boston Chapter's Science-Technology Group met with the executive and supervisory personnel of their companies at an informal luncheon meeting followed by discussion on "The Relationship of Management to the Library." The discussion proved extremely effective in promoting better understanding of the joint problems confronting libraries and management.

Management conceded that the librarian who is included in the early phases of research planning does the better research job. It was suggested also that the librarian assume the responsibility of (1) acquainting staff members with available bibliographic sources, and (2) directing them in the most effective use of these sources.

ALICE G. ANDERSON.

Kansas

A splendid article on SLA's "Heart of America" Chapter appeared in the *Kansas City Star*, December 30, 1952. The particular uses and functions of the special library were brought out as were the valuable contributions made by the special librarian who explores current material for information vital in his own and related subject fields.

Among the outstanding special collections in the Kansas Chapter mentioned in the article, were: the Linda Hall Library holdings in physical science; the Kansas City Public Library collection of material in the business field; the University of Kansas Medical Center Library collection specializing in clinical medicine and the history of medicine; the Spencer Chemical Company's collection of technical literature; and the Rockhurst College Library specializing in the field of labor and labor relations.

Joseph C. Shipman, librarian of the Linda Hall Library, was quoted on the increasingly insistent demands for the newest in technical literature.

The same issue carried an excellent account of the Linda Hall Library and its cooperation in the Midwest Inter-Library Center, Chicago. The Center serves fifteen university libraries by providing co-operative storage for infrequently used books, periodicals, and newspapers.

MARY FRANCES DREESE.

Milwaukee

An attractive souvenir folder prepared through the courtesy of the Milwaukee Public Library marked the recent visit of SLA's President, Elizabeth Ferguson. Miss Ferguson spoke before the Milwaukee Chapter, SLA, February 9, 1953.

The Milwaukee Public Library is observing its seventy-fifth anniversary year in a campaign for an addition to its building. Their booklet states: "*Special librarians can understand—perhaps more easily than any other group—that the addition will mean much-improved service to the community.*"

WILMER H. BAATZ.

New Jersey

"Employment and Employment Practice" was the subject of the talk given by Mrs. Kathleen B. Stebbins, executive secretary of the Special Libraries Association, and guest speaker at the dinner meeting of the New Jersey Chapter in Newark, February 5, 1953.

At this meeting, a sum of one hundred dollars was contributed by the Chapter to SLA's Student Loan Scholarship Fund.

Washington

The D. C. Chapter has long been concerned about the cost of library binding. Its Executive Board in September 1952 appointed a sub-committee of the Professional Activities Committee to study the problem and to determine what differences in cost exist.

The sub-committee has been quite active for five months. It published a preliminary report in the January 15 issue of the *Library Journal* which revealed that the average cost of binding done by the Government Printing Office for libraries covered in the survey was \$6.49 per volume in 1952, while the average cost of binding done by commercial binders for libraries in the survey was \$2.45 during the same period. The average time required for binding was 123.6 days by the Government Printing Office and 52 days by commercial binders. A complete report is planned for publication in an early issue of *SPECIAL LIBRARIES*.

SLA Publications

CUMULATIVE STATEMENT ON PUBLICATIONS IN PRINT AS OF DECEMBER 31, 1952

Date	Name of Publication	Cost	No. Printed	Inst. Given	Copies Sold	Total Receipts To Date
1937	<i>Social Welfare: Subject Headings List</i>	\$ 293.25	1,000†	530	\$ 470.80
*1946 & 1947	<i>Special Library Resources, Vols. 2-4</i>	19,658.72	1,000	960 (Sets) 16 extra vols.	16,286.13
1945	<i>List of Subject Headings for Chemistry Libraries</i>	521.08	1,500	134	1,057	1,645.18
1947	<i>Union List of Technical Periodicals</i>	2,807.85	1,300	415	798	4,703.40
1949	<i>Aviation Subject Headings</i>	526.95	1,000	239	301	518.28
1949	<i>Brief for Corporation Libraries</i>	700.73	1,500	395	702	1,212.99
1949	<i>Creation and Development of An Insurance Library</i>	366.10	1,000	238	333	645.00
1949	<i>Subject Headings for Aeronautical Engineering Libraries</i>	1,311.73	1,000	205	343	1,334.00
1949	<i>Numerical Index to the Bibliography of Scientific and Industrial Reports, Vols. 1-10</i>	3,982.06	1,000	864	8,593.00
1950	<i>Source List of Selected Labor Statistics</i>	592.77	1,000	386	363	630.82
1950	<i>Fakes and Forgeries in the Fine Arts</i>	543.28	1,000	244	167	289.58
1950	<i>Contributions Toward a Special Library Glossary</i>	309.60	1,000	390	218	268.77
1951	<i>SLA Transactions of the 41st Annual Convention</i>	3,387.63	500	485	2,450.00
1951	<i>Technical Libraries, Their Organization and Management</i>	6,279.00	3,000	471	1,949	11,356.13
1951	<i>SLA Directory of Members</i>	2,360.78	1,500	549	580	2,252.05
1951	<i>Nicknames of American Cities</i>	816.81	1,500	1,000	1,718.74
1951	<i>Classification Schemes and Subject Headings List Loan Collection of SLA</i>	111.66	400	313	305.75
	† No records kept.					
	* Special Library Resources, Vol. 1 (Now out of Print).....	5,184.39	1,500	1,170	6,558.00

A full calendar marks the activities of the Washington, D. C. Chapter and its groups.

Albert S. Davis, Jr., resident attorney of the Research Corporation, New York, and author of the lively and informative paper on *The Legal Aspects of Machine Documentation*, published in *SPECIAL LIBRARIES*, January 1953, was guest speaker at the meeting of the Chapter, February 9. Mr. Davis discussed the problems current in providing adequate technical research information.

The Biological Sciences Group held a dinner meeting January 14. Dr. Samuel L. Meyer, executive director of the American Institute of Biological Sciences, spoke on the scientific projects of the Institute.

The Business and Transportation Groups held a joint meeting on January 20 at the Bureau of Railway Economics Library. A comprehensive exhibit of source materials on "Railroads as Business Organizations, 1805 to 1953", prepared by Elizabeth Cullen and the staff of the Bureau library, was the feature of the evening. An annotated guide to the items comprising the exhibit was distributed to those present. Copies of the guide may be obtained from the Bureau of Railway Economics, 1002 Transportation Building, Washington 6, D. C.

The Geography and Map Group held a dinner meeting February 3, featuring reviews of recent publications. Stanley R. Pillsbury, Library of Congress, reviewed *Decorative Prints and Maps of the Fifteenth and Sixteenth Centuries*, by R. A. Skelton of the British Museum. Robert J. Voskuil previewed from galley proof, *The Look of Maps*, a new work by Professor A. H. Robinson of the University of Wisconsin.

The Legislative Reference Group met as guests of the Government Printing Office on January 27. David H. Taylor, assistant foreman of the proofreading rooms, was guest speaker. He provided a panel of specialists from the Government Printing Office to answer questions and explain the work with demonstrations. Following the panel, there was a tour of the printing plant. Mrs. Mary Virginia Wenzel, Civil Service Commission Library, correlated the questions of the group and presented them to the panel.

A joint meeting of the members of the Association of Federal Photographic Librarians, the members of the Proposed Picture Group of the Washington Chapter, and officers of the Picture Division of SLA, was held in the National Archives Conference Room on January 13. Aims, purposes and goals of the

Division were discussed. Acting officers of the Proposed Picture Group of the Washington Chapter are: H. C. Kluge, president, Armed Forces Institute of Pathology; Dalla Irvine, vice-president, National Archives; Lucille Green, archives, District Public Library; Edna Jones, financial, U. S. Public Health Service; Suzanne Cooper, publicity, Library of Congress.

"Trends in Engineering Education" was the subject of the paper given by Professor Russell B. Allen, department of civil engineering, University of Maryland, at the Science-Technology Group meeting, February 5.

The Social Science Group held a discussion on "Library Procedure Manuals" at its meeting on February 11. The panel was composed of Mrs. Mary Virginia Wenzel, Civil Service Library; Paul Howard, Department of Interior Library; and, Eugene Willging, director of libraries, Catholic University. Anna Belle Winter, Department of Labor Library, introduced the panel.

BELLA E. SHACHTMAN.

Western New York

Western New York Chapter welcomed SLA's President, Elizabeth Ferguson, at its meeting, January 17, 1953. On this occasion, the Rochester Institute of Technology extended generous hospitality—the librarian, Mrs. Marian Steinman serving as hostess.

An all-day meeting scheduled for March 14, 1953 features an afternoon discussion on "Technical Processing and Storage in the Large Reference Library", by Dr. Robert Deily, head of technical processing, New York State Library.

Also scheduled on the program are tours through the Sterling-Winthrop Research Institute and the New York State Library.

S L A CONVENTION
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CHAPTER PRESIDENTS
DINNER
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June 22, 1953
Royal York Hotel
Toronto, Ontario, Canada

Have you heard . . .

Technical Reports Workshop

The Workshop on the Production and Use of Technical Reports to be held April 13-18, 1953 at the Catholic University of America, Washington, D. C., is sponsored by the Chemical Literature Division of the American Chemical Society, the American Documentation Institute, the National Science Foundation and Special Libraries Association.

The importance of technical reports as a vehicle for scientific and technical information produced by current research continues to grow. The Workshop will afford an opportunity for librarians, documentalists, editors, and other technical information personnel concerned or interested in the production or in the use of technical reports to participate in a program designed to include all phases of reports work encountered at industrial, university and government laboratories throughout the country.

Instructors on the Workshop program are experts in their specialties and are active in the dissemination and control of technical reports in major research organizations.

General Chairman is Bernard M. Fry, Deputy Chief, Technical Information Service, U. S. Atomic Energy Commission.

The Department of Library Science, Catholic University of America, will be host and administrator for the Workshop.

The registration fee for the Workshop is twenty dollars, with five dollars payable in advance. Inasmuch as attendance at the Workshop will be limited to the capacity of University facilities, notice of intention to attend must be received no later than April 1, 1953. The Workshop does not carry formal credit, but a certificate of attendance will be given those persons participating. All inquiries concerning attendance at the Workshop should be addressed: Rev. James J. Kortendick, Head, Department of Library Science, Catholic University of America, Washington, D. C.

Brookhaven Translations

Brookhaven National Laboratory reports an average loan request of over two a day for titles from its collection of translated Russian scientific articles. This demand emphasizes the value of the collection.

Librarians are urged to make use of the collection and are asked to forward, as contributions, Russian translations from their own files.

Cumulated lists of Brookhaven's translation holdings are available upon request. Address all communications to John P. Binnington, Head, Research Library, Brookhaven National Laboratory, Upton, L. I., New York.

Alpha Beta Alpha

A Field Citation for Library Recruiting carrying a one hundred dollar award contributed by Field Enterprises, Inc., Educational Division (Chicago), has been won by Alpha Beta Alpha for the most effective recruiting of library personnel during 1952, it was announced at the Midwinter Meeting of the American Library Association.

Alpha Beta Alpha, national undergraduate library science fraternity, was established three years ago to further the professional knowledge of its members, to promote fellowship and to serve as recruiting agency for librarians. It now includes active chapters at Northwestern State College of Louisiana, Natchitoches, at Mississippi State College for Women, Columbus, and at Indiana State Teachers College, Terre Haute, with a total membership of approximately two hundred and fifty students, professional and honorary members.

National president of ABA is Anne Baird. Vice-president Mary Rose Clipp serves as editor of the official, semi-annual publication, *The Alphabet*.

Dr. Eugene P. Watson, executive secretary, and ABA mentor, is librarian at Northwestern State College of Louisiana, where ABA's first convention was held March 15-16, 1952.

Among the guest speakers who appeared at ABA's convention was Grieg Aspnes, SLA's immediate past-president, who spoke on *Opportunities in Special Libraries*.

MLA Cited

The Medical Library Association was among those who were awarded the Field Citation for Library Recruiting. MLA was cited for recruiting in a special field of librarianship.

Biochemistry

Early volumes of *Annual Review of Biochemistry* which have been out of print are now available from Johnson Reprint Corporation. The reprinted volumes, reproduced with the permission of the original publishers, and priced at eleven dollars each, include Volumes 1-5 (1932-1936), Volumes 8-11, (1939-1942), Volumes 14-15 (1945-1946), and may be purchased from technical bookdealers or directly from Johnson Reprint Corporation.

Memorial

Friends of the late Dorothy Ford Ware, former head of the business and municipal branch of the Minneapolis Public Library, are planning a bronze plaque in her memory.

Those who wish to participate in making this memorial possible may send contributions to The American Institute of Banking, Room 250, McKnight Building, Minneapolis, Minn.

SLA Authors in Print

Robert E. Kingery, chief, Preparations Division, New York Public Library, discusses the survey of the preparation procedures of the New York Public Library's Reference Division, in *College and Research Libraries*, January 1953. The survey was prepared by the firm, Cresap, McCormick and Paget, management engineers of New York and Chicago. They have made a study "of (1) organization, that is, the assignment of duties and authority throughout the Reference Department of the New York Public Library for search, processing, classification, subject heading, descriptive cataloging, indexing, catalog maintenance and preparation of materials for shelving; (2) staffing, that is, the numbers and qualifications of personnel required to perform each step expeditiously and accurately; (3) controls, that is, the statistics and reporting systems needed to provide current, continuing measures of the time and cost of work produced and the condition of the workload; (4) methods, that is, the flow of work, routines, forms and mechanical devices employed; and (5) physical factors, that is, the location, layout, furnishing and convenience of facilities provided."

A limited number of copies of the survey report are available on interlibrary loan upon application to the director of the New York Public Library.

*

An excellent paper on *Information Sources: Labor and Industrial Relations* has been prepared by Mrs. Shirley F. Harper, librarian, Industrial Relations Center, The University of Chicago. It appears in the *Wilson Library Bulletin*, February 1953, in "The Special Librarian" section edited by Helga Lende, librarian, American Foundation for the Blind, Inc., New York.

*

Dr. Arch C. Gerlach, chief, Reference Department, Map Division, Library of Congress, has written a paper on the "Potential Uses of Government Libraries for Geographical Research." It appears in the January 1953 issue of *Journal of Geography*.

Dr. Gerlach is a member of SLA's Washington Chapter and is vice-chairman of the Geography and Map Division.

*

Mrs. Isabel Stauffer, librarian, Analytical and Research Department, Rexall Drug Company, Ltd., Toronto (Canada), presented a paper recently before the Canadian Pharmaceutical Manufacturers Association. This marked the first time that the Association had included a paper prepared by a woman.

Another paper by Mrs. Stauffer was published recently in the official publication of the American Society of Hospital Pharmacists. Mrs. Stauffer is an active member of SLA's Toronto Chapter.

European Library Tour

Gerard L. Alexander, map division, New York Public Library, will again conduct the 1953 Library Tour of Europe for the American Travel Company from June 26 to July 31, 1953. The 35-day tour, which has been especially planned for librarians and their friends, includes the following eight countries: Scotland, England, Holland, Belgium, Germany, Switzerland, Italy and France. Among the libraries visited will be the British Museum, the Bibliotheque Nationale as well as other famous libraries. The all expense tour, priced at \$1146, includes the return air fare by regular scheduled tourist flights of the Royal Dutch Airlines, K.L.M. Those with more time at their disposal may wish to go by steamer, or may stay in Europe on their own, either before or after the completion of the tour. For full details of the tour and for a descriptive travel folder, write to Gerard L. Alexander, c/o American Travel Company, 11 West 42nd Street, New York 36, N. Y.

ACS Meeting

The Division of Chemical Literature, American Chemical Society, is holding a three-day meeting in Los Angeles, March 16-18, 1953. The program includes a symposium on the literature of chemicals derived from petroleum. Charlotte Schaler will preside.

SLA members participating in this program are B. H. Weil, an active member in the Michigan Chapter, and Martin M. Padwe, an active member in the Texas Chapter.

Another symposium will be held on what editors expect of authors and why, with Mary Alexander presiding.

Included also are papers on the *Systematization of Terminology*; *An Optimal Punched Card Code for General Files*; *Aluminum Literature*; and, *The Literature of Color Photography*, by Benjamin De Gorter, an active member of SLA's Southern California Chapter.

Recognition

Mr. Keyes D. Metcalf, director of the Harvard Libraries, was honored recently by the Norwegian government. He received a decoration in recognition of his services to libraries in Norway. Mr. Metcalf is a member of SLA's Boston Chapter.

*

Rowena Phillips, librarian of the Manufacturers Life Insurance Company, Toronto (Canada), was awarded a fellowship in the Life Office Management Association Institute at its annual meeting in Atlantic City.

Miss Phillips is a member of SLA's Toronto Chapter, and chairman of the Insurance Division.

PUBLICATIONS RECEIVED*

DICTIONARIES

CHAMBERS'S DICTIONARY OF SCIENTISTS. By *A. V. Howard*. New York: E. P. Dutton, 1951. 499p. A compact volume listing biographical sketches of over one thousand leading figures in the world of science. Includes a useful subject index.

A CONCISE ETYMOLOGICAL DICTIONARY OF MODERN ENGLISH. Rev. ed. By *Ernest Weekley*. New York: E. P. Dutton, 1952. 480p. \$6.75. A compact, ready reference volume, revised to include new words.

DICTIONARY OF GAMES. Outdoor, Covered Court and Gymnasium, Indoor. How to Play 458 Games. Compiled by *J. B. Pick*. New York: Philosophical Library, 1952. 318p. \$4.75.

A DICTIONARY OF SLANG AND UNCONVENTIONAL ENGLISH. Colloquialisms and Catchphrases; Solecisms and Catachreses; Nicknames; Vulgarisms; and Americanisms as Have Been Naturalized. 4th ed. By *Eric Partridge*. New York: Macmillan, 1951. 1230p. \$11.50. Revised edition of this outstanding lexicography.

DICTIONARY OF TERMS USED IN THE THEORY AND PRACTICE OF MECHANICAL ENGINEERING. 7th ed. Compiled by *J. G. Horner*. London: The Technical Press, 1952. 417p. \$5.25. Part 1 lists modern terms; Part 2 includes general and traditional terms.

THE NEW DICTIONARY OF AMERICAN HISTORY. By *Michael Martin and Leonard Gelber*. New York: Philosophical Library, 1952. 695p. \$10. Ready reference volume of more than 4000 articles, alphabetically arranged, covering entire scope of American history, from the early colonial period to the present. Includes biographies, politics, the military, economics, science, the arts.

THOMSON'S DICTIONARY OF BANKING. A Concise Encyclopaedia of Banking Law and Practice. 10th ed. By *R. W. Jones*. New York: Philosophical Library, 1952. 710p. \$15. Standard reference work on banking law and practice for the banking student and for practical use.

PAMPHLETS AVAILABLE

AGREEMENT ON THE IMPORTATION OF EDUCATIONAL, SCIENTIFIC AND CULTURAL MATERIALS. A Guide to its Operation. 21p. \$0.20. Available from Columbia University Press.

CONSUMER CREDIT FACTS FOR YOU. By *Wallace P. Mors*. 1952. 32p. Available from the Bureau of Business Research, Western Reserve University, Cleveland, Ohio.

DO'S AND DON'T'S ON LIFE INSURANCE. By *Marion Stevens Eberly*. 1951. Leaflet. Free. Available from Institute of Life Insurance, New York.

THE FINANCIAL EXECUTIVE'S JOB. 1952. 43p. \$1.25. Available from the American Management Association, Inc., New York.

FOLK DANCE GUIDE. 3rd ed. 1953. 16p. \$0.50. Available from Paul Schwartz: Box 342, Cooper Station, New York.

FREEDOM OF INFORMATION. A Supplementary Survey of Recent Writings. 1952. 41p. \$0.30. Available from The Library of Congress, European Affairs Division.

GUIDE FOR THE DEVELOPMENT OF LIBRARIES IN SCHOOLS OF NURSING. 1952. 13p. \$0.30. Available from the National League for Nursing, New York.

GUIDE TO ENGLISH GARDENS. By *Alice Chauncy*. 1952. 28p. \$1. Available from The Horticultural Society of New York, Inc.

INCREASING DISTRIBUTION EFFICIENCY BY BETTER ORGANIZED RESEARCH. By *Charles W. Smith*. 1953. 245p. Available from *The Journal of Marketing*, Chicago, Ill.

INDEXES AND MACHINES. A review of the principles of bibliography. By *E. G. Swem*. 1952. 9p. Available from E. G. Swem, 119 Chandler Court, Williamsburg, Va.

MONEY MANAGEMENT: YOUR HOME FURNISHINGS DOLLAR. 1952. 36p. Available from Household Finance Corporation, Chicago.

MOVING A LIBRARY. By *John E. Kephart*. Rev. ed. 1952. 9p. Free. Available from University of Illinois Library School, Urbana.

PUBLIC RELATIONS AND TRAINING FILMS. 1952. 16p. Single copies available free from the Institute of Life Insurance, New York.

REGISTER OF CURRENT SCIENTIFIC RESEARCH AT SOUTH AFRICAN UNIVERSITIES, 1951. 1952. 164p. Available from the Council for Scientific and Industrial Research, Library and Information Division, Pretoria.

SOURCES FOR OBTAINING FILMS. 1952. 2p. Mimeo. Free. Institute of Life Insurance, N. Y.

STRENGTHENING OUR FOREIGN POLICY. 1952. 28p. \$0.25. Available from The Woodrow Wilson Foundation, New York.

UNESCO SURVEY OF MICROFILM USE, 1951. 43p. \$0.40. Available from Columbia University Press, New York.

*The omission of a price does not necessarily indicate that the publication is free.



**THE
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SECRETARY'S
DESK**

KATHLEEN B. STEBBINS

Up-to-date membership records are of paramount importance to every association in order that information about activities reaches members promptly. In SLA, membership records are of particular importance, since chapter and division secretaries or membership chairmen keep a duplicate of the list at Headquarters. SLA addressograph plates, arranged geographically, give complete information about name, title, department, organization and address, whenever the member provides this information for mailing purposes. Knowledge of the business affiliation is needed for chapters and divisions in selecting officers and for a directory of special libraries, whether on the local or association level.

The code used on each addressograph plate provides further information as it indicates chapter and division affiliation (first division only) and type of membership. As a service to divisions, envelopes are addressographed upon request for division mailings. Envelopes for members and subscribers receiving *SPECIAL LIBRARIES* and *Technical Book Review Index* are also prepared at Headquarters as are envelopes for all Association mailings. Chapter and division secretaries receive cards from Headquarters once a week, indicating new or reinstated members, changes in address and resignations. At this particularly busy season of the year when three-fourths of SLA's income from dues and subscriptions is received in a short period of time, the changes in the membership records are enormous. Such changes usually take from two to four weeks before the chapter or division is notified. During the summer and early fall the entire process can be completed in less than two weeks.

A manual giving complete description of the handling of the membership records has been prepared and is now in use at Headquarters. The service can be greatly improved through the cooperation of all members.

CALENDAR

- MARCH 12-14**
SLA Executive Board and Advisory Council Meeting. New York. Hotel Statler.
- MARCH 13**
New York Chapter. New York. Public Relations Clinic, Open Meeting.
- MARCH 14**
Western New York Chapter. Albany.
- MARCH 16-18**
Chemical Literature Division, American Chemical Society. Los Angeles.
- MARCH 19**
Philadelphia Council. Board meeting.
- MARCH 19-20**
National Microfilm Association. New York City. Annual Meeting.
- MARCH 25**
Illinois Chapter. Chicago.
- MARCH 25**
Washington, D. C. Chapter, Biological Sciences Group.
- MARCH 26**
Washington, D. C. Chapter, Transportation Group.
- APRIL 5**
Connecticut Valley Chapter. New Haven.
- APRIL 7-9**
Catholic Library Association. Columbus, Ohio.
- APRIL 9**
New Jersey Chapter. Newark.
- APRIL 11**
Philadelphia Council. West Point, Pa.
- APRIL 13-18**
Workshop on the Production and Use of Technical Reports. Catholic University of America, Washington, D. C.
- MAY 1**
Philadelphia Council.
- MAY 5**
New Jersey Chapter. Fort Dix.
- MAY 6**
Connecticut Valley Chapter. Hartford.
- MAY 13**
Aslib. London.
- MAY 15**
Philadelphia Council, Science-Technology Group.
- MAY 19**
Philadelphia Council, Social Science Group.
- JUNE 16-19**
Medical Library Association. Salt Lake City, Utah. Annual Meeting.
- JUNE 22-25**
Special Libraries Association. Toronto, Canada. Annual Convention.
- JUNE 21-27**
American Library Association. Los Angeles, Calif. Annual Conference.

Letters to the Editor

Compliments on your February issue of **SPECIAL LIBRARIES**. There is such a remarkable compilation of worthwhile material in this issue, it will be kept on my desk for ready reference. Continued success in keeping SLA members up-to-the-minute on important subjects.

MARION MCAVOY, *Editor*
Current Business News Digest
THIS WEEK Magazine, New York City

This Office is interested in obtaining six reprints of the article on *German and French Abbreviations and Terms* by J. E. Allerding published in the November 1952 issue of **SPECIAL LIBRARIES**.

ROY B. EASTIN, *Superintendent of Documents*
United States Government Printing Office
Washington, D. C.

You'll be interested to know that already I've received a number of requests for copies of the *Proceedings*, all because of the review. Special librarians do read!

GEORGE S. BONN, *Associate Librarian*
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Page 91. Engineering Societies Library Exhibit. Robert C. Blatt, *Electrical World*.

Page 109. Katherine Kinder. Johns-Manville Research Center.

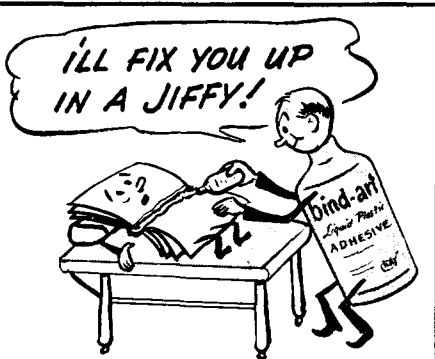
Page 111. Chester M. Lewis. *The New York Times*.

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Current Publications

Technical Information Services

Report by the Panel on Technical Information Services of the Committee on Industrial Productivity. Off-printed from *The Journal of Documentation*, June, 1951. 2s.

University Thesis Index

Classified list of academic thesis for higher degrees accepted in universities in the British Isles, 1950-51. First of new manual series.

Select List

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Henry, N. F. M. & Lonsdale, K. (Ed.) International tables for x-ray crystallography. Vol. I. 558 pp. 237 illus. 17.00
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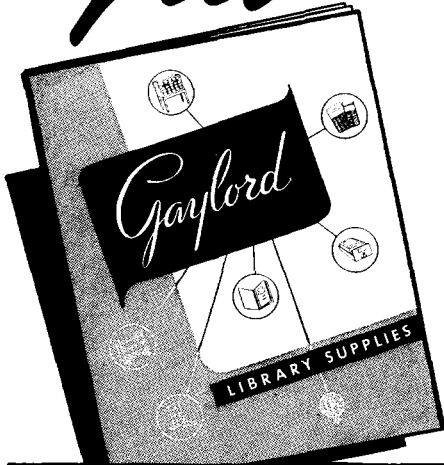
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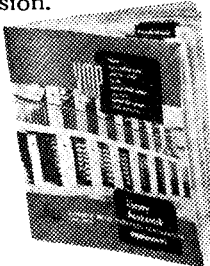
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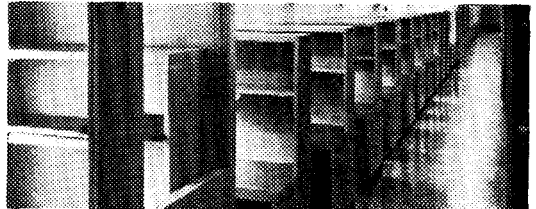
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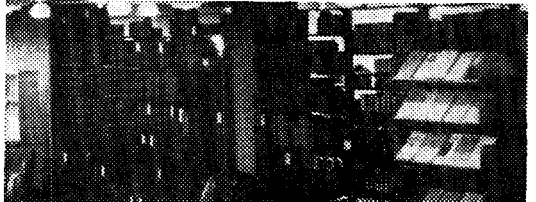


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