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# SPECIAL LIBRARIES

*Official Journal of the Special Libraries Association*

VOLUME 44

MAY - JUNE 1953

NUMBER 5

## Facsimile in Federal Libraries

*Scott Adams*

## Map Procurement

*Ena L. Yonge • Ernest De Wald • Helmuth Bay*

## Vertical File Classification System

*Lawrence P. Murphy*

## Documentalists Consider Machine Techniques

*Marjorie R. Hyslop*

## Major Problems of Special Libraries

*Sidney Edlund*

## Toronto Convention Program Notes

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SPECIAL LIBRARIES ASSOCIATION

# German Science

## New and Forthcoming Publications

- W. Fresenius and G. Jander:** Handbuch der Analytischen Chemie  
Part II, vol. 7, Elements of group seven. Berlin 1953. unbd. \$ 9.45  
Part III: Quantitative Bestimmungs- und Trennungsmethoden, vol. 5 a: Elemente der fuenften Hauptgruppe: Phosphor. Die Bestimmung der Phosphorsaeure im biologischen Material. To appear shortly. Approx. 18.00
- Handbuch Der Inneren Medizin.** 4th ed. Vol. 5: Neurologie, in three separate vols. Approx. 1400 illus. some in color. c.4150 pp. Berlin 1953. To appear summer 1953. Prepublication price 123.96
- Gmelins Handbuch Der Anorganischen Chemie.** System No. 9, Sulphur part B, fasc. 1. Weinheim 1953. To appear shortly unbd. 29.40
- R. Pummerer:** Chemische Textilfasern Filme and Foliern. Stuttgart 1951. Fascs. 1-7, each fasc. c. 180 pp. 5.00 per fasc. Fasc. 8 which will complete the work not yet published.
- F. Spausta:** Treibstoffe fuer Verbrennungsmotoren. Second ed., entirely revised and enlarged. Vienna 1953 -  
Vol. I: Fluessige Treibstoffe und ihre Herstellung 83 tables, 366 pp., 153 reproductions unbd. 10.85  
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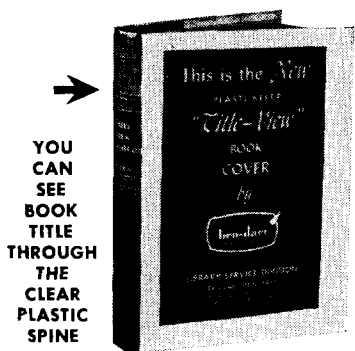
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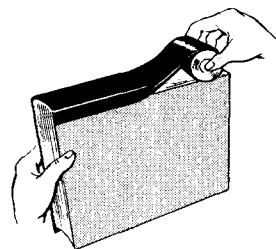
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**SPECIAL LIBRARIES**, published monthly September to April, bi-monthly May to August, by Special Libraries Association, Editorial Offices, 31 East Tenth Street, New York 3, N. Y. Publication Office: Rea Building, 104 Second Avenue, Pittsburgh 19, Pa.

**SUBSCRIPTIONS**: \$7 a year; foreign \$7.50; single copies 75 cents.

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# Special Libraries

OFFICIAL JOURNAL OF THE SPECIAL LIBRARIES ASSOCIATION

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VOLUME 44

MAY - JUNE 1953

NUMBER 5

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

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# Facsimile for Federal Libraries

SCOTT ADAMS

*Librarian, National Institutes of Health, Public Health Service, Bethesda, Md.*

REVIEWING LIBRARY development in the United States, it is fair to generalize that the half-century, 1850-1900, was the era of classification, the half-century, 1900-1950, that of the growth of resources, and that the era we are just entering, is that of interlibrary cooperation. We have learned how to organize books; we have acquired them by millions; and now we must learn to share them.

Acceptance of these generalizations is a necessary preliminary to the establishment of a philosophic base for an interlibrary network of facsimile communication. Transmission of print from one library to another calls for a new type of interlibrary cooperation, a considerable extension of that type of mutual assistance we have made possible by interlibrary loan.

By and large, the program activities of the Federal libraries in and around Washington have little in common. The libraries serve agencies with widely diverse functions, and consequently reflect this diversity in their own interests. However, because they are located in Washington, these libraries have one common tie: They are part of an unacknowledged system which comprises the world's greatest library center. It is the relationship of the libraries in this system one to another, and more particularly to the larger libraries (the Library of Congress, the Library of the Department of Agriculture, and the Armed Forces Medical Library) which makes possible a unique experiment in library cooperation — intercommunication by *facsimile*.

Consider the predicament of any one agency library. Since man's information wants (in theory) are infinite, any agency library needs access to vast reposi-

The flat bed facsimile transmitter and its application for library use was the subject under discussion at a meeting of the Washington Chapter of SLA, March 10, 1953.

A description of the design and use of the transmitter by the Atomic Energy Commission in Oak Ridge, Tennessee, was given by Bernard Fry, AEC's chief librarian.

A demonstration of the transmitter was given by Legare Obear, chief of the Loan Division, Library of Congress.

Scott Adams presented the paper published here.

tories of information. Since man's satisfactions are finite, we have to be content with smaller, more highly selective working libraries. We are fortunate that in the larger libraries there exist vast repositories, and that we have free access to them. We can't afford to emulate the large libraries, nor is it necessary.

Our objective should be to develop the best working collections possible, and to improve communication techniques that will permit supplementing limited resources more quickly, more cheaply, and more effectively than is possible at present through buying or borrowing.<sup>1</sup> Herein lies the library significance of facsimile communication. It is a technique for the transmission of print from one library to another, making available for the use of library patrons *all* the information resources of the Federal government.

The second half of the twentieth century is sure to see an enormous improvement in interlibrary communication as a necessary corollary to interlibrary cooperation.<sup>2</sup> It is significant to note that the public libraries of Racine



and Milwaukee, Wisconsin, are linked by teletype, that the Midwest Interlibrary Center in Chicago and the Technical Information Division, Library of Congress, have both adopted teletype communication.

Facsimile equipment has been designed for library use by the Atomic Energy Commission. The Federal libraries in Washington are uniquely fitted for a pioneer facsimile network. The following characteristics favor them: *Geographic proximity.* The principal libraries which might be served by facsimile are within a fifteen-mile radius of the Library of Congress.

*Regional pattern.* The larger, or potential sender libraries, are concentrated; the smaller, or potential receivers, are dispersed. This is a nuclear pattern which lends itself readily to a simple inexpensive network.

*Loan volume.* Non-governmental libraries are amazed at the volume of interlibrary loans conducted by Federal libraries. The Library of Congress loaned to Federal libraries in 1951-1952, the total of 99,926 volumes, and the Armed Forces Medical Library, approximately 10,000.<sup>3</sup> The National Institutes of Health borrows 5,600 volumes annually. The character of this interlibrary loan traffic varies according to the library programs, but a spot check at NIH shows that two-thirds of its borrowing is composed of scientific periodical and serial volumes. The average length of the needed articles in these volumes is ten pages. These loans cost money; estimates from non-governmental libraries vary from \$1.50 to \$7.00 per transaction.<sup>4</sup> If facsimile is cheaper (which has yet to be proved), there is strong economic incentive.

*Dollar value of information.* Postwar development of the sciences and technologies has brought the realization that time is essential in providing information. The mechanism of interlibrary loan, which may be quite adequate for academic needs, is cumbersome for the transfer of information required daily and hourly by the government.

There are two basic types of facsimile equipment. The first, which has been used for many years to send newspaper photographs and weather maps, is drum scanning. Its slowness makes it impractical for the transmission of multi-paged articles, and it has limited library application.

The second type of facsimile equipment, flat bed scanning, was developed by RCA under contract.<sup>5</sup> This AEC equipment has definite possibilities for library use. A book-cradle designed to hold a bound volume, similar to that used in microfilming, drives the copy past an aperture through which a rapidly oscillating pencil ray from a cathode tube sweeps the copy thirty times per second. The ray converts the black of the fractions of letter-press into electric impulses, which can be transmitted to a recorder, and reconverted to print. The AEC model has a capacity of fifteen linear inches of copy per minute, or, counting operator time, approximately one page a minute or 480 pages a day.

#### Flat Bed Scanning

Other companies are developing flat bed scanning equipment for commercial use with a possible potential for scanning thirty-six linear inches of copy per minute. With improved feed mechanism, this would mean four pages per minute, or 1,920 per day, the present ceiling using electronic-mechanical equipment by itself. *Ultrafax*, launched by RCA and Eastman Kodak in 1948, combines microfilm operations with scanning, as does a recent Russian proposal,<sup>6</sup> and a Dutch development.<sup>7</sup>

Current proposals for further development center on entire page scanning by TV, and photo-mechanical methods of recording the entire page at the receiving end. This development is eminently possible, and when it is achieved will provide greater speed and economy in the use of facsimile for library needs. It can already be demonstrated that the sending of a ten-page article by facsimile is cheaper than the costs of lending and borrowing the volume in which it is contained.

### Communications System

To form a communications system, three items are needed: scanners for the sending libraries, recorders for the receiving libraries, and some form of linkage. For this last, we can use high quality (15 KC) direct line telephone wire, or we can take to the air, using beamed microwave. The former is rented, at about \$8.00 per mile, per month, plus installation cost; the latter is bought outright, at a cost, installed, of approximately \$13,000 for a two-point, two-channel line-of-sight system. Microwave channels allow for simultaneous voice communication and have other advantages.

Let us assume an initial system centered on the Library of Congress. L.C. would have the scanner located in its Loan Division and a microwave sender, complete with parabolic "dishpan" antenna, on the roof of the Annex. The antenna would be rotational, with compass direction and elevation of each receiver calibrated. Receivers might be located in six libraries, possibly, the Atomic Energy Commission, the Naval Research Laboratory, the Department of Agriculture, the Bureau of Standards, the National Institutes of Health and the Naval Medical Research Institute in Bethesda. Transmission to each of these would be scheduled daily at pre-arranged hours.

While in theory transmission should be considered a cheaper substitute for free interlibrary loan, and hence itself supplied without charge, practical considerations suggest that a monthly service charge to defray equipment replacement and maintenance might be made. This area, however, is as yet unexplored.

Libraries, using the voice channel on their microwave sets, could phone requests to the Library of Congress, or send conventional requests by mail. Let no one count on instantaneous service; there would still be the time delay of searching the volume on the shelves.

However, the volume once located, and the excerpt sent by facsimile at the scheduled time, the receiving library

could give, not lend, the paper facsimile to the borrower. There would be no charging, no returns, no overdues. The borrower would consider it his property, to mark, to cut, to file with his reprint collection.

The system could grow more complex by adding both transmitters and receivers, as the traffic indicates. For example, the Armed Forces Medical Library might install a transmitter, and a number of other libraries, receivers. The microwave equipment is capable of carrying video, and other uses might well be found. In fact, any library joining this network should plan protection now against pressures to use the equipment for non-library purposes.

### Costs

With the general warning that cost estimation is pure conjecture, and that no one can be held accountable for the figures which follow, let us consider dollars, cents and their fractions.

There seem to be no published cost figures on interlibrary loan of Federal libraries in Washington. Costs do vary, but experience data is available from two cooperating libraries. It costs the Armed Forces Medical Library an estimated \$.84 per item to lend, and the National Institutes of Health, \$1.26 per item to borrow, for a total cost of \$2.10. This provides a figure for comparison with cost of facsimile, based on production and prices which seem reasonably attainable. Production and costs are reckoned as follows:

1. Scanning and recording equipment capable of producing 200 pages per hour. Estimated cost, \$3,500., plus maintenance charge of \$600. per year. Cost amortized over ten years.
2. Paper at four cents per page; labor at \$2.00 per hour or one cent per page; power at commercial rates constitutes a negligible cost per page.
3. Two-way microwave link at \$13,000 (maintenance costs included under scanner). Cost amortized over ten years.

Composite costs scaled to volume of production under these conditions, are given in the accompanying table.

Number of pages per day	Cost per page to sender	Cost per page to receiver	Total cost per page
25	.169	.138	.307
50	.089	.090	.179
100	.049	.072	.121
150	.036	.065	.101
200	.029	.061	.090
250	.026	.058	.084
300	.013	.057	.070

#### Summary

To sum up, at 100 pages per day, ten articles of ten pages each would cost \$1.21 apiece; at 200 pages per day, the cost would be reduced to 90 cents.

Allowing even a 50 per cent margin of error (which is not at all improbable in such calculation), facsimile would still appear to be cheaper than inter-library loan where short articles of an average ten-page length are involved. Add to this economic consideration the extra speed, the reduction of record keeping, and the many benefits which retention copies offer the user, and it is hard to avoid the conclusion that an experimental library facsimile network is already overdue.

#### References

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- <sup>2</sup> Carlson, W. H. "Cooperation: An Historical Review and a Forecast", *College and Research Libraries*, 13, January 1952, p.5-13.
- <sup>3</sup> Luay, M. L. "Interlibrary Loans in a University Library," *College and Research Libraries*, 13, October 1952, p.344-349.
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- <sup>5</sup> Radio Corporation of America. *Report on Remote Facsimile Duplicator Equipment Developed for U. S. Atomic Energy Commission*. Camden: RCA, 1950. 6p.
- <sup>6</sup> Rykabov, B. "Elektronnaia Fototelegrafiia" ("Electronic Phototelegraphy"), *Tekhnika Molodezhi*, 1952, no.5, p.28-29.
- <sup>7</sup> Rinia, H.; Kleis, D.; van Tol, M.; and others. "Experimental Transmitting and Receiving Equipment for high Speed Facsimile Equipment", *Phillips Technical Review*, 10, 1949, p.189-195; 257-264; 265-272; 289-298; 325-333.

## Next Issue

The July-August issue of **SPECIAL LIBRARIES** will feature articles of interest to business libraries. It will include papers presented at the SLA Convention in Toronto as well as the following:

A Survey of Business and Economic Departments in Public Libraries

EDWARD H. FENNER

*Head, Business and Economics Department*

*Enoch Pratt Free Library  
Baltimore, Maryland*

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# Map Procurement in the Special Library

ENA L. YONGE

*Map Curator, American Geographical Society, New York City*

**A** LIBRARIAN must believe in the importance of maps, and must know how and where to obtain them. Unless the map collection continues to grow, its usefulness will decline. A judicious pruning or weeding from time to time helps to keep the collection from getting too cumbersome and congested.

Maps differ from books, as they are more general in content and may be used in many ways. No two special libraries will buy or collect the same books, whereas a map collection must, of necessity, be well-rounded. A map curator must recognize that maps are more than objects to be cataloged, shelved and ultimately discarded. He must be aware of the importance of the map collection, and should be vigilant and almost fanatic in seeking out new material.

Unlike government map agencies, with their unlimited facilities and funds for acquiring maps, map libraries in universities, scientific institutions, and other special libraries, have to function on very limited budgets. The map col-

lections in many libraries suffer from inadequate equipment and space for filing and use, and from lack of competent personnel to care for them.

This austerity system permits no alternative. Complimentary or sample maps are the order of the day. Publishers are most generous, especially if one can offer an exchange or promise to exhibit or review the offering.

When requesting maps, letters are more effective than forms. Forms may be used when circulating city engineers or Chambers of Commerce, but better results are obtained elsewhere through individual letters.

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It takes greater effort to ferret out more specialized maps issued by other government departments, such as agriculture, census, forestry, soils and conservation, irrigation, reclamation, meteorology, etc., and it often entails a letter of inquiry to the office in question to find out what they publish in the way of maps. The United States government is particularly rich in various types of maps, most of which can be obtained for the asking or at low cost. The Superintendent of Documents in Washington handles most government publications.

### **Collecting Maps**

The SLA GEOGRAPHY AND MAP DIVISION held a symposium on "Map Procurement" May 29, 1952, at the SLA Convention in New York. The papers published here were presented at that meeting by Ena Yonge, who discussed map acquisition in the special library; by Helmuth Bay, who discussed the problems of the commercial map-maker; and by Ernest De Wald, who reviewed map procurement by U. S. government agencies.

In seeking out government maps, one should remember also local offices: county, city and state, road commissions, census, city planning, port authorities, regional planning, etc.

#### *Commercial, Foreign and Domestic*

All map publishers issue catalogs, some of them illustrated profusely. Notices of new maps and atlases published, and new editions of catalogs may be received by requesting that one's name be added to the mailing list. American firms handle many foreign geographical publications, and some issue special lists of this material.

For rare and historical maps, consult catalogs issued by rare book dealers.

#### **Periodicals, Foreign and Domestic**

These are issued by geographical and geological societies (i.e., *Geographical Journal*, *Geographical Review*, *Professional Geographer*, *Surveying and Mapping*, *Military Engineer*, etc.). Bulletins published by historical and archeological societies are a good source for maps. Also the *Bibliographie cartographique internationale*, issued annually by the

Comité National Français de Géographie and the Union Géographique Internationale, in Paris, with the aid of UNESCO.

#### **Copyright Entries, Maps**

The *Catalog of Copyright Entries* listing maps is published by the Copyright Office, the Library of Congress, Washington, D. C., and it includes all maps copyrighted in this country.

#### **Other Sources**

When cataloging or examining maps, check the source material frequently listed at the bottom of each map.

The American Geographical Society is fortunate in its policy of examining books and periodicals for map cataloging, in finding many references to important geographical items. Often, a large map accompanying some report, may be useful in the map collection, and an extra copy should be ordered or requested.

Visit other map libraries, government map agencies. Attend exhibits and professional congresses, or read their reports of proceedings; ask members of your staff and organization to report interesting maps and atlases.

Maps are issued by services dealing in public utilities, oil and gas companies, railways, bus lines, airlines, steamship lines, Chambers of Commerce, banks, broadcasting services—in fact everyone seems to issue maps although the quality is not always on a par with the quantity.

Maps of this type are prepared ordinarily to serve a specific purpose and they are not planned for any more extended use.



Miss Ena L. Yonge in the Map Room of the American Geographical Society, New York City.

# Map Procurement in Government Agencies

ERNEST DE WALD

*Chief, Map Library, The Army Map Service, Washington, D. C.*

**M**AP PROCUREMENT in the various government agencies generally follows similar policies and procedures. Despite ultimate differences, many of the Federal map collections develop from the same incentive: to provide patrons with the best coverage in scope and kind. The means through which separate mapping agencies attain different aids are apt to be identical. Subject variety does not greatly influence the practices of procurement. Ways of acquiring maps are much the same whether the material demonstrates economics or military topography. Sources, systems and bibliographic aids are fundamentally alike. Map purchasers may approach different markets; may ask for different products; may bring home packages of different size, shape and color. All of the bundles contain maps, obtained in the same general manner with the same media of exchange.

Deviations do occur within accepted patterns. They are normally confined to functional adaptations and compromises and pertain to methods and channels. They are minor and need no elaboration here. A review of the main sources, methods, channels and bibliographic aids in their major and similar aspects seems more appropriate to the occasion and to this paper.

Sources should be rather obvious. They offer equal opportunity and limitations to all procurement officers. Likely markets are map publishers and map brokers. Occasions for negotiating with individuals are the result of chance and the odds against success are exceedingly high. Within the narrower fields of specific interest, differences will oc-

cur. But, ordinarily, the agent who seeks the cartographic expression of political conditions will operate within the same sphere as the agent who seeks a communications map.

## Official Agencies

Official mapping agencies, such as the Directorate of Military Survey in England and the Institut Géographique National in France, are excellent sources of maps, map material and map data. Organizations like these are able to supply maps of areas beyond their own countries' boundaries. Their structure is usually military. Equally significant are the civilian mapping agencies with national status. The Ordnance Survey in England and the U. S. Geological Survey are outstanding examples of this type of governmental cartography. They are prolific publishers of excellent maps whose coverage is normally confined to their own countries. Commercial mapping agencies, like Rand-McNally and Nystrom in the U. S., Michelin in France and Kummerly and Frey in Switzerland, conduct mapping programs which provide specialized coverage of many geographical areas. Frequently these firms are allied with industrial or commercial concerns. The road maps which General Drafting compiles for Standard Oil are classic examples of cooperative effort in the field of commercial mapping. Institutional cartography which is represented by organizations like the American and Royal Geographic Societies, are sources of good maps. Each has a tendency to dedicate its facilities to unique endeavor. Many industries engage in auxiliary mapping operations. Oil, mining, con-

struction and other engineering companies conduct both field and office work in the manufacture of maps as exploratory and planning instruments. Much of this data remains unpublished and is kept as reference copy. The map collections of many repositories, such as the Library of Congress, the Central Library in Zurich and the Bibliothèque National in Paris, are fruitful sources. There are local agencies which can be tapped for cartographic material in the limited categories of state, county and municipal coverage. They represent a reliable, if not convenient, source for road, railroad, township and land utilization maps. Bookstores are valuable points of inquiry. In some countries they are the only adequate source. Last in the list of sources, only because they are difficult to discover, are persons who travel or reside in foreign areas. Success in this category depends largely on the individual's enthusiasm for maps and his opportunity to purchase, persuade or pilfer.

These sources are not exploited equally by all mapping agencies and map libraries. A single product of publisher or distributor will not have general appeal to many agencies, but many agencies can choose several items of value from the products of a single source. Federal map procurement is based on the existence of multiple inquiry.

#### Methods

Methods of map procurement are subject to the minor variables as are sources. Departures from standard practice are influenced by the kind and location of the source. In their general and similar aspects procurement methods have developed in five directions: exchange, purchase, loan, gift and capture. Choice among them is adapted to local conditions.

Methods are interwoven with channels of acquisition. The conduct of the former inevitably influences and depends on the latter. So far as methods are concerned it is safe to say that by their channels you shall know them. Foremost among methods are the ex-

change agreements which U. S. agencies negotiate with foreign organizations—governmental, institutional and commercial—in about that order. The terms of such agreements are normally established on the biblical equation, a map for a map. Where the production rates of the contracting agencies are drastically disproportionate, Uncle Sam traditionally agrees to be a good provider in order to obtain scarce items. This still can be considered a *quid pro quo* arrangement in the sense that ten for one is a proper ratio where one is a rarity. In the more complex exchange agreements of this type (usually established between military agencies) map manuscript or reproduction material is included.

Probably the most important instance of map exchange, from the standpoint of Federal benefit, is the Joint Procurement effort devised approximately five years ago. Under this program representatives of eight government agencies pool their resources and consolidate their requirements to effect a united bargaining power in mapping markets.

Within the Defense Establishment, map procurement is conducted through the Military Attaché system. A fair percentage of the material acquired through this method is purchased. Elaborate measures are provided to avoid duplication by the Military Attachés and the Geographic Attachés who function in joint procurement operations. Close coordination in Washington and consultation among the representatives in the field minimize the possibility of overlap. The Geographic Attaché relieves a part of the Military Attaché's obligations. Nearly all methods of procurement are available to the Military Attaché and are applied as circumstances designate.

Still within the Department of Defense, and also offering profitable returns, are the Army Commands stationed in areas like Western Europe, the Far East and the Caribbean. The methods used in this phase of procurement are implicit in the standard oper-

ating procedure of the Engineer and Intelligence Units attached to the respective Armies. Their functions are limited in scope to definite areas of responsibility, but are expanded in kind to include original mapping.

Nearly all these methods are of a dual nature. Procurement is automatic — the agents or agencies are given general requirements and act according to personal judgment. Procurement is specific — the requestor provides the agent with a want list compiled from the knowledge of deficiencies in the map collection.

In somewhat the same procedural category as the Joint Procurement Program is the activity of the Acquisition and Distribution Division, Department of State. This unit's primary and almost exclusive interests are books, periodicals and similar publications. Efforts are not confined to cartographic literature. In fact, mapping is a minor item on the agents' want list. On infrequent occasions, personnel of this corps acquire maps. Such procurement normally occurs where it is the only feasible means. It is usually consummated by purchase.

Domestic procurement (acquisition of material from sources within the United States) is conducted through all the methods mentioned. Exchanges are negotiated with all likely agencies. Purchases are made at all likely markets. Loans are requested where outright ac-

quisition is impossible. Gifts are accepted with eagerness and proper gratitude. Capture, as a procurement method, is limited, obviously, to periods of armed conflict.

### **Bibliographic Aids**

The bibliographic aids exploited by map procurement personnel, are not only self-explanatory, they are identical to the reference tools used in any library research. Map catalogs are, of course, foremost in terms of completeness and ease of inquiry. Publication lists, map accession reports and mapping progress reports serve specific purposes and reward their readers with varying dividends. Periodicals, intelligence documents, geographic and cartographic texts are high on the list of hints to pursue, but demand still more investigative effort.

Map procurement in the government services has a brief history. Prior to World War II, acquisition of maps and charts was either a periodic trickle of specialized items or spasmodic gatherings of small bundles. Neither method was satisfactory for current conditions. The idea for amalgamating governmental map procurement was born during the war, and developed in the years immediately following. The significant fact of Federal map procurement is its consolidation on one front, and its coordination on all others.

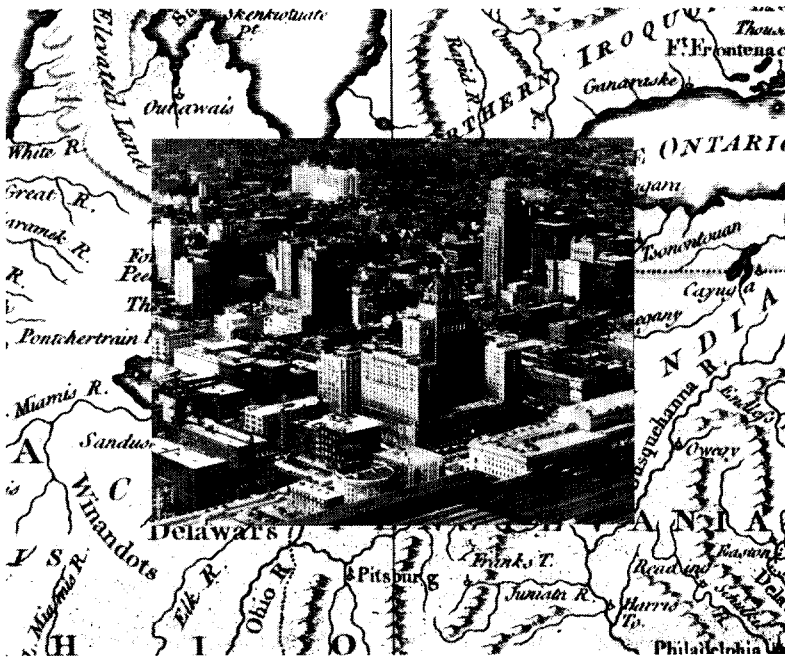
## **MAP EVALUATION**

Two papers on map evaluation presented at the SLA Convention in New York, May 29, 1952, have been prepared for distribution shortly by the Geography and Map Division. Copies will be sent to members of the Division, and to selected libraries.

The papers include an appraisal of "Historical Maps", by Mrs. Clara E. Le Gear, bibliographer of the Map Division at the Library of Congress, Washington, D. C., and a study of "Classrooms Maps", by Bill M. Woods, map librarian at the University of Illinois, Urbana.

A limited number of copies will be available free on request and be obtained by writing to Mr. Arthur B. Carlson, curator of the Map and Print Department, New York Historical Society, New York City.





## MAP-MAKER'S COLLECTION

HELMUTH BAY

*Rand McNally and Company, Chicago, Illinois*

**M**AP LIBRARIANSHIP is a science, a distinct branch or phase of library work. It is necessary to have a thorough knowledge of map bibliography, an understanding of map construction and map use, and a basic geographical knowledge.

The usefulness of a map library depends on the skill of the librarian in acquiring the maps, atlases and other related items which furnish the required information and keep it up to date. Ideally, large general map libraries such as those in the Library of Congress, the American Geographic Society, and the University of Chicago, try to obtain everything possible in the way of current map material, and at the same time attempt to complete the historical portion of their collections.

Special map libraries, however, are more limited in scope. A library for the Bureau of Mines will try to acquire everything it can on maps and material having to do with its subject field. The library of a railroad association will col-

lect everything on rail transportation. A business library will collect maps on marketing and allied subjects.

The library in the Research Department of Rand McNally and Company in Chicago, which is used as an adjunct to producing new maps, atlases, and miscellaneous geographical publications such as text books, has a scope of its own. In order to produce or revise maps, one must have basic data from which to compile and draw them. The map librarian must obtain such data as is official, accurate, and free from copyright restrictions. Privately printed and copyrighted maps, guide books, and similar materials are also needed, but their use is primarily for reference purposes only, and not as a source, unless permission to use is secured.

The Research Department of Rand McNally finds it expedient to check government map making and scientific agencies at frequent intervals for first hand information on what is current and what new materials are available.

# A Vertical File Classification System For A Special Library

LAWRENCE P. MURPHY

*Librarian, University of Washington, Oceanography and Fisheries  
Libraries, Seattle*

A PAMPHLET FILE, or vertical file, in a scientific library is a vital research tool. Since this important instrument is difficult to maintain, the Oceanography Library of the University of Washington attempted to solve some of the common vertical file problems.

An oceanography library is an ideal place for vertical file experimentation, for some of the most vital American ocean research appears in the form of mimeographed pamphlet reports put out by the various oceanographic institutions under government research contracts. Each mimeographed report is as important as an entire book in the usual library; therefore, the vertical file is as important to an oceanography library as book stacks are to an ordinary library.

In addition to research reports, an oceanography library also contains the usual reprints which one finds in most scientific libraries. Such reprints are vital articles taken from those periodicals which are not included in the library's collection because the periodical itself does not contain enough articles in the library's subject field to warrant the expense of a subscription.

Besides research reports and reprints, an oceanography library, like many scientific libraries, also collects a large amount of miscellaneous material. This miscellaneous material includes such items as newspaper clippings, seminar notes, laboratory data, mathematical calculations, equipment advertisements, and lecture outlines.

We wondered, of course, if we should maintain three separate files, one for the reports, one for the reprints, and one for the miscellaneous material. Pre-

vious experience, however, had shown that separate files are costly to maintain and confuse the library user. It seemed advisable to combine all three categories of vertical file material in one large file and to find one vertical file arrangement into which we could fit the various types of materials.

## Central Filing

Our three categories of pamphlet material had one characteristic in common. All of it was unbound and usually less than fifty pages in length. All of it, therefore, could actually be stored in one type of filing case. At the University of Washington Oceanography Library we had filed all the pamphlets in regular legal size office file cabinets. Consequently, we knew that it was physically possible to use one filing system for all of our vertical file material.

Having decided to place all pamphlet material in one file, we next had to choose the best type of arrangement for the pamphlets. In the library of the University of Washington Oceanographic Laboratories at Friday Harbor, for example, we had used an author arrangement of reprints. The author arrangement, however, had disadvantages, for there was no subject approach in the filing system itself. Complete subject cards for each reprint were necessary in order to know what material on any particular subject was available.

The author arrangement proved to be rather clumsy in a heavily used file. Numbered books on a shelf can be filed quickly and a book out of place is noticed easily; however, as everyone who has filed catalog cards knows, it is easy to make an unfortunate transposition of letters in filing alphabetical titles. Since

this type of error is not readily apparent, pamphlets misplaced in the file are lost.

The author arrangement, however, did have an advantage, for it was an automatic filing system. The position of an item in the file was self-determining. Publications required no numbers and catalog cards, no location marks.

In the Oceanography Library in Seattle, there was another pamphlet file in which the items were arranged by accession number in straight numerical sequence. Such a file was easy to set up. A disadvantage of the accession number system, however, was the necessity for maintaining a complete set of subject catalog cards and an author card for each pamphlet. Another disadvantage was the difficulty in retrieving misplaced pamphlets.

Since neither the author nor the accession arrangement met our needs, a satisfactory subject filing system was explored. We considered filing the material on each subject in a separate manila folder with merely the name of the subject on the folder. This is certainly a handy arrangement for the usual clipping and pamphlet files found in general reference departments of libraries, but it loses some of its advantages in a scientific library. Theoretically, this subject arrangement makes catalog cards unnecessary. In a scientific library, such an arrangement is inadequate. A subject approach is sufficient, ordinarily, to material in a reference department pamphlet collection. However, an author approach is often as important as a subject approach.

Moreover, scientific pamphlet material, unlike newspaper clippings, frequently contains diverse matter which must be brought out by subject analysis. A work on ocean waves, for example, may contain several valuable pages of discussion on ocean currents. Filing by subject headings, therefore, does not always eliminate subject catalog cards.

A call number on the card was the next consideration. A numerical system had to be selected which could be used

for research reports, reprints, and miscellaneous material.

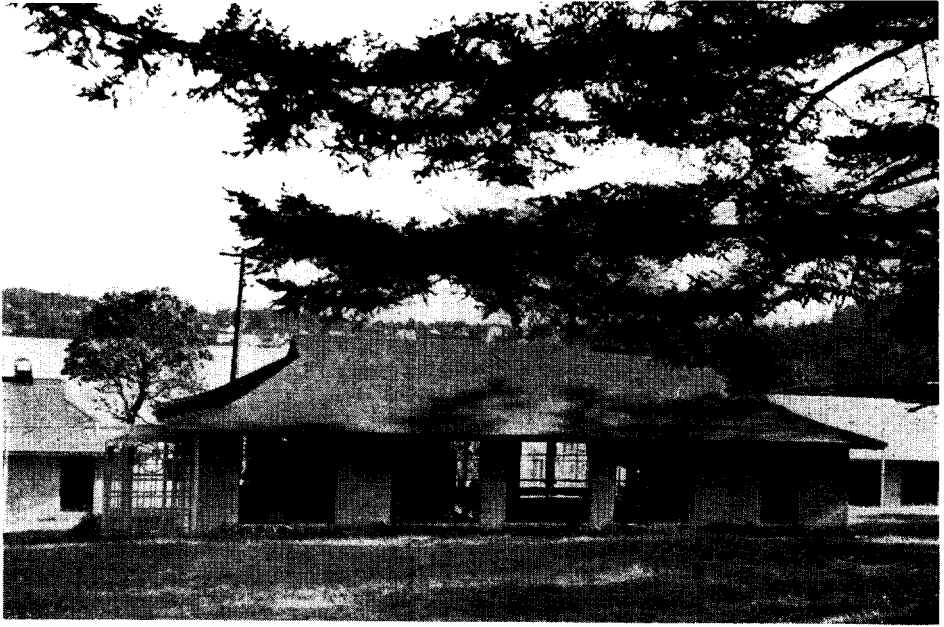
#### Classification

The Universal Decimal Classification System seemed to be the best system for our use because the subject breakdown was sufficiently minute to adequately categorize our material. The British Standards Institution, fortunately, has published both a translation and an index to the number categories which we most frequently use, classes 55 to 59. In addition, the Food and Agriculture Organization of the United Nations has published a special Universal Decimal expansion to be used in fisheries categories; this appears in the *Handbook for World Fisheries Abstracts* printed in Washington, D. C. in 1950.

The Universal Decimal Classification has given us many advantages, for all material placed in the file now has a call number on it. The first part of the number is made up of the subject classification; the second part is made up of the first two letters of the author's name and the first letter of the title. This numerical arrangement makes filing simpler than a word-by-word filing arrangement. It is also easy to see an out of place item; for, since each item is placed in its own manila folder, the eye can merely glance down the numbers on the manila folders in the file drawer and determine whether or not the items are in order.

The call number on the individual item also makes a convenient call number to place on the catalog card. Such was not true in the case of the subject word filing. At the same time the subject file makes it possible to place material, such as newspaper clippings, in the file without having to make either author or subject cards. In fact, subject cards need be made only for items which contain more than one subject.

The maintenance of a charge file is simple when the pamphlet file is arranged according to a numerical scheme. When an author or subject word system is used, the charge card for each item checked out must contain both



*The University of Washington Oceanography Library, Friday Harbor*

the author and title, and the card itself must be filed according to the author, which can be a comparatively clumsy filing arrangement. When a numerical scheme such as the Universal Decimal System is used, only the call number need be written on the charge card. The card can then be easily filed in the numerical scheme like a charge card for any classified library book.

Miscellaneous material can often be placed under the appropriate classification number without making any catalog entries, as explained above. The reprints when placed under the appropriate classification number often need only an author card for the card catalog. The filing of *Oceanography Reports*, however, is somewhat different, for it has been found advisable to keep each series of reports in one place in the file, as one would keep one set of a periodical in one place on the bookshelves; therefore, the entire series is classified roughly by content, and both author and subject cards are made for individual items within the series. Sometimes, however, only one subject card is needed for one entire series and this does save much time. It is also an ad-

vantage to have the report series filed in the same numerical scheme as the other material, making it unnecessary to consult more than one file.

#### **Summary**

We have found that the Universal Decimal Classification Scheme is a good subject arrangement; for, in addition to giving a minute subject breakdown in oceanography and fisheries, the classification itself covers the entire realm of knowledge. This inclusiveness of the classification scheme permits us to automatically add related subject matter to the file without the reorganization of the numerical system which is necessary when a subject scheme covers only one minute subject range. Not only is the Universal Decimal System an adequate subject arrangement, but it is also a handy filing guide. In addition, this system decreases the cost of maintaining a card catalog, and the call numbers which the classification system provides are a handy filing aid in maintaining the usual charge file. The Universal Decimal Classification has proved to be the most successful filing system for our vertical file needs.

# Major Problems of Special Libraries

## WHAT TO DO ABOUT THEM

SIDNEY EDLUND

*Partner, Sidney Edlund and Company, Management Counselors, New York City*



SIDNEY EDLUND

Last November, for the first time in my life, I met a group of special librarians. I've participated since in ten exciting sessions of the Public Relations Committee of the Special Libraries Association. As a result of concentrating on the points discussed at these meetings, I've developed some definite convictions about special librarians and their problems.

I think most of their major problems stem back to one thing — to the widespread lack of understanding of the extent to which the recorded past can be of value in solving current problems. This exists on all levels, from top management down through department heads, technical employees, and secretaries. Sometimes it is found even among those skilled in technical research. Happily, there are exceptions on all levels.

This lack of understanding resulted in one large company spending weeks and months of technical research on each of many projects and later discovering that the essential information could have been provided in the majority of cases within forty-eight hours by library research.

This lack of understanding accounts for another organization's plan to send an engineer to Europe to obtain needed information. Fortunately, the librarian learned of the problem, and by library research, produced the required data before the engineer embarked.

This lack of understanding is the primary reason that librarians are not consulted in a wide variety of daily situations where they have been trained to make contributions of value.

This lack of understanding explains why special librarians are often not informed when new projects and product changes are being considered; why librarians and their staffs often do not enjoy proper status; and why many special library appropriations are inadequate.

Better understanding by management and personnel of the value of the library in solving current problems can be encouraged through education. Although this is a slow process, the case is so strong that the results seem assured, provided, of course, that the education is carried on consistently over a long period.

Who should carry on such educational work in your organization?

As chief librarian, you are no doubt in a better position than anyone else to demonstrate clearly how your library provides information, frequently far beyond that requested; how it saves the time of executives and other salaried personnel; how it saves money for your organization.

Management is deeply interested in these things and wants to know how an even better job can be done.

For these reasons your Public Relations Committee has developed a visual presentation. It will help you to prepare and present the story of your own library interestingly and dramatically. It will be of interest to your management and to others who should be making fuller use of its facilities. This presentation is now being reproduced. At Special Libraries Association meetings you will see and hear different librarians adapt this presentation to meet their specific conditions. Then

you will understand better how you can adapt it to your situation.

Such a project is bound to increase the value of the library to your organization.

Your Public Relations Committee is planning to collect copies of various adaptations and also indications of reactions and results. Thus a wealth of illustrations will be accessible for use in the preparation of articles for publicizing the significance of special libraries.

Another problem considered by your Public Relations Committee was the need of recruiting for the special library field. The Committee members believe that the key to developing interest is the fact that the special librarian, to a considerable extent, makes his own job. In response to requests, he can frequently provide data far beyond that which is expected. Then, too, he can initiate the gathering of valuable information which has never been called for. In addition, he can usually improve existing services and develop new services of value — such as editorial assistance, help in compiling training brochures, new digests and indexes. The librarian who takes full advantage of these opportunities is demonstrating the value of the library to his management and to other company personnel in a highly constructive manner.

I believe that the special librarians, through their Association, should attack this major problem in still another way.

College presidents and professors agree that an understanding of the sources of knowledge and how to use them is essential to good education. Nevertheless, with a few happy exceptions, undergraduates are taught only subjects. Only a limited number learn how to use the sources of knowledge or acquire an appreciation of their significance. As a result the majority of college graduates go through life failing to take advantage of this great source of assistance, even in instances where there are trained librarians at hand who would gladly serve them.

With so much to be gained, it seems to me that Special Libraries Association should spark a continuing project designed to assist colleges in improving their efforts to teach the value of sources and how to use them. This project should gain the active support of many strong groups.

To summarize:

1. Most of the major problems of special librarians go back to a lack of understanding of the extent to which the recorded past can be of value in meeting problems of today and tomorrow.
2. The special librarian himself must do most to correct this situation within his own organization. For instance, he can make extensive use of the Association's visual presentation now being reproduced, and other tools which may be prepared by the Special Libraries Association. Then, too, the special librarian has unusual opportunity to demonstrate the service his library can perform by initiating the gathering of valuable information, and by developing other services of value to his organization.
3. Collectively, the special librarians can work toward improving the educational system, especially in the colleges, so that many more may learn to have a better understanding of the value of recorded knowledge.
4. Such a program cannot fail to improve the status of the profession and of the individual librarians.

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Sirney Edlund is senior partner of Sidney Edlund and Company, management counselors. He is past president of Pine Bros. Inc. and of Life Savers Inc.

In 1935 he founded the Man Marketing Clinic and is still its active head. This organization has helped several hundred thousand people to pick and land their jobs. With Mrs. Edlund he is co-author of *Pick Your Job and Land It*.

Last year Mr. Edlund founded the National Visual Presentation Association and is its president.

His chief interest in life is to help people make better use of their talents.

# Report of the Treasurer

I respectfully submit the financial statements of the Special Libraries Association for the year ended December 31, 1952, including the statement of assets and fund balances, statement of income, expenditures and changes in general fund balance, and the summary of changes in special fund balances. The report of Price Waterhouse & Co., who examined the financial statements, is included herewith.

EDWARD H. FENNER. *Treasurer*

THE EXECUTIVE BOARD  
SPECIAL LIBRARIES ASSOCIATION  
31 East 10th Street  
New York 3, New York

March 5, 1953

Dear Sirs:

We have examined the appended statement of assets and fund balances (Exhibit I) of Special Libraries Association as of December 31, 1952 and the related statements of income, expenditures and changes in fund balances (Exhibits II and III) for the year then ended. Our examination included tests of the accounting records maintained at the Association Headquarters, and other supporting evidence and other auditing procedures, as outlined generally below.

The cash in banks at December 31, 1952 was confirmed by correspondence with the depositories and the securities representing the investments carried in the statement of assets and fund balances were counted by us at the safe-deposit vault at The National City Bank.

We ascertained for a test period that the recorded cash receipts agreed by totals with related deposits appearing on bank statements, and that the recorded disbursements were supported by paid checks. In addition, we examined invoices, payroll records and other data in support of disbursements for the same period. We ascertained by computation that income receivable from investments and savings bank interest had been collected.

We tested recorded income from membership dues by reference to a membership card file, subunit membership rolls and other related records and by direct confirmation with a selected number of members. We also requested from four selected local chapters (of a total of twenty-six such chapters) confirmation of memberships and of financial transactions recorded on the books of the Association Headquarters.

A physical count of the inventory of publications on hand as at December 31, 1952 was made by employees of the Association. We made test counts of a number of the inventory items and satisfied ourselves generally as to the method used by the Association in determining the quantities on hand. Tests were made of the basis on which the inventories were valued by reference to purchase and sales invoices.

We ascertained that transactions affecting the newly established Life Membership Fund were made in accordance with policies adopted by the Executive Board of the Association in 1952. We also ascertained that transactions affecting the General Reserve Fund, the Student Loan Fund and the Publications Fund were in accordance with policies adopted in 1951.

As instructed, we did not attempt to ascertain the composition of the various fund balances as at June 1, 1950, the start of the period covered by our initial examination. A review of transactions prior to that date would have involved an unreasonable amount of time and expense.

The accounts of the Association are maintained substantially on a cash basis. The amount of expenses unpaid at December 31, 1952 not recorded on the books was not material. Included in income for the year ended December 31, 1952, as shown in Exhibit II, are dues and subscriptions applicable to years subsequent to 1952, as follows:

	1953	1954	1955	1956	1957
Dues .....	\$28,295.87	\$ 99.00	.....	.....	.....
Periodicals:					
Special Libraries .....	2,508.25	111.75	\$17.50	\$7.00	\$7.00
Technical Book Review Index....	5,230.45	228.40	4.50	.....	.....
	<u>\$36,034.57</u>	<u>\$439.15</u>	<u>\$22.00</u>	<u>\$7.00</u>	<u>\$7.00</u>

As at December 31, 1952 amounts receivable from sales of periodicals and publications and from advertising therein not recorded on the books nor included in the attached statements aggregated approximately \$1,350.

In view of the Association's practice of taking into income dues and subscriptions in advance of the periods to which they relate, we cannot express an opinion that the attached financial statements present fairly the position of the Association at December 31, 1952 and the results of its operations for the year then ended. However, as far as our examination extended, the transactions were found to have been recorded properly on the basis indicated.

Yours very truly,

PRICE WATERHOUSE & CO.

EXHIBIT I

**SPECIAL LIBRARIES ASSOCIATION**  
**STATEMENT OF ASSETS AND FUND BALANCES**  
**DECEMBER 31, 1952**

Assets		
General fund:		
Cash in checking account .....	\$ 42,898.38	
Cash in savings account .....	5,000.00	
	\$ 47,898.38	
General reserve fund:		
United States Government securities, at cost (approximate market value \$47,000) .....		44,710.03
Life membership fund:		
Cash .....		2,163.43
Publications fund:		
Cash .....	\$ 14,735.44	
Inventory of publications, at cost or estimated sales value, whichever is lower .....	4,146.14	
	18,881.58	
Student loan fund:		
Cash .....	\$ 3,013.89	
Loans receivable .....	373.52	
	3,387.41	
		\$117,040.83

Fund Balances		
General fund:		
Sundry credits .....	\$ 26.50	
Fund balance (Exhibit II) .....	47,871.88	
	\$ 47,898.38	
General reserve fund (Exhibit III) .....		
		44,710.03
Life membership fund:		
Fund balance (including interest amounting to \$13.43 to be transferred to general fund) (Exhibit III) .....		2,163.43
Publications fund (Exhibit III) .....		
		18,881.58
Student loan fund (Exhibit III) .....		
		3,387.41
		\$117,040.83

Note—The accounts of the Association are maintained substantially on a cash basis. The amount of expenses unpaid at December 31, 1952, and not recorded on the books was not material. Included in income during the year ended December 31, 1952, are dues and subscription income applicable to years subsequent to December 31, 1952, as follows:

1953 .....	\$ 36,034.57
1954 .....	439.15
1955 .....	22.00
1956 .....	7.00
1957 .....	7.00
	\$ 36,509.72



**SPECIAL LIBRARIES ASSOCIATION**  
**STATEMENT OF INCOME, EXPENDITURES AND**  
**CHANGES IN GENERAL FUND BALANCE**  
**FOR THE YEAR ENDED DECEMBER 31, 1952**

	Actual	Budget	Actual over (under) Budget
Income (note):—			
Dues .....	\$ 58,206.11	\$ 47,000.00	\$ 11,206.11
Periodicals:			
Special Libraries .....	12,818.80	10,400.00	2,418.80
Technical Book Review Index .....	9,457.96	8,250.00	1,207.96
Rent from sublease .....	600.00	1,200.00	(600.00)
Net receipts from 1952 convention (after pay- ment of expenses amounting to \$14,290.88)	6,065.99	2,000.00	4,065.99
Net proceeds from sale of equipment.....	194.60	.....	194.60
Miscellaneous .....	567.05	500.00	67.05
Total income .....	<u>\$ 87,910.51</u>	<u>\$ 69,350.00</u>	<u>\$ 18,560.51</u>
Expenditures:—			
Allocation of funds to subunits:			
Chapters .....	\$ 6,521.12	\$ 5,875.00	\$ 646.12
Divisions .....	2,402.95	1,880.00	522.95
Committees .....	1,400.51	1,500.00	(99.49)
	<u>\$10,324.58</u>	<u>\$ 9,255.00</u>	<u>\$ 1,069.58</u>
General operations:			
Salaries .....	\$ 24,707.43	\$ 24,205.00	\$ 502.43
Rent .....	3,125.00	3,000.00	125.00
Accounting .....	700.00	800.00	(100.00)
Porter service .....	963.00	960.00	3.00
Supplies .....	1,670.50	2,400.00	(729.50)
Payroll taxes .....	987.96	1,219.00	(231.04)
Cost of preparing minutes .....	894.91	400.00	494.91
Postage .....	1,473.72	1,600.00	(126.28)
Telephone and telegraph .....	479.90	450.00	29.90
Equipment service and repairs .....	377.58	350.00	27.58
Insurance .....	92.55	160.00	(67.45)
News Bulletin .....	838.05	200.00	638.05
Miscellaneous .....	535.63	150.00	385.63
Public relations clinic .....	230.50	.....	230.50
	<u>\$ 37,076.73</u>	<u>\$ 35,894.00</u>	<u>\$ 1,182.73</u>
Memberships in other organizations.....	\$ 167.00	\$ 162.00	\$ 5.00
President's fund .....	38.37	200.00	(161.63)
Travel .....	1,814.32	1,350.00	464.32
Periodicals:			
Special Libraries .....	17,389.51	14,900.00	2,489.51
Technical Book Review Index .....	6,015.88	6,010.00	5.88
Equipment purchases .....	2,723.36	1,000.00	1,723.36
Total expenditures .....	<u>\$ 75,549.75</u>	<u>\$ 68,771.00</u>	<u>\$ 6,778.75</u>
Excess of income over expenditures	\$ 12,360.76	<u>\$ 579.00</u>	<u>\$ 11,781.76</u>
Fund balance, December 31, 1951.....	37,390.11		
Add—Transfer from general reserve fund.....	21.01		
	<u>\$ 49,771.88</u>		
Less—Transfer to establish life membership fund .....	1,900.00		
Fund balance, December 31, 1952, per Exhibit I....	<u>\$ 47,871.88</u>		

Note—See Note to Statement of Assets and Fund Balances.

**SPECIAL LIBRARIES ASSOCIATION**  
**SUMMARY OF CHANGES IN SPECIAL FUND BALANCES**  
**FOR THE YEAR ENDED DECEMBER 31, 1952**

<b>General Reserve Fund</b>	
Balance December 31, 1951 .....	\$ 44,422.03
<i>Add</i> —Interest on United States Government securities.....	309.01
	\$ 44,731.04
<i>Less</i> —Transfer to general fund .....	21.01
Balance December 31, 1952, per Exhibit I .....	\$ 44,710.03
<b>Life Membership Fund</b>	
Balance December 31, 1951.....	.....
<i>Add</i> :	
Transfer from general fund (see note) .....	\$ 1,900.00
Life membership received subsequent to establishment of fund .....	250.00
Interest credited on savings account through January 1, 1953 .....	41.30
	\$ 2,191.30
<i>Less</i> —Interest transferred to general fund .....	27.87
Balance December 31, 1952, Exhibit I (including interest of \$13.43 to be transferred to general fund) .....	\$ 2,163.43
<b>Publications Fund</b>	
Balance December 31, 1951 .....	\$ 14,290.27
<i>Add</i> —Proceeds from publication sales .....	10,362.17
	\$ 24,652.44
<i>Less</i> :	
Production and selling expenses .....	\$ 3,613.83
Decrease in inventory at December 31, 1952 from De- cember 31, 1951 .....	2,157.03
	5,770.86
Balance December 31, 1952, per Exhibit I .....	\$ 18,881.58
<b>Student Loan Fund</b>	
Balance December 31, 1951 .....	\$ 1,984.42
<i>Add</i> :	
Gifts .....	\$ 1,348.00
Interest on funds in savings bank account .....	54.99
	1,402.99
Balance December 31, 1952, per Exhibit I .....	\$ 3,387.41

Note—The life membership fund was established in 1952 with the transfer of \$1,900 from the general fund in accordance with a resolution adopted at the meeting of the Executive Board held March 6, 1952. Prior to this date, receipts from life memberships were recorded in the general fund.

# The Prairie Provinces of Canada

RUTH BUGGEY

*Winnipeg Free Press Company Limited, Manitoba, Canada*

**I**N DESCRIBING the library scene in Manitoba, Saskatchewan and Alberta, it may be helpful to sketch briefly something of the economic and political development of the region.

Set directly north of the states of Minnesota, North Dakota and Montana, there has always been a strong pull to the south. It was, in fact, the need to bind Canada together as "a nation from sea to sea" in the face of this attraction, that prompted the building of the Canadian Pacific Railway. The Road reached the Pacific Coast in the late autumn of 1885, fifteen years after Manitoba had joined the Confederation, but twenty years before Alberta and Saskatchewan were to become provinces in 1905.

## **Economic Development**

While the provinces, with their large areas of fertile soil, have been basically agricultural producers, renowned the world over for the quality of their wheat, there lies across the northland a new mineral empire of great promise. Oil, natural gas, nickel and uranium are today magic words in western Canada. Complementing Prairie developments in agriculture, oil and mineral resources, in construction and manufacturing, there are rich yields from the older primary industries, fisheries, furs and forestry, all indicating a growing Prairie contribution to the national economy.

## **Government**

Manitoba, the oldest province of the three, has maintained the most conservative form of government. While it was the first province in Canada to grant equal political rights to women, the government has been either Liberal, Conservative or a coalition of all parties since the province was formed. In

Saskatchewan, however, the only socialist government in North America has been in power since the Co-operative Commonwealth Federation took office in 1944, and since 1935 Alberta has had a Social Credit government. Social Credit is founded on the theory of the fair distribution of purchasing power, and it is interesting to note that the idea as originally expounded, which involved the distribution of a social dividend of \$25.00 a month to every citizen, has never been put into effect.

## **Natural Beauty**

All three provinces have, besides great natural wealth, great natural beauty. Alberta with its Rocky Mountains and well-developed national parks of Jasper and Banff is the most spectacular, and is truly a tourist's paradise. But Saskatchewan and Manitoba, while less magnificent, have their own beauty in the rich farmlands, the wide skylines and level horizons. A popular trip in Manitoba is by boat on Lake Winnipeg into the northern part of the province. Another is by train to Churchill on Hudson Bay. Manitoba's national park in the Riding Mountains and Saskatchewan's Prince Albert National Park are beauty spots well worth seeing.

## **Library Development**

While rich in natural beauty and economic resources, and pioneers in politics, all three provinces have been sadly laggard in developing libraries. The cities for many years have maintained free public libraries, many of them housed in buildings provided through the beneficence of Andrew Carnegie. In Winnipeg, Saskatoon and Edmonton, the sites of the provincial universities, the libraries of these institutions have served their communities.

### Special Libraries

The earliest special libraries in each province have been those of the provincial legislatures and all have interesting historical and special collections. The Legislative Library of Manitoba is a depository library for United States and United Nations official publications. Government departments have established libraries in education and health, and law libraries in all three provinces provide special material and services for the judiciary and legal profession, as do medical libraries for the medical profession.

In Saskatchewan, a special library of particular interest is that at the Prairie Regional Laboratory of the National Research Council which serves its staff of research workers from a well-rounded collection of books and periodicals in such scientific fields as biochemistry, mycology and microbiology. Another scientific and technical library of some interest is that of the Hudson Bay Mining and Smelting Company at Flin Flon in northern Manitoba.

At the University of Manitoba there is a special library of Icelandic literature. The University of Saskatchewan library has a famous collection of great value to students of Canadian history.

Two interesting insurance libraries in Winnipeg are those of The Great-West Life Assurance Company, the first insurance company in Canada with its head office west of Toronto, and the Insurance Institute of Winnipeg, which specializes in fire and casualty insurance. The library of The Great-West Life Assurance Company has an excellent collection of material on life insurance.

The *Winnipeg Free Press*, the oldest daily newspaper published in the Prairie Provinces, has a reference library of books, pamphlets and extensive clipping files. Other newspaper libraries are those of the *Edmonton Journal* and the *Winnipeg Tribune*.

The people of the Prairie Provinces are making a concerted effort to bring adequate library services to the region.

# British Columbia Canada's Far West

AILEEN TUFTS

*Head, Business and Economics Division,  
Vancouver Public Library*

BRITISH COLUMBIA is larger even than Texas! And it has that same vigorous feeling of youthful confidence pervading all phases of business and cultural enterprise. Sixty or sixty-five years ago, there was very little here. The growth of industry and population has been extraordinary, particularly in the last five years. Considering that the population of the Province is slightly less than that of the city of Detroit, it is remarkable that the value of the forestry industry is well over \$300 million a year, that the production of lead and zinc leads the world, that the Consolidated mining smelter is the largest in the world, and that the value of fisheries products is roughly \$69 million.

### Industries

These industries, along with agriculture, have been in the past the chief sources of wealth of the Province. Recently, much needed capital for further development of the natural resources and establishment of secondary industries has been pouring into the province. The Aluminum Company of Canada's tremendous undertaking at Kitimat, and the Elk Falls Company's new pulp mill on Vancouver Island are spectacular examples of what is happening in practically every field of endeavor.

The petroleum and natural gas in the Peace River area, the pipeline that is being built over the Rockies from Alberta, the highways that are being completed, all of these contribute to the atmosphere of thriving prosperity felt in the flourishing small towns and in the cities.

There has been a tremendous amount of building, both residential and com-

mercial in Vancouver, the largest city of the Province. This rapidly growing city of 500,000 reflects the expansion in the rest of the Province. Mills, factories and plants have their head offices, for the most part, in Vancouver.

#### Library Service

Industrial development has emphasized the need for related library service. This has led to the establishment of a Business and Economics Division in the Vancouver Public Library. Leading business libraries in the East had shown the way, and these methods were adapted for their counterparts on the Pacific coast.

The special libraries field is only in its earliest stage of development. The Consolidated Mining and Smelting Company library at Trail is perhaps the leading company library. But in this as in other fields of endeavor, British Columbia hurries to catch up with the East.

## Newfoundland

MRS. JOSEPHINE M. REYNOLDS

**I**N THE SPRING OF 1949, through a majority vote of its people, Newfoundland entered into union with Canada to become its tenth province. This brought to fruition the dream of the Fathers of Confederation, the dream of a Canada stretching from the Pacific to the Atlantic. Great Britain's oldest colony, Newfoundland, is firm in the belief that her Cape Bonavista was John Cabot's first landfall in the New World.

A fourteen-hour railway trip of more than six hundred miles from Port au Basques on the west coast to St. John's on the east, gives some idea of the terrain, the impressions of enchanting scenery. Visitors enjoy the cruises along the coasts. Most popular is the round-trip from St. John's to St. Anthony, headquarters of the International Grenfell Association, and the trip to Labrador, Newfoundland's almost untouched territory of 110,000 square miles.

In St. John's one can mount Signal Hill for an enthralling view of the At-

lantic. It was here, in 1901, that Marconi's wireless was first heard. It was from Lester's Field that Alcock and Brown took off in 1919 on the first successful transatlantic flight by air. Not far from St. John's lies Ferryland, where Lord Baltimore, in 1623, formed a colony before moving on to Maryland.

At Heart's Content, in Conception Bay, one can see the spot where the first transatlantic cable was safely landed in 1866.

#### Libraries

In St. John's, the Gosling Memorial Library, housed in a commodious and impressive building, was opened in 1936 and serves about 50,000 people. The library has been responsible for setting up twenty-six regional libraries throughout the island, and it also directs a travelling library of 24,000 books.

The several colleges in St. John's have good libraries. Memorial University College, for instance, in operation for twenty-seven years, has an extensive collection used by four hundred and fifty students.

Foremost among Newfoundland's special libraries is the Audio-Visual Library, a division of the Department of Education and located in St. John's. Approximately 2,500 sound film titles circulate throughout the island from this centre. More than one hundred schools own and operate their own filmstrip projectors, and borrow from the library. In places without electricity, Coleman lamp projectors are used. Special projectors are in use in hospitals. These permit patients to watch pictures projected on the ceiling. In this way they may also read the Bible and available fiction.

There are forty-six Film Councils in Newfoundland, serving four hundred communities with a total population of 150,000.

Another special library of note is the Daily Mail Library of the Anglo-American Development Company Limited, at Grand Falls, where a collection of 12,500 books is used by approximately 1,500 borrowers.

## Library Research in

# Canada's Pulp and Paper Industry

"The relation of paper to commerce and society is so deeply and closely interwoven that if by some act of Providence, paper should be stricken out of existence, commerce would be helpless, business would stop, and society would drop into chasms of ignorance and gloom — it would paralyze the arteries and life-blood of the world."—PAUL J. WIELANDY

*"Library Research in Canada's Paper Industry" is based on information submitted at the request of SPECIAL LIBRARIES' Canadian Regional Representative, Grace Reynolds, librarian, Railway Association of Canada, Montreal, by the following members of the SLA Montreal Chapter:*

**Louise Lefebvre**, librarian, *Pulp and Paper Research Institute of Canada;*

**Phyllis Bennett Cousens**, librarian, *Newsprint Association of Canada;*

**Tekla-Else Tammist**, librarian, *Industrial Cellulose Research, Ltd.*

The forests of Canada extend over an area of almost one and a half million square miles. This is the basis of Canada's most important industry—the pulp and paper industry. Canada is the largest exporter of pulp and newsprint in the world.

### **Pulp and Paper Institute**

To insure a maximum perpetual yield from the industry's woodlands, extensive forest research is carried on at the Pulp and Paper Institute of Canada in Montreal. Here, there is continuing study on improved methods of scientific harvesting, selective cutting, greater use of

the various tree species and increased productivity. It is to the best interest of the industry to maintain well-managed woodlands, adequately protected against forest fire, since capital investment is heavy and a constant supply of raw material is essential.

In 1950, the Pulp and Paper Research Institute of Canada was reorganized and it assumed ownership of the Institute Library which had been established in 1927 as the library of the Paper Section, Forest Products Laboratories of Canada.

The library maintains a collection of more than four thousand volumes on pulp, paper, forestry and related subjects. It is extending its holdings on metallurgy, nucleonics, physical chemistry, mathematics, microphotography and photography.

Louise Lefebvre is the librarian in charge of this collection which is at the disposal of the staff and serves a clientele of approximately one hundred patrons.

### **Newsprint Association**

The Newsprint Association of Canada, Montreal, was formed in 1934 to act as a trade organization for manufacturers to "promote the general welfare of the newsprint industry." The Association issues a monthly report presenting a complete picture of the industry and maintains a comprehensive information service. It also publishes *Newsprint Data*, an annual statistical survey of world production and demand.

A highly specialized collection of publications bearing on all phases of the newsprint industry is maintained by the librarian of the Association, Phyllis Bennett Cousens. Industry members receive a *Press Digest* prepared weekly by the librarian. This weekly news bulletin carries pertinent excerpts from newspapers and trade journals. An index is prepared for the material relating to the industry in overseas countries and appears twice a year. A compilation of newspaper statistics is prepared annually. Extensive clipping files are maintained.

### Industrial Cellulose Research

Industrial Cellulose Research Ltd., Hawkesbury, Ontario, is a subsidiary of Canadian International Paper Company. It is renowned for its research in the production and use of dissolving pulp for synthetic textiles, transparent films, plastics and related products. A staff of over one hundred members carries on pulp research in one of the most complete pulp pilot plants on the North American continent. The research organization, as well as the library, was established by the Canadian International Paper Company in 1923.

Standard scientific works and current information in this subject area are available in the library for the use of the research staff. Tekla-Else Tammist is the librarian in charge of this comprehensive collection of books, periodicals, pamphlets and patents covering synthetic textiles, wood and cellu-

lose chemistry, organic and inorganic chemistry, botany, forestry, microscopy and other pertinent materials.

An extraordinary awareness of the library's essential role in this area of research has established a sense of responsibility towards the library that is shared by the entire research staff as well as the librarian. Consequently, there is a strong feeling of cooperation in research enterprises, and there is marked reciprocal service between research staff and librarian.

There is no special library budget. Members of the research staff are free to suggest suitable items for the library collection and these are purchased with the approval of the president.

In addition to maintaining the collection and servicing the staff, the librarian issues a monthly bulletin listing new items added to the library holdings. Copies of this bulletin are distributed to other research laboratories and paper mills of the Canadian International Paper Company. Listed items are available for loan on request.

Bibliographies are prepared on request. Translations of articles from foreign languages are often supplied by Miss Tammist who speaks twelve languages.

Another special service provided by the library is the extensive index of patent holdings arranged by number, patentee, assignee and subject.

Additional service is provided through interlibrary loan privilege extended by the National Research Council in Ottawa.

### CANADIAN DOCUMENT LIST

A *Daily Check List of Government Publication* issued by the Department of Public Printing and Stationery records all official publications of Dominion Government agencies. English and French editions of documents, processed or printed, are listed.

Since the beginning of this year, the information in the *Daily Check List* has been cumulated monthly and is available in the *Canadian Government Publications Monthly Catalogue*.

# Convention-Wide Workshop Program

Monday, June 22, 1953

MRS. ELIZABETH W. OWENS, past president, SLA, chairman

10:30 - 11:20 A.M.—*Trained Librarian Versus Specialist.*

Speakers for the *Trained Librarian*: Rudolph H. Gjelsness, chairman of the Department of Library Science, University of Michigan, Ann Arbor, Michigan; Donald T. Clark, associate librarian, School of Business Administration, Harvard University, Boston, Massachusetts.

Speakers for the *Specialists*: Mrs. Ellen Commons, librarian, Federal Security Agency, Washington, D. C.; Mrs. Mildred A. Fraser, law librarian, Ontario Legislative Library, Parliament Buildings, Toronto, Ontario.

Discussion leader: Mrs. Marie S. Goff, librarian, Technical Library, E. I. DuPont de Nemours and Company, Wilmington, Delaware.

11:25 - 12:00 Noon—*Handling Pictures in Large Quantities and Subject Headings for Picture Files.*

Speakers: Marion E. Thompson, librarian, *Toronto Daily Star*, Toronto, Ontario; Romana Javitz, librarian, Picture Collection, New York Public Library, New York, N. Y.

Discussion leader: Caro Stillwell, librarian, Illustration Division, National Geographic Society, Washington, D. C.

2:00 - 2:35 P.M.—*General Principles of Filing Pamphlets.*

Speaker: M. Margaret Kehl, School of Library Science, Drexel Institute of Technology, Philadelphia, Pennsylvania.

Discussion leader: Grace Hamlyn, Redpath Library, McGill University, Montreal, Quebec.

2:40 - 3:10 P.M.—*Interlibrary Loan Problems.*

Speaker: Edna F. Hunt, assistant librarian, National Research Council, Ottawa, Ontario; Elma T. Evans, librarian, Cornell Aeronautical Laboratory, Inc., Buffalo, New York.

Discussion leader: I. Katherine Wales, librarian, University of Toronto Library, Toronto, Ontario.

3:20 - 4:00 P.M.—*Introducing the Library User to Technical Information.*

Speakers: Mrs. E. L. Skelly, assistant to the chief librarian, Hamilton Public Library, Hamilton, Ontario; Genevieve Ford, librarian, Titanium Division, The National Lead Company, South Amboy, New Jersey.

Discussion leader: Nancy Williamson, Hamilton Public Library, Hamilton, Ontario.

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## Transportation Division

Guest speaker at the meeting of the Transportation Division, Wednesday morning, June 24, at 10:30 A. M., will be Mr. W. J. Matthews, director of Administration and Legal Services, Department of Transport, Ottawa, Ontario. Mr. Matthews will discuss "Development of Transportation in Canada".

At the luncheon meeting which will follow at 12:30, Mr. W. H. Fulcher, district and sales manager, Trans-Canada Air Lines, Toronto, Ontario, will speak on "The Development of Air Transportation in Canada", and Colonel W. A. Bryce, Division of Public Safety, University of Toronto, will discuss "The Development of Road Transportation in Canada".

## Picture Division

The Picture Group plans a Division luncheon for 12:30 P. M. on Wednesday, June 24, to be followed by an afternoon session on subject aspects of work with pictures. The Annual Business Meeting will be held at 4:00 P. M.

## Publishing Division

The Publishing Division will hold an informal cocktail party in its suite at the Royal York Hotel on Sunday, June 24, 5 - 7 P. M.

On Thursday, June 25, at 11:15 A. M., Miss Rose Boots of McGraw-Hill will moderate a panel discussion, "How Can Publishers Help Special Librarians". Representatives from other Divisions will be on the panel.



# SPECIAL LIBRARIES ASSOCIATION — PRELIMINARY CONVENTION PROGRAM

Toronto, Ottawa, Canada — June 22 - 25, 1953

	Breakfasts	Morning	Luncheons	Afternoon	Dinners	Evening
<b>SUNDAY</b> <b>JUNE 21</b>		<b>Executive Board Meeting</b>		<b>Executive Board Meeting</b>	Hospital Division	<b>Entertainment</b>
<b>MONDAY</b> <b>JUNE 22</b>		<b>OFFICIAL OPENING OF CONVENTION</b>  <b>Convention-wide Workshop</b>	Biological Sciences Business Financial Hospital Museum Newspaper Science-Technology (Individual Section meetings) Social Science	<b>Convention-wide Workshop</b>  Advertising Biological Sciences Financial Hospital Insurance Newspaper Publishing	CHAPTER PRESIDENTS	<b>Demonstration of Public Relations Clinic</b>
<b>TUESDAY</b> <b>JUNE 23</b>	PLACEMENT BREAK-FAST AND ROUND TABLE  EDITORS' BREAKFAST AND ROUND TABLE	<b>Forum on Canadian Resources</b>	Hospital Science-Technology (Individual and combined Section meetings) Social Science <b>MILITARY SERVICES LIBRARIANS</b>	<b>Forum on Canadian Resources</b>  Advertising Insurance Science-Technology Metals Section Pharmaceutical Section	Advertising Biological Sciences Business Financial Geography and Map Hospital Insurance Newspaper Publishing Science-Technology Petroleum Section Social Science	<b>Executive Board and Advisory Council Meeting</b>
<b>WEDNESDAY</b> <b>JUNE 24</b>	Biological Sciences Business Hospital	Advertising Biological Sciences Business Financial Geography and Map Hospital Insurance Museum Newspaper Science-Technology Social Science Transportation	Advertising Biological Sciences Business Financial Geography and Map Hospital Insurance Museum Newspaper Publishing Social Science Transportation	Advertising Biological Sciences Business Financial Geography and Map Hospital Insurance Museum Newspaper Publishing Science-Technology (Individual and combined Section meetings) Social Science Transportation	<b>Banquet</b>	
<b>THURSDAY</b> <b>JUNE 25</b>	Advertising Financial Hospital Science-Technology Chemistry Section Transportation	Advertising Biological Sciences Financial Geography and Map Hospital Insurance Museum Newspaper Publishing Science-Technology Social Science	LUNCHEON AND SCHOOL FOR INCOMING DIVISION OFFICERS  LUNCHEON AND SCHOOL FOR INCOMING CHAPTER PRESIDENTS	<b>Annual Business Meeting</b>		
<b>FRIDAY</b> <b>JUNE 26</b>		<b>Executive Board Meeting</b>		<b>Executive Board Meeting</b>		

# FEATURED CONVENTION SPEAKERS



EARL S. NEAL

EARL S. NEAL, a director of Imperial Oil Ltd. and general manager of its producing department, will appear on the Forum on Canadian Resources. Mr. Neal will speak on Industry, with particular reference to the oil industry. He has been associated

with the oil business for almost thirty years.

A native of Acworth, N. H., Mr. Neal attended the College of Mining at the University of California. He obtained a B.Sc. in petroleum engineering in 1926 and immediately joined the Lago Petroleum Corporation in Venezuela as a geologist. He remained there until 1938, rising to the position of chief geologist. In that year he transferred to Standard Oil Company (New Jersey) in New York where he first was in charge of worldwide reserve studies and later headed up the producing economics section. He left there in May 1952 to become head of Imperial's producing department. He was elected a director in 1953.

Mr. Neal is a member of the American Petroleum Institute, the American Institute of Mining and Metallurgical Engineers and the American Association of Petroleum Geologists.

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MARY ALEXANDER, who will discuss *Nomenclature and Cross-Indexing Problems* at a joint meeting of the Chemistry, Petroleum and Pharmaceutical Sections of the Science-Technology Division, is assistant to Dr. Gustav Egloff, director of research, Universal Oil Products Company. Miss Alexander's work during the last thirteen years has included literature searching and technical writing in this field. Miss Alexander is a graduate of the State University of Iowa. She is Member-at-Large of the Executive Committee, Division of Chemical Literature, ACS, and a member of the ACS Committee on Nomenclature, Pronunciation and Spelling.

★

HELEN E. FERNALD, curator of the East Asiatic Department, and assistant professor, Department of Chinese Studies, University of Toronto, will describe The Chinese Collection and The Chinese Library at a meeting of the Museum Division at the Royal Ontario Museum. Miss Fernald came to Toronto in 1944. She is a Mount Holyoke College graduate and has had a long and distinguished career in her chosen field.

GEORGE A. JOHNSTON, Q.C., is chief librarian, Library of the Law Society of Upper Canada, Toronto. He is a graduate of the University of Toronto and had practised law for twenty years when he was appointed to his present position in 1939. He served as president of SLA's Toronto Chapter, 1943-44, and was president of the American Association of Law Libraries, 1951-52.

★

JOHN RUSSELL KENNEDY has been associated with the Rexall Drug Company since 1913. He served as president from 1936 to 1948 and has been chairman of the Board of Directors since that time. He is a Fellow of the Royal Society (London) for the Encouragement of Art, Manufacturers and Commerce.

★

LACHLAN F. MACRAE, director, Defence Scientific Information Service, Defence Research Board of Canada, will speak before a joint meeting of the Engineering-Aeronautics and Metals Sections of the Science-Technology Division. He will discuss *British and Canadian Documentary Sources*. Mr. MacRae holds degrees from the University of British Columbia and from the University of Washington, Seattle. He belongs to a number of library associations and served as president of the Ontario Library Association, 1949-51.

★

JAMES BURNS MCGEACHY is an outstanding newspaperman and radio commentator. His newspaper career covers some thirty years during which he has served as editor and correspondent. Since 1946 he has been on the editorial staff of *The Globe and Mail*, Toronto. He is a news commentator on CBC and BBC programs. Mr. McGeachy holds degrees from the University of Saskatchewan and the University of Toronto. He was elected a Rhodes Scholar in 1920.

★

EUGENE B. POWER, president of University Microfilms, and long identified with the field of microphotography, is extremely active in many professional societies both here and abroad. Mr. Power is a University of Michigan graduate. He is the author of numerous articles published in technical and scholarly journals. Mr. Power is the president of the National Microfilm Association.

★

HUGH H. SAUNDERSON, director, Division of Information Services, National Research Council of Canada, will be guest speaker at a luncheon of the Metals, Chemistry and Engineering-Aeronautics Sections of the Science-Technology Division. Dr. Saunderson holds several degrees from Manitoba and received his Ph.D. from McGill University.

# Documentalists Consider Machine Techniques

Reported by MARJORIE R. HYSLOP

*American Society for Metals*

*Chairman, Committee on Special Classification, Special Libraries Association*

WHEN THE SYMPOSIUM on "Machine Techniques in Scientific Documentation" held at the Welch Medical Library of Johns Hopkins University on March 3 was originally conceived, it was anticipated that some fifty documentalists might assemble in a sort of informal round table affair for a day of prepared papers, discussions, and demonstrations of equipment. Instead, the surprised hosts found themselves with more than 250 enthusiastic guests and participants on their hands!

This, naturally, necessitated some last-minute readjustments to provide larger meeting rooms and changes in demonstration schedules; the negligible amount of confusion and discomfort was a tribute to the careful planning and attention to detail that went into preparation of the program. Another complication was the illness of Sanford V. Larkey, director of the MEDICAL INDEXING PROJECT and librarian at Welch Medical Library; however, his capable assistant, Eugene Garfield, rose gallantly to the occasion and presented papers, conducted demonstrations, answered questions, ushered guests, and indefatigably played the cordial host from the time the doors opened at 8:30 in the morning until the chairman of the evening panel discussion reluctantly called a halt at 10 P.M. Verner Clapp, Chief Assistant Librarian, Library of Congress, presided very effectively at both morning and afternoon sessions, and Eugene Miller, of the Armed Services Technical Information Agency and president of American Documentation Institute, conducted the evening discussion.

While the machine methods described and illustrated in the prepared program referred specifically to the MEDICAL INDEXING PROJECT being conducted at Johns Hopkins University under contract with the Armed Forces Medical Library, the techniques could be applied to any field of information, scientific or otherwise, and the individual listener had no difficulty in making mental translations of the medical terms used as illustrations into the language of his own specialty.

The PROJECT at the Welch Medical Library has two phases. First is the preparation of a subject heading authority list for the *Current List of Medical Literature* published by the Armed Forces Medical Library. The second phase is the preparation of subject indexes by punched-card techniques. While the PROJECT so far has only an experimental file of coded literature references, the difficult part of the job is the selection of appropriate subject

headings; furthermore, the principles being developed can apply to information analyses of all kinds.

## Subject Heading List

First step in the preparation of the subject heading authority list was the compilation of a list of 7,000 medical periodicals, which were analyzed according to language, country of origin, abbreviation of title, frequency, type of journal, primary and secondary subject field, coverage by some thirty-four abstracting services, and incidentals of library control such as distribution and acquisition.

All of this information was coded and recorded on IBM cards and sorted and analyzed by the so-called *101 Electronic Statistical Machine*. This analysis, together with a compilation of the subject heading list, is said to be the only project of such size, scope, and staff utilizing machine methods for literature handling now in existence.

The feature of this periodical analysis that received most comment in discussion had to do with the coverage of medical periodicals by abstracting journals. Titles of 4,674 periodicals were checked as to their coverage by the thirty-four abstracting services listed, and while 546 were found to be covered by as many as four different services, and 833 by the two most comprehensive services, 2,031 titles or forty-three per cent were neither indexed nor abstracted by any of the services listed. Granted that the nature of these 2,031 titles was not indicated and that they might be covered by other abstracting services than the thirty-four studied, the consensus of the meeting was that something needed to be done for the benefit of the scientists using the medical literature. Extension of such studies as this to other fields of knowledge might reveal equally provocative statistics.

Returning to the compilation of subject heading lists, Mr. Garfield explained how the principle of categorization was applied to bring together related terms, eliminate redundancies and relegate synonyms to cross references. Each specific subject heading term was coded to indicate its place in one of several broad categories. (Typical examples of categories in the medical field are chemistry, pathology, organisms, psychology.) When cards are sorted according to category, a study of the resulting list of terms will lead to selection of the most appropriate term from a list of synonyms and also indicate appropriate subheadings. In this connection, Mr. Garfield

took issue with the commonly heard statement that no matter what type of indexing is used, you can get no more out of the system than you put into it. The very fact that machine methods can bring out combinations of sub-headings not envisaged in the original index, and hidden correlations not revealed by printed indexes, can be interpreted as new information not intentionally put into the file.

Discussion of this paper brought out the admonition that the preparation of punched cards should be regarded as a means to an end and not an end in itself. Efficiency of the system must always be examined in the light of the final product, i.e., printed information in a form readily usable by the scientist. Preparation of elaborate punched-card files is not warranted if the information is to be sorted, correlated and printed once only; to earn its salt the file must be useful for repetitive operations, the more repetition the cheaper the original investment. Many simple searching problems do not warrant machine techniques. Searching for authors by machine, for example, was compared to "using a Cadillac to cross the street". Selecting an author card from an alphabetically typed list can be done in a tiny fraction of the time it would take to run a list of cards through a machine to select all of the Joneses.

### Equipment

When it came to describing the operation of the equipment itself, Mr. Garfield and the library staff, by means of exposition, blackboard, demonstration, samples for the audience, and handsome wall charts prepared by the Medical Art Department of the University, did their utmost to simplify and clarify the translation of codes into electrical impulses and vice versa—with, this reporter would judge, varying degrees of success. Without going into the involved operations of the machine's anatomy, some generalizations might be stated here. Mr. Garfield is a staunch defender and enthusiastic proponent of the capacities and flexibility for literature searching offered by the IBM statistical machine. To quote:

"The 101 punched-card machine is a most versatile device for information analysis. It can handle statistical problems, as well as cumulative counting problems such as those encountered in accounting problems, but at the same time it is capable of a wide variety of applications in punched-card systems for searching literature. These include fixed field systems, superimposed coding systems, binary coding systems, as well as the type described today, namely a fluid coding system where there are no fixed requirements for particular categories of information . . . it is capable of searching for any particular punched hole in any location of the card, or any combination of

holes . . . Further research is of course required—but there can be little doubt that this machine already incorporates many features of the ideal machine for literature searching."

The fluid coding system mentioned is apparently a major contribution to punched-card techniques contributed by the MEDICAL INDEXING PROJECT, and expands immeasurably the searching possibilities of the equipment. The method does result in a certain number of false sorts, but these are readily eliminated by the machine on a second very quick sort of the selected cards. The necessity for this second quick run is more than compensated for by the system's ability to search simultaneously for a large number and variety of items of information (specifically, a theoretical capacity for forty-eight combinations of five-digit codes).

While the IBM 101 machine naturally played the stellar role in the performance, minor but popular attractions were also provided by operating installations of various types of equipment for reproduction and processing of data, and a "standing room only" movie of the justly famous Univac. Present in person to answer questions and provide additional explanatory material were such luminaries as John W. Mauchly, Remington Rand's Univac pioneer, H. P. Luhn and J. Nolan of IBM, and other representatives of the equipment manufacturers.

### Sources of Information

The title of one paper on the printed program, *The Information Gathering Habits of Johns Hopkins Scientists*, might appear at first glance to be somewhat off the general subject, but its inclusion was only another indication of the perspicacity of those who arranged the symposium. As Ralph Shaw put it, in introducing the speaker, "We've got the cart; now let's look at the horse." And a lively horse it was, with plenty of meat on its bones, since Mr. Herner's paper presented the first-stage results of a large-scale statistical study being conducted at Johns Hopkins. Mr. Herner's statistics were gathered in personal interviews with three hundred scientists individually characterized as to age, academic degree, primary interest in physics, chemistry, mathematics or engineering and emphasis on pure or applied research. The purpose of the interviews was to determine the types of information sources most widely used by the scientists in these various categories. Of the fifteen primary sources of information considered, the following were found to be most popular (ranged approximately in order of importance, although there were variations depending on the groupings of the scientists): Advanced publications, research periodicals, reports and handbooks. Of the six secondary or indirect sources, conversations, regular per-

usal of periodicals, and references cited in books and papers ran a close race in that order. Abstracts and indexes constituted a popular fourth, and the library card catalog was found to be used primarily as a guide to physical location of material. The prominence given to lists of references provided in written papers led Mr. Herner to the conclusion that critical and selective reviews constitute an area that demands more attention from the publisher\*.

The animated and informal panel discussion in the evening, drew together some loose ends and also brought forth some new ideas not developed during the daytime sessions. Among the latter was a debate centering on the comparative merits of attacking the literature problem from a standpoint of order and logic (citing Mortimer Taube's system of *Coordinate indexing* as an example) and the use of random numbers in coding for machine retrieval of information.

During this session, Mr. Clapp improvised a good summation of the problems facing the literature specialist by listing the following regions requiring further exploration:

1. More needs to be known about the information-gathering habits of the investigators.
2. The various literature-handling projects in limited fields of interest need to be coordinated into a whole; methods must be ap-

*\* This statistic was particularly surprising to this reporter, since the editor is inclined to eye long lists of references somewhat askance. Their prevailing inaccuracy and incompleteness frequently lead him to regard them as a bit of fancy dress added to the paper merely to testify to the author's erudition without any proof that he has ever read them.*

plicable to large as well as to small fields of knowledge so that a universal classification scheme based on these new concepts may possibly be developed.

3. The limitations of subject heading lists should be borne in mind. The finer the subdivision of knowledge being considered, the more difficult it becomes to define a concept in terms of a single word or phrase.

4. Handling and indexing of periodicals is one of the major problems facing the information specialist. The great bulk of the periodical literature requires an indexing device which must not only select the desired information, but must also bypass the material that is not wanted.

5. Cooperative indexing might offer one solution.

6. A copying device that would permit the scholar to go into the library, scan the material line by line, and leave with a convenient roll of tape containing an exact transcription of the desired information, would be a tremendous labor-saver. Such a device, "electronic pencil", has been developed, but is not yet commercially available.

7. Complete coverage of periodical as well as book literature is essential to the user of indexing and abstracting services.

Unfortunately, it is impossible to enumerate all of the contributors to discussions which invariably had to be terminated long before the questions and comments were exhausted. The device of appointing qualified individuals to lead the discussion after each paper paid off handsomely, and the sponsors of the project could chalk up an unqualified success in their avowed purpose of providing "a symposium with active participation of visitors, rather than the passive attendance common to scientific gatherings today".

## SLA Exhibit Guide

A practical guide to aid SLA members in planning exhibits has been prepared by the Public Relations Committee and is now available on request, Genevieve Ford, chairman, announces.

The "SLA Exhibit Guide" describes in detail how to plan and prepare a professionally-executed display, the personnel required, exhibit materials available from the Association, procedures, suitable presentation, financial arrangements, servicing and related information.

Comprehensive coverage provides an indispensable source of authoritative information designed to simplify the problems and to achieve the purpose of the successful exhibit.

Members of the Sub-Committee on Exhibits primarily responsible for the "Exhibit Guide" include Mary Agee, Mrs. Marie S. Goff, Mrs. Marjorie R. Hyslop, and Meredith Wright, chairman.

Further acknowledgment is made to the following librarians and their organizations who have made it possible to extend available exhibit materials: Dorothy Wescott of Rohm & Haas; Alberta Brown of the Upjohn Company; and Caroline Lutz of General Motors.

# Library Binding Costs in Washington

*A Report of the Subcommittee on Binding Costs, Washington, D. C. Chapter*

Members of SLA's Washington, D. C. Chapter Subcommittee on Binding Costs are: SCOTT ADAMS, HENRY GARTLAND, WILLIAM HEERS, RUTH HOOKER, KANARDY TAYLOR, and PAUL HOWARD, *chairman*.

ONE OF THE MAJOR PROBLEMS which face librarians, both in and out of Government, is the cost of preserving their materials in usable form. That this binding problem is much more acute for Federal librarians than for their colleagues outside the Government is indicated by a few examples, as follows:

Two major research libraries operated by the Government in Washington, have approximately one million volumes each. Their collections, although they do not duplicate each other, are comparable in many ways, such as the nature of their holdings, each being the major research library in its field, and each maintaining high standards of bibliographic service. One has been fortunate in securing a waiver from the Government Printing Office to have its binding done by a commercial library binder in Chicago. This is being done at an average cost of \$2.29 per volume, delivered in Washington. The other, unable up to this time to obtain a waiver, has its binding done in Washington by the Government Printing Office at an average cost of about \$6.00 per volume.

A third Government library, much smaller than these first two (90,000 volumes), is also primarily a research library in its field of knowledge. Its binding cost averaged \$6.81 per volume for fiscal year 1952. However, it has recently been classified as a field library and has obtained a waiver from the GPO under which it awarded a contract to a commercial library binder for the same list of titles for a flat price of \$3.00 per volume.

A fourth Government library, which has also been classed as a field library, and now has a GPO waiver, reports as follows:

*"Since we are not using Government printing we have no binding troubles. The Company is very reliable. They send us a card each month stating on what day they will call. The books go out and are back approximately within a month . . . They estimate the cost of their binding to be one-third the Government Printing Office estimate."*

Another similar installation having its binding done by GPO reports an average cost per volume of \$7.28 as compared to \$2.60 for its sister library.

A fifth Government library with a branch in Denver, was able in 1952 to obtain Grade-A periodical binding there for an average cost of \$3.09 per volume, while in Washington, binding for the same agency, which included periodicals and books (usually cheaper), cost \$7.12 at the GPO.

Two of the above libraries reported on the cost of binding identical materials by GPO and commercial library binders. One library had a volume of *Nature* bound by GPO at a cost of \$10.00 and the following year's volume, similar in size and format, by a commercial binder at a cost of \$3.25. The other had a set of thirteen volumes of one of its own publications bound in Washington by GPO and a second set in the field by a commercial binder. The GPO price was \$8.17 per volume while the commercial binder's price was \$4.85. In each case, the two libraries report the commercial binding is equal or superior to the GPO binding.

The question arises whether these are isolated examples or whether they are typical of the library binding situation throughout the Government. In order to answer that question a subcommittee of the Professional Activities Committee of the Washington, D. C. Chapter of SLA has been studying the problem since last September. The Committee has data from thirty-one libraries in the Washington area. Seventeen of these have their binding done by GPO and fourteen by commercial binders. The Government libraries included represent 14.6 per cent of the total number of Government libraries and have approximately 33.7 per cent of the Government library holdings, exclusive of the Library of Congress. Since the Library of Congress operates under special arrangements with GPO as far as binding is concerned, it is not included in these data. The non-government libraries for which data is included, represent 12 per cent of the total number of non-government libraries.

## Binding Data

The table on the next page, published in the *Library Journal* for January 15, 1953, indicates that the examples given therein are typical of the binding situation in Washington.

The quality of binding for both groups was satisfactory for library use. Eighty-eight per cent of that done by GPO for this group was elite binding, while 95.3 per cent done by the commercial binders was the A. L. A. L. B. I. Grade-A, which is the nearest comparable commercial grade and is the generally accepted standard for library binding.

## LIBRARY BINDING COSTS IN WASHINGTON, D. C.

	GOV'T. PRINTING OFF. <i>Libraries Reporting</i>	COMMERCIAL <i>Libraries Reporting</i>	BINDING <i>Libraries Reporting</i>
<i>Number volumes bound during last budget year.....</i>	30,742	(17)	20,947 (14)
<i>Cost—Total amount .....</i>	\$199,590.97	(17)	\$51,468.05 (14)
<i>Average cost .....</i>	\$6.49	(17)	\$2.45 (14)
<i>Range in average costs.....</i>	\$5.47–12.72	(17)	\$1.74–5.32 (14)
<i>Average number of days required....</i>	123.6	(15)	52 (11)
<i>Range in average days required.....</i>	52–247	(15)	32–68 (11)
<i>Number volumes needing binding per year .....</i>	47,305	(16)	31,140 (11)
<i>Average number volumes needing binding per year .....</i>	2,956	(16)	2,595 (11)

The data indicate that the seventeen Government libraries could have obtained satisfactory library binding for \$124,000 less than they paid the Government Printing Office. If this figure is projected to include all Government libraries in the Washington area, except the Library of Congress, and those libraries which have obtained waivers, the annual saving to the Government would amount to not less than \$400,000.00.

The figure given in the projection above is admittedly speculative but the evidence is strong enough for Government librarians to be certain that substantial savings can be made each year without endangering the preservation of their collections.

### U. S. Code

Why then do Government libraries continue to send binding to the Government Printing Office? The answer lies in the law which, as stated in 44 U. S. Code 111:

*"All printing, binding and blank-book work for Congress, the Executive Office, the Judiciary, and every executive department,*

*independent office and establishment of the Government shall be done at the Government Printing Office . . ."*

It is possible for Government libraries to obtain waivers for binding under procedures outlined in 44 U. S. Code 14, which states:

*"The Joint Committee on Printing may permit the Public Printer to authorize any executive department or independent office or establishment of the Government to purchase direct for its use such printing, binding, and blank-book work, otherwise authorized by law, as the Government Printing Office is not able or suitably equipped to execute or as may be more economically or in better interest of the Government executed elsewhere, . . ."*

Some librarians are of the opinion that at the time the law was enacted, edition binding was the only type of binding considered, and that consequently, library binding should not be included within the meaning of the statute. However, until this opinion is confirmed by an official decision, the only way in which relief may be obtained is by means of waivers or reduction in GPO library binding costs.

## GEORGIA CHAPTER INSTALLATION

President Elizabeth Ferguson will install the twenty-seventh chapter of Special Libraries Association, the Georgia Chapter, on May 8, 1953, in Atlanta. The meeting will be held in the Conference Room of the Communicable Disease Center Library. Officers to be installed include: Frances M. Muse, president; Mrs. Marie B. Cawthon, vice-president; Mrs. Linda M. Johnston, secretary-treasurer; Nelle Barmore and William McLennan, directors.

Following the meeting, a reception honoring the Association's president will be held at the home of Mrs. Julia McMichael.

# Chapter Highlights

## Illinois

Ruth Nielander, president of the Illinois Chapter of SLA, presided at the extremely successful "Bring Your Boss" meeting, February 25, the first such meeting ever held here.

Dr. B. S. Schweigert of the American Meat Institute Foundation and Ernest Baughmann of the Federal Reserve Bank of Chicago key-noted a discussion of management-library relations and company communications. Other organizations represented at the meeting included: Acme Steel Company, Armour and Company, A. J. Boynton and Company, Great Lakes Carbon Corporation, Jewish Vocational Service, Lumbermen's Mutual Casualty Company, Portland Cement Association, Sears Roebuck and Company, Standard Oil Company (Indiana), Stein Roe and Farnham, Swift and Company, U. S. Department of Commerce and Wilson and Company.

\* \* \*

There are now eleven SLA members in the Champaign-Urbana region. Bill Woods, map librarian at the University of Illinois, informs the Illinois Chapter that while there is no intent to start another chapter, members in this area have held several informal dinner meetings. Agnes Henebry, expresses the opinion shared by this group: "... I am glad to see the SLA activity at the University of Illinois. I have always felt that I miss much ... because I am the only member in Decatur and unable to attend the Illinois Chapter meetings."

\* \* \*

## Michigan

Robert A. Dearth, vice-president of Ross Roy, Inc., discussed "The Library's Place in Management's Picture" at a meeting of the Michigan Chapter held April 9. Mr. Dearth's comments were of unusual interest and thought provoking.

A special invitation to attend the preview of the Kresge Science Library, Wayne University, May 13, prior to its formal dedication, was extended to the Chapter. Listed on the program were: Dr. G. Flint Purdy, director of library science, Wayne University; Ruth Braun, chapter president; and Leola Michaels, chairman of Michigan's S-T Group.

\* \* \*

## New York

Jane L. Almert, chairman of the Professional Training Committee of SLA's New York Chapter, has announced the establishment of an experimental instructional program in special librarianship at Queens College School of General Studies.

At the Committee's suggestion, a program was developed with the collaboration of Morris

A. Gelfand, librarian of Queens College. Replies to a questionnaire on the special skills required in special libraries were used in formulating a program to meet these specific needs. New courses have been added to include *Administration and the Special Library* and *Indexing and Abstracting*. Credit will be given for this work. The program is scheduled to begin in the fall semester of 1953-54. Applications should be made, if possible, by July 1, 1953.

Miss Almert states that the program is not intended to replace or compete with existing library programs but is intended to supplement them.

Further information may be obtained by writing to Mr. Gelfand at Queens College, Flushing 67, New York.

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## St. Louis

The Greater St. Louis Chapter of SLA has submitted a fine report on its exhibit at the meeting of the American Association for the Advancement of Science, which took place in St. Louis, December 26-30, 1952.

The SLA display is described in detail by the chairman of this project, Mr. R. P. W. Levine, librarian of the Laclede Gas Company.

Space for the booth was provided by the AAAS. In turn, SLA supervised the adjoining current science books display, a regular feature of the AAAS meeting.

The exhibit was planned by Audrey Kargus, chapter president, and Alberta Barkley. Furnishings were supplied by the Remington Rand Library Bureau and the Alban Book Company, a local scientific and medical book dealer. Incidental expenses were generously covered by the University Bindery. SLA's lighted Plexiglas sign provided by Rohm and Haas (Philadelphia) through its librarian Dorothy Wescott, centered attention on the table display.

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## San Francisco

The San Francisco Bay Chapter of SLA has published a new edition of the *Union List of Periodicals in the San Francisco Bay Region*.

A special feature of this new *Union List* is the inclusion of newspapers, trade union journals and important house organs, as well as the periodical holdings of forty-two libraries in this area. Contributing libraries represent varied collections ranging from college and university department libraries to business, technical and large public libraries.

Copies are available at \$5. each from: Marie Koutecky, Standard Oil Company of California Library, Box 3495, San Francisco 20, Cal.



## The Division Liaison Officer Looks at

# SLA Division Structure<sup>\*</sup>

ANGELICA BLOMSHIELD

**I**N STUDYING the problem of Division structure, three difficulties are apparent to anyone who tries to meddle in this sacrosanct realm.

### Primary Interest

First — *We are Division minded.* Our loyalties belong to our Divisions first, rather than to the Association first and our Division as part of it, second.

In the last few years, however, with the rapid growth of the Association a contradiction has become apparent. We are still stubbornly Divisionist, but we have begun to realize that other Divisions may also be important to us. As a means of showing this interest, we started the practice of extra affiliations. The pros and cons of this practice reveal an interesting picture. We have only to look at our library shelves to understand our broadened interests but when you analyze the situation there seem too few advantages to outweigh the disadvantages of extra affiliations. The so-called advantages are: you receive the free Division Bulletins; you can attend all "closed" meetings at Conventions; you have voting privileges; you have the doubtful privilege of becoming a Division officer; and the Division's revenue is slightly increased because of this practice. These advantages on closer examination do not seem important enough to create so much furore and trouble. News in free Division Bulletins is usually personal and any important item is found in SPECIAL LIBRARIES "Have You Heard", "Division Highlights", or in the SLA *Bulletin*. Attending closed meetings is again a misconception as there are almost no closed meetings at Conventions. There are the field trips — but with foresight you can almost always join these if you are interested. This really means you are excluded only from Division special entertainments. As the loudest objections, at Convention time, are from those who feel there is too much entertainment and not enough meat in the programs, this doesn't seem to be a valid reason for wanting extra affiliations. Some money does come into the Division's treasury through

extra affiliations, but it is a very small amount and will be even less if the Board acts on a new proposal for its distribution. In the larger Divisions the money does add up. However, that amount might well be saved by not having extra affiliations and by adding a comparable sum to Division allotments. Two reasons remain for wanting this practice to continue. You may run for office and vote with the Division. However, if you wished to help with any project the Division was undertaking it is unlikely an offer would be rejected.

The big disadvantage is the trouble and expense it causes at headquarters. Extra affiliations cost more to handle than the amount allocated for this service. One solution to this problem is easy. Let every Division open its doors to any interested member.

### Size and Membership

The second difficulty: *Size.* Is size important? It is said some Divisions are too large and some are too small. As long as a Division abides by the present restrictions of our organizational management, it doesn't seem to make any difference how small or large it is. Difficulties do arise from large Divisions asking for extra privileges which our present organization is not geared to handle. To surmount the size difficulty, many suggestions have been offered. At the SLA Convention in Washington, Ruth Savord offered a possible solution in Form Divisions, but no action was taken due to conflicting opinion. We continue to grow, we continue to produce excellent publications. We have inspiring conventions and our prestige has never been higher. There seems no solution to this problem except to let nature take its course.

If any change is to be made, it must come from the Division itself. If a Division is too weak to survive, it will die — and should. If it is too large to be manageable, it will of necessity divide itself into more manageable groupings. However, if someone outside the Division should suggest such a plan it would be resented and fought bitterly.

The third difficulty: *We don't know enough about our membership.* There is no way at this time that we can say exactly what our members' primary interests are or what type of libraries they represent. With the publication of our new Directory, a considered guess as to new Division alignments might be made.

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\* A study made at the request of the SLA Executive Board and presented to the Executive Board and Advisory Council, October 10, 1952, Washington, D. C.

Before final conclusions are drawn, a look at some of the reasons back of these difficulties might be rewarding, also a review of constructive actions to alleviate problems.

Part of our trouble is that we have grown too fast and are still mentally geared to a small organization. We are defiant about changing our ways and often ignorant of the problems involved. Many suggestions for our betterment have been badly presented and have sounded like commands. We became chagrined and didn't take the trouble to study the problem objectively, so much of the thoughtful work of Committees has been lost. Reports are rarely ever read by the Association members as a whole and they are buried in the Board and Council minutes which only the Board and Council see. Another difficulty is that for the most part these reports are very dull. The nuggets of wisdom are so buried in leafy verbiage, it takes a persistent person to dig them out and we are trained by the necessities of our jobs not to read in this fashion. Often our leaders have been so beset with the growing pains of the Association, they have found it difficult to keep their sights on the fundamental principles. Time is also an element, as our officers are no sooner in office and start to learn the job than they are out. These then are some of the difficulties.

The picture is not, however, entirely black. We are planning longer terms for some of our officers. We have started the *News Bulletin* to present in capsule form what goes on at the Board and Council meetings. We are reactivating committees which are preparing manuals of procedures. We are trying to pull our Convention programs together and eliminate some of the duplication of programs. The Divisions themselves are studying the problem of their structure. The results of the Public Relations Clinic will open new windows and help us raise our sights. These are all signs we are moving in the right direction, toward a better understanding of what we are, what we want and what we can do.

Our Association is unique in that a large group of libraries with specialized interests are loosely knit by Chapter ties, Association officers, Headquarters, our subject interests and our annual Convention. We have managed to avoid restrictions which deter our growth—both in knowledge and in size. We welcome new interests and all those who are faced with the problem of setting up or running a special library. New problems are being met in original ways and imaginative new ideas are solving old problems. We have kept ourselves free from traditional bonds and let's hope we can continue to do so.

## Division Highlights

### Map Resources

In 1947, members of SLA's Geography and Map Group, Washington, D. C. Chapter, and members of the staff of the Map Division, Library of Congress, advanced the idea of preparing an inventory of map collections in the United States and Canada. The Librarian of Congress approved the sending of questionnaires to all libraries likely to have significant map collections. It was planned to organize the data received from the questionnaires as an SLA publication.

A local committee which later became a Division committee was appointed. Considerable progress was made toward working out a plan for the inventory, but the resignation of several committee members, including the chairman, made it necessary to reconstitute the committee.

Early in 1952, the chairman of the Geography and Map Division appointed a new committee consisting of an executive group in the Washington, D. C. Chapter and an advisory panel from other parts of the country. Designated as chairman of the committee was Mrs. Marie Cleckner Goodman, head, Acquisitions Section, Map Division, Library of Congress.

Appointed to serve on the executive committee were: Mrs. Maud D. Cole, formerly with the Library of Congress, at present on the staff of the New York Public Library; Kathleen Irish, U. S. Army Map Service; Mrs. Dorothy C. Lewis, U. S. Department of State; Joseph W. Rogers, U. S. Copyright Office.

Members of the advisory panel included: Nathaniel Abelson, map librarian, United Nations; George R. Dalphin, map librarian, Dartmouth College; Alexander O. Vietor, curator of maps, Yale University; Bill M. Woods, map librarian, University of Illinois; Ena L. Yonge, map curator, American Geographical Society of New York.

The full committee met at the SLA Convention in New York, May 1952, agreed upon the form of the questionnaire, and made plans for its distribution.

More than five thousand questionnaires have been sent to a selected mailing list prepared in part from lists available at the Library of Congress, the Association of American Geographers, and other sources. To date, approximately 1,100 replies have been received. The published inventory will list about five hundred returns.

The executive committee is working, at present, on the compilation of material submitted. The entire Map Resources Committee is scheduled to meet during the convention in Toronto to formulate plans for publication by the Association.

# Have you heard . . .

## Photographic Standards

The Photographic Standards Board of the American Standards Association has invited forty organizations to a conference, May 21, at the Association's headquarters, 70 East 45th Street, New York 17. Users and manufacturers of microfilm and photocopy equipment will be asked to advise whether standards are needed to assure readability and permanence of records reproduced by means of photography, and to recommend whether a committee should be organized to develop standards for photographic documentation. Discussion will not be restricted to microfilm records but will include work in the field of normal size photographic records.

At present there is no group in this country sufficiently acquainted with both the library and photographic aspects to act on standards in connection with photographic documentation. The rapidly growing use of microfilm by industrial and commercial organizations, laboratories, government agencies and libraries brings more specific photographic documentation questions before the Board.

The International Organization for Standardization (ISO) has requested American cooperation for similar work abroad.

## Management Bibliography

An "Annotated Bibliography of Audio-Visual Aids for Management Development Programs" has just been completed by the Columbia University Department of Engineering, following an extensive review of educational films, film strips, and recordings for the purpose of selecting items of specific value for executive training.

It is the first such bibliography to be published in this specialized field and was prepared for use by the executives of the electric, gas, telephone and water utilities attending the Utility Management Workshop to be conducted by Professor Robert T. Livingston of the Columbia University Department of Industrial Engineering, May 18-29, 1953 at Arden House in the Ramapos. Utility executives will be provided with work kits of research materials and selected publications, and will have a reference library collection at their disposal.

The "Annotated Bibliography of Audio-Visual Aids" contains data and comments on 109 different items and is subdivided into the following sections: Management Development Programs; The Executive and His Job; Selection and Placement; Executive Training; Industrial Engineering and Management; Supervision and Leadership; Human Relations; Public Relations; and Social Problems.

Copies of this bibliography may be purchased from Research Service, 353 West 57th Street, New York 19, at \$2.50 a copy.

## SLA Members in Print

Edith Joannes, associate librarian of the Abbott Laboratories, Chicago, was honored for her outstanding achievement during thirty years of service in Abbott's scientific library. The occasion was noted in the April 13, 1953 issue of *Chemical and Engineering News*.

\* \* \*

*The Bulletin*, house organ of the McGraw-Hill Publishing Company, Inc., carries a special story on the new McGraw-Hill library in its April 1953 issue. Featured on the cover of the issue is a group picture of the nine members of the library staff.

The story describes the attractive new quarters of the library designed by the architect, Newton P. Bevin, who worked very closely with Rose Boots, librarian, in planning lay-out, selecting furniture and color scheme. The result is a happy combination of good taste and good sense.

\* \* \*

## SLA Authors in Print

Mrs. Marie Cleckner Goodman, head, Acquisitions Section, Map Division, Library of Congress, is the author of "Recent Maps of Interest to Teachers of Geography", published in the March issue of *Journal of Geography*.

This is the second in an annual listing of educational maps prepared by Mrs. Goodman for the *Journal*.

Mrs. Goodman is chairman of the Map Resources Committee of the SLA Geography and Map Division.

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A description of the holdings and functions of the Kemper Insurance Library maintained by Lumbermen's Casualty Company, written by the librarian, Ruth Nielander, appeared in the March issue of *Illinois Libraries*.

Miss Nielander is president of the SLA Illinois Chapter.

\* \* \*

Margaret Cressaty is author of an article "The Librarian Looks at Osteopathic Journalism" which appeared in the *AOP Bulletin*, February-March, 1953.

Miss Cressaty is librarian at the College of Osteopathic Physicians and Surgeons, Los Angeles. She is an active member in SLA's Southern California Chapter.

\* \* \*

## Telecast

In a recent appearance on "Choose Your Career", a television program featuring vocational guidance, Patricia Snyder, an active member in SLA's Michigan Chapter, made a plea for recruits to do special library work.

Miss Snyder is librarian at the Owens-Illinois Glass Company in Toledo, Ohio.

## LIBRARY PUBLICATIONS

An experiment in scholarly publishing, similar to the simultaneous commercial publication of a single title in both the paper- and hard-bound formats, is being initiated by the University of Chicago Press in cooperation with the Graduate Library School. The first title used to explore the possibilities of double publication will be "Librarians, Booksellers and Scholars at Mid-Century", the proceedings of the 1951 conference of the Graduate Library School. The papers presented at this conference will be published as the July 1953 issue of the *Library Quarterly* and as a hard-bound book in the series: University of Chicago Studies in Library Science. The proceedings will thus be available in magazine format at \$2.50, or in traditional book format at \$3.75.

Publication date has been set for mid-June. Orders may be placed now by writing to the University of Chicago Press, or to the Graduate Library School, University of Chicago, Chicago 37.

\* \* \*

David J. Haykin, chief of the Subject Cataloging Division, The Library of Congress, and author of the recently published *Subject Headings, A Practical Guide* (available from the Superintendent of Documents, U. S. Government Printing Office, 70 cents) is now at work on the preparation of a code of rules governing the assignment of subject headings. The code will take approximately a year to complete and librarians are invited, meanwhile, to send queries, problems and suggestions to Mr. Haykin at The Library of Congress, Washington 25, D. C.

\* \* \*

A "Bibliography of Subject Headings Lists, 1938-1952", compiled by the ALA Committee on Subject Headings, Division of Cataloging and Classification, was published in the *Journal of Cataloging and Classification*, December 1952, pages 159-170.

In preparing this bibliography, the Committee made use of *Library Literature*, 1938-51; *The Library of Congress Subject Catalog*, 1950-51; and Special Libraries Association, *Classification Schemes and Subject Headings List Loan Collection*, 1951.

\* \* \*

An excellent and attractive handbook, *Know Your Library: A Guide to the Resources and Services of the Air University Library*, is a model of its kind in providing a graphic presentation of the library holdings and facilities at Maxwell Air Force Base in Montgomery, Alabama.

Librarians who wish to examine the handbook may obtain copies free on request by writing to Dr. William A. Kozumplik, Chief, Readers Service Division, Air University Library, Maxwell Air Force Base, Alabama.

## Joint Committee on Library Education Report

A meeting of the Joint Committee on Library Education was held April 4-5, 1953 at International House, University of Chicago (Illinois), preceded by the meeting of the Sub-Committee on Special Library Education.

The all-day session of the Sub-Committee on April 3 was devoted to a consideration of the seven programs for special library education drawn up by individuals in various areas of specialization and presented to the committee. These curricula were for Finance, Journalism, Law, Medicine, Music, Science and Technology, and the Theater, and were compiled by representatives of the special library profession in those areas, and represent the maximum curricula which a library school might consider as training for special librarianship.

The Sub-Committee presented to the Joint Committee a request that these programs be published and this recommendation was accepted by the Joint Committee. Details pertaining to publication will be announced to the profession at a later date.

ELEANOR S. CAVANAUGH  
SLA Representative

\* \* \*

## SLA Constitution and By-Laws Committee

Copies of the proposed amendments to the Constitution and By-Laws of Special Libraries Association have been mailed to the voting membership of the Association. Discussion on these amendments will take place at the SLA Annual Business Meeting, June 25, 1953.

A final revision will be submitted to members for approval by mail ballot.

\* \* \*

## Post-Convention Reminder

A special bulletin from Mabel G. Olney, editor of Western New York Chapter's *Bulletin*, reminds Association members that the Chapter's boundaries are more extended geographically than its name indicates and emphasizes its proximity to Toronto. A warm invitation is extended to all convention visitors to call on SLA members and libraries while they are in this region. For further information write to Chapter President Elsie Garvin, librarian, Research Department, Kodak Park, Eastman Kodak Company, Rochester, N. Y.

\* \* \*

## Tax Deductible

If you are not reimbursed for convention expenses by your organization, you may add this item to the tax deductible entries on your federal income tax returns.

# Special Libraries at Work

Report of WNBA Meeting — March 26, 1953

"Special Libraries: What They Are and How They Operate" was the subject of the panel presentation by members of Special Libraries Association before the Women's National Book Association at a meeting in New York, March 26.

On introducing the guest panel, Helen Parker, president of WNBA, remarked on the book trade's general lack of information about special libraries.

Elizabeth Ferguson, SLA president and librarian at the Institute of Life Insurance, then proceeded to remedy this situation by describing the basic functions of a special library, its performance as an essential adjunct to business, its departure from traditional patterns, its emphasis on service, its contribution to the specific needs of the organization it serves, and its effective time- and money-saving economies.

Miss Ferguson then described the founding of Special Libraries Association in 1909, the need for finding solutions to problems posed by new business trend developments, the inadequacy of existing precedent and traditional handling in meeting these new problems, and the mutually-advantageous exchange of specialized professional information leading to the growth and development of Special Libraries Association which now numbers over 5,000 librarians, researchers, documentalists and subject specialists, representing over 2,700 libraries, in twenty-seven chapters in the United States and Canada, and with members in more than twenty other countries. Fourteen divisions cover a wide range of subject interests and SLA members are free to affiliate with any or all of these divisions.

Headquarters for servicing the SLA membership are maintained in New York. Activities at SLA Headquarters were described briefly by the executive secretary, Mrs. Kathleen B. Stebbins.

Dora Richman, editor of *SPECIAL LIBRARIES* — the Association's official publication, commented on the scope and coverage of membership interests in the magazine.

Various aspects of special library service were then discussed by outstanding SLA members taking part on the panel. These included in the following program order: Mary Banker, president of SLA's Philadelphia Council and librarian at the Atlantic Refining Company; Ruth Fine, president of the Washington, D. C. Chapter and librarian of the U. S. Bureau of the Budget; Jane Almert, past president of the New York Chapter and librarian of the National Association of Manufacturers; Katharine Kinder, president of the New Jersey Chapter and librarian of the Johns-Manville Research Laboratories; Genevieve Ford, chairman of the SLA Public Relations Committee and librarian of the Titanium Division, National Lead Company; and, Margaret Fuller, president of the New York Chapter and librarian of American Iron and Steel Institute.

In describing the wide interests of a petroleum company, Mary Banker employed the unique device of describing a day in the life of an average individual, enumerating the daily contacts with a wide variety of products derived in one way or another from petroleum. To supply the extensive range of information required, the Atlantic Refining Company maintains six libraries, each covering a separate phase of company activities: economics and business, industrial relations, engineering and construction, law, and two libraries in the Research and Development Department, one on the production of oil and the other on refining.

Ruth Fine discussed the inclusive coverage of essential and related materials in the library of the U. S. Bureau of the Budget.

Katharine Kinder covered the resourceful use in most special libraries, particularly at Johns-Manville, of so-called non-book materials consisting of government documents, pamphlets, reports, patents, clippings, photographs, and other miscellany.

Genevieve Ford and Margaret Fuller commented briefly on their SLA activities, and by way of diversion, Jane Almert presented some of the library problems stemming from practices current in the book publishing field: shelving the odd-sized book for ready use with other holdings in the same classification; clear and enduring identification of the book on the spine; the need for more factual information about the book and the author on the book jacket; and, the enhanced value of a well-indexed book.

Discussion following the meeting indicated the desirability for a greater exchange of information on interests common to both the special library and book publishing fields.

# Letters to the Editor

I imagine that you have anticipated a demand for your chart on "How to Obtain Research and Development Reports from the Government", and I do hope that I am not too late in requesting a reprint.

It is wonderful to have such useful articles in **SPECIAL LIBRARIES**.

NATALIE NICHOLSON, *Librarian*  
Gordon McKay Library  
Harvard University  
Cambridge, Mass.

ED.—Sorry, no reprints. A few back issues are still available.

The article by Eugene Jackson in March **SPECIAL LIBRARIES** is worth a year's subscription of the journal to those interested in the subject . . . Your composite chart is of tremendous help to new employees and . . . a good checklist . . .

MRS. RUTH H. HOOKER  
*Coordinator of Naval Libraries*  
Department of the Navy  
Washington 25, D. C.

I believe that all special libraries have their own peculiar problems but basically we all face one problem, namely that of making the profession aware of the full scope of a special library's facilities.

WILLIAM G. VIETH  
Engineering Societies Library Board  
New York City

I did like the latest *News Bulletin*, especially its promptness and informality of presentation. I continue to want a *Bulletin* of that type from the Association . . . an informal news letter of Association activities, with . . . informal discussion of problems at hand, as well as reports of actions taken.

ANNE L. NICHOLSON, *Librarian*  
Whitemarsh Research Laboratories  
Pennsylvania Salt Manufacturing Co.  
Philadelphia, Pa.

ED.—The *News Bulletin* has been published on an experimental year-to-year basis for the past two years. The Executive Board must take action again in June if this publication is to be continued. Do YOU want the *Bulletin*? Please write the Editor.

## CALENDAR

### May 20

Connecticut Valley Chapter. Hartford. Annual Meeting.

### May 23

Western New York Chapter. Ithaca. Annual Meeting.

### May 25

Boston Chapter. Watertown, Conn.

### June 22 - August 15

University of Illinois. Library School. Summer Session.

### 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.

### July 6 - August 14

Columbia University. School of Library Service. Summer Session.

### July 6-24

Western Reserve University, School of Library Science. Cleveland, Ohio. Workshop for Library Administrators.

### August 17-22

University of Chicago Graduate Library School. Annual Conference.

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Page 174. Ena L. Yonge. American  
Geographical Society.

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ton Oceanography Li-  
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*Wilson Library Bulletin.*

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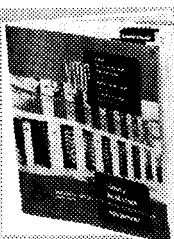
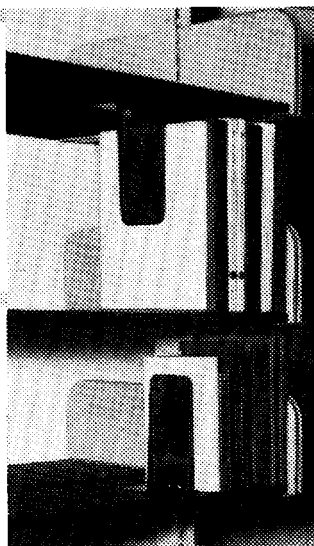
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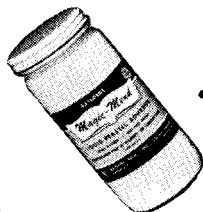
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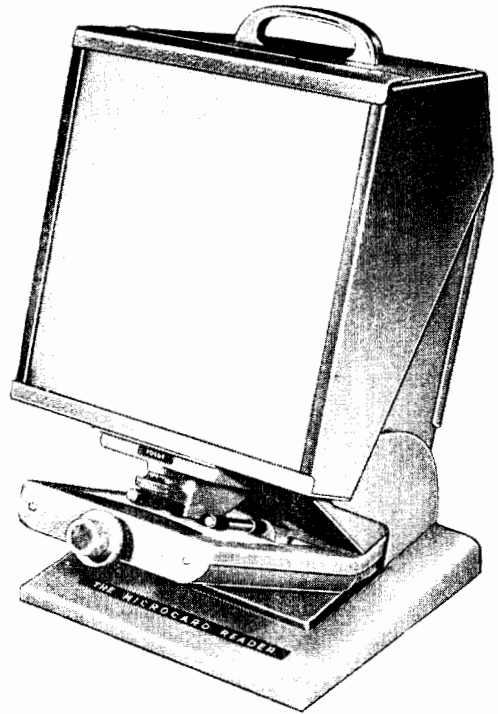
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