


10-1-1954

Special Libraries, October 1954

Special Libraries Association

Follow this and additional works at: http://scholarworks.sjsu.edu/sla_sl_1954

 Part of the [Cataloging and Metadata Commons](#), [Collection Development and Management Commons](#), [Information Literacy Commons](#), and the [Scholarly Communication Commons](#)

Recommended Citation

Special Libraries Association, "Special Libraries, October 1954" (1954). *Special Libraries, 1954*. Book 8.
http://scholarworks.sjsu.edu/sla_sl_1954/8

This Magazine is brought to you for free and open access by the Special Libraries, 1950s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1954 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.

SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 45

OCTOBER 1954

NUMBER 8

PROCEEDINGS

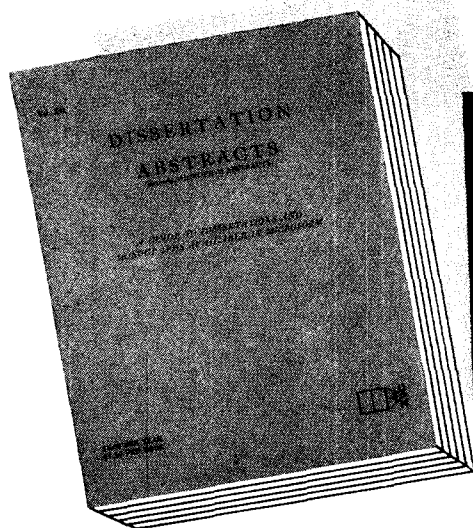
*Forty-Fifth
Annual Convention Reports*

SPECIAL LIBRARIES ASSOCIATION
1909-1954

CINCINNATI, OHIO
MAY 17-20, 1954

Published by
SPECIAL LIBRARIES ASSOCIATION

AN IMPORTANT ADDITION TO YOUR REFERENCE SERVICE



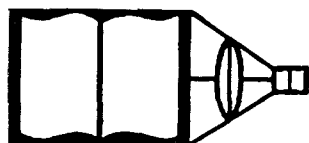
**Doctoral
Dissertations
From
Leading
Universities**

**12 ISSUES, \$6.00 PER YEAR
SINGLE COPIES, \$1.50**

A continuing review of scholarly research into science, the social sciences, and the humanities is now available to patrons of your library through *Dissertation Abstracts*.

600-word summaries of doctoral dissertations are published exclusively in this monthly magazine. The complete dissertations are available in low-cost microfilm, or enlargement copy form.

This plan of dissertation publication is used by 46 leading universities and colleges. A modest investment of only \$6.00 per year enables you to participate. Subscribe today.



UNIVERSITY MICROFILMS
ANN ARBOR, MICHIGAN

Please Mention Special Libraries When Answering Advertisements

A DISTINGUISHED MODERN AMERICAN LIBRARY

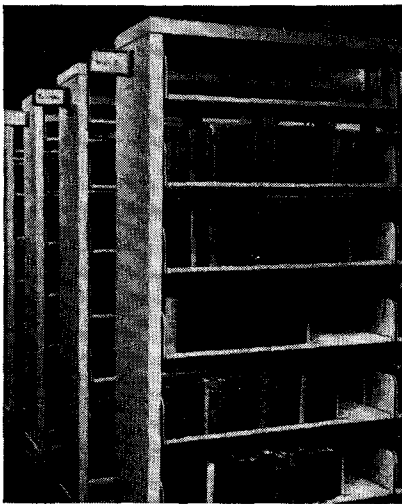


Roanoke Public Library, Roanoke, Virginia

Director: Harold J. Sander

Architect: Frantz & Addkinson

Consultant: Wheeler & Githens



The Roanoke, Virginia Public Library is another modern American Library which has selected VMP bookstacks and library equipment to establish high functional and artistic standards for its interior.

Of special interest to all library planners is the VMP Library Planning Service . . . with years of specialized experience in bookstack fabrication. In the very early stages of planning, VMP can help the architect and owner in determining the use and specifications for multi-tier or free-standing bookstacks, shelving, carrel units, book conveyors. Also, VMP makes MOBILWALL movable steel partitions, steel doors and frames.

Call on VMP for advice on new library construction or modernization. Write for complete VMP library bookstack equipment catalog, Dept. SL-10.

Virginia Metal Products, inc.

ORANGE, VIRGINIA

Subsidiary of Chesapeake Industries, Inc.

Please Mention Special Libraries When Answering Advertisements

Monopoly and Competition in Banking

By David A. Alhadef

A study of the effects of concentration in banking based on a market-structure analysis. A detailed comparison is included of costs, output, interest rates, and profits for unit banks and branch banks. \$4.50

Government Purchasing and Competition

By Dickson Reck

Shows how large-quantity buyers, such as governments, institutions, and large industrial and commercial firms, can substantially improve the effectiveness of their purchasing policies, thus benefiting not only themselves but the economy as a whole. \$4.00

Arbitration of Wages

By Irving Bernstein

An examination of the why's and wherefore's of arbitration, showing why it is sometimes substituted for collective bargaining, when it works most successfully, and its effect on wages. \$3.50

Theory of Fiscal Economics

By Earl R. Rolph

One of the few systematic examinations of tax theory since Pigou's celebrated work. The author reaches somewhat unorthodox conclusions, for he adopts a stock-flow type of monetary theory instead of viewing income as the crucial determinant of present expenditure. \$4.50

The Pacific Coast Maritime Shipping Industry, 1930-1948

Volume II, An Analysis of Performance

By Wytze Gorter and George H. Hildebrand

Volume I of this two-volume study gave evidence of the instability and decline of the Pacific Coast shipping industry. The new volume digs into the underlying causes for this situation, and the prospects for the industry's future. \$5.00

UNIVERSITY OF CALIFORNIA PRESS

Address: Berkeley 4, California

Please Mention Special Libraries When Answering Advertisements

WILEY

BOOKS

**SUCCESSFUL COMMERCIAL CHEMICAL DEVELOPMENT**

H. M. Corley, Armour & Co., Editor-in-Chief. Prepared by the Commercial Chemical Development Association. Applicable to product development in fields other than chemistry. 1954. 374 pages. \$7.75.

STATISTICAL ANALYSIS IN CHEMISTRY AND THE CHEMICAL INDUSTRY

By Carl A. Bennett, General Electric Co., and Norman L. Franklin, University of Leeds. One of the Wiley Publications in Statistics, Walter A. Shewhart and Samuel S. Wilks, Editors. 1954. 724 pages. \$8.00.

LUBRICATION OF INDUSTRIAL AND MARINE MACHINERY, Second Edition

By the late William Gordon Forbes; revised by C. L. Pope and W. T. Everitt, both of the Eastman Kodak Co. 1954. 351 pages. \$6.00.

THE TECHNOLOGY OF SOLVENTS AND PLASTICIZERS

By Arthur K. Doolittle, Carbide and Carbon Chemicals Co. 1954. 1056 pages. \$18.00.

LABOR MOBILITY AND ECONOMIC OPPORTUNITY

Essays by E. W. Bakke, P. M. Hauser, G. L. Palmer, C. A. Myers, D. Yoder, and C. Kerr. Preface by P. Webbink. Co-published by Wiley and The Technology Press, M.I.T. 1954. 118 pages. \$3.50.

WORKMEN'S COMPENSATION: Prevention, Insurance, and Rehabilitation of Occupational Disability

By Herman Miles Somers, Haverford College, and Anne Ramsay Somers. 1954. 341 pages. Prob. \$6.50.

ELECTROMETRIC pH DETERMINATIONS: Theory and Practice

By Roger G. Bates, National Bureau of Standards. 1954. Approx. 327 pages. Prob. \$7.00.

MAGNETIC AMPLIFIERS

By H. F. Storm, General Electric Co. With nine contributors. 1954. Approx. 504 pages. Prob. \$10.00.

DIELECTRICS AND WAVES

By Arthur R. von Hippel, The Massachusetts Institute of Technology. 1954. 284 pages. \$16.00.

DIELECTRIC MATERIALS AND APPLICATIONS

Edited by A. R. von Hippel. Twenty-two contributors. Co-published by Wiley and The Technology Press, M.I.T. 1954. 438 pages. \$17.50.

SYNTHETIC RUBBER

Editor-in-Chief, G. S. Whitby, University of Akron. With 37 contributors. 1954. 1044 pages. \$18.00.

TELEVISION: The Electronics of Image Transmission in Color and Monochrome, Second Edition

By V. K. Zworykin and G. A. Morton, both of the RCA Laboratories. Second Edition. 1954. 1037 pages. \$17.50.

JOHN WILEY & SONS, Inc. 440-4th Ave., New York 16, N. Y.

Please Mention Special Libraries When Answering Advertisements

SPECIAL LIBRARIES ASSOCIATION

"Putting Knowledge to Work"

THE FORTY-SIXTH ANNUAL SLA CONVENTION WILL TAKE PLACE JUNE 12-16, 1955 AT THE HOTEL STATLER, DETROIT, MICHIGAN

OFFICERS

President

GRETCHEN D. LITTLE
Atlas Powder Company, Wilmington, Delaware

First Vice-President and President-Elect

CHESTER M. LEWIS
The New York Times, New York, N. Y.

Second Vice-President

ISABELLA M. FROST
Lansing Library Service, Oakland, California

Secretary

MARGARET A. FIRTH
United Shoe Machinery Corporation
Beverly, Massachusetts

Treasurer

BURTON W. ADKINSON
Library of Congress, Washington, D. C.

DIRECTORS

HELEN MARY PYLE
Sun Oil Co., Philadelphia, Pennsylvania

MRS. NELL STEINMETZ
Pacific Aeronautical Library
Los Angeles, California

EUGENE B. JACKSON
National Advisory Committee for Aeronautics
Washington, D. C.

CLARA G. MILLER
Imperial Oil, Ltd., Toronto, Ontario, Canada

SARA M. PRICE
The Port of New York Authority
New York, New York

ELSE L. SCHULZE
Procter & Gamble Co., Ivorydale, Ohio

Immediate Past-President
MRS. LUCILE L. KECK
Joint Reference Library, Chicago, Illinois

PUBLICATIONS

Aviation Subject Headings.	1949	\$1.75
A Brief for Corporation Libraries.	1949	\$1.75
Classification Scheme and Subject Headings List Loan Collection of SLA. Rev. Ed.	1951	\$1.50
Contributions Toward A Special Library Glossary. 2nd Ed.	1950	\$1.25
Correlation Index Document Series and PB Reports.	1953	\$10.00
Creation and Development of an Insurance Library. Rev. Ed.	1949	\$2.00
Directory of Special Libraries.	1953	\$10.00
Fakes and Forgeries in the Fine Arts.	1950	\$1.75
Map Collections in the U. S. and Canada, A Directory.	1954	\$3.00
Nicknames of American Cities, Towns and Villages Past and Present.	1951	\$2.00
Numerical Index to the Bibliography of Scientific and Industrial Reports, Vols. 1-10.	1949	\$10.00
SLA Directory of Members.	1951	\$4.00
Source List of Selected Labor Statistics. Rev. Ed.	1953	\$2.00
Subject Headings for Aeronautical Engineering Libraries.	1949	\$4.00
Technical Libraries, Their Organization and Management.	1951	\$6.00
Visual Presentation. Our Library.	1953	\$10.00

OFFICIAL JOURNAL SPECIAL LIBRARIES

SPONSORED PERIODICAL TECHNICAL BOOK REVIEW INDEX

Subscription, \$7.50 a year
(\$8.00 Foreign)

MEMBERSHIP DUES SCHEDULE: *Institutional*, \$30; *Active*, \$10; *Associate*, \$5; *Student*, \$2; *Sustaining*, \$50; *Life*, \$250.

For qualifications, privileges and further information, write to the Executive Secretary, Special Libraries Association, 31 East Tenth Street, New York 3, N. Y.

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, 704 Second Avenue, Pittsburgh 19, Pa.

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

MANUSCRIPTS submitted for publication must be typed, double space, on only one side of the paper. Mail manuscripts to Editor.

REPRINTS may be ordered immediately prior to or following publication. Send reprint orders to Executive Secretary.

Special Libraries

OFFICIAL JOURNAL OF THE SPECIAL LIBRARIES ASSOCIATION

VOLUME 45

OCTOBER 1954

NUMBER 8

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

CONTENTS

SPECIAL LIBRARIES ASSOCIATION

Report of the President	LUCILE L. KECK	307
Annual Business Meeting	AGNES O. HANSON	311
Report of the Treasurer	EDWARD H. FENNER	312
Report of the Executive Secretary	MARIAN E. LUCIUS	314
Report of the Editorial Board	ALMA C. MITCHILL	315
Report of the Editor	DORA RICHMAN	316
Chapter Relations Committee	ROWENA PHILLIPS	318
Division Relations Committee	SHIRLEY F. HARPER	319
Committee on Committees	ELEANOR S. CAVANAUGH	321
Committees: Annual Reports		323
Reports of Special Representatives		337
Constitution and By-Laws		344
SLA Official Directory		349

DEPARTMENTS

Have You Heard	353
Off the Press	354
Calendar	356

Editorial Board

Chairman: ALMA CLARVOE MITCHILL MRS. MARIE S. GOFF RUTH SAVORD
Ex Officio: LUCILLE JACKSON

Editorial Staff

Editor: DORA RICHMAN
Business Manager: MARIAN E. LUCIUS

Regional Representatives

MIDDLE WEST: MARION E. WELLS WEST: ALBERT P. BRADLEY
SOUTH: MRS. LOUISE MARTIN CANADA: GRACE REYNOLDS

Papers published in SPECIAL LIBRARIES express the views of the authors, and do not represent the opinion or the policy of the editorial staff or the publisher. Contents, copyright, 1954, by Special Libraries Association, 31 East 10th Street, New York 3, New York.

New **HARPER** Books

America's Resources of Specialized Talent

A Current Appraisal and a Look Ahead

By **DAEL WOLFLE**

The Report of the Commission on Human Resources and Advanced Training, this book brings together for the first time an impressive body of information concerning this country's resources of talented, imaginative, and trained personnel in the natural and social sciences, the humanities, and many other professions. Here is an important book for all executives concerned with specialist needs and the possibility of their fulfillment. \$4.00

Advertising in Modern Retailing

By **CARRIE MILLS ROWLAND**, Advertising Consultant;
Formerly Advertising Director of Rich's Atlanta

The first modern guide to the actual practice, rather than the theory, of advertising in the retail store today. Here a well-known advertising consultant tells how advertising is planned, budgeted, designed and placed through the different levels of the store management and in coordination with the various merchandise divisions of the store. Designed for application to any retailing operation, the book will be especially useful to the small or medium-size store outside metropolitan areas. \$4.50

Christian Values and Economic Life

By **JOHN C. BENNETT**, **HOWARD R. BOWEN**,
WILLIAM ADAMS BROWN JR., and **G. BROMLEY OXNAM**

In this concluding volume of the distinguished series on the Ethics and Economics of Society, outstanding scholars and religious leaders examine the central economic and ethical issues raised in the preceding volumes, and analyze the problems faced by Christians and the Church today in relation to internal economic stability and America's responsibility to the world of nations. \$3.50

AT YOUR BOOKSTORE OR FROM

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

Please Mention Special Libraries When Answering Advertisements

Report of the President

LUCILE L. KECK

1953 - 1954

THIS HAS BEEN A YEAR of change in our Association, some of it planned, some unanticipated. If I may inject a personal note into an opening paragraph, I think it is not unfitting that administrative change should have come about during the term of a president who for more than twenty years has been librarian for a group of professional organizations dedicated to a principal common interest of administrative management and reorganization.

The achievements of the present Executive Board in this direction began during its very first session last June in Toronto when it authorized the reorganization of certain important committees, in accordance with a blueprint handed it by the Committee on Committees, and they have continued throughout this year. Chief among the actions were:

(1) *Finance*: The Budget Committee was dropped, and the functions and policies of the Finance Committee were rewritten to incorporate former duties of the Budget Committee. The annual budget is henceforth prepared by the Finance Committee for presentation to the Board.

(2) *Professional activities*: The Professional Activities Committee was abolished, and its functions were reallocated: The duties of the Subcommittees on Library Education and on Library Standards were assigned to the Joint Committee on Education for Librarianship of the Council of National Library Associations. And here I should like to include a word of interpretation:

Professional activities are the concern of the entire Association, the very *raison d'être* for SLA, and as such must be promulgated by every division, every chapter, indeed, by every member in

every matter reflecting Association affairs, and they must be directed through every action of the governing body. They must penetrate all its thinking and cannot be the concern of merely one committee.

(3) *Recruitment*: A Recruitment Committee was set up as a standing committee and has made great strides as one of our most important activities.

(4) *Public relations*: The Public Relations Committee was charged with promoting and stimulating the entire field of special librarianship, and with initiating any programs that will add to the professional status of the Association and the profession. The Committee has found the visual presentation, *Our Library*, a useful tool in its work.

(5) *Scholarship and student loan fund*: The name of the Student Loan Fund Committee was changed to the Scholarship and Student Loan Fund Committee and its scope widened accordingly. This change was made by the Executive Board during its February meetings at which time a Committee of the Executive Board was appointed to discuss with the Chairman of the Scholarship and Student Loan Fund Committee other items concerning this problem. The results of this discussion were published in *SPECIAL LIBRARIES* for April, and I hope that final action on the recommendations will be taken at this present meeting.

(6) *Publications*: It should be stated, first of all, that the recommendations of the Committee on Committees applying to the Publications Committee were deferred, because the 1952-53 Executive Board during one of its June meetings had authorized a survey of the publications policy of the Association by

an outside agency, and it was deemed advisable to wait for the completed survey.

A report on this survey, conducted under contract with J. K. Lasser and Company, was delivered in the autumn. After much study by members of the Executive Board, the Publications Committee, and the SPECIAL LIBRARIES Editorial Board, it was formally received and considered by the Board in February.

So many of the questions raised depended upon a familiar knowledge of Association operation that it was decided to appoint a committee to clarify our own thinking about SLA publications. Thus, in February a Committee of the Executive Board (popularly known as the Little Committee), with the advice of Lucille Jackson, chairman of the Publications Committee, and of Dr. Jerrold Orne, president of the Alabama Chapter, was appointed to study the existing policies and procedures as adopted March 7, 1952.

This Committee drew up a *pro tem* statement and prescribed the preparation by the Publications Committee of manuals on policy and procedure. The work is now in progress, and on May 16 the Executive Board reconstituted the Little Committee as an advisory body to see it through.

(7) *Translation pool*: Another committee which has been completely reorganized and actively motivated during this administration is the Translation Committee, which was newly appointed last June to implement the contract with the John Crerar Library of Chicago to operate the Translation Pool.

During the February Board meetings, at the suggestion of a member of the Advisory Council, a committee of the Executive Board was appointed to investigate the possibilities of foundation support for an expanding Translation Pool and the publication of a serial list. (This Board Committee reported to the Executive Board on May 18.)

(8) *Headquarters reorganization*: The resignation of the executive secretary, Mrs. Kathleen B. Stebbins, which was

announced in the early part of my term, posed the problem of the selection of a successor. The democratic method applied to that task and the appointment of Marian Lucius as executive secretary are by this time familiar history.

Here, I should like to thank Mrs. Stebbins for her help to me while she remained in her position until October 15, 1953. Her services throughout the thirteen years while she held the position and during which SLA doubled in size and influence were acknowledged in the autumn Board and Council meetings but merit mention again at this time. Her many friends and fellow SLA members will be pleased to know that she is happy and successful in her new position as personnel director of the Detroit Public Library.

Miss Lucius, who assumed her responsibilities on October 26 has brought to the position a noble intelligence, a loyalty to the aims of the Association, a nice sense of proportion—and its corollary—a sense of humor—an understanding of the particular problems of special librarianship, a sympathetic relationship to her staff, and a native capacity for efficient internal operation. In accordance with her suggestions the Executive Board in February established certain improved “O and M” procedures relating to personnel, equipment, and financial operation.

Members of SLA have on the whole been sympathetic about the problems of orientation that attend a new position involving such vital responsibilities and have realized that the many positive contributions which she has made toward effective administration have far outweighed the occasional inevitable errors.

Furthermore this Executive Board now has also clarified the lines of Headquarters staff relationship and has spelled out a more equitable position classification and vacation policy. It has picked up a hitherto overlooked constitutional charge of naming the duties of the editor. And at this point let me acknowledge the services of Dora Richman,

who as editor has maintained the high professional tone of *SPECIAL LIBRARIES*, has furnished us this year with three interesting Bulletins carrying the news of Executive Board and Advisory Council meetings, and has given editorial assistance to the Publications Committee on the special publications issued during the year and on planning others still to come. Thanks to her and the *SPECIAL LIBRARIES* Editorial Board, the journal has an excellent reputation within an ever-expanding readership.

Miss Lucius has acknowledged the services of the Headquarters staff, but a retiring president wants to add her own words of appreciation: It has been a great source of satisfaction to me to know that our operations have been backed up by a staff notable on the whole for competence, efficiency and loyalty.

SLA's inter-organizational relations received special treatment in Monday evening's program devoted to the Special Representatives of the Association. I want only to add here that this program grew out of the conviction I shared with the immediate past-president, Elizabeth Ferguson, that it was as important for the members to learn of the aims and programs of these various groups as it was for us to have representatives to them.

Those of you who heard me talk during my visits to chapters last winter know how I feel about the Association having severed its affiliation with ALA in 1950. Many members, including several on our Executive Board, have asked me how we could re-establish this affiliation. To this, I have answered: the door is always open; ALA has never withdrawn its friendship.

I have had several conversations with the ALA executive secretary, David Clift, the most recent one in April. He has an understanding attitude toward the problems involved, and has suggested that we appoint a committee to draw up a statement of what we consider ideal conditions for re-affiliation, after which he suggests inauguration of

a joint committee to study the proposal and iron out inconsistencies. The Executive Board on May 16 authorized the appointment of a committee to draw up a statement reflecting the SLA point of view.

This then is the reorganization record of 1953-54.

There have been other significant milestones in special librarianship during the past two years, which (although we cannot take special credit for them) could not have happened without the participation of many outstanding SLA members and the official cooperation of the Association.

I refer first of all to two publications: issues of *Library Trends* (*Current Trends in Special Libraries*, October 1952, and *Current Trends in Libraries of the United States Government*, July 1953); and two articles: the first, "Education for Special Librarianship," a symposium by members of the Subcommittee on Special Library Education of the Council of National Library Associations, in the *Library Quarterly* for Winter 1954; and the second, "Specialization in Library Education" by Harold Lancour in the *ALA Bulletin* for March 1954.

I refer also to the participation on the part of several individual members and by our official representation through our appointment of Eleanor Cavanaugh, in a workshop on "A Core of Education for Librarianship" called by the Graduate Library School of the University of Chicago in August 1953. We can take pride in the fact that Dean Lester Asheim's report on the workshop acknowledges in particular the contributions of the group concerned with education for special librarianship. These special librarians, contrary to general opinion, were not myopic about their own particular assignment but added much of importance to the overall thinking of the conference.

Another milestone is the satisfaction we can take in the appointment by President Eisenhower of a librarian of demonstrated ability and scholarly in-

terests as Librarian of Congress. We joined other scholarly associations in urging that only a man of such calibre be considered for the post.

I have made no attempt to report on the details of the progress of individual chapters, divisions and committees. I leave that to reports of their chairmen which speak eloquently. But I do want to thank the members of the Executive Board and Advisory Council and the Committees—in fact all members of SLA who have been called upon or who have volunteered for special work and service—for the achievements that this administration may have attained. There has been praiseworthy united cooperation toward the common good of this profession and this Association.

I must acknowledge that I have been guilty of some mistakes. I have appreciated the watchful help of the members who have called my errors to my attention, and I have in every case taken whatever remedial steps were possible.

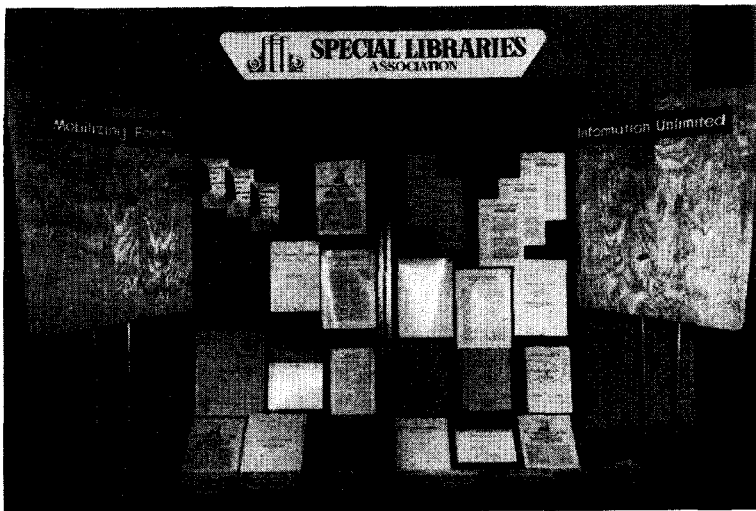
As I draw to a close, I want us to remind ourselves that the significant expansion in our membership reflects the growing demand for special libraries in various disciplines.

One of the few lights shining through the blackness of today's world is the definite advance of education. This fact is reflected in all of the principal professions devoted to the promotion of wisdom.

I heard only the other day of an amusing manifestation of this trend. The director of the University of Chicago Round Table had a visit from the editor of the *American Legion Magazine* . . . "What," mused the director, "can he want of us? Can it be that our programs have had too liberal a complexion to suit the Legion? We do try to keep a balanced point of view, but . . ."

After a half hour it came out. The readership character of the *American Legion Magazine* has changed, it seems. Forty per cent of the Legionnaires now have the B.A. degree (there was the G.I. Bill!), and the editor was seeking ideas to raise the intellectual level of the articles.

May our Association then keep its torch, "Putting Knowledge to Work" aflame as one of these lights in the darkness, allying itself with educators, other librarians and research workers in acknowledging "Man's right to knowledge and the free use thereof."



Portable table exhibit display case available on loan from SLA Headquarters. Dimensions: Height, four feet; Width, six feet; Depth, about four inches.

Annual Business Meeting

AGNES O. HANSON

Secretary

THE ANNUAL BUSINESS MEETING OF SPECIAL LIBRARIES ASSOCIATION was held at the Netherland Plaza Hotel, Cincinnati, Ohio, on May 20, 1954. The meeting was called to order at 9:15 A. M. with the president, Mrs. Lucile L. Keck, presiding. After greeting the assembly, the president made her official report for the year 1953-54. Other reports heard at this meeting were those of the treasurer, standing committees, and special committees. All reports were acknowledged with appreciation by the president.

The Archives Committee reported the completion of the *Archives Committee Manual*, which was adopted by the Executive Board at the meeting on Sunday, May 16, 1954, as a guide in maintenance of archives files at Headquarters.

The Publications Committee announced that the papers from the Monday, May 17, 1954, symposium on Library Planning, sponsored by the Science-Technology Division, will be published as an SLA monograph.

Five-Year Plan for Recruitment

The Recruitment Committee presented the page proof of the recruitment flyer to be off the press shortly for distribution.

A proposed Five-Year Plan for Recruitment, prepared by the Recruitment Committee as a part of its annual report, was outlined by the chairman, Thelma Hoffman.

Upon motion made by Elizabeth Ferguson and duly seconded, it was voted unanimously that the Association endorse in principle the Five-Year Plan proposed by the Recruitment Committee.

SLA Award

Elizabeth Ferguson, acting chairman of the Awards Committee in the absence of Grieg Aspnes, noted the unanimous acceptance by the Executive Board of the recommendation of the Awards Committee that Eleanor S. Cavanaugh and Ruth Savord be selected as joint recipients for the 1954 SLA Award.

Retired Members Dues

The action taken by the Executive Board in February, proposing no dues for *Retired* members, was read by the president and presented for discussion.

Upon motion made by Ruth Savord and duly seconded, it was voted unanimously that this body disapprove the Executive Board action imposing no dues on *Retired* members.

Proposal for SLA Scholarships

Reprints of the Proposal, a report prepared by the Scholarship and Student Loan Fund Committee in consultation with a committee of the Executive Board, the Finance Committee, and the chairman of the Committee on Committees, as published in the April 1954 issue of *SPECIAL LIBRARIES*, were in the hands of the assembly.

Upon motion made by Elizabeth Ferguson and duly seconded, it was voted unanimously that the Proposal for SLA Scholarships be adopted.

The Scholarship and Student Loan Fund Committee reported gratifying contributions by chapters, divisions, sections, individuals, and by the Executive Board.

Honorary Members

The following nominees for honorary memberships were presented by the Membership Committee: William Powelson, Michigan Chapter; Mrs. Grace

Rigby Cameron, Louisiana Chapter. It was voted unanimously to accept the recommendations of the Membership Committee that William Powlison and Grace Rigby Cameron be elected as *Honorary members of SLA.*

Resolutions

Mrs. Elizabeth M. Baker, chairman of the Resolutions Committee, read official acknowledgments of the contributions made by convention speakers and committees, by Association officers, and by all libraries that held open house during the SLA Convention. Upon motion made by Mrs. Baker and duly seconded, it was voted that the resolutions as read be adopted.

Gavel Award

The three chapters having the greatest increase in membership during 1953-54 were: Georgia, first; Texas, second; and Baltimore, third. Mrs. Linda M. Johnston on behalf of the Georgia

Chapter, accepted the gavel awarded annually to the SLA chapter showing the greatest percentage increase in membership.

The report of the Elections Committee was read by Catharyn Suydam. Immediately following this report, the president introduced the newly-elected president, Gretchen D. Little, who spoke briefly of her appreciation to the members of the Association for the honor bestowed upon her, urged them to think seriously in the coming year of their professional responsibilities and expressed the deep appreciation of those who had worked with Mrs. Keck, in which the assembly joined by giving a rising vote of thanks.

After calling the newly-elected officers forward, Miss Little turned the gavel back to Mrs. Keck for the closing of the meeting. Ruth Savord expressed the gratitude of the Association to the retiring members of the Board. The meeting adjourned at 11:45 A.M.

Report of the Treasurer

EDWARD H. FENNER

The financial report of the Special Libraries Association for the year ending December 31, 1953, 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, was published in *SPECIAL LIBRARIES*, April 1954, pages 174-177.

A summary of the latest information available of the financial condition of the Special Libraries Association lists the following fund balances as of March 31, 1954.

<i>General fund</i>	\$ 60,122.20
(including sundry credits— \$19.49)	
<i>General Reserve fund</i>	45,405.01
<i>Life Membership account</i>	2,150.00
<i>Publications fund</i>	22,773.61
<i>Student loan fund</i>	6,195.58
<i>Total fund balance</i>	\$136,646.40

For the three months ending March 31, 1954, total income amounted to \$33,938.14 and total expenditures were \$26,235.18, making an excess of income over expenditures of \$7,702.96. This is \$1,031.36 more than we spent in 1953 when our excess of income over expenditures was \$8,734.32.

Review

In the two years that I have served as your treasurer, the following accomplishments are especially worthy of bringing to your attention:

1. A sum of \$10,000 is now deposited at the West Side Federal Savings and Loan Association in New York City, \$5,000 of which was deposited in 1953, and the other \$5,000 in January 1954. This amount was taken out of our checking account, at my suggestion, to enable the Association to have some of its

ready cash earn income. The three per cent interest earned on this sum is important added income for the Association.

2. It is now possible for the Association to account for Association monies allotted to chapters, divisions and committees by making it necessary for these subunits to submit an annual report of the state of their finances at the end of the Association year. This is a necessary practice that will enable the Association to account for the monies it gives to chapters, divisions, committees and special projects that are for the good of the entire Association. It also enables the Finance Committee to better understand the financial structure and needs of the Association subunits when requests for funds are made to the committee. I consider this the most important accomplishment during my terms of office as your Treasurer.

3. Now all requests for funds, exceeding \$300.00, directed to the Executive Board and/or the Treasurer, are referred to the Finance Committee. This referral is made only to determine whether there are sufficient current funds to approve the request. The Finance Committee does not determine the granting of the request, which can only be determined by the Executive Board. This procedure was instituted because it was difficult for the treasurer to have at his fingertips information which would be invaluable to the Board as to whether or not funds are currently available. I know this practice has been very helpful to the Executive Board and has not caused any undue delay in appropriating money.

Requests for Funds

It is the hope of your treasurer that requests for monies to the Executive Board be made on a more realistic basis. If the need is for a large sum, after all factors have been considered, it is to the advantage of the requestor to present it as such rather than ask for money piecemeal to complete a project. It is also desirable that the Association should live within its working budget. Unfortunately, this has not been accomplished in past years.

At the last Executive Board meeting in February 1954, an imprest account was established for the Headquarters payroll at the request of the executive secretary. This request was made to allow the executive secretary to be the only person to sign the payroll checks, where in the past it required both the

executive secretary's and the treasurer's signatures. It is still the treasurer's opinion that such a separate account is unnecessary.

The Finance Committee did not recommend setting up an imprest account for Headquarters payroll. It adds to the bookkeeping procedures in setting up another account and to reconcile it. The past practice of having two signatures has not delayed the staff at Headquarters from being paid on time and I do think it is desirable to retain that practice. As much as I am for change, it should be a change for the better where past practice has shown it was not functioning properly. In my opinion, that has not been the case in this matter.

RECOMMENDATIONS

I therefore recommend that the Executive Board reconsider the need of an imprest account for the Headquarters payroll.

I should also like to recommend that the Special Libraries Association reappoint Price Waterhouse & Co. as the auditors for the Association for the next year.

Being the treasurer of the Special Libraries Association has been a demanding but rewarding experience. I greatly appreciated your confidence in re-electing me to this office last year. I trust I have been worthy of your confidence while in office. I am glad that my successor's term of office is now constitutionally changed to a two-year term. This will allow him time to learn the intricacies of the office so that he may function more effectively for the benefit of the Association.

In conclusion, I wish to express my deep appreciation to our former executive secretary, Mrs. Kathleen B. Stebbins, who with friendly understanding and advice saw me through the first months of my term of office; the Finance Committee, particularly Donald Wasson who backed up the treasurer with many of his ideas for better financial management; and the Headquarters staff, particularly Mrs. Emily Shoemaker, our competent bookkeeper, who aided me considerably in learning the intricacies of the Association's finances; and last, but not least, Marian E. Lucius, for the interest and cooperation she has shown me since she assumed the office of executive secretary of the Special Libraries Association.

It has been a pleasure and an honor to have been of some small service to the Special Libraries Association.

Report of the Executive Secretary

MARIAN E. LUCIUS

This has been a very short Association year, only ten and a half months since the last annual meeting. The resignation of Mrs. Stebbins as executive secretary and my appointment to the post in October has made this an unsettled year for all of us. For myself, I think the winter can best be characterized by the words of the Red Queen in *Through the Looking Glass*. She said, as you may recall, "Here, you see, it takes all the running you can do to keep in the same place." As a matter of fact, I shall consider it quite an achievement if it can be said that I have been able to keep in the same place.

Most of the work of the Association is covered in reports of chapters, divisions and committees. In addition, the president reports on the overall progress of the Association at the annual meeting. There are, however, some phases of the executive secretary's work on which only she can report.

One of these is the placement service. This service has grown very rapidly in recent years. Mrs. Stebbins, due to her long experience in the field, was able to accomplish a great deal in placing members who wished to change jobs.

This work has been much more difficult for me. We are at present reorganizing some of the details of the service and I hope it will become easier to handle. Since the meeting is so early this year, reports are not available from all of the chapters. Placement by referral from Headquarters was about half that of last year. This has been due partly to the decline in openings listed and partly to my inability to devote the necessary time to selecting applicants for the positions.

At the time we sent out the new personnel record cards, there were 750 applicants in the active file. We do not know how many of this number will return the new cards.

It is necessary to remember that this service is available only to *Institutional, Active* and *Student* members as applicants. It is unfortunate that many of our members refer their friends to us without realizing this limitation. Many people come to us with the idea that they will join if they obtain a position through us. The question arises as to whether it is to be a service to present members or a tool of membership recruitment.

Although I can claim little credit for the results, advertising in *SPECIAL LIBRARIES* in

the issues from July-August 1953 through May-June 1954 has been slightly higher than for the same issues in 1952-1953. Total billings have been approximately \$7,800 for the ten issues. No special effort has been made since last fall to obtain advertising for the magazine. However, it is hoped to put on some special campaigns during the summer and we expect that the results will be much better next year.

With three new publications in 1953 and one in March 1954, we have had a continual flow of orders. The newest publication, *Map Collections in the U. S. and Canada*, has sold 275 copies in less than two months. Sales of the 1953 publications have been as follows:

<i>Directory of Special Libraries</i>	920
<i>Source List of Selected Labor Statistics</i>	530
<i>Correlation Index Document Series & PB Reports</i>	490

Another revision, *Financial Subject Headings List*, will probably be ready by September.

Our new service on reprints from *SPECIAL LIBRARIES* has proven feasible. Reprints of nine articles have been furnished to the authors at very reasonable prices since the December 1953 issue. This service not only helps the authors but is very good publicity for the magazine.

To help publicize *SPECIAL LIBRARIES*, our exchange advertising in *Library Journal* and *Wilson Library Bulletin* for several months has been devoted to the magazine.

Exhibit space at the present Convention was more popular than had been expected. Thirty-seven booths were sold, as well as over eight pages of advertising in the Convention program. The income from these two sources is over \$4,000. The mailing list used for our invitations to exhibitors is to be revised this summer. Any suggested additions will be welcome.

At the February Executive Board Meeting, Edward E. Stone was appointed legal counsel to the Association. Several matters have already been referred to Mr. Stone. He reviewed the lease which the Association is about to sign and the provisions of the proposed Scholarship and Student Loan Fund. He has been consulted on the eligibility of the Association for exemption from the New York City sales tax (we are not eligible) and on

other minor matters. He is preparing proposals for the revision of the Association charter.

The executive secretary's correspondence is voluminous and varied. A large proportion of it pertains to requests for information about the Association and about the employment service and opportunities in the special library field.

Another portion of it deals with Association procedures and activities. This is what I call the internal correspondence. Many of the questions concern membership status and records.

There is, in addition, correspondence from organizations desiring help in developing libraries. This often leads to new memberships as well as the expansion of special libraries throughout the country.

In addition, we receive quite a few requests which could be answered only by consulting a reference library. All of this points up the variety of interests and activities of the Association and its members.

I have instituted the practice of sending occasional bulletins to the members of the Executive Board to keep them informed of

my activities. Five such bulletins plus my report at the February meetings have been distributed. I believe they have been helpful and I expect to continue them.

Shortly after the last Executive Board meeting I attended a meeting of the Philadelphia Council as its guest. I also accompanied Mrs. Keck on her visits to the New Jersey and New York Chapters.

Getting used to a new boss and putting up with the results of her mistakes have made it a hard winter for the staff at Headquarters. Their tolerance and support have made it possible for me to accomplish whatever has been accomplished during my seven months as executive secretary. In the crises which I seem to have brought upon them, they have responded with a will and at times have accomplished things that did not seem possible. I want to record here my appreciation of all the help that they have given me.

I wish also at this time to express my appreciation to the Executive Board for its help and support. I wish to mention particularly the pleasure I have had in working with the president, Mrs. Keck.

Report of the Editorial Board

Chairman's Annual Report

ALMA C. MITCHILL

Two meetings of the Editorial Board were held during the year, one on December 2, 1953, the other on April 22, 1954. Since the first meeting was covered in the chairman's report of February 5 and dealt primarily with the Lasser report, no reference is made to it here.

At the second meeting several items were discussed. The first was in connection with the correspondence of Mr. B. H. Weil, editor, *Chemical Literature*, American Chemical Society, to Dr. Jesse H. Shera, editor, *American Documentation* and to Dora Richman, editor, *SPECIAL LIBRARIES*, in which Mr. Weil proposed the establishment of a trade-journal-type documentation journal for the publication of those papers pertaining directly to technical documentation and thus eliminate competition on this subject which may now exist between the three journals and *Sci-Tech News*.

It was the consensus of the Editorial Board that Mr. Weil's main purpose in proposing such a journal was for the overflow of ACS papers on the subject of documentation and that as far as SLA was concerned the question of duplication was negligible.

However, it was agreed that Dr. Shera's suggestion that the editors of the various or-

ganizations get together to work out spheres of activity and to explore the possibilities of closer cooperation was an excellent one. As Dr. Shera and Mr. T. E. R. Singer, chairman, Program Committee, ACS Division of Chemical Literature, were to be in New York over the week-end of April 24, the Board delegated Dora Richman to meet with them to discuss the matter more fully. (Copies of the editor's report on this meeting have been sent to Mrs. Keck, Miss Little, Miss Lucius, and to the members of the Editorial Board.)

The Board then reviewed the development and progress of *SPECIAL LIBRARIES* during the past two years, under a professional editor. It felt that, in order to keep up the high calibre shown in each issue and especially in those devoted to special subjects or to SLA divisions, there should be an increase in pagination.

At present the editor is allowed forty pages and cover, and if she runs over these in one issue, it necessitates scrimping in following issues.

With new chapters being organized from year to year and with new divisions and sections added as warranted, additional space is needed to cover their activities as well as the increase in Association news.

A section on "new gadgets" has long been needed and requested, but so far there has been no room for it.

It must be borne in mind that of the forty pages allotted, ten of them are devoted to advertising, one is given over to the table of contents and another to the list of SLA officers, publications and other SLA information, leaving but twenty-eight pages for articles, pictures, Association news, and other pertinent information.

Recommendations

Therefore, the Editorial Board wishes to propose as its first recommendation that the number of pages in *SPECIAL LIBRARIES*, beginning with the January 1955 issue, be increased from forty pages and cover to forty-eight pages and cover. The last time there was an increase in pagination was in 1948.

The Board's second recommendation has to do with the annual budget for the journal. It is recommended that the editor, since she is responsible not only for editorial content but also for production, be present at any discussion of the Finance Committee involving budget appropriation for *SPECIAL LIBRARIES*. If there are to be any compromises affected in the journal's budget customarily submitted by the editor, compromises due to financial pressures elsewhere in the Association's activities, she is in the best position to review the proposed journal expenditures and suggest where the reductions will least impair its

quality. Should the Executive Board wish to have a tentative budget at this time the Editorial Board has asked the editor to prepare one for presentation.

The third recommendation of the Editorial Board, based upon its review of the past two years, concerns an expense account for the editor. To date any money spent by the editor in her visits to other chapters, attendance at publishers' conferences, entertaining of out-of-town visitors, etc., has been at her own expense. The question has arisen and rightly so; Are these activities necessary? The Editorial Board believes that they are, if *SPECIAL LIBRARIES* is to continue to build up its prestige as one of the foremost journals in the library profession. Visits to chapters, attendance at regional conferences, at conventions of the Association of the American University Presses at editors' and publishers' meetings and at "clinics" and professional trade meetings have not only brought ideas for special feature articles, for improved format, for more attractive presentation of material but also for additional advertising. Based on this knowledge the Editorial Board recommends that a yearly sum of \$250.00 be allotted to the editor for her editorial expenses and that permission to attend these meetings first be referred to the Editorial Board.

The Editorial Board unanimously believes that these recommendations are in line with a strong and progressive editorial policy and hopes that the Executive Board will give them careful and understanding consideration.

Report of the Editor

DORA RICHMAN

Your editor presents for your information a review of activities during the Association year and offers a few suggestions for achieving better coverage with greater economy and efficiency in the Association's publishing program.

On April 24, at the Algonquin Hotel in New York, your editor met with Dr. Jesse L. Shera, editor of *American Documentation*, and with Mr. T. E. R. Singer, speaking for Mr. B. H. Weil, editor of *Chemical Literature*, to discuss the possibilities for cooperation in establishing a single journal giving comprehensive coverage of the documentation field. A report of the discussion at this meeting was submitted as noted by the chairman of the Editorial Board and a further report from Dr. Shera was received subsequently.

Your editor summarized the viewpoint expressed at the meeting of the Editorial Board of *SPECIAL LIBRARIES* on May 22 as follows:

- (1) that SLA membership is heterogeneous and that most special librarians consider themselves "documentalists" in that many of them prepare, "publish," and disseminate reports in their own areas of operation
- (2) that *SPECIAL LIBRARIES* makes every effort to include general information on activities and developments in all phases of librarianship including documentation
- (3) that the segment of SLA membership which has large holdings in government technical research is small and that many of these individuals retain membership both in ADI and SLA
- (4) that current coverage in *SPECIAL LIBRARIES* on documentation is determined on the basis of including such material as will have the widest member interest, servicing the large number of individuals interested in more detailed and comprehensive coverage to authoritative sources of information.

For the second time, your editor attended the annual meeting of the Association of American University Presses held this year in Rye, New York, May 2-4. Further contact was reestablished with representatives from all the leading presses. Of particular interest was the workshop meeting of the smaller university presses to discuss problems in production, promotion, sales and advertising, editorial problems and streamlining of operations for the small staff.

SLA Publications

Following a meeting with the chairman of the Publications Committee, Lucille Jackson, and with the chairman of the Committee preparing the *Financial Subject Headings List* for publication, Janet Bogardus, your editor obtained an excellent bid from a new printing house, and arranged a conference to discuss design and makeup.

The *Directory of Map Resources* was put through production in a record-breaking ten days in order to meet the deadline which would permit display and sales of the item at a special meeting in this field held in Washington, D. C.

Incidentally, the editor has been responsible during the last year for establishing contact with four printing firms netting a savings to the Association ranging from 30 to 300 per cent. This saving was effected in printing costs of the SLA brochure — *What It Is and Does*, in production of the *Bulletin*, in providing reprints from *SPECIAL LIBRARIES*, etc.

This confirms the findings of the Committee on Committees in its report to the Executive Board last year, its recommendations on the Publications Committee, stating that: "The (Publications) Committee should be relieved of responsibility for estimation of costs, format, selection of printer, type setting, etc. These details should be taken over by the Association editor."

News Bulletin

There have been three issues of the *Bulletin* and, as noted previously, the cost has been reduced approximately by half. Further reduction is possible since the maximum saving was not achieved until the last two issues of the *Bulletin*.

Journal

The annual index of *SPECIAL LIBRARIES* was completely redesigned, and this year, for the first time, was mailed out together with the January issue instead of with the March issue as in former years.

A new series of articles in *SPECIAL LIBRARIES*, written by management personnel and offering the executive's viewpoint on the services expected and performed by each organization's library has carried strong readership appeal. Additional articles have been scheduled in this series which includes to date the

Johns-Manville Research Center, the McGraw-Hill Publishing Company, the Corning Glass Works, Standard & Poor's Corporation, etc. The articles besides being informative have excellent promotional value and could eventually be collected and produced in book form to provide substantial evidence of the unique services provided by special libraries. The companies and organizations represented in this series offer impressive endorsement of special libraries. It is much simpler for management and may be much more effective than other types of Association promotion directed towards attracting *Institutional* membership.

For the record we mention once more the special February issue sponsored by the S-T Pharmaceutical Section. We should like to call attention also to the special issue planned in September, designated as the Picture Division issue.

The magazine continues to receive enthusiastic reader response, but the editor is only too much aware of its shortcomings. Space limitations prevent the publication of professional papers offering comprehensive subject coverage. Chapter news is sketchy. Surely the official journal should be the focal point for noting the activities of its widely scattered member units. A minimum of professional news is carried, and yet in many of our small member libraries, the official SLA journal is the only library publication received. There have been numerous requests for a section on new equipment, supplies and gadgets. We are compelled to reject items of interest and service to members and readers because the existing arrangements do not permit such coverage.

The problems reviewed in the editor's last annual report are still with us. We hope that the Executive Board will study the situation and take the course of action best suited to the interests of the Association. The editor will be very happy to participate in any way that may be useful.

BULLETIN EDITORS

The Second Annual SLA Bulletin Editors Breakfast and Round-Table which took place May 18, 1954 at the SLA Convention in Cincinnati, reviewed established methods and procedures as well as current problems in issuing bulletins. Papers and discussion are included in the report now being distributed to those who attended the meeting. A limited number of copies are available on request. Please send requests to Dora Richman, Editor, Special Libraries Association, 31 East Tenth Street, New York 3, New York.

Chapter Relations Committee

Chairman's Annual Report

ROWENA PHILLIPS
Chapter Liaison Officer

This annual report is a summary of the annual reports submitted to me by chapter presidents. Two new chapters were installed during the year: Alabama and Oak Ridge, bring the total to twenty-nine.

The number of meetings held within chapters during the year varied from two to ten depending on chapter needs, the average being five. Practically all chapters reported a healthy increase in membership and attendance, but special membership drives were undertaken by Alabama, Georgia, Louisiana, Texas and Washington.

Promotion

Recruitment and promotion of special libraries within their own area were of vital interest to a number of our chapters. Georgia is seeking cooperation with regional library organizations to encourage their interest in SLA; Illinois and Louisiana have entertained library school students; Indiana had a promotional meeting to interest business and professional men in Indianapolis; Texas sought out industrial organizations who could profit from establishment of libraries, and sent promotional letters to prospects; San Francisco set up a library promotion committee; Pittsburgh publicized its special libraries by well-illustrated newspaper articles, and set up a recruiting program; exhibits at conferences were manned by Greater St. Louis, Louisiana and Washington. Baltimore and Washington are cooperating with local organizations for promoting educational TV programs. Philadelphia presented a \$50.00 award to the library school student showing outstanding ability and aptitude for special librarianship.

It would take too long to enumerate the varied programs that have been planned and carried out. They indicate a high professional interest and a keen desire for improved know-how in methods and techniques. Highlight for twelve of our chapters was the visit from our Association president, Mrs. Keck. Practically all chapters worked in a library visit or two. The ever popular education or methods meetings were featured, with subjects ranging from book repair and mending, to indexing, from the handling of periodicals to sources of information. Several chapters noted that home talent at these meetings and talks on subjects related to library work were popular with members.

Topping the list of special projects was production of directories and inventories by Alabama, Cleveland, Colorado, Illinois, Milwaukee, Pittsburgh, San Francisco, Toronto and Texas. Running a close second are the union lists of periodicals being undertaken by Michigan, Montreal, Oak Ridge, Greater St. Louis and Georgia. Three chapters have worked on an exchange pool, Cleveland, Illinois and San Francisco; while contributions to the translations pool have been made by New Jersey and Texas. Pittsburgh and Montreal have formed an archives policy; Texas and Washington are working on a procedures manual. Louisiana has purchased a tape recorder as a means of bringing its meetings to members at a distance who cannot attend. Three donations to the Student Loan Fund were made by Cleveland, New Jersey and San Francisco; two of these were "In Memoriam". Salary surveys were made by Montreal and San Francisco. Chapter constitutions were overhauled this year by Colorado, Milwaukee, Philadelphia and Texas.

Bulletins

The chapter bulletin continues to be an effective mouthpiece for all activities, and the fact that many of them are undergoing changes in format and content reflects a stimulating atmosphere. The average number per chapter is five, but actually their frequency ranges from one a year to twelve. Connecticut Valley, Louisiana and Greater St. Louis found that organization-sponsored bulletins are most satisfactory. Illinois enjoys income from advertising. The contents, ranging from personal news to features on librarianship, are both interesting and informative.

An aid to record-keeping is a sample page showing the type of financial statement required annually of each chapter treasurer. With the approval of our Association treasurer, Mr. Fenner, I have prepared it for inclusion in the *Chapter Manual*, to be filed under section I: "Chapter Finances."

While living in the present it is necessary to make plans for the future. Having in mind that our president-elect, Gretchen Little, will be visiting a number of chapters next year, I have already set some of the wheels in motion for her fall tour.

Division Relations Committee

Chairman's Annual Report

SHIRLEY F. HARPER

Division Liaison Officer

Introduction

The primary purpose of this report is to summarize the annual reports of the divisions. To do this, it seems most useful to establish some general categories under which their activities can be described. Three main categories will be used: publications and projects, membership, and administration. In addition, some over-all problems of the divisions, and the work of the Division Relations Committee will be discussed.

DIVISION ACTIVITIES:

Publications and Projects

Publications of bulletins or newsletters is a major activity of most divisions. A new subscription bulletin was started this year by the Committee on Pharmaco-Medical Non-Serial Industrial Publications, of the Science-Technology Division's Pharmaceutical Section. It is called the *COPNIP List*, and is published quarterly. The subscriptions already number 125.

The *Bulletin of the Geography and Map Division*, a quarterly, has been placed on a subscription basis to non-members of the division this year.

Five issues of *Metals Division News* have been published by the new Metals Division. The Science-Technology Division is considering a change in the publication policy for *Sci-Tech News*. Under a proposal to be voted on at the May meeting it would be published bi-monthly instead of quarterly, and would include administrative material usually sent out in separate mailings by the chairman. Each member of the division would be charged \$1.00 and would automatically receive the publication.

A review of the ten subscription bulletins published by divisions, and a summary of publication methods for all bulletins appears in "Division Highlights" in the November 1953 *SPECIAL LIBRARIES*.

Other publications, such as bibliographies, handbooks and manuals, subject headings lists and classifications, etc., are a second main activity of divisions. The publications currently under way are described in "Division Highlights" in the April 1954 *SPECIAL LIBRARIES*.

Map Collections in the U. S. and Canada, a directory compiled by the Geography and

Map Division, was published in March and is being sold by Headquarters at \$3.00 a copy.

Several division projects will probably reach the Publications Committee next year. Among the new publications started this year are: a new edition of *Subject Headings for Chemistry Libraries*; a fourth edition of *Union List of Technical Periodicals*, in the Science-Technology Division, and a *Union List of Foreign Military Serials* by the Military Librarians' Section of the Social Science Division.

Many other activities come under the general heading "projects." The Publishing Division has worked on a symposium on "Publisher and Librarian Cooperation," which will be jointly sponsored by twelve divisions at the Cincinnati convention. This grew out of a panel discussion at the Toronto convention, the results of which were printed in *SPECIAL LIBRARIES* for November 1953, and were mailed to 1,500 editors of publishing firms, periodicals, and associations.

The impact of the two-year old Picture Division as an organization of picture librarians is best demonstrated by the appearance in *Public Relations News* of a survey of the importance of the libraries represented in the division and a series of case histories.

The Geography and Map Division has established a division honors committee and hopes to present the first award certificate at its 1954 meeting. This would be an annual award for outstanding contribution in the field of geography and map librarianship.

The Newspaper Division is celebrating its thirtieth anniversary this year. Four charter members will be present at their luncheon in Cincinnati.

The Metals Division held a meeting last fall at the National Metals Congress and Exhibition and is planning another for the coming year. Exhibits are also prepared for these meetings.

The Science-Technology Division has planned the convention-wide program on "Library Building and Plans" for Monday, May 17. Its Petroleum Section hopes to send a speaker to the World Petroleum Congress in Venice. The February 1954 issue of *SPECIAL LIBRARIES* was devoted to Pharmaceutical libraries, and the additional cost was underwritten by the Pharmaceutical Section. Another project of this active section concerns cost and time study of libraries in industry.

Following a second vote to continue the section structure of the Social Science Division, the sections have been activating a number of projects which will be discussed at the convention. Among these is one by the Public Administration Section concerning the application of principles of organization and management to library work. A guide to these principles has been prepared, in the form of a checklist. In addition, a work reporting system covering time and unit costs will be presented at the Section meeting.

DIVISION ACTIVITIES: Membership

Many of the divisions have reported encouraging increases in membership. Several have undertaken active membership campaigns, notably the Newspaper Division and the Metals Division. The Biological Sciences, Advertising, Museum, and Geography and Map Divisions have issued membership directories. The Social Science Division received a 50 per cent return of postcards sent to the membership to obtain current information on section affiliations.

DIVISION ACTIVITIES: Administrative

The Newspaper Division will vote on a revised constitution and by-laws at its annual business meeting. By-laws for the Science-Technology Division were sent to the members for a vote in March. The Metals Division has prepared proposed by-laws and distributed copies to the membership. These also will be voted on at their annual business meeting.

The Biological Sciences Division is completing a manual of procedures for the operation of the division. The procedure manual of the Science-Technology Division is being revised to include new information from Association manuals and will also include changes based on the new by-laws of the division.

Local chapter representatives will be appointed by the vice-chairman instead of the chairman of the Biological Sciences Division from now on. The Division is also considering two-year appointments for these representatives. If this is done, one-half would be appointed each year. The chairman has included a recommendation in her report to the effect that an explanation of the duties of local chapter representatives might be prepared for all Divisions to distribute to their appointees.

Division Operations in General

Convention planning has been touched on only incidentally in the foregoing report. However, it takes up a large part of each chairman's time. In fact, one of the chairmen wrote, "This is a very pleasant cooperative group of people with which to work. A chairman who was not too involved with convention plans would enjoy working on some worth-

while professional projects with them during the year."

The *Convention Manual* completed last year has been of great value to the divisions and has helped the chairmen to plan more effectively. Information from the *Convention Manual* is now being incorporated into the *Workbook of Division Procedures*. In adding this material, the Division Relations Committee is attempting to structure it so the division chairman will have a clear picture of his exact responsibilities, and a general idea of the deadlines he must meet. A draft of the additions and changes for the *Workbook* will be circulated during the convention and distributed to incoming chairmen. Some of the duties as described in the *Convention Manual* have been stated much more specifically for purposes of the *Workbook*, and these will be cleared with the Convention Advisory Committee before they are included.

The problem of passing on procedural information from chairman to chairman is also troubling some divisions. Some have attacked this by preparing procedure manuals, and others have indicated that they feel the need for them. The Division Relations Committee plans to prepare a suggested outline for such a manual next year. It would be based in part on those now in use, and would give the divisions something to work from if they wish to prepare manuals.

The committee will also prepare an outline of the duties of chapter representatives, as recommended in the report of the Biological Sciences Division. It can be very brief, probably one page, and the committee will present it to the Executive Board with the recommendation that copies be made available from Headquarters for the use of the divisions.

It is hoped that the work of the committee in attempting to clarify procedures and responsibilities for the division chairmen will help them to handle the administrative aspects of their jobs more effectively. Any measure of alleviation in this respect will enable them to concentrate more on the primary interest of each division, which is creative professional work in its subject area.

Ten subscription bulletins are now being published, an increase of two from last year. One publication by a Division has been completed this year, and approximately twenty are in progress. In addition, the divisions have put much hard work into their programs for this convention.

The Division Relations Committee has been attempting to help the divisions simplify their administrative work as far as possible, and plans to continue in this direction next year. It is hoped that this will help to free the division officers for concentration on the professional projects which are the main interest of each division.

Committee on Committees

Chairman's Annual Report

ELEANOR S. CAVANAUGH

Supplementing the Committee on Committee's report to the Executive Board at Toronto, June 21, 1953, the committee herewith presents for consideration definitions for *standing committees*. These definitions define composition and duties of committees only. They have been written as concisely as possible, and the committee has tried to so word them that they will be flexible rather than a hard and fast dictum.

No *policies* or *procedures* have been included in these definitions as the committee feels that policies should be the result of Board thinking and Board action. Procedure should be outlined in the manuals of each standing committee. *Procedures of all committees shall be in accordance with Association policy as determined by the Executive Board.*

The committee therefore makes the following general recommendations:

1. That when these definitions have been accepted they be put in permanent form and that each year they appear as part of SLA Official Directory of Personnel. By this method every chairman and member of a committee at any given time shall have a record of the *composition and duties of his or her committee.*
2. That at the discretion of the Executive Board ex-officio members to any committee may be appointed.
3. That any policy regarding these committees be by Board action; such action to be reported to then chairman of a given committee, who shall see that it becomes part of the manual.
4. That every standing committee which does not now have a manual of procedure, prepare such a manual so drawn up that revisions can be made as changes in policy or procedure takes place.
5. That it be written into procedure manuals that each committee must present a written annual report, and report at other times upon request of the Executive Board.
6. That if matter has not already been taken care of by the Executive Board, we again call attention to our recommendation that authority for the Finance Committee and the Constitution and By-Laws Committee be written into the Constitution and By-Laws of the Association.

7. That in accordance with the Committee on Committee's previous recommendations, the New York Chapter and the Washington Chapter be again urged to turn over to the Scholarship and Student Loan Fund Committee the balance of monies now in their local Chapter Student Loan Funds. This recommendation is strongly urged by the committee as the committee feels that this is an Association activity that should definitely operate at the Association level — and that separate chapter activities will only weaken the Association effort.

We, the committee, further are bold enough to suggest that it might be a proper matter for Board discussion and action leading to a policy on the matter of whether or not local chapters should compete with efforts on an Association level, when such Association activities are for the good of the entire membership. We are aware of the history of the Student Loan funds and the above mentioned chapters' great interest in and contributions to the funds. But we are nevertheless convinced that not only the Association but the chapters themselves will benefit from a concerted effort through a fund administered by an Association committee.

Archives

Three members shall be appointed for overlapping terms of two years each. Duties shall be to collect and organize historical data concerning the Association and to assure proper preservation and suitable storage of archives; to maintain a chronology of the Association, and be responsible for the indexing and/or cataloging of Association materials and records.

Chapter Relations

Three members shall be appointed for overlapping terms of two years each. Duties shall be to represent chapter interests in relationships with the Executive Board, with Headquarters' office, and the Association. The committee shall keep chapters informed on all decisions and policies affecting them. They shall also schedule and make arrangements for visits to chapters by the president of the Association, or his representative. At times of Association meetings, they shall arrange for meetings of chapter presidents.

Committee on Special Classifications

Five members shall be appointed for overlapping terms of two years each. Duties shall be to study new classification schemes developed in specialized areas and to collect and obtain copies of such schemes for Headquarters' library of classification; to investigate the application of special classification schemes to mechanical methods of literature searching and to make reports to the Association on and/or recommendations on schemes and methods in classification.

Constitution and By-Laws

Three members shall be appointed for overlapping terms of two years each. Duties of this committee shall be to accept proposed revisions of the Constitution and By-Laws and to take responsibility for such revisions being presented in proper form at proper time for action by the members of the Association. This committee shall also consider Constitutions and By-Laws of chapters, divisions and sections with object of conforming to that of the Association.

Division Relations

Three members shall be appointed for overlapping terms of two years each. Duties shall be to represent division interests in relationships with the Executive Board, Headquarters' office, members of the Association and all committees, and to keep divisions informed on all decisions or policies affecting them. They shall, when possible, arrange for meetings of division chairmen and shall further aid in coordinating division programs for the annual conference of the Association.

Finance

The committee shall have five members. Three shall be appointed from members at large for overlapping terms of two years each, plus two members appointed from the Board, one of them the Association's treasurer. The duties of this committee shall be the general supervision of the finances of the Association. They shall review the income and expenditures of the Association and prepare an annual budget for presentation to the Executive Board. They shall make recommendations regarding funds and investments of the Association. They shall also cause to have made a yearly audit of Association's accounts and may make recommendation to the Executive Board on choice of competent auditors.

International Relations

Three members shall be appointed for overlapping terms of two years each. Duties shall be: to promote professional relationship with libraries and librarians in foreign countries through planned programs; to develop channels for the exchange of information and

materials; to assist visiting foreign librarians with their itineraries of library visits in this country; and to assist whenever possible in the development of special libraries in foreign areas as the need arises.

Membership

Ten members shall be appointed for overlapping terms of two years each. Members shall be appointed representing chapters, divisions, and foreign and *Life* membership, and three members at large. The duties shall be to stimulate new memberships, and to consider and present to the Executive Board for consideration proposals and policies affecting membership and to make recommendations for Board and/or Association action relative to membership. This committee shall also suggest to the Executive Board nominees for *Honorary* membership.

Photographic Reproduction

Three members shall be appointed for overlapping terms of two years each. Duties shall be to keep abreast of new developments in the field of microfilm, microcard, microprint and other photo duplication processes, and to keep informed of new equipment and techniques in this area; to represent the Association at meetings of organized groups in this phase of specialization, and to recommend to the Executive Board, Association cooperation or participation in projects. They may also recommend SLA sponsorship of an activity in this field. And further, this committee shall keep the Association informed of new developments in the photo duplication field.

Public Relations

Five members shall be appointed for overlapping terms of two years each. The Association president shall be an ex officio member of this committee; the chairman shall be an ex officio member of *all* Association committees. The duties of this committee shall be to coordinate public relations activities of all committees, chapters and divisions; to promote and to stimulate interest in the field of special librarianship; and further, shall initiate programs that may add to the understanding of, and the professional status of, the Association and the field of special librarianship.

Publications

Seven members of this committee shall be appointed with overlapping terms of two years each, one member to be immediate past chairman and one member to be the editor of *SPECIAL LIBRARIES*. Duties shall be to review publication projects submitted to them and to make recommendations regarding these projects to the Executive Board. Members of this committee *may* act in an advisory capacity in deciding details of format, cost of actual publication and distribution of publi-

cations recommended for sponsorship and/or published by the Association.

Recruitment

Five members shall be appointed for overlapping terms of two years each. Duties shall be to plan and carry out an active program for recruiting personnel for training in the special library field; to arrange for career talks before appropriate bodies, and suggest speakers and topics. They shall further be responsible for the publishing of recruiting literature for distribution through appropriate channels. They shall at all times cooperate with the Public Relations and the Scholarship and Student Loan Fund Committees in the discharge of their responsibilities.

Scholarship and Student Loan Fund

There shall be three members appointed for overlapping terms of two years each. Duties of this committee shall be to enlarge the finances in the fund and to promote its use; to secure applicants and make recommendations on such loans for Executive Board consideration and approval. This committee shall cooperate closely with the Public Relations and the Recruitment Committees.

Translation

It is hoped that by the time this report is presented, the committee will have supplemented it with our recommendations on the Translation Committee.

Committee Reports

1953 - 1954

Annual Reports by Committee Chairmen

ARCHIVES

ISABEL L. TOWNER

As there has never been a directive in regard to the archives of the Association for the guidance of the Archives Committee, the chairman requested some action from the Board. On March 13, 1953, the Board requested that a statement be prepared. The attached manual is an answer to that request. It does not pretend to be a final or full statement of all procedures but is offered as a basis for discussion and further action. It is hoped that the Board will discuss it and give its approval.

RECOMMENDATIONS:

- 1) that the Board authorize the purchase of a locked cupboard to preserve the Archives.
- 2) that the Board determine who is responsible for the selection of material to be retained and the material to be destroyed.

AWARDS

GRIEG ASPNES

The Awards Committee is charged with the responsibility for selecting and nominating individuals (or groups) to receive recognition for outstanding contributions to the Association and to the profession of special librarianship.

The committee's main activity this year was focused on the nomination of a recipient for the Association's Professional Award. The decision this year, as voted by the committee, was for a joint award to Eleanor Cavanaugh and Ruth Savord.

In addition, the Awards Committee concerned itself to varying degrees with the following related matters:

1. *Title of the Award.* When the basis for the award was revised at the annual business meeting of May 29, 1952, the minutes of that meeting carry the heading "The Professional Award."

Paragraph (e) of the same page (1951-52: 156) reads: "Name of the Award: The name shall be the Special Libraries Association Award."

It is the feeling of the Committee that this minor disagreement should be resolved and the official title confirmed as "The Special Libraries Association Professional Award." This would more clearly define it as an award for professional contributions, as opposed to "distinguished service" or some other meritorious or honorary service.

2. *H. W. Wilson Award.* Late in March it was suggested that: "Librarians and the nation's scholars at large have suffered by the death of H. W. Wilson. His contributions to the reference power of special libraries are monumental . . . and the Executive Board should establish an annual award, citation or similar professional recognition to bestow upon the author or authors of the year's most outstanding contribution to special librarianship in the reference field. Thus, for example, a committee for "The Wilson Award" could select the year's outstanding reference work, indexing service or similar contribution to the field." (Letter to SLA president from Robert

S. Bray, deputy chief, Technical Information Service, Library of Congress.)

3. *Map Librarianship Award.* During the year, the Geography and Map Division asked permission to set up an Honors Committee in that division and to present an annual award in map librarianship to a member at the annual business meeting of the division.

Opinions on the propriety and constitutionality of this suggested proposal were solicited by the chairman of the Awards Committee to make sure no provisions regarding awards

made in the name of the Special Libraries Association would be abridged.

Both *Proposal Two* and *Proposal Three* are passed on to the incoming Committee on Awards for final study and decisions.

RECOMMENDATION: *That the Association clarify the official title of the annual SLA award that is given "to recognize notable achievements in, or contribution to the profession of special librarianship," to read: "The Special Libraries Association Professional Award."*

Constitution and By-Laws

EDWARD H. FENNER

The Constitution and By-Laws Committee considered the following items that were brought to its attention this past year:

1. *Checking of the Metals Division proposed Constitution and By-Laws to see that it did not conflict with the SLA Constitution.*

2. *The special Geography and Map Division Award.* There is nothing in the Constitution which prohibits divisions from giving awards. However it is the unanimous opinion of the committee that it might behoove the Executive Board to concern itself with the nature of the award, its purposes and implications especially if the Special Libraries Association's name is attached to such an award.

It is also suggested that specifications for the award be submitted to the Awards Committee for suggestions, and that the approval of the Awards Committee and the Executive Board be obtained before the name of the Special Libraries Association is used.

3. *A suggestion that some protective measure be set up by the Executive Board faced with the necessity of taking unconsidered action upon resolutions which may voice its official position on important questions, namely an amendment to the Constitution and By-Laws in perhaps the following words:*

"The Convention Call should contain the directive that all resolutions to be presented to the Association must be submitted to the Resolutions Committee for their consideration. The Resolutions Committee Chairman after careful consideration would read each resolution as presented by such member(s) and move its adoption (or non-adoption) as directed by the Resolutions Committee. If the Committee has amended the resolution the amendment is indicated in reading of the resolution."

The opinion of the Constitution and By-Laws Committee members is that there is a definite advantage to giving more thoughtful consideration voicing official opinion. It is, however, the opinion of the committee that it should not be mandatory to submit all resolutions to the Resolutions Committee for consideration before presentation to the business meeting of the Association as this might prevent spontaneous resolutions from being proposed from the floor. It would seem that the Executive Board should take more considered action upon resolutions which may voice its official position. The Constitution and By-Laws Committee would appreciate suggestions as to what further course of action it should take in this matter.

4. *The question of clarification of Article 2, Section 9, first sentence dealing with Retired membership which is ambiguous has been considered by the Committee.* As it now reads: "Anyone who has had the status of an *Active member* of the Association for ten years immediately prior to retirement from his position by reason of age or health may, upon application, become a *Retired member.*" The words in question are "age and health."

The committee has come up with this wording as a tentative suggestion: "Any member who has had the status of an *Active member* of the Association for ten years immediately prior to retirement from his position by reason of age, 60 or over, or total disability may, upon application, become a *Retired member.*" The committee feels that further study of this section is desirable before presenting it to the Association for action.

5. *The Constitution of the SLA Newspaper Division was received for examination by the Constitution and By-Laws Committee Chair-*

man. Since only two copies of the division constitution were received in April 1954, there was not sufficient time for its review by all members of the committee.

The Constitution and By-Laws Committee makes the following recommendations:

1. *It is recommended that in order to insure prompt action chapters and divisions submit sufficient copies of proposed constitutions for each member of the committee to aid in its deliberations.*

2. *It is recommended that the Constitution and By-Laws Committee make a thorough study of the Constitution and By-Laws with the view of making recommendations to clarify the meaning and language of the articles and sections that are ambiguous. Piece-meal changes each year do not solve the problem and it is expensive for the Association to follow such a procedure.*

CONVENTION

JOSEPH J. OLAH

It is with a large measure of personal satisfaction and pleasure that I, on behalf of your hosts, the Cincinnati Chapter of Special Libraries Association, present this report of the Forty-fifth Annual Conference of the Special Libraries Association.

To my knowledge this is the first time that the entire convention was conducted strictly according to the rules and recommendations outlined in the *Convention Manual*. I feel that having the *Convention Manual* available to set forth the policies of the Association was one of the major contributions to the success in organizing this convention. In using the manual we have noted means of improving it; a separate letter to Association Headquarters containing these recommendations has already been submitted.

The action organizing the conference consisted of two meetings with the Executive Board and Advisory Council. The first one took place in New York in September 1953; the last one was in Chicago in February 1954. At these meetings the advice, guidance and approval of the Executive Board and Advisory Council was obtained.

These two meetings were interspersed with a series of ten meetings on the local level, at which the machinery of organization of the thousand and one details of the convention were set in motion. It was at this point that the members of the Cincinnati Chapter outdid themselves in their efforts to make this one of the outstanding Special Libraries conferences.

May I also express gratitude to the staff of the Netherland Plaza Hotel; the Cincinnati Convention Bureau; all three Cincinnati newspapers; and to the three major radio and television stations in Cincinnati.

DOCUMENTATION

BERNARD M. FRY

The Documentation Committee has held four meetings during 1953-54. Joint meetings were held on October 28 and December 15, 1953, and May 11, 1954, with members of the Education Committee of the American Documentation Institute. The ADI members and certain other experts from non-SLA organizations attended the meetings on invitation from the Documentation Committee.

The committee's work this year has been largely concentrated on the problem of identification and description of certain areas of special librarianship in the field of documentation which are not described at all. The committee's study is particularly oriented to a comparison of these areas with functions described in the existing *Library Series* of the U. S. Civil Service Commission.

Each area was assigned to a committee member for close study and for the collection and coordination of data which differentiate that area from existing Civil Service standards and specifications. Members collected and forwarded to the coordinator designated for each area all material available from his organization in the form of job descriptions or other data bearing on the classification and qualifications for particular positions. The main problem has been to determine whether there are sufficient elements in any given area to warrant separate description for a new or supplementary Civil Service series. The coordinator for each area has had the responsibility for collecting appropriate data for group analysis and discussion and for recommending possible committee action.

At the meeting on May 11, 1954, the Joint Committee had as its guests two representatives of the U. S. Civil Service Commission. General agreement was reached that most of the areas under study could be accommodated in the *Library Series* with certain revisions and additions, and that a separate series for documentalists was not justified.

Further, it was the consensus that qualified subject specialists working in a library field should be classified as scientists, i.e., Chemist, Physicist, etc.

It was also the opinion of the committee members that the responsibility for the security handling of documents should be given recognition in the evaluation and classification of full-time jobs in document control work.

Finally, it was agreed that top supervisory jobs having responsibility for program administration of a technical information service or document service center should be described in the administrative officer series with provision made for a science breakdown.

Elections Committee

JEANNETTE SLEDGE

The ELECTIONS COMMITTEE reports that the following candidates have been elected for 1954-1955 term:

PresidentGRETCHEN D. LITTLE
First Vice-PresidentCHESTER M. LEWIS
Second Vice-PresidentISABELLA M. FROST
SecretaryMARGARET A. FIRTH
TreasurerBURTON W. ADKINSON
Director for Three YearsSARA M. PRICE
Director for Three YearsELSE L. SCHULZE

Of the 2,227 ballots received by the Elections Committee, 44 were eliminated as the ballots of unpaid members, and 19 additional ballots were declared invalid, leaving a total of 2,164 ballots valid and counted.

The number of votes cast for each candidate was as follows:

President: Gretchen Little, 2,021
First Vice-President: Chester Lewis, 1214; Edward Fenner, 947
Second Vice-President: Isabella Frost, 1545; Portia Christian, 580
Secretary: Margaret Firth, 1075; Ruth Fine, 1069
Treasurer: Burton Adkinson, 1107; Donald Wasson, 1043
Director for Three Years: Sara M. Price, 1282; Constance Pfaff, 862
Director for Three Years: Else L. Schulze, 1098; Katherine Kinder, 1048

The voting for Miss Fine and Miss Firth for the position of secretary was so close that the Elections Committee made a complete recount of the ballots cast for each of these candidates, but no change in the total was discovered.

This is the first year that we have used the new type ballots. Due to a misunderstanding the ballots were sent out with the names of the recipients stamped on the ballot flap. It was the intention of the Elections Committee chairman to have these flaps removed by paper cutter before any of the ballots were unfolded and counted, in the same manner as the ballot envelopes were removed before the old type ballot was counted. However, before all the ballots were returned the vote was contested. The president, Mrs. Keck, upon the advice of the parliamentarian, decided that the ballots should be turned over to an outside organization for the purpose of removing the names from the ballots. The membership was informed of this decision by a letter from Mrs. Keck dated April 9, 1954.

In accordance with this decision, the executive secretary, at the request of the Elections Committee chairman, engaged Price Waterhouse & Co. to remove the names that had been stamped by the addressograph. On April 27, the day the Elections Committee met to make the official count, the ballots were delivered in sealed boxes to the Elections Committee chairman by a representative of Price Waterhouse & Co. A letter was received from Price Waterhouse & Co. confirming this transaction.

FIFTIETH ANNIVERSARY COMMITTEE

M. MARGARET KEHL

The committee appointed by Mrs. Keck to plan for the Fiftieth Anniversary celebration in 1959 is made up of a *working committee*: Laura Marquis, Gretchen Runge and James Katsaros, and an *advisory committee* composed of Herbert O. Brigham, Elizabeth O. Cullen, Linda H. Morley and Margaret Reynolds.

In the report of the preliminary committee presented to this Board in June 1953, it was suggested that suitable publications, and/or a brochure should be prepared for the occasion. *We would like to recommend that a fund be started to cover such expenses.* It would seem better to build up such a fund, rather than to raise the price of attendance at that 1959 meeting. *I therefor recommend an appropriation of \$200. in next year's budget.*

Our next recommendation is that the president be directed to write each chapter and each division asking for their cooperation and suggestions for the Fiftieth Anniversary meeting. The chapters should be polled for ideas as to the meeting place for 1959. The committee feels that the president may also spur the chapters to action during visits.

Of primary importance is the selection of the meeting place for that convention. The chairman has letters from all of her committee members and has talked to many individuals about this. For various reasons the place of our origin — Bretton Woods — is deemed impractical. Swampscott, Mackinac Island, New York City and Atlantic City have all been suggested.

Wherever we go, we need to be near a strong chapter. The expense should not be prohibitive, and the place accessible to all. We want to concentrate on our Association in 1959, yet have a large attendance. We feel that this problem should not be decided arbitrarily by this committee, and therefore ask for suggestions. It should be decided soon, as we already have convention plans through 1957.

INTERNATIONAL RELATIONS

KATE C. ORNSEN

Since the last annual convention the International Relations Committee has kept in contact with special libraries abroad. We also continued to make overseas contact for SLA members who planned to visit special libraries while abroad. These contacts have added further to our list of overseas exchanges of correspondence.

During the year, Herbert Schwartz, a member of the committee, attended the conference of non-governmental organizations at the United Nations, November 11-14, 1953. Mr. Schwartz has also developed his own fifty-drawer research file on world cultural history

and literature on other countries. He is now developing a survey on American reference centers, and a description of their equipment and methods.

Gwendolyn Lloyd, a former committee member was responsible for developing a detailed survey of study facilities for foreign librarians in the U. S. This survey has been published in the January 1954 issue of *SPECIAL LIBRARIES*, and the number of comments and requests for reprints has been gratifying.

This year, the *Bulletin* of the International Relations Committee was published late, so that it could carry a reprint of Miss Lloyd's survey without "stealing the show" from *SPECIAL LIBRARIES*. A flyer on the *United Nations Quarterly Book Review* was included with the permission of our past president, Elizabeth Ferguson.

We have also just heard from the United States Book Exchange that last year's request for support to the Library of the ROK Naval Academy in Chinhae, Korea, has been filled by a large shipment of books and periodicals.

While writing this report, the first issue of the *Bulletin of the Association of Special Libraries of the Philippines* arrived. Thus, another sister organization was born across the Pacific. It is gratifying to see how special librarians "Put knowledge to work" wherever they are.

The continued large number of requests for scholarships or exchanges of librarians has had to be answered by referring in each case to the United States Consulate of the originating country. This is the most disappointing and discouraging aspect of our committee work. Other library organizations have been able to surmount the problem, but we have failed so far, mainly because of insufficient funds to help defray travel expenses.

In 1951, Eleanor S. Cavanaugh, past-chairman of this committee, was instrumental in furnishing copies of our Constitution, information on membership dues and copies of *SPECIAL LIBRARIES* to the director of the National Diet Library, Japan. We have now heard from Mr. Shiro Sugai, that a Japanese Special Libraries Association has been organized and is actively supporting special libraries and librarians in the Kanto and Kansai districts.

In view of the Japanese offer to send us their literature, a similar offer from SLA to the Japanese Special Libraries Association would be a professional courtesy.

Professor Dr. H. Pietsch, head of the Gmelin Institute in Germany, has applied for membership in SLA for himself and his librarian, Miss Mulert. It is always difficult for foreign librarians to get government approval for dollars to pay their dues in our professional societies.

SLA would help many foreign librarians,

SPECIAL LIBRARIES ASSOCIATION MEMBERSHIP

NO UNPAID MEMBERSHIPS
PERIOD ENDING JUNE 30, 1954

Chapters	Honorary	Life	Sus- taining	Insti- tutional	Active	Associate	Student	Total
Alabama	1	23	23	47
Baltimore	6	39	9	54
Boston	1	23	110	94	3	231
Cincinnati	10	51	28	2	91
Cleveland	19	88	19	1	127
Colorado	6	50	12	3	71
Connecticut Valley ..	2	1	21	38	33	95
Georgia	7	22	8	3	40
Greater St. Louis	1	1	9	24	10	45
Heart of America....	8	30	6	44
Illinois	1	2	1	46	198	49	4	301
Indiana	10	47	15	72
Louisiana	1	1	9	24	5	1	41
Michigan	1	1	25	91	35	4	157
Milwaukee	11	34	27	72
Minnesota	15	46	27	1	89
Montreal	10	76	15	1	102
New Jersey	3	30	81	20	3	137
New York	2	3	4	146	750	225	61	1191
Oak Ridge	5	28	1	34
Philadelphia	2	4	46	158	61	4	275
Pittsburgh	24	74	24	122
Puget Sound	10	31	8	2	51
San Francisco	1	1	15	118	51	1	187
Southern California..	2	2	16	98	39	1	158
Texas	1	14	48	11	1	75
Toronto	23	53	47	123
Washington, D. C....	2	17	22	375	135	7	558
Western New York	3	2	35	93	16	1	150
Unaffiliated								
U. S. and Canada	10	62	5	3	80
Outside U. S. and Canada	7	18	1	26
Totals	13	36	14	639	2978	1059	107	4846

if an arrangement could be worked out by which membership could be paid in books and foreign subscriptions, rather than in actual dollars.

This terminates my office as chairman of the International Relations Committee. I want to end it with my sincere thanks to the Board for its cooperation.

RECOMMENDATIONS

- 1) *Recheck the possibility of getting a fund for overseas exchanges of special librarians.*
- 2) *Send SLA literature to the Japanese Special Libraries Association.*
- 3) *Try to develop a special arrangement by which foreign librarians in dollar-poor countries could pay for their membership in SLA by sending books or periodicals.*

MEMBERSHIP

LOUISE T. MARTIN

The membership total as of May 20, 1953 was 4,622; May 13, 1954 total, 4,823. The committee wishes to express its appreciation to the Chapter Membership chairmen and all others who have helped to make this increase possible.

In this committee's previous report, the question of the duties of the vice-chairman of foreign memberships was brought up. It is the understanding of the chairman that this matter is on the agenda of the current Board meeting for discussion. It is felt that the work of future members in this office will be made much easier when the Board has made this point clear.

Also in this committee's previous report was a question as to whether or not Headquarters could send information on membership to both chapter secretaries and chapter membership chairmen. The chairman has been informed that the Board ruled to have Headquarters send an original and one copy of membership information to each chapter secretary for him to distribute to the chapter membership chairman. Cooperation by Headquarters in this respect is very much appreciated as it is realized this will mean extra work for the staff.

Two nominations for *Honorary* memberships have been accepted by the Board: William Powlison from the Michigan Chapter and Mrs. Grace Rigby Cameron from the Louisiana Chapter.

Region III

The committee requests the Board to study the possibility of reapportioning Region III. This region covers a large territory including Texas, Louisiana, Mississippi, Alabama, Florida, Tennessee and North and South Carolina. This is also an active region at the present time in the special library field, and it is felt that special library membership promotion work could be more effective if the region were divided into two parts; perhaps along the line of the Southeastern Library Association and the Southwestern Library Association. If this were done, Texas and Louisiana would be grouped with Oklahoma, Arkansas, New Mexico and Arizona, and the remaining states now in Region III would be grouped together. This grouping would also make it easier for members to attend regional meetings.

The chairman wishes to thank Marian E. Lucius for her splendid cooperation during the past term, and to thank all the members of the Membership Committee for their prompt responses to correspondence.

PHOTOGRAPHIC REPRODUCTION

CHESTER M. LEWIS

The work of the Photographic Reproduction Committee this year has not been extensive. It consisted of a report to the Executive Board, dated July 16, 1953, regarding the microfilm edition of *SPECIAL LIBRARIES*. This was a matter of clarifying questions arising in regard to a contract with University Microfilm. Objectionable clauses in the contract were eliminated, and the recommendation to microfilm was submitted to the Executive Board.

The balance of the committee work has been maintaining liaison with other organizations in the field, in particular that of the American Standards Association Subcommittee on Photographic Documentation, PH-5.

PUBLIC RELATIONS

GENEVIEVE FORD

Check of Material

Preparatory to submitting this report, a check was made of all the public relations material at Headquarters. The table model exhibit and the electric sign have been used a number of times and are in good condition. Both have been popular.

Exhibits

The many exhibits shown during the year are evidence of the interest of our chapters and divisions in this public relations activity. Each chairman of an exhibit has rendered a good report which is available at Headquarters on loan. The reports have been used many times and that use will continue, for they are of definite assistance to new exhibitors.

Publicity Media

It is with great satisfaction that we report the completion of a selected list of media, coded according to divisions. It is now available at Headquarters and was used in sending out general releases on this convention. As soon as it can be done the list will be transferred to addressograph plates, ready for use in running off envelopes for releases of any kind.

Our Library

The use of the visual tool is widening. Reports continue to come in, giving examples of its use in various parts of the country, together with comments, all of which have been helpful. Some of the late orders include those from Egypt, Holland, India and New Zealand.

Professional Papers

At the request of some of the Association members the committee endeavored to work out a better method than that followed in the past for the procurement and distribution of papers delivered at conventions and elsewhere. It was decided that the work of procurement had best be left in the hands of the division chairmen but that Headquarters would be glad to assist in distribution of papers provided extra copies were furnished after a convention or meeting.

SLA Exhibit

The committee has exhibited at the Association convention each year.

Miscellaneous Activities

As reported last February, stimulation of interest in the value of special libraries has been reported from various sources; this has been brought about by public relations-minded librarians at planned meetings with advertising and other representatives of the business world.

Publications

LUCILLE JACKSON

This report is being prepared hastily by the chairman because of the unanticipated necessity of having to ask for Board action on one project. Any changes or additions suggested by other members of the committee will be brought to attention at the Board and Council meeting.

Projects for Consideration

Handbook of Commercial, Financial, and Information Services. FINANCIAL DIVISION. Walter Hausdorfer has written to inquire concerning the revision of this publication, asking for some action before the Convention. He is asking for approval of the project and money to cover expenses of preparing the manuscript. The title is not now listed with other SLA publications, and is assumed to be out of print. More facts as to anticipated costs will be presented at the meeting if Mr. Hausdorfer supplies them. His first letter is dated April 28. The date of publication of the previous edition is 1944.

Technical Libraries. SCIENCE-TECHNOLOGY DIVISION. Lucille Jackson, editor. (1951) This book is now out of print, and a tentative proposal for its reissue by photo offset is being made, subject to approval of the division. The Association editor was asked to get bids on it last month. Three thousand copies have been sold, many of these to foreign libraries.

Manuscripts Scheduled for Publication

Subject Headings for Financial Libraries. FINANCIAL DIVISION. Janet Bogardus, editor. Approved by Board, March 1953. Details of publication were discussed by the editor, the chairman of the Publications Committee, and the Association editor at Headquarters on April 15. The tentative proposal is to reproduce by photo offset, bind in hard cover. Bids are being procured.

Bibliography of Scientific Awards in the United States and Canada. SCIENCE-TECHNOLOGY DIVISION. Margaret A. Firth, editor. Approved by Board, February 27, 1954. Funds are being supplied by the division for the final typing of the manuscript which is promised for July 1954.

Manuscripts in Preparation

Subject Headings for Chemistry Libraries. 2nd ed. SCIENCE-TECHNOLOGY DIVISION. Mrs. Grace R. Cameron, editor. If Board approval has not yet been granted on this revision, it should be considered at this time. There is some uncertainty in the mind of the chairman; the committee has approved.

Union List of Technical Periodicals. 4th ed. SCIENCE-TECHNOLOGY DIVISION. S-T Group of Michigan Chapter, Leola Michaels, chairman. Publications Committee has approved this; there is some doubt as to whether the Board has done so officially.

Publications Issued

Map Collections in the United States and Canada. GEOGRAPHY AND MAP DIVISION. Mrs. Marie C. Goodman, editor. Published March 1954. Two hundred copies had been sold by April 14.

No Report

Newspaper Library Manual. NEWSPAPER DIVISION. Joseph Molloy, editor.

Projects Noted in Division Publications

HOSPITAL DIVISION. *Bibliography of Hospital Literature.*

PICTURE DIVISION. *Guide to Still Picture Collection in the District of Columbia.* Washington, D. C. Group.

SOCIAL SCIENCE DIVISION. Social Welfare Section. *Classified Bibliography of Social Welfare Literature. Revision of List of Subject Headings in Social Work and Public Welfare.* (1937).

TRANSPORTATION DIVISION. *Union List of Transportation Serials in the United States and Canada.*

Projects Under Discussion

SLA Monograph Series. There has been little opportunity to consider this seriously. It is possible that the symposium on library planning and equipment presented at this convention might be issued as the first of such a series.

Publications Procedure Manual

The committee will not be able to present a finished procedures statement at this time because it has not been possible to prepare it in such a brief time. The chairman has prepared a draft which was sent to the two regular members. She discussed it with one member in New York on April 15; the other member has returned a revision. There are still questions of policy that are not covered in the brief policy statement adopted by the Board in February that must be decided. One committee member has suggested the need for three statements: a committee manual; an Association policy statement, more detailed than the aforementioned one; and a manual for authors of publications. These matters will be discussed by the committee at its meeting this month.

Recruitment

THELMA HOFFMAN

The Recruitment Committee began its work by attempting to learn what had already been done in the field of recruitment both by SLA and by other organizations. Letters were written to library schools, to other library associations, and to individuals, asking about recruiting literature. The committee collected and reviewed informally forty-six pamphlets designed for library recruitment, and eighteen pamphlets on recruitment for other professions. The committee also read and abstracted for its own use considerable material on recruiting for librarianship. Throughout the literature, and in several letters the chairman received, two points were made time and again:

1. *The high school age group is the most important to reach.*
2. *The most successful recruiting is done by the individual librarian.*

Five-Year Plan

The committee developed a five-year plan which was set forth in its semi-annual report of February 1954. A copy, with minor changes to bring it up to date, and with approximate budget requirements for the third and fourth years, has been prepared. (Available on loan from Headquarters.)

In the light of its investigations the committee felt that its first publication should be a flyer, based on the one developed in the Public Relations Clinic. Following the granting of funds by the Executive Board at the February 1954 meeting, publication of an edition of 10,000 copies was started, and it is hoped that the complete flyer will be ready to present to the Executive Board at the Cincinnati Convention. It is proposed to distribute this flyer to the various chapters for use in their recruitment activities among high schools and junior colleges.

In addition to the flyer, the committee will have available for the chapters copies of an up-to-date list of accredited library schools, and copies of the excellent leaflet, *Contacting High School Students*, written by Father Bouwhuis of Canisius College in 1949, and used at that time by the Western New York Chapter of SLA in their recruitment activities. Reproduction of these two publications has been taken care of by the committee without cost to the Association.

In our current recommendations the committee is requesting funds for the purchase of 3,000 copies of *Paging Your Future*, intended

also for use by the chapters. We are requesting a smaller number than might seem reasonable for two reasons: first, because the price of \$28 per thousand, which the Joint Committee on Library Work as a Career plans to charge, is not reduced by taking a larger number and, second, since this publication will also be used by many other library associations.

Responsibilities

The members of the committee would like the comments of the Executive Board on the following summary of their responsibilities as they understand them:

1. *To plan the recruitment activities for Special Libraries Association.*
2. *To coordinate and activate recruitment activities of chapters and individual librarians.*
3. *To contact and, when possible, plan to work with national counselling and guidance associations.*
4. *To encourage and sponsor preparation of periodical articles.*
5. *To plan, prepare, and publish recruitment literature which, in general, will be used by chapters and individual librarians. (Bulk rather than individual distribution of such literature would be planned though a certain number would of course be distributed individually in connection with the committee's activities.)*
6. *To act as a central agency to explore new ways of publicizing the idea of special librarianship as a highly desirable career.*

Recommendations

The committee submits the following budget recommendations for the remainder of 1954.

<i>Paging Your Future to be purchased from joint committee. 3,000 copies, tentative price \$28.00/1,000</i>	\$ 84.00
<i>Cost of distributing literature to chapters and miscellaneous committee expenses</i>	50.00
<i>Appropriation for work to be started on comprehensive pamphlet which is to be published during 1955-56:</i>	
<i>Free lance writer (based on two estimates)</i>	200.00
<i>Art work and preliminary design (based on two estimates)</i>	200.00
Total	\$534.00

Resolutions

ELIZABETH M. BAKER

The Resolutions Committee offers the following report:

WHEREAS, the members of Special Libraries Association are deeply appreciative of President Lucile Keck's outstanding leadership this past year,

BE IT RESOLVED THEREFORE, that the Association convened in Cincinnati extend to her its deep appreciation.

WHEREAS, the members of Special Libraries Association are also grateful for the services rendered by the retiring Board Members,
BE IT THEREFORE RESOLVED, that the Association extend to them its appreciation.

WHEREAS, the Special Libraries Association is convened in Cincinnati, May 16 to 20, 1954, for its Forty-fifth Annual Convention, and

WHEREAS, assistance has been so generously and wholeheartedly given by the Cincinnati Chapter to the Convention Committee, and

WHEREAS, the speakers at our meetings have given generously of their time and knowledge to present timely and interesting talks,
BE IT THEREFORE RESOLVED, that a sincere vote of appreciation be extended to:

Mrs. Dorothy N. Dolbey, vice mayor of Cincinnati,

Carl Vitz, chief librarian of the Cincinnati Public Library,

Charles P. Taft, Cincinnati, Ohio,

Dr. Nelson Glueck, president, Hebrew Union College—Jewish Institute of Religion,

Virginus C. Hall, director, Historical and Philosophical Society of Ohio.

NECROLOGY

1953 - 1954

The Resolutions Committee wishes to remember the following members, deceased since June 1953:

FRANCIS ELMORE CADY, Cleveland Chapter
JESSE EDWARD CROSS, New York Chapter
MRS. EDITH ELLIOTT FARRINGTON, Southern California Chapter
REGINALD FITZ, Boston Chapter
MRS. GWENDOLYN LLOYD GRAHAM, New York Chapter
MABEL BETH HART, New Jersey Chapter
ADELAIDE HASSE, Washington, D. C. Chapter
MRS. DOROTHY HOOVER, New York Chapter
BEULAH JACKS, Illinois Chapter
ALMA BOYNTON JACOBUS, New York Chapter
DOROTHY ANN JUDSON, New York Chapter
MRS. EULIN KLYVER HOBBIIE, Connecticut Valley Chapter
ALICE R. KNIGHT, Cleveland Chapter
DAVID McCAHAN, Philadelphia Council
JEAN GILBERT MAXWELL, Toronto Chapter
MRS. SARA WHITE MOTHERWELL, Washington, D. C. Chapter
MRS. LUCIA HARRELSON WALKER, Texas Chapter
SARAH C. WELLS, New York Chapter
HALSEY W. WILSON, New York Chapter

Dr. Harold P. Rodes, president, Ohio Mechanics Institute.

WHEREAS, the Convention Committees have worked long and efficiently to provide this excellent Convention,

BE IT THEREFORE RESOLVED, that a sincere vote of appreciation be extended to:

Joseph J. Olah, chairman, and to members of the Convention Committees: Banquet, Exhibits, Hospitality, Hotel, Information, Local Arrangements, Meals, Publicity, Registration and Transportation and Tours.

The Netherland Plaza Hotel, especially to James J. Murray, Jr., sales representative, and many of the staff members who were of assistance to the Convention Committees. Also, to all speakers who appeared on division and section meetings and to,

Brigadier General Paschal N. Strong, Division Engineer, Corps of Engineers, U. S. Army, Ohio River Division,

Brigadier General Dale O. Smith, Director of Education, Air University, Maxwell Air Force Base, Alabama,

Louis Bromfield, Malabar Farms, Lucas, Ohio,

Dr. Gustav Eckstein, professor of physiology, College of Medicine, University of Cincinnati.

Dr. Frank F. Heyrath, assistant director, The Kettering Laboratory, University of Cincinnati.

Also, to all libraries that held open house during the SLA Convention.

Scholarship and Student Loan Fund

ROSE BOOTS

In November 1953 I wrote to the chapter presidents, division chairmen, and section chairmen of all of the chapters, divisions and sections which had not already contributed toward the Scholarship Fund. I asked them to ask their members to consider making a contribution this year. Since most of the above groups do not hold their annual business meetings until May, it is impossible at this time to state the full results of this solicitation.

The following flier was inserted in all 1954 dues renewal notices:

SLA Scholarship Fund

A reminder that gifts are still needed to reach our goal of \$5,000.00 for this fund. Send your dollar, or more, to Headquarters.

My sincere thanks to all of you who contributed \$1,462.00 to this fund last year.

ROSE BOOTS, *Chairman*
Student Loan Fund Committee

The response from individual members, chapters, divisions and sections during the last two years has been significant. I am deeply grateful for your cooperation and for your generosity and I want to take this opportunity to thank you all, ever so much. The concrete evidence of the support of this fund has been a most rewarding experience.

Contributions

Following is a listing of funds received since the beginning of the fund raising campaign.

Contributions Received November 1, 1951 - May 20, 1954

EXECUTIVE BOARD	
May 1954	\$ 500.00
CHAPTERS	
Baltimore, February 1953	25.00
Cleveland, May 1954	
In memory of Alice Knight.....	25.00
Connecticut Valley, March 1954....	25.00
Greater St. Louis, May, June 1952	
In memory of Allen Ring.....	275.50
Heart of America, April 1954.....	50.00
Illinois, February 1953	
In memory of Madge Preble.....	105.00
Illinois, April 1954	
In honor of Lucile L. Keck.....	75.00
Minnesota, March 1954.....	100.00
New Jersey, April 1953.....	100.00
New Jersey, February 1954	
In memory of Beth Hart.....	100.00
New York, May 1954. Representing funds in local Student Loan Fund turned over to SLA Fund.....	588.66
Philadelphia Council, April 1954....	25.00
Pittsburgh, February 1953.....	25.00
San Francisco Bay Region, May 1954	30.00
Southern California, June 1953.....	100.00
Washington, D. C. August 1953	
In memory of Adelaide R. Hasse	150.00
Western New York, May 1952	
In memory of Robert Christ.....	50.00
Total	\$1,849.16

DIVISIONS

Business, March 1954	
In honor of Rose Vormelker.....	\$ 25.00
Financial, May 1954	
In honor of Eleanor Cavanaugh....	250.00
Social Science, August 1953	
In honor of Rebecca Rankin.....	25.00
	<hr/>
	\$ 300.00

SECTIONS

Pharmaceutical, June 1952	
In memory of Allen Ring.....	\$ 200.00
	<hr/>
	\$ 200.00

MEMBERS AND OTHERS

Individual members	
November 1, 1951 - June 16, 1952	\$ 335.00
June 17, 1952 - June 15, 1953....	1,329.00
June 16, 1953 - May 20, 1954.....	772.52
R. C. Preble, February 1953	
In memory of Madge Preble	
(Illinois Chapter)	100.00
Time, Inc., November 1953.....	50.00
Chrysler Corporation, Dec. 1953....	50.00
In memory of Alma Jacobus (N. Y.)	
Time, Inc., January 1954.....	100.00
Mabel Search, January 1954.....	100.00
Individual members	
January - April 1954	240.00
Personal friends	
January - April 1954	60.00
	<hr/>
Total	\$3,136.52
	<hr/>
Total Contributions	\$5,985.68
Total interest earned	159.14
	<hr/>

GRAND TOTAL \$6,144.82

EDITOR'S NOTE: *Since May 20, 1954 an additional \$337.00 has been contributed. The fund now totals \$8,052.98.*

Mrs. Kathleen B. Stebbins and Marian Lucius, executive secretaries, have acknowledged all contributions and I have written "thank you" letters to all chapters, divisions, sections and other donors of large amounts.

You can readily see that if each of the remaining chapters, divisions and sections were to make contributions to the Scholarship Fund we should have quite a sizeable sum with which to operate. I am confident that other contributions will be forthcoming. I should like to suggest that a quick, easy, painless way to raise funds in the future for the Scholarship Fund would be to "pass the hat" at one of the well-attended general sessions at future annual conventions.

We had one request for a loan of \$600.00 this year from a member of the Indiana Chapter who wishes to continue his studies in the Graduate Library School at the University of Chicago. The committee has recommended to the Board that a loan of \$300.00 be granted, to be used in June 1954, and that next year's

committee consider the loan of an additional \$300.00 needed in March 1955.

At the meeting of the Executive Board on June 26, 1953 in Toronto, it was voted that the president be instructed to charge the Student Loan Fund Committee, in cooperation with the Committee on Committees, to consider *Recommendation Number One* of the Committee on Committees' report of June 21, 1953. This recommendation has to do with changing the committee to a Scholarship and Loan Fund Committee, with the principal functions of evolving plans for enlarging the finances of the fund, and granting scholarships and loans under conditions to be set up and agreed upon by the committee, the Board and SLA membership. The Board hopes that it will be possible to present the plans of the committee prior to the Board meeting scheduled for February 25-27, 1954 in Chicago so that action might be possible during this Association year.

Accordingly, the chairman of the Student Loan Fund Committee delivered to Headquarters, by messenger, February 15, fifteen copies of the *Report of the Student Loan Fund Committee*, to be included with other material being sent that day to members of the Board. This report, as requested, contained background history, recommendations and provisions of the proposed new Scholarship Fund.

The Executive Board at its meeting on February 27, 1954 voted to change the name of the Student Loan Fund Committee to Special Libraries Association Scholarship and Student Loan Fund Committee. This was in accordance with *Recommendation One* of the committee report dated February 1954. The Board also voted to defer study of *Recommendations Two* through *Twelve* of the report of the Student Loan Fund Committee.

To shape the final presentation to the membership, the president appointed a committee of the Board (Elizabeth Ferguson, chairman, Catherine Curran and Gretchen D. Little) to consult with the Student Loan Fund Committee and the Finance Committee. The recommendations which appeared in the April 1954 issue of *SPECIAL LIBRARIES* were prepared by members of the three committees and discussed with the chairman of the Committee on Committees. The recommendations will be acted upon by the Executive Board at its meeting on May 16, 1954 in Cincinnati. The members of the Association will have an opportunity to vote on the matter at the Annual Meeting, May 20, 1954.

I should like to take this opportunity to thank the staff at Headquarters for recording and acknowledging the donations as received and for providing me with the necessary figures for my reports.

I want to thank, too, the members of my committee for their splendid cooperation.

SPECIAL CLASSIFICATION

MARJORIE R. HYSLOP
LOUISE H. CLICKNER

The report presented to the Executive Board in February asked for a recommendation on future activities of the committee, and this matter was referred to the SLA Committee on Committees. A meeting will be held during the annual convention in Cincinnati, at which time the report of the Committee on Committees will be considered, and a program of activity will be mapped out under the direction of the newly appointed chairman, Mrs. Louise H. Clickner, librarian of the Bureau of the Census, Washington, D. C.

International Standardization

The only other development since the February meeting is the receipt of a letter from Professor Antonio Scortecci of Italy detailing two important steps toward the international standardization of metallurgical literature classification. Professor Scortecci reported that the *ASM-SLA Classification of Metallurgical Literature* was considered by the UNESCO Advisory Committee for Documentation in the Natural Sciences at a meeting in Paris, February 15-17, 1954. At this meeting Professor Erich Pietsch, director of the Gmelin Institut für anorganische Chemie of Germany, said that he is considering the possibility of applying this classification to the work of the Gmelin Institut for subjects related to metallurgy. After a considerable amount of discussion, the UNESCO committee agreed to take steps to bring the ASM-SLA Classification to the attention of metallurgical organizations in potentially interested countries.

Professor Scortecci, who is chairman of the directing committee of the new Center for Metallurgical Bibliography of the Italian Association of Metallurgy, also announced that this Association has officially adopted this classification for all of its bibliographical purposes, including the classification of abstracts in the journal of the Society. The classification has also been adopted by the Instituto Siderurgico "Finsider", holding company for the iron and steel industry in Italy.

These are regarded as important steps toward world standardization of metallurgical classification according to the ASM-SLA scheme.

M.R.H.

At a meeting of the committee held in Cincinnati on May 19, 1954, members of the committee considered the paragraph pertaining to this committee in the 1953-54 report of the Committee on Committees. Several members raised a question regarding the official status of our committee in the SLA organization and asked for Executive Board

TECHNICAL BOOK REVIEW INDEX

JOLAN M. FERTIG

The *Technical Book Review Index* is publishing its twentieth volume in 1954 and is being compiled in the Technology Department of the Carnegie Library of Pittsburgh by Mrs. Julia W. Martin. The Carnegie Library is generously permitting the use of its facilities and is providing us with a room, typewriter, supplies, editorial assistance and technical advice.

The general usefulness of the *Technical Book Review Index* can be illustrated by analyzing its distribution. (Based on the April 1954 issue)

Circulation in the United States 1,116
(Including 73 copies sent to the Armed Forces in the Pacific area and 67 copies to the Armed Forces in Europe)

Circulation outside the United States	223
<i>Australia</i>	19
<i>Belgium</i>	2
<i>British West Indies</i>	2
<i>Canada</i>	37
<i>Czechoslovakia</i>	1
<i>Denmark</i>	1
<i>Egypt</i>	1
<i>England</i>	19
<i>Finland</i>	2
<i>France</i>	4
<i>Germany</i>	17
<i>Greece</i>	1
<i>Holland</i>	6
<i>Hungary</i>	6
<i>India</i>	13
<i>Indonesia</i>	1
<i>Ireland</i>	1
<i>Israel</i>	3
<i>Italy</i>	5
<i>Japan</i>	2
<i>Malaya</i>	1
<i>New Zealand</i>	12
<i>Norway</i>	5
<i>Pakistan</i>	1
<i>Scotland</i>	1
<i>South Africa</i>	9
<i>Sweden</i>	9
<i>Switzerland</i>	1
<i>Tasmania</i>	1
<i>Thailand</i>	1
<i>Trieste</i>	2
<i>Turkey</i>	2
<i>Russia</i>	13
<i>West Africa</i>	1
<i>Hawaii, Philippine Islands, Puerto Rico, Cuba, South America, Mexico, Spain</i>	21

TOTAL CIRCULATION..... 1,339

clarification as to the date the committee was established as a *standing committee*.

It was further agreed to request the Executive Board's consideration of an expansion of the committee from five members to not more than ten members. The broad subject responsibility of the committee seems to warrant such an expansion so that the subject interests of all divisions may be adequately covered.

Future activity plans were carefully discussed. The chairman will incorporate the suggestions in a program plan for the years 1955-56. After the plan has been reviewed by committee members, the final program will be submitted to President Little for approval.

The committee formally commended Mrs. Hyslop, the retiring chairman, for her service, enthusiastic leadership, and the fine progress achieved during her tenure.

L.H.C.

TRANSLATIONS

C. M. WOLFENBERGER

In the report to the Executive Board, February 26, 1954, we described the activity to that time. The rubber stamp bearing the statement "*Copies of translations are being furnished for private use and research only*" has been purchased and each copy in our collection is now so stamped.

Further publicity has been given to the original twenty-eight editors of technical journals concerning our activity. Judging from the reports I received from all over this country and Canada, one of the best sources of publicity for this effort has been our president. Her intense interest in this project has been invaluable both from the practical and inspirational point of view. We thank her most heartily.

The committee has submitted articles to various SLA chapter papers and has spoken of the activity at every opportunity as part of the program to stimulate more interest in the Pool than was shown by our original compilation.

John Crerar Library report of April 26 is:

Translations in original deposit.....	927
Translations cataloged and added.....	235
Present holdings	1162
Translations in process	376
Total contributions	611
Number of contributors	app. 35-40
Requests for general information...app.	50
Lists requested and mailed out.....	230
Requests for translations	180
Number of items requested	429
Number of items supplied	111

These figures show a much larger percentage of items supplied to requisitioners reflecting a greater service to the users of translations than had been the case before the publication of the *List*.

In the above list a figure of 230 was cited

as the number of *Lists* requested but 94 of these were an accumulation before the *List* was published. The mailing of this ninety-four was at the expense of John Crerar Library. This is typical of the type of cooperation we have received from our depository for this first year. There is every indication that they are just as willing to spend their time and money to bring this effort to its successful conclusion as any member of the committee.

SUPPLEMENTARY REPORT

The committee is deeply appreciative of the approval given at the Board Meeting of May 18, 1954 to the publication of a supplement to *SLA List of Translations*. As action on the serial publication was deferred, we would like to speak to this point and present additional facts and recommendations for consideration at this meeting. This will give this committee a positive indication of the direction to which they can move.

It is the committee's recommendation that this publication be a monthly author list from four to eight pages, plus cover, printed on both sides of the page, the size to 8½ x 11 inches. A subscription price of \$3.00 per year is recommended.

A monthly periodical is recommended in order to provide a prompt, informative service which users of translations have indicated is essential. Confirmation of this conclusion is provided by decision of the Library of Congress to publish their list of Russian translations in this manner.

Four to eight pages are predicated on the number of translations received in the last seven months.

The three dollar (\$3.00) subscription price is not only the same as that for the LC list of Russian translations but is sufficient to cover estimated costs of production assuming a subscription list of 200.

Costs of this publication as estimated by Crerar Library are \$444.00 per year for 200 copies of an eight-page and cover monthly issue. This estimate includes postage and mailing envelopes. For each additional 100 copies the estimated cost is \$78.00 per year.

As recommended by the subcommittee of the Executive Board at the May 18, 1954 meeting, this would be accomplished under a contractual agreement with the John Crerar Library. The library would be reimbursed for the cost of labor and material for the publication and distribution of the serial, and the SLA Headquarters would, as is true for TBRI, be responsible for subscription billing, etc.

It is recommended that issuance of this serial be authorized to commence immediately upon receipt by the SLA Headquarters of 200 written indications of intent to subscribe.

C.M.W.

SLA Special Representatives

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE

ELSIE L. GARVIN

I have followed the announcements and activities of the American Association for the Advancement of Science carefully during the year.

The Association is issuing three symposia for the year 1953-54 which will be of interest to many of the technical libraries, and will be announced in *Science*. There has been considerable reorganization within the Association during the past year.

An inquiry was made to the AAAS to see if any interest had ever been expressed in furthering the appearance of prompt translations with full coverage of the more important Russian journals.

The National Science Foundation in connection with the Library of Congress covers some of the material, but many of the science-technology libraries are still duplicating translation work because there isn't any way of knowing whether or not a translation will be available.

It seems that possibly SLA can promote some interest in this project through the AAAS.

AMERICAN DOCUMENTATION INSTITUTE

BERNARD M. FRY

The work of the SLA representative to the American Documentation Institute this past year has been largely concentrated in serving as chairman of the Joint SLA-ADI Task Force for the Study of Specifications for Documentalists which is reported in full in the annual report of the Documentation Committee.

The writer has served on this joint committee in the dual capacity of SLA representative to ADI and as chairman of the SLA Documentation Committee. This group has held four meetings during 1953-54. As Chairman of the Joint Committee, the SLA representative has been able to demonstrate the interest of SLA in developing adequate descriptions of special librarianship in the field of documentation. It is believed that the final results of this study will aid materially the development of a better understanding and closer relationship between special librarians and documentalists.

AMERICAN STANDARDS ASSOCIATION

Sectional Committee on Photographic Reproduction of Documents, PH-5

CHESTER M. LEWIS

The American Standards Association Sectional Committee on Photographic Reproduction of Documents, PH-5, has held two meetings, the first on October 14, 1953, and the second on April 9, 1954.

Report on the meeting of October 14, 1953

The Nominating Committee presented its candidates for office. The following officers were installed: Chairman, Donald C. Holmes, Library of Congress; Vice-Chairman, Chester M. Lewis, *New York Times*; Secretary, Eugene Power, University Microfilms. A report was given of the Paris "Meeting of Experts," called by the French standards organization regarding microfilm reader standards. A preliminary draft proposal was presented on an International Standards Organization test chart.

The three subcommittees, *PH-5-1, Subcommittee on Micro-transparencies; PH-5-2, Subcommittee on Micro-opaques; and PH-5-3, Subcommittee on Documents Readable Without Optical Devices*, reported on their progress.

Report on the meeting of April 9, 1954

The following subcommittee reports were submitted at this meeting:

PH-5-1: Proposed revision of American Standard Z38.7.9-1946, designated as *Specifications for Microfilm Readers for 16-mm. Film on Reels*, (PH-5.1), was sent to letter ballot of the sectional committee.

PH-5-2: A recommendation was made that the sizes for opaque microtext be 3 x 5 inch and 6 x 9 inch. These have not been adopted nor submitted for sectional committee action because it was felt, with the introduction of a new type of opaque, that reader sizes should be standardized first.

PH-5-3: The proposed American standard changing photocopy paper size (PH-5.2) was sent to letter ballot of the sectional committee.

The Subcommittee on International Problems, consisting of the heads of the other subcommittees, is considering the terminology of microcopies and their bases. The recommendations will be forwarded to the International Standards Organization, Technical Committee 46 on Documentation. To assist the committee, a glossary of microfilm terms, com-

piled by the National Microfilm Association, is being sent out for revisions for use by ISO. The ISO is also considering standards for 35-mm. microfilm in reel and strip form. This ASA subcommittee decided that the draft prepared by subcommittee PH-5-1 on this same subject be forwarded as a counter-proposal. An additional recommendation was made to the Photographic Standards Board of the ASA that the National Microfilm Association be considered as co-sponsor of PH-5 along with the Council of National Library Associations.

Additional revisions and proposed standards in the subcommittee stage of PH-5 are as follows:

Fog level and criteria for satisfactory processing of microfilms (under study in PH-5-1)

Method of determining the resolving power of microfilm readers (under study in PH-5-1)

Microfilming engineering drawings (under study in PH-5-1)

Microphotographic reproduction of newspapers (preliminary work under way in PH-5-1)

Photocopy paper sizes (preliminary work under way in PH-5-3)

Standards for microprint (under study in PH-5-2)

Storage of microfilms (preliminary work under way in PH-5-1)

ASA COMMITTEE Z-39

RUTH MCG. LANE

No report.

Council of National Library Associations

BETTY JOY COLE

The Council of National Library Associations held a meeting in New York on April 24.

The American Book Center started by the Council is now out of existence, the United States Book Exchange being the successor. USBE had hoped to be financially independent by this time but it is not yet in that position. About 150 foreign libraries are paying the required fees but unfortunately there are still some unable to pay, so funds are needed for further assistance. Arrangements have been made by which USBE will obtain funds. This arrangement is very gratifying as it is the first large scale support outside of library organizations. The annual budget of USBE is approximately \$95,000.00. Having reached a point where the value of USBE has been established and the need of its continuation assured, the USBE plans to approach a foundation for establishment of permanent quarters.

The Committee for the Protection of Cultural and Scientific Resources placed a new proposal before the Council. The new plan is more realistic and practical than the one previously submitted. There is much in the present plan which is not an emergency measure but goes beyond that to better library services throughout the country. The five points of the proposal are:

1. *A cooperative program must depend on individual libraries as the keystone to a wide-spread dispersal program.*

2. *Basic lists in all subject disciplines must be prepared against which libraries in regions can measure their adequacy.*

(a) *The first step will be to identify basic lists that have been compiled.*

(b) *The next step will be to enlist groups or individuals to prepare additional lists and to improve inadequate or out of date listings.*

3. *Regional programs should be organized in which individual libraries will assume responsibility for resources in some field of knowledge . . .*

4. *Regional programs should be coordinated so that larger sections of the United States will become self-sufficient in most disciplines.*

5. *The above activities, it seems, necessitate*

(a) *the building of regional union catalogs;*

(b) *increasing the microphotography programs;*

(c) *expanding and improving regional inter-library loan service; and,*

(d) *improving and/or developing facsimile and TWX networks.*

The Council felt that this operation is a very useful one and should be continued.

The ALA Bibliographic Committee requests cooperation from other library associations in its work. Although the committee is very small and consists of members of only one organization, it is hoped that the committee will grow to 20-30. The present committee (ALA) has agreed that when a larger committee is formed, the decision of the majority will rule on bibliographic questions. It is planned to study the various aspects of bibliography. The next meeting of this committee will be in Minneapolis. The Council is greatly interested in this undertaking and urges

its members to take an active part. CNLA also requests that reports of the committee be submitted to it.

The officers of CNLA for the coming year:

Chairman: ELIZABETH FERGUSON
Vice-Chairman: JULIUS J. MARKE
Secretary-Treasurer: SCOTT ADAMS
RECOMMENDATIONS

1. That SLA urge divisions to undertake the preparation of basic lists for use of the Committee for the Protection of Cultural and Scientific Resources.

(Note: As this is definitely material for division projects, it will be presented as such to the divisions by the division liaison officer when the above committee so desires.)

2. That a person well qualified in bibliographic work be appointed without delay to represent SLA on the Bibliographic Committee. The name and address of the appointee should be sent to Edward N. Waters, Music Division, Library of Congress, Washington 25, D. C.

COUNCIL OF NATIONAL ORGANIZATIONS

LOUISE FIELD

The purpose of the Council of National Organizations of the Adult Education Association is "to afford an opportunity for national organizations voluntarily to confer, plan and work together more effectively on problems of common concern in adult education."

The work of the CNO is concerned with informing participating groups about activities and developments in the field of adult education through the *CNO News* and other communications; serving as an exchange center of materials issued by the participating groups; setting up committees and workshops on dissemination and leadership techniques, such as their TV Workshop; and organizing meetings of the participating organizations.

When the CNO was organized in 1952, the SLA was asked to appoint a representative to follow the work of the Council, attend meetings and cooperate in any way that would be mutually beneficial to the two organizations. Since my work as research associate of the Twentieth Century Fund is concerned in part with adult education activities, I was appointed as SLA representative on the Council and have served in that capacity since 1952.

My participation in the Council's work has involved attendance at some of the meetings of the participating organizations, notably the annual conference at the end of 1952 in which I served as recorder for a "Work Group" committee concerned with the problem of how participating organizations, working through CNO, could activate better channels of communication among organizations in local communities. I drafted a report of recommendations growing out of the discussions of this group.

Since then my principal activities have been to keep in touch with the progress of the organization, answer questions relating to SLA, fill out questionnaires and in general try to find some useful and effective *modus operandi* between the work of SLA and the Council of National Organizations. Elizabeth Ferguson also attended some of the Council meetings and Marian Lucius and Mrs. Lois McCarthy, the Council's executive secretary, have met for much the same purpose—to try to find possible ways in which our mutual interests could be served.

I frankly think that the work and organization of SLA and the Council are not closely enough related to make any attempt at close cooperation worth while. The exchange of information service performed by the Council consists largely of news of developments in the field of adult education and mailings of voluminous printed matter on the activities of the participating groups. Some of this material may be of interest to a relatively few special libraries but not to SLA as a whole. Some of the workshops and in-service training activities of the Council may have some bearing on the interests of SLA, but at best the connection is remote. Also, from the Council's point of view, I have been unable to see how SLA can be of any real help except to lend the support of our name and good will. Mrs. McCarthy, executive secretary of CNO, suggested that we might work out some form of participation in their forthcoming in-service training program.

I recommend, therefore, that we consider withdrawing from this connection and that we do not reappoint an SLA representative on the Council. The possible benefits to the two organizations seem to me too tenuous and difficult to work out and put into practice to warrant formal representation of SLA in the work of the CNO.

COUNCIL OF WHO'S WHO IN LIBRARY SERVICE

ALMA C. MITCHILL

In the latter part of 1952 a number of New York librarians met at Columbia University to discuss the matter of compiling a third edition of *Who's Who in Library Service*, the last revision being in 1943. This discussion resulted in the appointment of a number of librarians, representing all types of libraries, to serve on the Revision Council. In addition to your representative, Mrs. Martha O'Leary, librarian, Benton & Bowles, serves as a member of the Council and as chairman of the Eligibility Committee. Your representative is a member of the Editorial Committee.

Several additional meetings have been held since then to draw up plans for the format of the questionnaire, to discuss plans for underwriting the publication, to decide on the

publisher and price of the volume, and many other details involved in such an undertaking.

Working capital of \$4,400.00 has been received or pledged and 24,000 questionnaires were mailed out. These were sent to members of ALA, SLA, and individual librarians through accredited library schools. SLA addressed envelopes for its members and paid for the postage as its contribution. April 15 was set as the date for return of questionnaires — any received later were not included as it was impossible to follow up with a second request.

The publisher chosen is the Grolier Society; the list price has been set at \$6.00 and prepublication price, \$5.00; Science Press has been contracted for the typing. Publication date will be sometime in the spring of 1955. A notice to this effect was included with the questionnaire. Dorothy Ethlyn Cole, editor of *Library Literature*, H. W. Wilson Company, is editor of this third edition. Much of the success of this undertaking is due to the time and effort Miss Cole is giving to it.

JOINT COMMITTEE ON LIBRARY EDUCATION (CNLA)

ELEANOR S. CAVANAUGH

The joint committee held its eleventh meeting in New York on Friday, April 23, 1954. Meeting was attended by representatives of ten library associations, a CNLA ex-officio member, three members at large, and three observers and guests.

Dr. Jesse Shera of the School of Library Service at Western Reserve University, and Roy O. Hummel, Jr. of the Virginia State Library were welcomed as the two new members of the committee.

The committee reviewed the report of the Core Workshop held at the University of Chicago, August 1953, but no unanimous agreement on the report was reached.

The recommendations of the subcommittee to explore and report on additional areas of specialization — Religion, Art and Architecture, and Geography and Maps — was received and accepted.

A resolution was presented by the subcommittee asking the joint committee to organize a survey on the needs for librarians in both general and specialized fields and that an attempt to find financial support to execute such a survey be undertaken by the joint committee. The discussion was lengthy and vigorous, but no action was taken. A committee will be appointed to study proposals.

The Placement Committee of the joint committee reported on the ALA Joint Committee study on the possibility of establishing a national placement service for librarians. There was agreement that a need for a placement service existed but that legal opinion held that the establishment of such a service in ALA might endanger the ALA tax free

status. Although the matter has been rejected on legal grounds, it is being re-surveyed.

A report of the Accreditation Committee reviewing their work was presented by Jack Dalton, chairman, who reported that the January 1954 date set by the National Commission Program Letter No. 1 as the date on which regional accrediting associations would assume full responsibility for accreditation of institutions of higher education had been withdrawn.

Mr. Dalton reported that certification and recruitment have had an important place in deliberations of BEL over the past year.

A report on Library Work as a Career will be digested and published in the next issue of *Clearing House News Letter*, and a recruiting leaflet, *Paging Your Future*, will be available shortly.

The report included specific suggestions for consideration during the current year.

The resignation of Mary Louise Marshall as member of the committee was accepted.

Miss Henne reporting for the Program Committee pointed out that the Princeton Conference, in its original suggestions for joint committee work, stressed need for a clearing house for information between the various groups interested in education for librarianship. Several members felt that this function of the joint committee could be improved.

It was suggested that for economic reasons, the joint committee should try to synchronize its meetings with other meetings, such as ALA Midwinter. A suggestion was made that the joint committee take the initiative in inviting the Board of Education for Librarianship, the ALA Division of Library Education, and the American Association of School Libraries to a joint meeting, either during or immediately preceding the ALA Midwinter meeting, 1955. This suggestion was approved and the chairman will transmit this suggestion to other organizations.

New officers elected for 1954-55 are Mrs. Eileen Cunningham, chairman; Jack Dalton, vice-chairman; Eleanor Cavanaugh, secretary-treasurer; Kenneth Shaffer, member of the Executive Committee. Mrs. Irene Striely stays on the committee as a member for another year.

JOINT COMMITTEE ON LIBRARY WORK AS A CAREER

MARION E. WELLS

The Joint Committee on Library Work as a Career held its midwinter meeting on February 5, 1954, in the Morrison Hotel, Chicago, with representatives of over thirty cooperating organizations in attendance. Helen M. Focke, School of Library Science, Western Reserve University, and chairman of the joint committee, presided.

A report of the year's activities and an outline of plans under way were given as follows:

1. The committee had tried to serve as a correlating agency to get news from member organizations of their recruiting activities and to distribute summaries of them to the membership of the committee through the medium of the *Clearing House Newsletter*.
2. The committee had decided to publish a new recruitment leaflet, of nation-wide interest and with a "new look," to take the place of its 1948 folder, *10,000 Careers With a Challenge*, which is now out of stock. Permission had been obtained to reproduce the Oregon Library Association's four-page leaflet, *Paging the Future*. Changes were made in the copy to make it conform to the recruiting needs of the joint committee's membership and on the back of the leaflet, Special Libraries Association was named as being one of a number of sources where additional information could be obtained. The folder will be ready for distribution late in May.
3. An exhibit booth was to be set up at the annual convention of the American Personnel Guidance Association in Buffalo in April, manned by a group of Buffalo librarians. Literature representative of the various cooperating organizations was either to be passed out directly or kits of collected material were to be sent out upon request. A recent report of the exhibit committee indicates that 431 visitors were recorded and 377 kits were distributed.

Edward Chapman, librarian of Rensselaer Polytechnic Institute, and recruiting chairman of ACRL, gave a progress report of the Measurement and Guidance Project that is being sponsored by Rensselaer. A study is under way to formulate a measurement and guidance test which will be used to help select students who will be most effective librarians. In other words, they hope to find out "what makes librarians." When the project reaches the proper stage, it will be submitted to the Executive Board of American Library Association for consideration as to the best means of financing the completed project.

Following the reports of these activities, there was a lively interchange of ideas on recruiting methods used by various organizations across the country. It was stimulating and helpful and your representative was able to pass on much information to the chairman of SLA's Recruitment Committee which was interesting to us in outlining our own program.

The chairman commented on the fact that with over seventy possible organizations which may have representatives on the committee, the task of keeping track of the membership is time-consuming, since there seemed to be no uniformity of period of office, or of date of appointment. The hope was expressed that more of the cooperating organizations would make it a practice to appoint representatives to serve two or three-year terms, or, if this was "legally" impossible, to consider reappointing them for several years in succession.

Microcard

ROBERT S. BRAY

This year marks a miscellany of anniversaries of interest to librarians concerned with opaque micro-facsimiles of books, periodicals and other research literature.

It is just ten years since Fremont Rider published *The Scholar and the Future of the Research Library* from which stemmed the Microcard as we know it today. Few developments in documentation can be so precisely traced.

Secondly, it is just five years since the Microcard Foundation began to publish — or more strictly speaking, republish — materials in Microcard form.

The third milestone of note is of even broader interest. Dr. Rider predicated the need for "micro-cards" on the urgency for action occasioned by the fact that many research collections appear to double in size about every sixteen years. His book discusses data derived generally from statistics ending

in 1938 — just sixteen years ago. It is now time for another "look-see." How much has your library collection increased in size since the year "Wrong-way Corrigan" landed in Dublin and Orson Welles "scared the day-lights" out of many radio listeners by his broadcast of the "Attack from Mars?"

In addition to these somewhat academic observations, there are a few facts about Microcards which should be repeated here to lend perspective. Microcards are primarily a publishing medium and not a copying medium, unless the edition of the copy is, say, ten or more. The single word "Microcard," capitalized, is a registered trade mark. But popular usage threatens to relegate the word to the vernacular status of aspirin and vaseline. Microcards are made by a photographic process requiring, essentially, the contact printing of strips of microfilm on 3 x 5 sheets of photographic paper. Any careful photographer

with the required quality of materials can make a "micro-card."

As librarians we tend to either accept or reject the idea of Microcards, or any other form of micro-facsimile, largely because we either recognize or fail to recognize that we cannot always obtain all the printed materials we want when we want them, for as long as we want them, as inexpensively as we can afford them, and in their original size and form. We are forced to turn to substitutes. But in very recent months the Microcard has not only won a place as a substitute form, but as a primary form for essential information of a highly specialized nature comparatively infrequently consulted.

Microcard format, preparation, publication and distribution are guided and accomplished by a tripartite group composed of the Microcard Foundation, the Microcard Corporation and the Microcard Committee. The Foundation is "chartered as an educational institution under the laws of the State of Wisconsin to ensure to scholars and libraries the more effective dissemination of research materials in microtextual form." It has licensed some thirty other organizations as publishers of Microcards. It could so license SLA or some part of it.

The Corporation, located in LaCrosse, Wisconsin, manufactures the cards and sells the readers. Other manufacturing activities are in Oak Ridge, Washington and New York.

The Microcard Committee, on which I have been privileged to represent the Special Libraries Association since May 1952, is "the advisory committee of librarians which tries to give advice, from the librarian's standpoint, regarding all microcard development." My predecessors on the committee have been Mrs. Marjorie Keenleyside and Ralph Shoemaker. Representation on the committee includes such groups as SLA, ARL, ACRL, ALA, the Law Librarians, Medical Librarians and the Bibliographical Society of America. There are also Members at Large, prominent librarians actively concerned with their profession.

The committee usually convenes during meetings of the American Library Association. Dr. Rider serves as chairman. I have been able to attend three meetings of the committee since I joined it: one in Chicago and two in New York. The discussions are varied. Dr. Rider reports in general terms on the financial status of the Foundation and the Corporation. They are now "in the black." New and proposed titles for publication in Microcard form, new technical developments, and policy matters are discussed — sometimes in confidence and off the record.

The following topics of interest to SLA are among those which have been discussed:

1. Whether to omit or include advertising matter from Microcards of periodicals. While

perhaps desirable from an archival viewpoint, such advertising matter in many trade journals of interest to special librarians would make the cost of Microcards prohibitive.

2. Institutions lending materials for microcarding would get a complimentary set of the resulting cards.

3. What new areas of library materials should be issued in Microcard form? Transactions and proceedings of learned societies were suggested. There are plans to do the Curb Exchange reports. Projects for the Annual Reports of the companies on the Stock Exchange and the English Vital Record Series have begun.

4. The sale of "broken sets" of periodicals on Microcards.

5. In the field of technical developments:

(a) Librarians should have a choice of flat or sheet film of Microcard size, or the opaque Microcard itself.

(b) The verso of Microcards should carry cataloging and annotations, reserving the entire face for microtext. This could be accomplished with one thickness of paper or by means of lamination.

(c) A combination reader should be developed, giving librarians one device for microfilm or Microcard.

(d) It should be possible to copy an image from a Microcard reader screen or otherwise obtain an enlargement from a page of opaque microtext.

6. Microcards should not have the hole at the bottom usually found in catalog cards.

Of the approximately 1,600 owners of Microcard readers, over one-third are special libraries.

Special libraries "lead the pack" in the purchase and use of Microcards. This fact was recently attributed to three factors:

1. They are closer to their management.

2. They are more active in the scientific and technical fields.

3. They have more money.

In closing may I urge you to communicate your problems and observations with respect to Microcards to me so that I may in turn make them known to the committee. Even though the committee may not be having a meeting at the time a question arises, I am in close touch with officials of the Foundation and the Corporation. If you cannot remember who the SLA representative is, write to Headquarters and your query will be forwarded.

SUBCOMMITTEE ON SPECIAL LIBRARY EDUCATION (CNLA)

ELEANOR S. CAVANAUGH

The subcommittee reprint from the January 1954 *Library Quarterly* entitled "Education for Librarianship," speaks for itself. It represents two years' work on the part of the subcommittee and sets forth what are believed to

be optimum and yet practical programs for the training of special librarians in the fields of finance, journalism, law, medicine, science-technology, and the theater.

At a meeting of the subcommittee held in New York, April 22, 1954, it was decided to send copies to all accredited library schools, and to ask them to rereview and return to the chairman, statements giving the considered opinions of the individual schools of library service on the programs as presented in the report.

At the same meeting it was decided that the committee would explore additional specialized areas, namely, religion, art and architecture and geography and maps, and that reports on these additional areas would be made.

In a discussion of the recommendations on training for special librarianship that appeared on page 40 of the report on the Core Workshop held at the University of Chicago in August 1954, it developed that there was a division of opinion on the recommendation that . . . *"The Joint Committee of Education for Librarianship, or the library schools, should explore the possibility of some kind of grouping of related fields so that a special core course could be set up which would serve a wide enough group to make such specialized training feasible."* Therefore the chairman of the committee was authorized to select some one conversant with special library education (but not a librarian in a special subject), who could review the possibility that a common denominator exists for some related fields and report the findings back to the subcommittee.

UNITED STATES BOOK EXCHANGE

HELEN LAWRENCE SCANLON

During the past year the Corporation of the United States Book Exchange has held one meeting and its Board of Directors, four meetings. The topics of greatest concern in these meetings were increasing the efficiency and services of the Exchange, and putting it on a firm financial basis.

Some 450 domestic libraries and 160 foreign libraries are now active participants in the Exchange, and numerous other foreign libraries are supplied with gift material under contractual arrangements with the U. S. Government's Information Administration, or with foundations such as the Carnegie Corporation. Recently a new contract has been signed with the Foreign Operations Administration, under which foreign libraries in its area of operations will be able to participate in the Exchange. This will provide badly needed technical and scientific literature to foreign libraries and will contribute valuable foreign publications to the pool, thus increasing its service to American libraries.

During the year USBE has supplied as exchanges or gifts a total of 276 thousand

books and magazine issues and its current stock on hand is now over three million items. The Exchange distributes lists of books and magazine titles available and in addition it accepts requests for periodical issues whether or not they have appeared on a list. If these items are not in stock the request is held and the material sent as soon as it is received in the Exchange.

Since my last report I have received the replies to a questionnaire sent to special library participants in USBE, asking for their comments and criticisms of the service it provides. A large proportion of the libraries replying named the holding of orders as the most useful service performed. Others particularly liked its "Open House" periods, when libraries can send representatives to choose materials from the vast stock on hand. During one five-day Open House forty-three libraries from Canada to Florida found 15 thousand needed items in the pool. In the replies to the questionnaire praise far outweighed criticism and it was notable that a large proportion of the critical comment was prefaced by the remark that the library had not made sufficient use of the Exchange to be able to evaluate its services. The staff of the Book Exchange has studied the replies to learn the particular needs and desires of special librarians and thus to increase its service to them.

A representative of USBE is attending the present conference and members are urged to discuss their exchange problems with her.

THE H. W. WILSON COMPANY

HELGA LENDE

The H. W. Wilson Company needs no introduction to librarians, special or otherwise. We all use its indexes and other library tools, the *Readers' Guide*, *The Industrial Arts Index*, *The Education Index*, etc.; in fact we could not do without them.

The SLA Representative to The H. W. Wilson Company is an ex-officio member of its board of directors and has the privilege of attending the annual board meetings and annual meetings of stockholders. The representative also is the editor of the "Special Librarian's Page" in the *Wilson Library Bulletin*.

This opportunity for special librarians to express themselves through a general library magazine has been a means of promoting a closer relationship with public librarians to the advantages of both. Primarily, the special librarian through the pages of the *Bulletin* has been enabled to inform public librarians of special resources and materials that are available for the use of the average public library. It is evident from scores of letters received that the information furnished has been more than welcome.

Special Libraries Association

Constitution and By-Laws

[As Adopted June 19, 1936. As Amended June 18, 1937, June 6, 1940, June 24, 1943, June 21, 1944, June 11, 1948, June 17, 1949, June 15, 1950, June 21, 1951, June 25, 1953.]

ARTICLE I

Name and Object

Section 1. *Name:* The name of this Association shall be SPECIAL LIBRARIES ASSOCIATION.

Section 2. *Object:* The object of this Association shall be to encourage and promote the collection, organization and dissemination of information, to develop the usefulness and efficiency of special libraries and other research organizations and to encourage the professional welfare of its members.

ARTICLE II

Membership

Section 1. *Types:* There shall be eight types of membership: Active, Associate, Student, Institutional, Sustaining, Honorary, Life, and Retired.

Section 2. *Active:* Active members shall be individuals who are actively engaged in library, statistical or research work, or who were formerly so engaged. They shall be entitled to receive the Journal free, to affiliate with one Division without further payment, to affiliate with the Chapter of their choice, to vote at all meetings of the Association, and to hold office.

Section 3. *Associate:* Associate members shall be individuals who are actively engaged in library, statistical or research work, or who were formerly so engaged. They shall be entitled to receive the Proceedings issue of the Journal, to affiliate with not more than one Division without further payment, to affiliate with the Chapter of their choice, and to vote at all meetings of the Association.

Section 4. *Student:* Student members shall be individuals who are enrolled in classes in library, statistical or research work. They shall be entitled to affiliate with the Chapter of their choice.

Section 5. *Institutional:* Institutional members shall be individuals, libraries, firms or other organizations maintaining a library, statistical or research department. In addition to all privileges of Active membership, the designated representative of an institutional member shall be entitled to receive all non-periodical publications of the Association at a 50 per cent discount.

Section 6. *Sustaining:* Sustaining members shall be individuals, firms or other organizations not actively engaged in library, statistical or research work but interested in supporting

ceive the Journal free and to affiliate with the the Association. They shall be entitled to re-Chapter of their choice but they shall not have the power of voting or of holding office.

Section 7. *Honorary:* Honorary members shall be individuals whom the Association desires to honor. Nominations may be proposed by the Executive Board at any meeting of the Association. Election to Honorary membership shall be by three-fourth majority vote of those present and voting at the annual meeting. Honorary members shall enjoy all the rights and privileges of Active members except the power of voting and holding office.

Section 8. *Life:* Anyone eligible to Active membership may become a Life member upon the payment at one time, and without further obligation, of the sum determined by the Executive Board in accordance with provisions of the By-Laws. They shall enjoy all the rights and privileges of Active members. All who are Life members at the time of the adoption of this Section shall enjoy the same privileges.

Section 9. *Retired:* Anyone who has had the status of an Active member of the Association for ten years immediately prior to retirement from his position by reason of age or health may, upon application, become a Retired member. Retired members shall enjoy all the rights and privileges of Active members except that of holding elective office.

ARTICLE III

Officers

Section 1. *Enumeration:* The officers of the Association shall be a President, a President-Elect, who shall serve as First Vice-President, a Second Vice-President, a Secretary, a Treasurer and six Directors.

Section 2. *Election:* The President-Elect, the Second Vice-President, the Secretary and the Treasurer shall be nominated and elected in accordance with provisions of the By-Laws.

Section 3. *Directors:* Two Directors shall be nominated and elected each year in accordance with provisions of the By-Laws to succeed the Directors whose terms next expire. They shall serve for three years, or until their successors are elected and assume their duties.

Section 4. *Term of Office:* The terms of all elective offices shall begin at the close of the annual meeting, or, in the event that there

is no annual meeting, on July 1, immediately following the election. The terms of office of the President-Elect and the Second Vice-President shall be one year, and the terms of office of the Secretary and the Treasurer shall be two years, beginning with terms commencing in 1954. Officers shall serve until their successors are elected and assume their duties.

ARTICLE IV

Executive Board

Section 1. *Composition*: The Executive Board shall be composed of the President, Vice Presidents, Secretary, Treasurer, Directors and the last retiring President. The Board shall have and shall exercise such powers and duties as the By-Laws may provide, or as the Association may direct.

Section 2. *Vacancies*: Any vacancy occurring in the Executive Board by reason of resignation or death may be filled by a majority vote of the remaining members of the Board, the appointee to serve until the next annual election.

ARTICLE V

Advisory Council

Section 1. *Composition*: There shall be an Advisory Council consisting of the executive officer of each Committee, Division, Chapter, Special Representatives and Representatives on Joint Committees. In case of inability of the executive officer to attend meetings of the Executive Board, he may designate a member of his Committee, Division or Chapter to represent him. He may also send a written report to the President or Secretary which may be presented at said meeting. The Council shall perform such duties as the By-Laws may provide.

ARTICLE VI

Meetings

Section 1. *Annual*: The annual meeting of the Association shall be held at the time and place determined by the Executive Board.

Section 2. *Quorum*: One hundred voting members in good standing shall constitute a quorum for the transaction of business at all meetings of the Association.

Section 3. *Rules*: "Robert's Rules of Order," latest edition, shall govern all deliberations of the Association, Executive Board and Committees, when not inconsistent with the Association's Constitution and By-Laws.

ARTICLE VII

Amendments

Section 1. *Constitution*: This Constitution may be amended or repealed by a two-thirds vote of the returned written ballots sent to the entire voting membership. A notice containing the text of all proposed amendments

shall be sent to each voting member, at least thirty (30) days prior to the Annual Meeting. All proposals shall be discussed and may be amended at the Annual Meeting. The Executive Board shall set the procedure for the mail vote and the closing date.

Section 2. *Proposals*: Amendments to the Constitution may be proposed in writing by the Executive Board, by the Committee on Constitution and By-Laws or by any twenty-five voting members of the Association, except that proposals originating in the aforesaid Committee shall be reported first to the Executive Board.

Section 3. *By-Laws*: By-Laws may be adopted or amended by the same procedure as provided in Article VII, Section 1. In case of changes of duties and minor procedures as outlined in the By-Laws, the mail vote may be dispensed with by a three-fourths vote of those present and voting at the meeting at which such change is discussed.

BY-LAWS

BY-LAW I

Duties of Officers

Section 1. *President*: The President shall be the chief executive officer of the Association, and subject to the Executive Board, shall have general supervision and control over its affairs. He shall preside at all meetings of the Association and of the Executive Board, and shall sign all orders drawn upon the treasury for the payment of funds, unless he otherwise designates. Together with the Secretary he shall sign all contracts and other legal documents, when authorized by the Executive Board to do so. He shall see that the Constitution and By-Laws of the Association and the orders of the Executive Board are faithfully executed, and shall recommend to the Board such measures as he may deem necessary for the best interests of the Association. He shall be a member ex-officio of all committees except the nominating committee but shall not have the right to vote.

Section 2. *Vice Presidents*: In the absence or withdrawal of the President, the Vice Presidents, in their respective order, shall have and perform all the duties and obligations of the President. The Vice Presidents shall perform such other duties as the President or Executive Board may request.

Section 3. *Secretary*: The Secretary shall keep a record of all meetings of the Association, of the Executive Board and of the Advisory Council; he shall, with the President, sign all contracts and other legal documents, and shall perform such other duties as may be requested by the Executive Board.

Section 4. *Treasurer*: The Treasurer shall have the custody of all funds of the Association, and shall render a true account of the same to the Association at each annual meet-

ing. He shall keep a record of and disburse such funds in accordance with the mandates of the Executive Board, upon orders drawn by the Executive Secretary and approved by the President. He shall, upon request, submit to the Executive Board a statement of all funds in his custody.

BY-LAW II

Executive Board

Section 1. *Authority*: The Executive Board shall have and exercise power and authority to manage and conduct the business of the Association, subject to authorization of the Association. Custody of all property of the Association shall be vested in the Executive Board, which shall have power to manage the same for the best interests of the Association.

Section 2. *Meetings*: The Executive Board shall meet at the call of the President. Upon the written request of any three members of the Board to the President, he shall call a meeting of the Executive Board. All meetings of the Executive Board shall be open to members of the Advisory Council; provided, however, the Executive Board shall, in its discretion, have the right to meet in executive session.

Section 3. *Quorum*: Seven members of the Executive Board shall constitute a quorum for the transaction of business.

BY-LAW III

Advisory Council

Section 1. *Meetings*: Members of the Advisory Council shall meet at least once with the Executive Board during the annual meeting. The members of said Council shall be privileged to attend all meetings of the Executive Board, except executive sessions, and shall have the right to speak on any question, but not the right to vote.

Section 2. *Duties*: Members of the Advisory Council shall submit reports on the activities of their respective Committees, Divisions or Chapters and of the Joint Committees or the organization to which they have been assigned as Special Representative, together with such recommendations as they deem advisable or necessary, to the Executive Board.

Section 3. *Organization*: The Advisory Council may organize by the election of a chairman and a clerk, both of whom shall be members of the Council, and may hold such meetings for the proper performance of its duties as the chairman or Council may designate.

BY-LAW IV

Committees

Section 1. *Standing*: Standing Committees shall be appointed to consider matters of the Association which require some continuity of

attention and members. Members of all Standing Committees shall be appointed for overlapping terms of two years each, and may be reappointed for a second or third consecutive term but not for a fourth. On the first appointments following the adoption of this By-Law, the Executive Board shall designate the length of the terms of appointments, so that the terms of half the members of each Committee, as nearly as may be, shall expire each year.

Section 2. *Special*: The Executive Board may authorize such Special Committees as it deems necessary, to perform such duties as the Board may assign to such committees. The term of appointment for members of all Special Committees shall end with the Association year, but members may be reappointed.

Section 3. *Appointments*: The President, with the approval of the Executive Board, shall appoint the chairmen of all such Committees which shall be responsible to the Executive Board. When so directed by the Executive Board, the President shall appoint the entire Committee.

Section 4. *Special Appointments*: The President, with the approval of the Executive Board, shall appoint each year representatives of the Special Libraries Association to Joint Boards and Committees and to National and International meetings. To assist him in the performance of his duties as Chairman, the President shall appoint each year a parliamentarian who shall serve at all meetings of the Association and the Executive Board.

BY-LAW V

Divisions

Section 1. *Creation*: The Executive Board may authorize the establishment of Divisions relating to definite interests of special librarians which are actively represented in the Association, upon the written petition of fifty or more voting members engaged in the work of each proposed Division.

Section 2. *Membership*: Active, Associate, and Life Members and Representatives of Institutional members may affiliate with one Division representing their primary interest without further payment and may affiliate with one or more additional Divisions upon the payment for each such additional affiliation of a sum equal to 20 per cent of the dues paid by Active members.

Section 3. *Government*: Divisions shall have the privilege of electing their own officers and drafting rules for their own government not inconsistent with the Constitution and By-Laws of the Association. They shall also have the privilege of further subdivision into Sections.

Section 4. *Discontinuance*: The Executive Board may, in its discretion, recommend the discontinuance of a Division when, in its opin-

ion, the usefulness of that Division has ceased. The Board shall submit such recommendation to the next annual meeting of the Association, and, if the recommendation shall be adopted by a majority vote of the members present and voting, such Division shall thereupon be dissolved.

BY-LAW VI

Chapters

Section 1. *Creation*: Chapters shall be established only by authorization of the Executive Board, upon the written petition of twenty-five or more voting members of the Association, residing in the territory within which the Chapter is desired.

Section 2. *Government*: Chapters may adopt a Constitution or By-Laws, or both, to govern their activities, not inconsistent with the Constitution and By-Laws of the Association.

Section 3. *Membership*: Every member of the Association shall automatically be a member of the nearest Chapter within fifty miles of his residence, unless he requests otherwise. Members not living within fifty miles of a Chapter shall be considered unaffiliated members unless they request a definite affiliation.

Section 4. *Discontinuance*: The Executive Board may, in its discretion, recommend the discontinuance of a Chapter when, in its opinion, the usefulness of such Chapter has ceased. The Board shall submit such recommendation to the next annual meeting of the Association, and if the recommendation shall be adopted by a majority vote of the members present and voting, such Chapter shall thereupon be dissolved.

BY-LAW VII

Finances

Section 1. *Source of Funds*: Funds of the Association shall include income from membership dues, subscriptions, advertising, sale of publications and such other sources as the Executive Board shall approve.

Section 2. *Fiscal Year*: The fiscal year shall be the calendar year.

Section 3. *Dues*: Dues shall be determined by the Executive Board, subject to ratification by a two-thirds vote of the members present and voting at any annual meeting of the Association; and provided, further, that written or printed notice of the proposed change shall be given to all voting members at least sixty days in advance of the meeting at which such action is to be considered.

Section 4. *Dues Payable*: All dues shall be payable annually in advance. The initial dues of new members shall be assessed and collected on a semi-annual pro-rata basis.

Section 5. *Dues in Arrears*: The membership of any person, firm or organization whose dues shall be two months in arrears, and who shall continue such delinquency for one month

after notification of the same, shall automatically cease.

Section 6. *Reinstatement*: Reinstatement may be made on payment of dues for the current year.

Section 7. *Committee Expenses*: Funds for the support of Committee activities shall be paid by the Treasurer upon authorization by the Executive Board. Each Committee shall submit an application setting forth in such detail as the Board may require the purposes for which funds are requested with an approximate budget of expenses.

Section 8. *Division Expenses*: The ordinary operating expenses of Divisions shall be met by an appropriation based on membership, the percentage and amount of the appropriation to be determined and authorized annually by the Executive Board. Payment to the Division shall be made semi-annually and automatically in advance. Applications for funds for special projects shall set forth in such detail as the Executive Board may require the purposes for which such funds are requested together with an approximate budget of expenses.

Section 9. *Chapter Expenses*: Expenses of Chapters shall be set by the appropriation of a percentage of membership dues paid by Chapter members, the percentage and amount of the appropriation to be determined and authorized annually by the Executive Board. Payments to Chapters shall be made semi-annually and automatically in advance. For cause shown, the Executive Board may grant additional funds, or it may grant loans to a Chapter in its discretion. Each Chapter which shall make application for such additional funds or loans shall submit an estimated budget of expenses, in such details as the Executive Board may require.

BY-LAW VIII

Meetings

Section 1. *Annual*: Notice of the annual meeting, in writing or printed in the Journal or otherwise, shall be sent to each voting member at least thirty days prior to the date of such meeting.

Section 2. *Special*: The Executive Board shall have power to call such special meetings of the Association as said Board may deem necessary. Notice of special meetings, in writing, or printed in the Journal or otherwise, shall be sent to each voting member at least thirty days prior to the date of such meetings. Such notice shall clearly specify the business to be transacted, and no business other than that stated in said notice shall be considered.

BY-LAW IX

Nominations

Section 1. *Committee*: As least one month prior to each annual meeting of the Association, the Executive Board, upon recommenda-

tion of the President-Elect, shall appoint a Nominating Committee of five members, no one of whom shall be a member of the Executive Board, to nominate candidates for elective positions for the next succeeding election. These members shall be chosen from those holding Active or Life memberships or shall be duly authorized representatives of Institutional members. Two candidates for each of the offices of President-Elect, Second Vice President, Secretary, Treasurer and two Directors shall be presented.

Section 2. *Candidates*: Names of candidates, together with their written acceptance, shall be presented by the Nominating Committee to the Executive Board not later than November 15. The Board shall cause these nominations to be printed in the first issue of the Journal following this date and make suitable provision for informing members who do not receive the Journal.

Section 3. *Other Nominations*: Further nominations may be made upon written petition of ten voting members in good standing. Such petitions, accompanied by written acceptances of the nominees, must be filed with the Executive Secretary of Special Libraries Association at Association Headquarters not later than three months prior to the Annual Meeting.

Section 4. *Ballot*: The Nominating Committee shall prepare an Official Ballot, including nominations by petition, if any. The professional position and business address of each nominee shall appear on this Ballot.

BY-LAW X

Elections

Section 1. *Committee*: The President, with approval of the Executive Board, shall appoint a Committee on Elections which shall have charge of the conduct of the annual election and the counting and tabulation of all votes cast.

Section 2. *Mailing*: At least six weeks prior to the annual election the Executive Secretary shall mail a copy of the Ballot to each member of the Association. Ballots shall be marked, sealed, and returned to the Executive Secretary in envelopes bearing on the outside the name and address of the member voting, together with the words, "Official Ballot". The Executive Secretary shall check on a list of members the names of all members whose votes are received.

Section 3. *Elections*: The candidates receiving the largest number of votes shall be declared elected and shall be so reported at the business session of the annual meeting by the Committee on Elections. In case of a tie vote, the successful candidate shall be determined by majority vote of members present and voting in annual meeting, if in session, otherwise by lot conducted by the Committee

on Elections. In case there is no annual meeting, the report of the committee on Elections shall be printed in the Journal.

BY-LAW XI

Publications

Section 1. *Publications*: The Association shall publish an official organ, which may be referred to as the Journal, and such other publications as the Executive Board may authorize. Control of all publications shall be vested in the Executive Board, with power to fix advertising rates, and subscription rates, if any.

Section 2. *Editors*: The Editor or Editors shall be appointed annually by the Executive Board. Their services may be terminated after thirty days' written notice by either party.

Section 3. *Duties of Editors*: The Editor or Editors shall carry out the duties assigned to them by the Executive Board.

BY-LAW XII

Headquarters

Section 1. *Location*: The headquarters of the Association shall be at such place as the Executive Board may determine.

Section 2. *Executive Secretary*: The Executive Secretary shall be appointed annually by the Executive Board. His services may be terminated after thirty days' written notice by either party.

Section 3. *Duties of the Executive Secretary*: The Executive Secretary shall have charge of the headquarters office; he shall keep a record of the names and addresses of members, designated by classes; he shall issue all bills and collect all money due the Association; he shall draw all orders upon the treasury for the payment of funds; he shall be responsible for all work in connection with the publication of the Journal, except such as is assigned to the Editor; he shall perform such other duties as may be requested by the Executive Board. He shall attend all meetings of the Executive Board and shall have the right to speak on any question but not the right to vote. He shall have the custody of the seal of the Association.

BY-LAW XIII

Affiliation

Section 1. *Societies*: The Executive Board may by vote affiliate with the Association any national or international society having purposes similar to those of Special Libraries Association, or may in like manner cause the Association to be affiliated with any national or international society having similar purposes. The Executive Board may by vote cancel an affiliation when, in its opinion, such affiliation is undesirable, but such vote to be effective shall be approved by the Association.

SLA OFFICIAL DIRECTORY

1954 - 1955

ASSOCIATION OFFICERS

President

GRETCHEN D. LITTLE, Technical Library, Atlas Powder Company, Wilmington 99, Delaware.

First Vice-President and President-Elect

CHESTER M. LEWIS, The New York Times, 229 W. 43rd St., New York 36, N. Y.

Second Vice-President

ISABELLA M. FROST, Lansing Library Service, 2538 Telegraph Ave., Oakland 12, Calif.

Secretary

MARGARET A. FIRTH, United Shoe Machinery Corp., Research Division, Balch St., Beverly, Massachusetts.

Treasurer

BURTON W. ADKINSON, Reference Department, Library of Congress, Washington 25, D. C.

Directors

HELEN MARY PYLE, Public Relations Department, Sun Oil Company, 1600 Walnut Street, Philadelphia 3, Pennsylvania.

MRS. NELL STEINMETZ, Pacific Aeronautical Library, 7660 Beverly Blvd., Los Angeles 36, California.

EUGENE B. JACKSON, National Advisory Committee for Aeronautics, Washington 25, D. C.

CLARA G. MILLER, Public Relations Department, Imperial Oil, Ltd., 56 Church St., Toronto 1, Ontario, Canada.

SARA M. PRICE, The Port of New York Authority, 111 Eighth Avenue, New York 11, New York.

ELSE L. SCHULZE, Technical Libraries, Procter & Gamble Co., Ivorydale, Cincinnati 17, Ohio.

Immediate Past-President

MRS. LUCILE L. KECK, Joint Reference Library, 1313 East Sixtieth Street, Chicago 37, Illinois.

Executive Secretary

MARIAN E. LUCIUS, Special Libraries Association, 31 East Tenth Street, New York 3, New York.

Editor

DORA RICHMAN, Special Libraries Association, 31 East Tenth Street, New York 3, New York.

CHAPTER PRESIDENTS

ALABAMA—Dr. Jerrold Orne, 118 Truett Drive, Montgomery 5, Alabama.

BALTIMORE—Jane W. Parkhill, Personnel Office, Enoch Pratt Free Library, 400 Cathedral St., Baltimore 1, Maryland.

BOSTON—Robert W. Lovett, Baker Library, Harvard Graduate School of Business Administration, Soldiers Field, Boston 63, Mass.

CINCINNATI—Mrs. Alice Palo Hook, Historical & Philosophical Society of Ohio, University of Cincinnati Library Bldg., Cincinnati 21, Ohio.

CLEVELAND—Evelyn DeWitt, Baker, Hostetler & Patterson, Union Commerce Bldg., Euclid Ave. at 9th St., Cleveland, Ohio.

COLORADO—Louis A. Schultheis, Mary Reed Library, University of Denver, Denver 10, Colorado.

CONNECTICUT VALLEY—Mrs. Henrietta T. Perkins, Yale Medical Library, 333 Cedar St., New Haven 11, Connecticut.

GEORGIA—Frances M. Muse, School of Business Library, Emory University, Emory University, Georgia.

GREATER ST. LOUIS—Richard P. W. Levine, Laclede Gas Company, 1017 Olive St., St. Louis 1, Missouri.

HEART-OF-AMERICA—Leota Beckwith, Spencer Chemical Company, 610 Dwight Bldg., Kansas City 6, Missouri.

ILLINOIS—Jo Ann Aufdenkamp, Federal Reserve Bank of Chicago, Box 834, Chicago 90, Illinois.

INDIANA—Morrison C. Haviland, Wabash College Library, Crawfordsville, Indiana.

LOUISIANA—Peggy Harper, Law Library, Louisiana State University, Baton Rouge, Louisiana.

MICHIGAN—Mrs. Rachel MacDonald, Engineering Library, Ford Motor Company, Box 2053, Dearborn, Michigan.

MILWAUKEE—Sylvia Nicholson, Industrial Relations Department, Allis-Chalmers Manufacturing Co., Milwaukee 14, Wis.

MINNESOTA—Norma J. Johnson, Scientific Research and Technical Development Dept., Pillsbury Mills, Inc., 208 3rd Ave., S.E., Minneapolis 14, Minnesota.

MONTREAL—Mrs. Edith Drummond, Canadian Car & Foundry Co., Ltd., 621 Craig St., W., Montreal 3, Quebec, Canada.

NEW JERSEY—K. Genevieve Ford, Titanium Division, National Lead Co., Inc., P. O. Box 58, South Amboy, New Jersey.

NEW YORK—Mrs. Ruth F. Hermann, Kuhn Loeb & Company, 52 William Street, New York 5, New York.

OAK RIDGE—Evelyn Levine, Carbide & Carbon Chemical Division, P. O. Box P, Oak Ridge, Tennessee.

PHILADELPHIA—Robert T. Lentz, Jefferson Medical College, 1025 Walnut Street, Philadelphia 7, Pennsylvania.

PITTSBURGH—Elizabeth B. Fry, United States Steel Corporation, 525 William Penn Place, Pittsburgh 30, Pennsylvania.

PUGET SOUND—Harry C. Bauer, University of Washington, Seattle, Washington.

SAN FRANCISCO—Alleen Thompson, California State Department of Public Health, 760 Market Street, San Francisco 2, Calif.

SOUTHERN CALIFORNIA—Hope Smalley, 1600 W. 5th Street, Apt. 72A, Oxnard Calif.

TEXAS—Martha Marshall, Baytown Technical Library, Humble Oil & Refining Company, Baytown, Texas.

TORONTO—Mary Skinner, Department of Transport, Dominion Gov't. of Canada, Meteorological Division, 315 Bloor Street, W., Toronto 5, Ontario, Canada.

WASHINGTON, D. C.—Mrs. Elsa S. Freeman, Division of Geography Library, U. S. Department of the Interior, Washington 25, D. C.

WESTERN NEW YORK—Jean Ouder Kirk, Yerkes Research Laboratory, E. I. du Pont de Nemours & Co., Inc., Buffalo 7, N. Y.

DIVISION CHAIRMEN

ADVERTISING—Mrs. Elizabeth A. Boutinon, McKinsey & Company, 60 E. 42nd Street, New York 17, New York.

BIOLOGICAL SCIENCES—Marian A. Paterson, Academy of Medicine Library, 288 Bloor Street, W., Toronto 5, Ontario, Can.

BUSINESS—Helen E. Loftus, Business Library, Eli Lilly & Company, 740 S. Alabama, Indianapolis 6, Indiana.

FINANCIAL—Sophia Furman, Stein Roe & Farnham, 135 S. LaSalle Street, Chicago 3, Illinois.

GEOGRAPHY & MAP—Dr. Arch G. Gerlach, 4421 Brandywine, N.W., Washington 16, D. C.

HOSPITAL—Jean E. Foulke, 118-28 195th Street, St. Albans, Long Island, N. Y.

INSURANCE—Ruby E. Church, Insurance Society of New York, Inc., 107 William Street, New York 38, New York.

METALS—Mrs. Margaret P. Fuller, American Iron & Steel Institute, 350 Fifth Avenue, New York 1, New York.

MUSEUM—Mrs. Elizabeth R. Usher, Metropolitan Museum of Art, Fifth Avenue at 82nd Street, New York 28, New York.

NEWSPAPER—Robert A. Diehl, Reference Department, The Detroit News, 615 W. Lafayette, Detroit 31, Michigan.

PICTURE—Josephine Cobb, Still Picture Section, National Archives, Washington 25, D. C.

PUBLISHING—Mrs. Anne J. Richter, Book Editorial Department, R. R. Bowker Co., 62 W. 45th Street, New York 36, N. Y.

SCIENCE-TECHNOLOGY—Margaret P. Hilligan, Library Service Section, General Mills, Inc., 2010 E. Hennepin, Minneapolis 13, Minnesota.

SOCIAL SCIENCE—Phoebe F. Hayes, National Farmers Union, 1417 California St., Denver 2, Colorado.

TRANSPORTATION—Sara M. Price, The Port of New York Authority Library, 111 Eighth Avenue, New York 11, New York.

SECTION CHAIRMEN

SCIENCE-TECHNOLOGY DIVISION

Chemistry Section—Ruth T. Power, 257 Noyes Laboratory, University of Illinois, Urbana, Illinois.

Engineering Section—Robert S. Bray, Technical Information Division, Library of Congress, Washington 25, D. C.

Petroleum Section—Mary E. Banker, Atlantic Refining Company, 2700 Passyunk Avenue, Philadelphia 45, Pennsylvania.

Pharmaceutical Section—Mrs. Claire K. Schultz, Sharp & Dohme, West Point, Pa.

Public Utilities Section—Mary E. Agee, American Gas Association, 420 Lexington Avenue, New York 17, New York.

SOCIAL SCIENCE DIVISION

Education and Library Services Section—To be announced.

Industrial Relations Section—To be announced.

International Relations and History Section—Lucille Dudgeon, U. S. Information Agency, Washington 25, D. C.

Military Librarians Section—Paul Burnette, U. S. Army Library, The Pentagon, Washington 25, D. C.

Public Administration Section—Margery Owen, Bureau of Government Library, Institute of Public Administration, University of Michigan, 100-A Rackham Bldg., Ann Arbor, Michigan.

Social Welfare Section—Pauline C. Harvan, Social Administration Library, Stillman Hall, Ohio State University, Columbus 10, Ohio.

Parliamentarian

CARROLL MORELAND, Biddle Law Library, University of Pennsylvania, Philadelphia 4, Pennsylvania.

BOARD CHAIRMEN

- SPECIAL LIBRARIES Editorial Board**—*Chairman*, Alma C. Mitchell, Public Service Electric and Gas Company, 80 Park Place, Newark 1, New Jersey.
- TECHNICAL BOOK REVIEW INDEX Advisory Board**—*Chairman*, Dr. Jolan M. Fertig, Westinghouse Research Laboratories, Westinghouse Electric Corporation, East Pittsburgh, Pennsylvania.

COMMITTEE CHAIRMEN

Standing

- ARCHIVES**—Marguerite Burnett, 10 West 15th Street, Apt. 36-A, New York 11, N. Y.
- CHAPTER RELATIONS**—Rowena Phillips, The Manufacturers Life Insurance Company, 200 Bloor Street, West, Toronto 5, Ontario, Canada.
- COMMITTEE ON COMMITTEES**—Eleanor S. Cavanaugh, Standard & Poor's Corporation, 345 Hudson St., New York 14, N. Y.
- COMMITTEE ON SPECIAL CLASSIFICATIONS**—Mrs. Louise H. Clickner, 211 Delaware Ave., S.W., Washington 4, D. C.
- CONSTITUTION AND BY-LAWS**—Katherine L. Kinder, Johns-Manville Research Center, Manville, New Jersey.
- DIVISION RELATIONS**—Mrs. Shirley F. Harper, Industrial Relations Center, University of Chicago, 1126 East 59th Street, Chicago 37, Illinois.
- FINANCE**—Donald Wasson, Council on Foreign Relations, Inc., 58 East 68th Street, New York 21, New York.
- INTERNATIONAL RELATIONS**—M. Helen Gilbert, Imperial Tobacco Company of Canada, Ltd., P. O. Box 65, Montreal, Quebec, Canada.
- MEMBERSHIP**—Ruth Tarlton Power, 257 Noyes Laboratory, University of Illinois, Urbana, Illinois.
- PHOTOGRAPHIC REPRODUCTION**—Robert S. Bray, Technical Information Division, Library of Congress, Washington 25, D. C.
- PUBLIC RELATIONS**—Meredith S. Wright, Research Laboratories Library, National Carbon Company, Inc., P. O. Box 6087, Cleveland 1, Ohio.
- PUBLICATIONS**—Lucille Jackson, Chemistry & Physics Library, Whitmore Laboratory, Pennsylvania State University, State College, Pennsylvania.
- RECRUITMENT**—Thelma Hoffman, Shell Development Company, Emeryville, Calif.
- SCHOLARSHIP & STUDENT LOAN FUND**—Pauline M. Vaillancourt, Mary Immaculate Hospital, 152-11 89th Avenue, Jamaica 2, New York.
- TRANSLATION**—C. M. Wolfenberger, Technical Library, Acme Steel Company, 13702 Indiana Ave., Chicago 27, Illinois.

Special

- AWARDS**—Elizabeth Ferguson, Institute of Life Insurance, 488 Madison Avenue, New York 22, New York.
- CONVENTION**—Mrs. Florence Hayes Armstrong, Ross Roy, Inc., 2751 E. Jefferson Avenue, Detroit 7, Michigan.
- CONVENTION ADVISORY COMMITTEE**—Isabella M. Frost, Lansing Library Service, 2538 Telegraph Avenue, Oakland 12, California.
- Chester M. Lewis, The New York Times, 229 West 43rd St., New York 36, N. Y.
- DOCUMENTATION**—Mrs. Ruth H. Hooker, 3385 Highview Terrace, S.E., Washington 20, D. C.
- ELECTIONS**—Mrs. Sybil Green, New York Telephone Company, 140 West Street, New York 7, New York.
- FIFTIETH ANNIVERSARY**—M. Margaret Kehl, 507 Roberts Avenue, Glenside, Pa.
- HEADQUARTERS SALARY REVIEW**—Mrs. Lucile L. Keck, Joint Reference Library, 1313 East 60th St., Chicago 37, Ill.
- NOMINATING**—Laura Marquis, Mellon National Bank & Trust Company, P. O. Box 656, Pittsburgh 30, Pennsylvania.
- RESOLUTIONS**—Ernestine Haile, Millard-Fillmore Hospital, 875 Lafayette Avenue, Buffalo 9, New York.

SPECIAL REPRESENTATIVES

- AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE**—Elsie L. Garvin, Eastman Kodak Company, Research Library, Kodak Part Works, Rochester 4, New York.
- AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY, JOINT COMMITTEE ON PHARMACY LIBRARIES**—Mrs. Mildred P. Clark, Winthrop-Stearns, Inc., 1450 Broadway, New York 18, N. Y.
- Mrs. Irene M. Strihey, Eli Lilly & Company, Lilly Research Laboratories, Alabama and McCarty Streets, Indianapolis 6, Ind.
- AMERICAN DOCUMENTATION INSTITUTE**—Bernard M. Fry, Atomic Energy Commission, 1901 Constitution Avenue, N.W., Washington 25, D. C.
- AMERICAN LIBRARY ASSOCIATION BOARD ON BIBLIOGRAPHY**—Mrs. Frances B. Jenkins, Library School, University of Illinois, Urbana, Illinois.
- AMERICAN LIBRARY ASSOCIATION BOARD ON ACQUISITION OF LIBRARY MATERIALS' COMMITTEE ON REPRINTING**—Ralph Phelps, Engineering Societies Library, 29 West 39th Street, New York 18, New York.
- AMERICAN LIBRARY ASSOCIATION COMMITTEE ON GOVERNMENT DOCUMENTS**—Mrs. Marguerite Ritchie, 9519 49th Place, College Park, Maryland.

- AMERICAN STANDARDS ASSOCIATION
Z-39—Mrs. Anne J. Richter, Book Editorial
Department, R. R. Bowker Co., 62 W. 45th
Street, New York 36, N. Y.
- AMERICAN STANDARDS ASSOCIATION
PH-5—Chester M. Lewis, The New York
Times, 229 West 43rd Street, New York 36,
New York.
- COUNCIL OF NATIONAL LIBRARY AS-
SOCIATIONS—Betty Joy Cole, Calco
Chemical Division, American Cyanamid
Company, Bound Brook, New Jersey.
—Gretchen D. Little, Technical Library,
Atlas Powder Company, Wilmington 99,
Delaware.
- CNLA COMMITTEE FOR PROTECTION
OF CULTURAL AND SCIENTIFIC RE-
SOURCES—Mrs. Ruth H. Hooker, 3385
Highview Terrace, S.E., Washington 20,
D. C.
- CNLA JOINT COMMITTEE ON LIBRA-
RY EDUCATION—Eleanor S. Cavanaugh,
Standard & Poor's Corporation, 345 Hudson
Street, New York 14, New York.
- JOINT COMMITTEE ON LIBRARY WORK
AS A CAREER—Marion E. Wells, The
First National Bank of Chicago, 38 South
Dearborn Street, Chicago 90, Illinois.
- LIBRARY BINDING INSTITUTE—Paul
Howard, 2755 North Wyoming Street, Ar-
lington 13, Virginia.
- MICROCARD COMMITTEE—Robert S.
Bray, Technical Information Division, Li-
brary of Congress, Washington 25, D. C.
- UNION LIST OF SERIALS—Betty Joy
Cole, Calco Chemical Division, American
Cyanamid Company, Bound Brook, N. J.
- U. S. BOOK EXCHANGE—Alvern H. Suth-
erland, Board of Governors of the Federal
Reserve System, Washington 25, D. C.
- U. S. QUARTERLY BOOK REVIEW—Ruth
Savord, Council on Foreign Relations, 58
East 68th Street, New York 21, New York.
- H. W. WILSON COMPANY—Fannie Simon,
McCall Corporation, 230 Park Avenue,
New York 17, New York.
- WHO'S WHO IN LIBRARY SERVICE—
Alma C. Mitchill, Public Service Electric
and Gas Company, 80 Park Place, Newark
1, New Jersey.

Honoring Dr. Ralph R. Shaw

The Executive Board of the Washington, D. C. Chapter of Special Libraries Association passed the following resolution on August 20, 1954:

Whereas: Dr. Ralph Robert Shaw, Librarian of the U. S. Department of Agriculture, and an active member of the Washington, D. C. Chapter of Special Libraries Association, is leaving government service after fourteen years' service, and

Whereas: his career as librarian of the Department of Agriculture and as a member of this Association has exemplified the best traditions of his profession and of government service, it is fitting that he should be commended and praised for his work which has —

1. Contributed significantly to the establishment of librarianship as a professional service in government;
2. Established new standards of library administration and service;
3. Contributed to the technological development of library equipment and procedures so that libraries have been enabled to reach more nearly their full potentials of aid to research.

His concern for the federal library service and for its development has made him ready at all times to cooperate with and assist federal libraries in their efforts to improve that service. Other librarians have always found him sympathetic and concerned with their problems and willing to assist in the solution of them.

His original and enquiring mind, his capacity for objective analysis ranging from the smallest detail to the greatest matter of policy; his capacity for work and the broad range of his interests, have made him unique among librarians and civil servants.

It is therefore resolved that the Washington, D. C. Chapter of Special Libraries Association expresses its appreciation of his service to the government and to the library profession and that copies of this resolution be sent to Dr. Shaw, to the Secretary of Agriculture, be spread upon the minutes of the Chapter, and published in *Special Libraries*.

Have you heard . . .

SLA Placement Service

At the Placement Breakfast in Cincinnati, May 18, 1954, the discussion centered largely on the placement service at Headquarters.

The work involved in administration of the Association has increased greatly over the years and the placement service requires a great deal of time which the executive secretary is unable to give to it if the affairs of the Association are to be adequately administered.

It was decided, therefore, that a recommendation be placed before the Board at the meeting of the Executive Board and Advisory Council Tuesday evening, May 18, 1954, to appoint a committee to study and report on the advisability of the appointment of an assistant to the executive secretary, part of whose duties would be the placement service.

The recommendation was favorably received, and the Board appointed a committee of three, consisting of Miriam C. Vance of Washington, D. C., Kenneth H. Fagerhaugh of the Carnegie Institute of Technology in Pittsburgh, Pa., and Pauline Hutchison of the Canada Life Assurance Company in Toronto, Ontario.

PAULINE M. HUTCHISON

★ ★ ★ ADI Meeting

The American Documentation Institute will hold its annual meeting in Cleveland, Ohio, at the Hotel Cleveland, November 4-5, 1954.

Serving as chairman of the meeting will be Professor Helen M. Focke of the School of Library Science, Western Reserve University.

The two-day meeting will include sessions on the use of electronic computing machines in information searching; facsimile transmission of documents needed in research; uses of microfilm and improvements in microfilm reproduction and microfilm reading machines; new processes in photographic reproduction of research materials; editing research reports; new copyright law; new abstracting services; and international trends in documentation in Europe.

★ ★ ★ President's Chapter Visits

The tentative itinerary of SLA's president, Gretchen D. Little, includes the following cities during 1954:

Oct. 18	. . . Boston and Connecticut Valley
Oct. 25 Cleveland
Oct. 26 Milwaukee
Oct. 29 Puget Sound
Nov. 4 San Francisco
Nov. 9 Southern California
Nov. 12 Colorado
Nov. 30 Indiana
Dec. 1 Illinois
Dec. 3 Cincinnati

USDA Library Director

Foster E. Mohrhardt, chief of the Library Division, Veterans Administration's Department of Medicine and Surgery, has been named director of the U. S. Department of Agriculture Library.

Mr. Mohrhardt succeeds Dr. Ralph R. Shaw who resigned to become professor of bibliography in the new Graduate School of Library Service at Rutgers University.

★ ★ ★ MLA Officers

The Medical Library Association at its annual meeting in Washington, D. C., in June, elected the following officers: President, Wilma Troxel, Quine Library of Medical Sciences, University of Illinois Medical School, Chicago; Vice-President (President-elect), Wesley Draper, librarian, Medical Society of the County of Kings and Academy of Medicine of Brooklyn; Hon. Vice-President, Dr. E. H. Cushing, Washington, D. C.; Secretary, Esther Judkins, Rockefeller Institute for Medical Research, New York; Treasurer, Pauline Duffield, librarian, State Medical Association of Texas, Austin.

The 1955 meeting will be held at Marquette University School of Medicine, Milwaukee.

★ ★ ★ NMA Officers

Mr. R. W. Batchelder of the Graphic Microfilm Corporation was elected president of the National Microfilm Association at its last annual business meeting. Other officers include Mr. R. W. Ellsworth of Filmsort Inc. as vice-president; Joseph F. Curtin, Graphic Microfilm of New England, Inc. as treasurer; and Vernon D. Tate, Massachusetts Institute of Technology, as executive secretary.

The next annual meeting of NMA will take place early in April 1955 in Boston.

★ ★ ★ Canadian Library Association

New officers of the Canadian Library Association include: President, Anne Hume of the Windsor Public Library; President-Elect, Willard Ireland, B.C. Provincial Library, Victoria; Treasurer, Robert Blackburn, University of Toronto Library; and Executive Secretary, Elizabeth H. Morton of Ottawa.

★ ★ ★ How To Get Information

The four-page *Monthly Letter* of The Royal Bank of Canada (Montreal) devotes its entire August 1954 issue to an excellent discussion of the executive's need for essential information, and the sources that are available to him.

The services rendered by special libraries are noted and reference is made to Special Libraries Association.

Off the Press . . .

Bibliographies

BIBLIOGRAPHY OF RIVERS AND HARBORS AND RELATED FIELDS IN HYDRAULIC ENGINEERING. By *Robert S. Rowe*. Princeton, N. J.: Princeton University (Rivers and Harbors Section, Dept. of Civil Engineering), 1953. 407p. \$10.

BIBLIOGRAPHY ON RESEARCH ADMINISTRATION—ANNOTATED. By *George P. Bush*. Washington, D. C.: University Press of Washington, D. C., 1954. 146p. \$4.

Over 1,100 selected references in the field of research and development administration in government and industrial research. Subject and author index included.

BRITISH BROADCASTING. A Bibliography. London: British Broadcasting Corp., 1954. 35p. Paper, app. 15 cents.

Notes British publications on sound and television broadcasting (excluding engineering) and includes official publications relating to the BBC.

CIVIL-MILITARY RELATIONS. An Annotated Bibliography 1940-1952. Prepared under the direction of the Committee on Civil-Military Relations Research of the Social Science Research Council. New York: Columbia University Press, 1954. 140p. Paper, \$2.

A CONCISE BIBLIOGRAPHY FOR STUDENTS OF ENGLISH. By *Arthur G. Kennedy*. 3rd ed. Stanford, Calif.: Stanford University Press, 1954. 162p. Paper, \$2.50.

HISTORY OF LABOR AND UNIONISM IN THE UNITED STATES. (Bibliographic Contributions No. 2) A Selected Bibliography. Compiled by *Ralph E. McCoy* and *Donald Gsell*. Champaign, Illinois: University of Illinois (Institute of Labor and Industrial Relations) 1953. 88p. Paper, \$1.

HOUSE ORGAN PRODUCTION. A Bibliography. Compiled by *Abigail Fisher Hausdorter*. 2nd ed. rev. Philadelphia, Pa.: Temple University Libraries, 1954. 72p. Paper, \$1.

A useful compilation of basic publications on writing and producing the house magazine or newspaper; to assist the industrial editor.

AN INTERNATIONAL BIBLIOGRAPHY ON ATOMIC ENERGY. Vol. 1: Political, Economic and Social Aspects. Supplement no. 2. New York: United Nations (Columbia University Press) 1953. 31p. Paper, 30 cents.

Lists material published between July 1950 and December 1952.

Vol. 2: Scientific Aspects. Supplement No. 2. 320p. Paper, \$3.50.

Lists material published in 1951 and 1952.

Dictionaries

A BIOGRAPHICAL DICTIONARY OF ENGLISH ARCHITECTS 1660-1840. By *H. M. Colvin*. Cambridge, Mass.: Harvard University Press, 1954. 821p. \$12.50.

Over 1,000 biographies and documented lists of works. Includes a review of the building trades and the architectural profession. Indexed by place and name.

DICTIONARY OF BRITISH SCULPTORS 1660-1851. By *Rupert Gunnis*. Cambridge: Harvard University Press, 1954. 514p. \$12.50. Biographies of more than 1,700 sculptors, with lists of their works. Illustrated and cross-indexed.

A DICTIONARY OF LINGUISTICS. By *Mario A. Pei* and *Frank Gaynor*. New York: Philosophical Library, 1954. 238p. \$6.

A unique reference volume listing terminology in the fields of grammar and language study.

THE MACMILLAN MEDICAL DICTIONARY. Edited by *Sir Cecil Wakeley*. New York: Macmillan, 1953. 471p. \$6.95.

The American edition of "The Faber Medical Dictionary" published in England. Concise, comprehensive and authoritative.

A SKEPTIC'S POLITICAL DICTIONARY. Handbook for the Disenchanted. By *Max Nomad*. New York: Bookman Associates, 1953. 171p. \$3.

A satirical glossary.

TOBACCO DICTIONARY. Edited by *Raymond Jahn*. New York: Philosophical Library, 1954. 199p. \$5.

An alphabetical listing of terminology and information relating to the history, manufacture and use of tobacco.

Librarianship

INTERNATIONAL ASPECTS OF LIBRARIANSHIP.

Edited by *Leon Carnovsky*. Chicago: University of Chicago Press, 1954. 124p. \$4.

Papers presented before the 18th Annual Conference of the Graduate Library School, University of Chicago.

MAJOR PROBLEMS IN THE EDUCATION OF LIBRARIANS. Edited by *Robert D. Leigh*. New York: Columbia University Press, 1954. 116p. \$2.50.

Based on reports and discussions of the 1952-1953 seminar in Education for Librarianship at the School of Library Service, Columbia University.

NOTES ON MODERN BIBLIOGRAPHY. By *Ronald Staveley*. London: The Library Association, 1954. 11p. \$1.50.

Postwar problems of bibliographers and consequent developments. Based on lectures given by the author at University College, London.

SLA Authors In Print

ADAMS, SCOTT: Moving on wheels. D.C. Libraries, vol. 25, no. 2, April 1954, p. 5-8.

* * *

BLACKSHEAR, ORRILLA THOMPSON: Buying list of books for small libraries. 8th ed. American Library Association, Chicago, Illinois. 198p.

* * *

BRISTOL, ROGER PATRELL: Maryland imprints 1801-1810. University of Virginia Press. 310p.

* * *

HAWKINS, R. R.: Technical books: 1953-54. *Library Journal*, vol. 79, no. 10, May 15, 1954, p. 913-921.

* * *

HUNT, MARY E. and MCLEAN, MARY P., comp.: Business aids for the reference collection. *Business Literature* (Public Library of Newark, N. J.) vol. 36, no. 10, June 1954, p. 81-84.

* * *

KINGERY, ROBERT E.: Management improvements in libraries: what happens when the management engineers leave? *College and Research Libraries*, vol. 15, no. 2, April 1954, p. 202-204.

* * *

LEWIS, CHESTER M.: Libraries find microfilm answer for clipping files. *Editor and Publisher*, vol. 87, no. 19, May 1, 1954, p. 11; 53.

* * *

MANLEY, MARIAN C.: Economic well-being. *Library Journal*, vol. 79, no. 10, May 15, 1954, p. 893-900.

* * *

MAXFIELD, DAVID K., Counselor librarianship at U.I.C. *College and Research Libraries*, vol. 15, no. 2, April 1954, p. 161-166.

* * *

PHILLIPS, MARY H.: The U. S. Railroad Retirement Board library. *Illinois Libraries*, vol. 37, no. 6, June 1954, p. 226-228.

* * *

RISTOW, WALTER W.: Cartographic exhibits. *Surveying and Mapping*, vol. 14, no. 1, January-March 1954, p. 18-25.

* * *

RISTOW, WALTER W.: Maps for extra motor-ing pleasure. *Fine Cars*, vol. 1, no. 4, July 1954, p. 101-12.

* * *

SHAW, RALPH R.: Mechanical and electronic aids for bibliography. *Library Trends*, vol. 2, no. 4, April 1954, p. 522-531.

* * *

SHORES, LOUIS: 1953 reference checklist. *Library Journal*, vol. 70, no. 13, July 1954, p. 1266-1273.

* * *

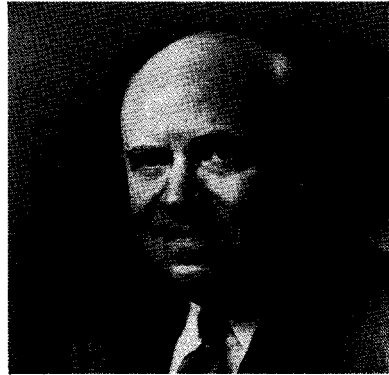
TATE, VERNON D.: Theses — a solution. *Library Journal*, vol. 79, no. 13, July 1954, p. 1277-1279.

RETIREMENTS

MARGUERITE BURNETT, librarian of the Federal Reserve Bank for nearly thirty-five years, retired on August 1, 1954. Before entering the special library field, she was a public librarian in Victoria, B. C. and in Portland, Oregon.

Miss Burnett was chairman of the SLA committee which compiled *Banking and Financial Subject Headings*, published by the Association in 1940. Her activities in the New York Chapter included a term as Chapter president in 1930-31 and she served on a number of committees.

* * *



WILLIAM F. JACOB

WILLIAM F. JACOB, who headed the General Electric Company library for thirty-seven years, retired on August 1, 1954.

The G-E library dates back to the formation of the company in 1892. It had a staff of three and a collection of a few thousand volumes in 1917 when Mr. Jacob joined the organization. Under his direction, the library has reached a peak of twenty-four staff members and 21,000 volumes.

Mr. Jacob received an electrical engineering degree cum laude from Brooklyn Polytechnic Institute in 1916. Upon graduation he entered the field of technical library work in the Engineering Societies Library in New York City. He joined General Electric the following year to become the company's first technically-trained librarian, assigned to reorganize and develop the main G-E library in Schenectady.

To promote the use of the library's technical literature, a publication known as *Library Service* was initiated in 1917. The semi-monthly publication is now distributed to G-E personnel around the country. Mr. Jacob firmly believes that "the experience of others is the cheapest experience we buy."

Mr. Jacob has taken an active part in SLA and served as president of the Association in 1937-1938.

CALENDAR

OCTOBER 16

SLA Southern California and San Francisco Bay Region Chapters. Long Beach. Lafayette Hotel.

OCTOBER 18

SLA Connecticut Valley and Boston Chapters. Swampscott, Massachusetts. Meeting honoring President Little.

OCTOBER 18-20

New England Library Association, Swampscott, Massachusetts. New Ocean House.

NOVEMBER 1-5

National Metal Congress and Exposition. Chicago.

NOVEMBER 3

SLA Illinois Chapter. Chicago. Chicago Bar Association. Dinner Meeting with SLA Metals Division.

NOVEMBER 3

SLA New Jersey Chapter. Newark. Military Park Hotel. Dinner Meeting.

NOVEMBER 3-5

SLA Metals Division. Chicago. Conrad Hilton Hotel. Fall Meeting.

NOVEMBER 3-5

Southwestern Library Association. Albuquerque, New Mexico. Hilton Hotel. Biennial Conference.

NOVEMBER 4-5

American Documentation Institute. Cleveland, Ohio. Hotel Cleveland. Annual Meeting.

NOVEMBER 9

SLA Southern California Chapter. Los Angeles. Meeting honoring President Little.

NOVEMBER 17

SLA Pittsburgh Chapter. Jones & Laughlin Steel Company.

NOVEMBER 27

Eastern College Librarians. Columbia University. McMillin Theater. Fortieth Annual Meeting.

DECEMBER 2

SLA New Jersey Chapter. Orange. Savoy-Plaza Hotel. Dinner Meeting.

DECEMBER 3

SLA Cincinnati Chapter. Cincinnati. U. S. Public Health Service. Dinner Meeting honoring President Little.

DECEMBER 27-29

Modern Language Association of America. Hotel Statler. New York City. 69th Annual Convention.

CATALOGERS

Interested in joining staff of leading research library in New York City area.

Young woman who is able to operate in fields of science and technology will find a major opportunity with this expanding organization.

A 70,000 volume library system with four major agencies serving a research organization of several thousand persons. Present staff 26 persons. Paid vacations, holidays, full benefit and pension plan plus job security.

Starting salary depends upon educational background, experience and general qualifications. Regular merit increases, and excellent chance for advancement.

Please do not call in person or by telephone, but send full profile application to

Chief Librarian

BELL TELEPHONE LABORATORIES, INC.

Room 2D-333 Murray Hill, New Jersey

LIBRARIAN - TECHNICAL

Responsible for the operation of modern well equipped chemical library in our new Research Tower. Degrees in Chemistry and Library Science or equivalent experience required. Single woman under 35. Extensive benefit program. Send complete resume to

Employment Manager

JOHNSON'S WAX

Racine Wisconsin

STANDING ORDER SERVICE ON U. S. GOVERNMENT PUBLICATIONS

We supply serially issued U. S. Government publications automatically, on a continuation basis, thus relieving you of the necessity of initiating each individual order.

Moreover, you will be assured of receiving needed publications promptly, and avoiding any gaps in your holdings.

There is no fee for our services. Our charge for publications is always exactly the same as the current GPO list price, with no "extras" whatsoever.

For full information write—Mrs. Nan Locker, Director, Government Publications Service,

BERNAN ASSOCIATES,

P. O. Box 5664 Washington 16, D. C.

Please Mention Special Libraries When Answering Advertisements

Aslib

*Incorporating The Association of
Special Libraries and Information
Bureaux and The British Society
for International Bibliography*

Periodicals

The Journal of Documentation

This quarterly is devoted to the recording, organization, and dissemination of specialized knowledge, and methods of presenting information. 40s. a year.

Aslib Proceedings

Quarterly reports and papers of Aslib conferences and meetings. 40s. a year.

Aslib Booklist

Monthly recommendations by experts of scientific and technical books published in the English language. 21s. a year.

Special Publications

Aslib has an extensive list of special publications including:

Periodicals and Serials: Their Treatment in Special Libraries

By David Grenfell; foreword by E. M. R. Ditmas. 1953. 12s. 6d. (members 10s. 6d).

A Select List of Standard British Scientific and Technical Books

Edited by E. R. McColvin. 4th edition revised and enlarged. 1952. 7s. 6d. (members 6s.)

Full details of these and other publications may be had on application to:

ASLIB

4 Palace Gate
London, W.8



Store TWICE as many books in your present floor space with **STOR-MOR*** book drawers

These smooth-operating, space-saving drawers, spanning every other range aisle, now enable you to increase your present book storage capacity by as much as 114%. Ames Stor-Mor Book Drawers are easily installed, using the uprights of your present freestanding or multi-tier steel shelving, or by making complete installation for new buildings. Drawers are adjustable and freely interchangeable with regular shelves.

Our helpful illustrated folder will show you how compact storage using Stor-Mor Book Drawers can substantially increase your storage space. Write for a copy today.

* Trade Mark

W. R. AMES CO.

Established 1910

BOOKSTACK DIVISION

150 Hooper Street, San Francisco 7, California

Representatives in Principal Cities

**FREESTANDING STEEL LIBRARY SHELVING • MULTI-TIER
BOOKSTACK CONSTRUCTION • BOOKSTACK ACCESSORIES**



New Reference Work
THE PRESIDENTS WORDS

Volume 1
June 1952 thru May 1954
an index by
Ralph J. Shoemaker

This is an index to President Eisenhower's speeches, messages to Congress, press conferences, etc. It contains more than 3000 references showing the date and place of subjects and persons spoken about, including numerous phrases, words, expressions and quotations used. Invaluable for libraries research.

Available late—October, \$3.00

•
RALPH J. SHOEMAKER

4024 GLOUCESTER ROAD
LOUISVILLE 7, KY.

For Sale

PRIVATE LIBRARY
30,000 volumes

Broad scholarly subjects. High in literary calibre. Card indexed—shelved in.

LITERARY RETREAT

White Mts.—New Hampshire. Ninety acres and ten buildings. Suitable for a year-round Research or Seminar Center.

For details of books or property write
H. K. Goodkind

155 East 42nd Street New York City 17

Expert Service on
MAGAZINE SUBSCRIPTIONS
for
Special Libraries

Faxon's Librarians Guide
free on request

We stock, volumes, sets, runs and odd issues of over 2 million back numbers.

F. W. FAXON CO., INC.
83-91 Francis Street Boston 15, Mass.

THE BLETCHER-ANCHORS CO.

Printers and Publishers

FIFTH FLOOR . . . REA BUILDING
704 SECOND AVENUE
PITTSBURGH 19, PENNA.

Please Mention Special Libraries When Answering Advertisements

Order now for immediate delivery!

American Library Directory

new triennial edition

Things have changed in the library field since 1951 when the last revision of the American Library Directory came out. To get an up-to-date view of the facts and figures order your new copy of the ALD immediately. Check these helpful features:

- Greatly expanded coverage of special libraries — business, industrial, research, scientific governmental.
- Enlarged subject index both to special collections and to special libraries.

- More details on the departments and branches of the larger libraries. (For example, all libraries were asked to indicate whether a special collection is now closed, or whether funds are currently available for expanding it).
- Improved symbols and arrangement making it fast and easy to address libraries by type or size.

880 pages
Price, \$22.50 net postpaid

R. R. Bowker Co., 62 W. 45 St., New York 36, N. Y.

Occupational Literature:

An Annotated Bibliography

(To Be Published This Month—Advance Orders Accepted)

by Gertrude
Forrester

467 pp.
6" x 9½"

1954

\$5.00

This annotated bibliography lists 1000 books and 2000 pamphlets alphabetically by occupation. Job titles and code numbers are taken from the revised edition of the *Dictionary of Occupational Titles* published by the U. S. Department of Labor. The annotations indicate scope of information and the special audience for which each publication was prepared.

Besides the main list of books and pamphlets, among the other sections which will be helpful to both librarians and vocational counselors are: *Part V* on "Pamphlets Published in Series, Arranged According to Publishers of Series;" and *Part III* on "Indexing and Filing Literature on Occupations."

THE H. W. WILSON COMPANY

950-972 University Avenue

New York 52, N. Y.

Please Mention Special Libraries When Answering Advertisements

New Reprints

Now Available:

Pharmacological Reviews

Volumes 1-2, 1949-1950

Paper bound volumes each \$15.00

Available December 1954:

Journal of Pharmacology and Experimental Therapeutics

Volumes 1-20, 1909-1922

Cloth bound set \$425.00

Single volumes, paper bound each 20.00

JOHNSON REPRINT CORPORATION

125 East 23 Street, New York 10, New York

Putting Knowledge to Work

Just Published

SUBJECT HEADINGS FOR FINANCIAL LIBRARIES

Prepared by a Committee of the Financial Division of Special Libraries Association, Janet Bogardus, chairman. Any library containing material in the financial field will need this valuable list of subject headings prepared by a group of experts from financial libraries.

1954

100 Pages

\$5.00

SPECIAL LIBRARIES ASSOCIATION

31 East Tenth Street
New York 3, New York

Please Mention Special Libraries When Answering Advertisements

TREASURY OF PHILOSOPHY



PLATO



MAIMONIDES



SPINOZA



NIETZSCHE



GANDHI

Edited by DAGOBERT D. RUNES

Here is one of the most comprehensive collections of philosophical writings ever to be gathered between the two covers of one book. In a text of over 1200 pages, under more than 375 separate entries, are to be found, not only the great philosophers of the West, but also the thinkers of the Orient, past and present.

The selections cover the whole span of recorded philosophy—from the Sixth Century B. C. to the present day.

Each entry begins with a biographical sketch, covering the significant events in the philosopher's life, listing his major works and including a concise, careful statement of his place and importance in the history of philosophy. This is followed by one or more representative excerpts from the man's work.

Included as a matter of course, are the greater and lesser thinkers of the classic Greek and Roman periods. Added to these are the great Jewish scholars of all periods; the Church Fathers of the Christian Era; the important Oriental teachers, and the whole prodigious line of modern philosophers, from the Renaissance to the present time. *Much of the material contained in the volume appears here in English translation for the first time.*

"A big, quick reference guide, this merits school and library use."

—Virginia Kirkus

Coming in November . . . \$15.00

PHILOSOPHICAL LIBRARY, Publishers
15 East 40th Street, New York 16, N. Y.

A SELECTION FROM OUR LARGE STOCK OF SPRINGER PUBLICATIONS

Beilsteins Handbuch der organischen Chemie , 4th edition, 2nd Supplement. Vol. 25. 1954	\$49.50
Cornelius, H. P. Grundzuege der allgemeinen Geologie. ed. M. Cornelius-Furlani. 132 ill. 1953	\$ 6.45
Durrer, R. and Volkert, G. (eds.) Die Metallurgie der Ferrolegierungen. 188 ill. 1953	\$17.14
Friedrich, J. Entzifferung verschollener Schriften und Sprachen. (Verstaendliche Wissenschaft, vol. 51) 73 ill. 1954	\$ 1.88
Girkmann, K. Flaschentragerwerke. Einfuehrung in die Elastostatik der Scheiben, Platten, Schalen und Faltwerke. 2nd revised ed. 308 ill. 1954	\$15.82
Hartmann, H. Theorie der chemischen Bindung auf quantentheoretischer Grundlage. (Struktur und Eigenschaften der Materie, XXI) 53 ill. 1954	\$11.85
Hauswirth, O. Vegetative Konstitutionstherapie. 23 ill. 1953.....	\$ 5.70
Kaufmann, H. P. Arzneimittel-Synthese. 26 ill. 1953	\$20.71
Lehmann, W. Elektrotechnik und elektrische Antriebe. Lehrbuch fuer technische Lehranstalten und Nachschlagebuch fuer Ingenieure. 5th revised ed. 859 ill. 1953	\$ 6.05
Leithaeuser, G. and Winckel, F. (eds.) Fernsehen. Vortraege ueber neuere Probleme der Fernsehtechnik. 346 ill. 1953	\$10.00
Ludwig, G. Die Grundlagen der Quantenmechanik. (Die Grundlehren der mathematischen Wissenschaften in Einzeldarstellungen, ed. Grammel, Hopf, Rellich, Schmidt and Van der Waerden, vol. LXX) 52 ill. 1954	\$12.52
Luyken, W. Vorbereitung des Hochofenmoellers, einschliesslich der des Hochofenkokes. 155 ill. 1953	\$ 8.93
Meixner, J. and Schaeffe, F. W. Mathiesusche Funktionen und Sphaeroidfunktionen. Mit Anwendungen auf physikalische und technische Probleme. (Die Grundlehren der mathematischen Wissenschaften in Einzeldarstellungen, ed. Grammel, Hopf, Rellich, Schmidt and Van der Waerden, vol. LXXI) 29 ill. 1954....	\$12.52
Peters, J. Einschwingvorgaenge Gegenkopplung, Stabilitaet. Theoretische Grundlagen und Anwendungen. 130 ill. 1954	\$ 6.43
Przibram, K. Verfaerbung und Lumineszenz. Beitrage zur Mineralphysik. 69 ill. 1953	\$ 8.26
Stuart, H. A. Kurzes Lehrbuch der Physik. 4th, revised ed. 380 ill. 1954	\$ 4.68
Weber, F. and Gasser, F. Die Praxis der Faerbung. Erfahrungen, Rezepturen und Winke. 347 ill. 1954	\$26.20
Weiss, F. Die Kuepenfarbstoffe und ihre Verwendung in der Faerbung und im Zeugdruck. 23 ill. 1953	\$10.47
Wittram, R. Peter der Grosse. Der Eintritt Russlands in die Neuzeit. (Verstaendliche Wissenschaft, vol. 52) 1954	\$ 1.88

●
Important publications of all German publishers are regularly
carried in stock in New York for immediate delivery.

●
STECHERT-HAFNER, INC.

FOUNDED IN NEW YORK 1872

The World's Leading International Booksellers

31 EAST 10TH STREET, NEW YORK 3, N. Y.

Please Mention Special Libraries When Answering Advertisements