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# SPECIAL LIBRARIES

*Official Journal of the Special Libraries Association*

VOLUME 46

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NUMBER 9

Processing and Using Records  
in a Business Archives

*Stanley K. Graham*

Archives of the Federal Reserve System

*Marguerite Burnett*

ATAE Management Library

*Robert F. Coleman*

Council of National Library Associations

*Elizabeth Ferguson*

SLA Metals Division Fall Meeting

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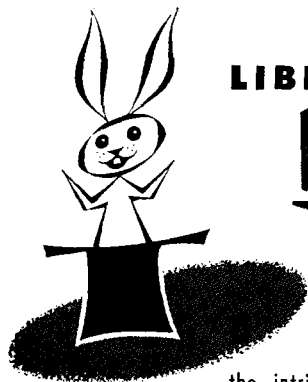
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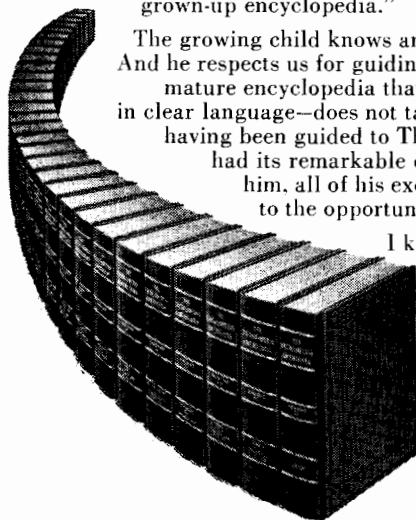
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# Processing and Using Records In a Business Archives\*

STANLEY K. GRAHAM

*Archives Department, Ford Motor Company, Detroit, Michigan*

**I**N DISCUSSING the processing procedures followed at Ford Motor Company Archives, let me state first that we do not feel we have the answer to every problem a company archives might face. We say only that to the problems we have encountered we have evolved the following answers, which may be of interest in comparing them with those offered by other institutions.

When an Archives Department is undertaken by a corporation, authorization for the archives should come from the top executive source, be this a board of directors, a president, an executive secretary, or any other executive office. Authorization coming from the administrative head of the institution insures the complete cooperation of all departments within the organization, and makes possible the comprehensive service that a business archives should render to the corporation it serves.

Ford Motor Company Archives was established by a directive from the president's office, and started with a clean sheet of paper four and one-half years ago.

## **Archives Responsibility**

In commenting upon the archives responsibility, the origin of that responsibility may be reached in terms of a

three-point "pseudo-syllogism". One can easily appreciate that it takes a formidable amount of paper work to buy raw materials, fabricate these into sub-assemblies, assemble a completed car, and sell the finished product. It takes an equally dismaying amount of paper work to conduct any business, and if we may embark upon the syllogism, our point of departure is that some of this material is worth saving. If it is worth saving, that is so only because it will prove to be useful. In order to be useful it must be readily accessible and it is to make this third point a fact that a business archives exists. The concept represented by this basis for the existence of Ford Motor Company Archives is one of active service to every department within the company. It is not a concept that may be compared in any degree to a museum function.

While the archives program is harmoniously integrated with the records retention program followed by Ford Motor Company, it is entirely autonomous. The archives responsibility is one that rests upon historical, non-current records of the company. Both terms are used because every document that may be quite historic is not necessarily non-current. It is easy to conceive a labor contract signed yesterday that will have far reaching historical implications for Ford Motor Company, but certainly yesterday's contract must be considered a part of current files. Records that come to the Archives Department

\* Based on a paper presented before a meeting of the Financial Division at the SLA 46th Annual Convention, Detroit, Michigan, June 14, 1955.

are records ostensibly ten years old or older. A cut off date of ten years has been selected because this enables every department within the company to meet the obligations imposed upon them by appropriate statutes of limitation. Thus, few if any statutes of limitation would make it mandatory for a department to retain as current files any records ten years old or older. So much for the non-current aspect of the records. The term, "historical," is used in addition to this because all non-current records are not at all historical. The best example of such records is offered by shipping invoices, purchase notices, and employee time cards.

Because the Archives Department is an operating department of Ford Motor Company, the bulk of records assigned to it are records that have been created by various departments within the company. At the present time it holds approximately 7,000 shelf feet of records. This is equivalent to roughly 1,750 two-drawer file cabinets. At least 70 per cent are Ford Motor Company records, 20 per cent personal papers, and 10 per cent records that have been deposited with us by outside companies. Of the personal papers the most spectacular are those of the late Henry Ford, Edsel Ford, and Mrs. Henry Ford. The other personal papers that have come to Ford Archives include diaries, memoranda, and notebooks kept by former Ford officials who are now being interviewed in the course of conducting Ford's Oral History program.

#### **Transfer and Preparation of Records**

In completing the transfer of any records to the Archives Department, a rather formal accessioning procedure is followed. One copy of the accession form goes to the transferring person or official, while the other copy remains in our file. This form provides for a record of the person from whom the accession was received, and his position

within the company or his address if he is not associated with Ford Motor Company. The date of the transfer, the accession number (the accessions are numbered consecutively as they are received), and a description of the records within that accession are noted on the form. Other items noted include a paragraph on the arrangement of the records, whether or not the records are indexed, restrictions to be observed, if any, the signature of the archivist and the signature of the transferring individual, a paragraph appraising the records, and provision for a paragraph showing the relation between these records and other accessions already held by the Archives Department.

After the material has been accessioned, work on the physical preparation of these records is begun. First, the records themselves are cleaned. Many of the records received have been stored at factory areas for well over a decade, and one can imagine the condition in which they might appear. The most extreme example is provided by records that were sent to us from the apple cellar beneath a barn on one of Henry Ford's farms. The National Archives and some of the older or elaborate and long-established state archives employ a vacuum chamber. Here the records are cleaned and subject to a vacuum for as long a period as six hours. Some even go to the extent of introducing a poison gas into the chamber after records have been subjected to this vacuum. This procedure completely kills all insect life and any larva that might exist and damage the records. A compromise device that is practical and satisfactory is nothing more elaborate than a household vacuum cleaner.

After the records have been cleaned, new file folders of low acid stock are provided wherever necessary. It is at this point that any fragile documents are removed and given special treatment. Some fragile documents are in-

served within acetate envelopes. Others that merit more elaborate consideration are sent away to be professionally laminated. In laminating these records, the paper itself is completely de-acidified so that it will last for many a decade. After the new file folders have been provided, and steps are taken to insure preservation of the more fragile documents within the accession, it is sometimes desirable (and I would underline that phrase) to regroup the records within the accession itself. To use an example, one might have received records from the secretary's office covering the years 1921 through 1925. Within each year the secretary may have maintained a subject file, an alphabetical file, branch reports, and personal correspondence. From the standpoint of the user, it may be advantageous to rearrange this material so that all the subject files covering the period 1921 through 1925 are brought together. These, then, may be followed by the branch reports covering the same five-year period. Branch reports may be followed by alphabetical files, and finally the personal correspondence may be set aside covering the same five-year period. This procedure is quite distinct from that which would allow anyone to draw material from one accession and place it with material on the same subject that might be found in another accession.

#### **Filing of Records**

Maintaining provenance within any group of records should be insisted upon inasmuch as it might be important for someone to determine at a later date the jurisdiction any office exercised, and the length of time that office enjoyed the jurisdiction in question. If one were to remove a subject area from accession "A" and move it into accession "B" he would no longer have an accurate appraisal of the purview that office might have enjoyed for even so brief a time as one or two years. It is

far more satisfactory to retain all records within the accession in which they are received and to bring related materials together on a subject basis by means of record guides and other finding aids.

Once new file folders have been provided the records are boxed. Boxes used by Ford Archives are selected because they included these features: they are put together with metal staples so that no glue or mucilage exists to attract insects of any type; the box is covered with foil both inside and out and this provides it with fire-resistant and heat-resistant qualities that afford the records with maximum protection; with the cover closed, the box is completely dust-proof, and the tab by which boxes may be removed from the shelf is mounted in such a way that dust cannot enter nor can the tab itself be pulled off.

Next, the boxes are labeled, and on the label are included the name of the accession, the accession number, the box number within that accession, and the inclusive file headings that one may find within the box.

Before records are shelved an inventory of the accession itself is prepared. The inventory is a listing under the name and number of the accession that includes the box number and within that the complete list of file headings to be found within each box.

#### **Cataloging of Records**

At the time the boxes are shelved, two cards are entered in an accession catalog. One is a numerical entry according to accession number; the other is a subject entry. The subject entry is one selected from a list of subject headings that is based upon the functional divisions of the Ford Motor Company. Of course each subject heading list prepared by any company establishing an Archives would be unique to that company. We found through trial and error that our most successful subject head-

ing list was one that followed wherever possible the departmentalization of the staff and operational divisions of Ford Motor Company itself. On both the numerical card and the subject card are included a description of the records to be found within the accession, the dates covered by the records, and the shelf location. In shelving records an effort is made to shelve related subjects together after the tried and true precedent of Melville Dewey's system.

### Finding Aids

Now that the physical handling of the records has been completed, they must either be used or all preparatory effort has been entirely in vain. In using them, one steps logically into a consideration of the finding aids that have been developed for records at Ford Archives. The finding aids may be divided into three levels, and the division would be based upon the inclusive nature of the finding aids themselves. Most inclusive of all are the record guides. It is by means of record guides that all related accessions are brought together by subject. Under such a major heading as "Ford Motor Company—Manufacturing—Purchasing" one will find in the record guide twelve separate accessions that fall entirely within this subject. They range from specifications for model T parts through the purchase of 199 surplus ships in 1925 to files kept by the man who for years headed all Ford purchasing. For each accession the accession name, accession number, inclusive dates of records within that accession, the quantity of material to be found there, and a brief sentence or paragraph describing the nature of the records available are included. The record guides are built up according to the same subject heading lists that are used for the accession catalog.

A somewhat more detailed finding aid is the accession inventory itself. This includes the name of the accession, accession number, box number, and the list of all file headings within

that box. Preparation of this inventory is the last step followed in processing records, as was previously noted. It has been found desirable in many instances to add parenthetically behind the file heading a phrase, a date, or a word that would amplify the meaning of the file heading itself. For most research, the person using these record inventories is sufficiently familiar with the subject material as to guarantee that the file headings are completely meaningful.

The third level of finding aid that has been developed is an index to single memos, single telegrams, letters, reports, minutes, etc. The index evolved to include these entries is all inclusive so that it covers every accession within our care. The index card includes the subject of the letter or memorandum, date of the item, a sentence or paragraph summarizing the facts within the memo, and the source of the item in terms of accession, box number and file. Thus it is that with both the record guide and the index one has access to all accessions and can bring together related subject material. With the record guide it is done at the level of the entire accession, whereas with the subject index it is done at the level of the individual letter or memo.

### Conclusion

In concluding, a brief word concerning the use of microfilm at Ford Archives seems in order. It has been used relatively little; first, because what microfilming has been done has been undertaken on a selective basis, and this does not permit of maximum economy in microfilming. Further, it is felt that whatever documents are worth keeping by a company archives are worth keeping in their original form. The few fragile items that warrant reproduction are photographed so that the original may be left untouched. Any number of prints may then be supplied from the file negative when anyone wishes to use the document.

# ARCHIVES OF THE FEDERAL RESERVE SYSTEM\*

MARGUERITE BURNETT

*Research Associate, Committee on the History of the Federal Reserve System,  
Federal Reserve Bank of New York, New York City*

SINCE MY RETIREMENT last year I have been privileged to take part in the very interesting project of the Committee on the History of the Federal Reserve System. This is an extensive five-year project financed by the Rockefeller Foundation and is under the joint supervision of the Brookings Institution. The committee has eight distinguished members, prominent in the financial and educational world, and the chairman is Allan Sproul, president of the Federal Reserve Bank of New York. Mildred Adams is executive director and I am one of the research staff at the committee headquarters in the New York Reserve Bank.

The prime work of this staff is to uncover archival material and, in general, to lay an elaborate groundwork for a comprehensive history of the Federal Reserve System which will eventually emerge in the form of books and monographs written by scholars. This should be welcome news to financial librarians who have been aware of the dearth of authoritative literature on the operations of the Federal Reserve System.

## **Federal Reserve Archives**

My work has been chiefly concerned with discovering what is available in the fourteen Federal Reserve libraries

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\* Based on a paper presented before a meeting of the Financial Division at the SLA 46th Annual Convention, Detroit, Michigan, June 14, 1955.

and in certain New York bank libraries as well as in locating private papers of important individuals connected with the Federal Reserve System. This information is carded and eventually will provide a comprehensive index to the available raw material for historians who will write studies on Federal Reserve operations and history.

## **Interviews and Papers**

Two important sub-projects of the committee involve the discovery of *unpublished* material that will help illumine episodes around which conflicts have swarmed and also around the interplay of personalities in the formulation of policies. This is done in two ways, through interviews with living persons who can be induced to reminisce, and through search for papers left behind by important leaders now dead.

The executive director of the Committee on the History of the Federal Reserve System has already interviewed many persons, recording their recollections on tape or in memorandum form. Officers of many years' standing recall scenes in their careers that stand out vividly, or tell revealing stories of activities and personal idiosyncrasies of men who were responsible for policies. Older employees at Federal Reserve Banks, now retired or about to retire, have supplied colorful tales of the early days. These were the very first days of organizing the Federal Re-

serve Banks in 1914, when member bank subscriptions poured in so fast that the money spilled over from boxes on to the floor as the small band of workers tried to cope with the flood. Similar scenes occurred in the first days of the Liberty Loan campaigns of World War I, when officers and clerks frequently worked all night sorting piles of Liberty Bonds and records. Then there were the frantic day and night secret sessions of bankers under the leadership of the Federal Reserve trying to save the Bank of United States from its colossal collapse, and the unprecedented events of the Banking Crisis of 1935.

#### **Papers**

There are voluminous files of correspondence, journals and other private papers left by prominent individuals that throw light on events in which we are interested. Such collections have often been scattered among libraries in different institutions throughout the country, or stored in warehouses, or buried in cellars and attics of homes, almost forgotten by the family. To ferret these out, following various clues as they are uncovered, makes an exciting treasure hunt.

One such collection of papers that is especially important for Federal Reserve research is that of former Senator Carter Glass. He not only had much to do with passing the original Federal Reserve Act but also for many years, with subsequent legislative developments. These papers were deposited with the University of Virginia and, under the stimulus and financing of the committee, a detailed and annotated listing of the contents of the many boxes has already been made. In prospect is an analytical index to this register which will make the collection readily usable by any scholar.

#### **Indexes and Catalogs**

Already our executive director has assembled a surprising amount of bibliographical research data, although the

project is only a year and a half old. Besides the continually growing catalog of published material on the Federal Reserve System, such as books, pamphlets, speeches, magazine articles and testimony at Federal Reserve Hearings, two indexes have especially aroused my admiration. They are both worth describing as suggestions to librarians who may have to undertake projects along this line.

#### **Time and Name Files**

One index, called simply the "Time File", is ingenious and useful. Rather than the cramping standard 3" x 5" cards of library fame, 5" x 8" cards are used. The arrangement is chronological by years 1908 to date. We antedate the passing of the Federal Reserve Act by five preliminary years.

There are separate cards for ten categories of information, including top personnel of the Federal Reserve Board and of the Federal Reserve Banks (officers and directors), U. S. Government executive officers, Banking and Currency committees of the Senate and the House, legislation, and the Hearings affecting the System. Thus, if one wishes to know what happened in 1935 one can, by glancing through the cards, get a birds-eye view of all the officials and events concerned with the System in that year. This index could be adapted by any librarian confronted with the task of assembling material for a definitive history of his organization.

The second useful tool which is in constant use by our staff, is the "Name File Index" arranged on similar large-sized cards. This contains over 2,100 cards and is constantly growing. A card under a person's name is started with biographical data obtained from various Who's Who's and directories, and is added to as additional information turns up, such as location of the individual's personal and unpublished papers.

The names include all the officials listed in the "Time File" by years, arranged alphabetically. There are also

names of any other persons who have some particular interest for us, such as scholars who might be enlisted in the writing project or who could contribute in any way. Much labor was involved in collecting the data and typing the cards but the effort has been repaid many times over.

### Definition of Archives

Archives — just what are they? After working the good part of a year on an archives project I still feel like a modern Diogenes with his lamp, searching for a really satisfactory definition of archives.

A popular misconception was revealed by a columnist on the *Washington Post* who defined an archivist as a “dead file clerk”. He then played with the idea as to where the hyphen should be placed, i.e., dead-file clerk, or dead file-clerk. Both ideas are equally obnoxious to the trained archivist.

Files of old records must never be considered dead. They must be brought to life by intelligent arrangement and imaginative indexing. No mere file clerk should be entrusted with the major operation of organizing the vital records of an institution. It requires an executive with top-notch practical abilities and intellectual acumen as the over-all director.

Developments are occurring at such a rapid rate that librarians are in imminent danger of being confronted with archival responsibilities for which they are ill-prepared. For example, firms become suddenly aware that an anniversary — 100th, 75th, 50th — is looming, which requires for its celebration a delving into its past history, documented by old records. Therefore it will be well worth the librarian's time to read all he can on the literature of archives, and to be prepared to offer preliminary advice as to storage problems, arrangement and cataloging, and the more difficult problem of selection for preserving and discarding.

To return to the definition problem, archives are made to include about every form of recorded information. As the National Archives states it, archives are “permanently valuable records, in whatever form, that have been created or received by a governmental body for its official documentation,” and it adds, by a “corporation or firm”. These include all books, papers, maps, photographs or other documentary material, regardless of physical form or characteristics. Archives include not only what is created but what is *received* by the firm, as documentary evidence. The nub of the matter is that someone has to decide just what is permanently valuable. Otherwise, practically nothing could be destroyed.

### Historical Archives

There is one section of the archives field where the librarian has an important role to play — the matter of records which have great subject interest and value from a historical point of view. These might be termed in many cases secondary archival material, rather than primary archives, since I want to stretch the term to include much that is lodged in library vertical files. This is extremely important for the future historian.

It is difficult to describe adequately what the librarian should look for and how. The literature on archives is expansive on the subject of records in general but is strangely silent, or hesitant, on pronouncements concerning the precise methods of spotting policy-making correspondence, memoranda and research studies, and of arranging for their segregation and permanent preservation.

### Discarding Material

Librarians have always been collectors and hoarders by instinct. It is only necessary to alert them to set their sights on more distant and broader horizons. In the operation of discarding, for example, instead of yielding to the



urge to clear those choked files or crowded shelves by throwing out everything indiscriminately, say before an arbitrary date, like 1945, or 1940, the librarian must grasp firmly a mental geiger counter and test each piece of paper for historical uranium that the historian of the future may prize. There must be a constant search for treasure in what seems like obsolete material, superseded data, and in general, "junk", that accumulates so rapidly in files. Here may be buried clues to obscure incidents in the organization's history, or the background material for policy formulation that would be invaluable for a scholar doing research on the subject.

Speeches of officers that have long outlived their current or topical reference value often indicate a point of view on the firm's policy as of a certain date. Group photographs may list forgotten names. Private letters, and internal memoranda may cite amusing anecdotes and illuminating, frank comments on persons and events. These may transport the historian to a vanished time and bring to life again scenes and moods that accompanied important incidents. History is more than just a chronicle of events.

There are a couple of practical suggestions that occur to me for emphasizing the archival side of the librarian's work. He can publicize a warm welcome awaiting all donations of discarded material from officers' private files when they are driven to clear out accumulations. Remember that the apparent "junk" may bring some treasure, even though 95 per cent of the material is quietly discarded. The librarian can also turn pirate-raider, if he knows an officer is about to retire, and puts in his request early for old records.

#### **Archival Indexes**

Another important archival function that falls naturally in the domain of the librarian is to start a card index of

archival material that is located elsewhere in the organization, some of which by its nature would never be consigned to the library, or even to a special archives collection. Examples are the original charter (usually kept under lock and key in some vault), legal documents of various sorts, minutes of the Board of Directors, committee records, biographical data and personnel files on officers and directors. Important picture collections of the building in process of construction or renovation, and of events and persons, may be located in different departments.

#### **The Librarian's Attitude**

This new attitude of acquiring what is old and preserving it in perpetuity, instead of concentrating on the new and discarding for efficiency, is not easy to cultivate. The typical financial or business librarian has learned by experience that he must not only be on his toes in search for up-to-the-minute current information, but ever gazing in the crystal ball of the future in order to *anticipate* future demands for information.

In this new archival field, there is an entirely different approach. The librarian must now become Janus-faced, looking forward, of course, but also looking backward with equally discerning eyes. Not only must the past history of his own organization be kept in mind, but also local history as it impinges on that history and even on national and international events. The full background of facts, color and atmosphere must somehow be preserved through paper evidence that will evoke them for the imaginative historian. Since few rules can be listed, as every organization's life history is different, it all boils down to that intangible thing—the attitude and interest of the librarian. He must use all his resources of imagination and insight to avoid destroying what is irreplaceable in the history of the firm's activities.

# ATAE MANAGEMENT LIBRARY

ROBERT F. COLEMAN

*Director of Information Services, American Trade Association Executives,  
Washington, D. C.*

**T**HE INITIAL formal attempt to disseminate management information designed specifically for association executives was the occasion of the organization meeting of the American Trade Association Executives at Lenox, Massachusetts' Curtis Hotel, October 28-29, 1920. The welcoming address at this meeting contained the announcement that the proceedings "... will be edited, published and distributed to interested parties". No crystal ball was on hand for these convention delegates which would foretell that the culmination of their early efforts would be the Association Management Library, established more than three decades later.

Association executives in 1920, particularly trade association executives, recognized the necessity for the formation of a professional society wherein the problems of association management, in all its facets, could be bantered about and solutions sought through information and opinion interchange.

For many years conventions and meetings and personal contact were the only means available for exchanging know-how and experiences among association executives. It soon became apparent that ATAE was coming of age—that it must take its place as the professional society for association executives and set its sights toward the day when it would branch out with new programs, new distribution channels and become intra-continental in its information exchange.

## Founding of Library

The year 1954 will go down in association management history as a year of significant progress, for in December of that year the official establishment of the Association Management Library in the new Associations Building, Washington, D. C., became a reality; already numerous business writers, students, research analysts, advertising specialists and industry representatives, as well as association executives and their staffs are utilizing the library facilities.

ATAE's own contributions to its library include its four regular publications: *The Journal, News, Here's How* (a compilation of case history studies), *The PR Reporter* and fifteen years of Award-winning programs submitted in the ATAE Awards for Outstanding Activities contests which are included in the subject files and cross-indexed for quick reference. Special committee studies, research and survey reports, statistical reports and special studies by ATAE, the Chamber of Commerce of the United States, Government departments and other associations are readily available. Plans are already underway for the addition of a complete legal section to aid trade and professional association executives with problems in this field.

The Association Management Library is not an orthodox reference library; rather it is generally considered a reser-

voir of association management experience whose contributors represent more than 25,000 years of experience in the association management profession. A reasonable analogy of the operation of ATAE's Information Service would be its comparison to a gigantic wheel with the hub as the Association Management Library; the spokes, the channels for information interchange that connect with the rim which represents ATAE's membership. The spokes provide a dual highway for the distribution of know-how and ideas among the members.

For many years ATAE operated an unofficial mail loan library. It was not until April 1951 that an official committee report set forth the conditions to be considered in establishing a permanent library in the ATAE Headquarters office in Washington. It was assumed at that time that the library would be a part-time function for a stenographic member of the staff. Later that year, a staff assistant was appointed and assigned the task of organizing and cataloging the material on hand in the library.

In the fall of 1952 a full-time experienced librarian was employed and the archives of the association began to double and redouble. ATAE issued a call for historical material and asked to be placed on the mailing list for all association publications distributed by members. The response was overwhelming and from that time on, there has been no difficulty in developing sources of information. Within two years ATAE moved its headquarters twice, each time gaining several hundred square feet of library space. Members were cooperating in assisting with its collection of management information to the extent that the library had to double and triple its storage facilities. At the end of 1953 there were six five-drawer file cases of library files as opposed to a single file case for all ATAE correspondence and data just a few years before. The files mushroomed until, early in January

1954, there were ten file cases and in November 1954, when ATAE instigated the establishment of the Associations Building, twenty file cases were installed for the Association Management Library alone.

### **Contents of Library**

Today the library contains an estimated 30,000 cataloged items on association management and for the most part they are contained in steel file cases. However, the striking white birch book shelves are rapidly filling with a valuable collection of reference books on twenty-two main subject categories of association management. They are: Accounting, Audio-Visual Aids, Communications, Conventions, Meetings and Trade Shows, Distribution, Education and Training, Executive Development, General Reference, Government Relations, History, Inter-Association Activities, Labor Relations, Legal, Management, Manuals, Membership Promotion, Product and Service Promotion, Public Relations, Research, Retirement, Standardization and Statistics.

No other center exists which houses and disseminates the varied subject material included in the ATAE Association Management Library. The quantity of material is rapidly increasing and the day is fast approaching when there will be reference data available on every question or problem encountered by association staffs.

### **Library Furnishings**

The library was designed by experienced library consultants at the Washington Office of Remington Rand, Inc., and was furnished with modern birch desks, tables, bookcases, and yellow upholstered chairs with a complete thirty-unit card catalog case. There are more than 300 feet of book shelves, 100 file drawers, a combined general reference and dictionary stand and built-in storage cabinets.



*One view of the library of the American Trade Association Executives in the Headquarters office, Washington, D. C.*

To create an adequate acoustical environment, cork tile was selected for the floor; for proper lighting efficiency, library green was used on the walls. To enhance the effect of the decorations modern vari-colored drapes in an abstract pattern colored telephones and harmonizing desk accessories were chosen.

### **Financing the Library**

Minita Westcott of Storms and Westcott, Chicago, only woman president of ATAE and chairman of its Library Committee, released the following information concerning the financing of this information center:

"The Committee explored numerous means of financing such a library, even the practicality of getting some other organization to build and maintain it for us. But it was our dream, and we wanted it to be our fulfillment. Other financing would have placed restrictions on the operation which we felt might not always be consonant with our requirements. Other management

of the library might dilute its greatest use and personalized interest each one of us now has in its expansion and development. Therefore, it was decided that inasmuch as the idea had been conceived by association executives, the material had been contributed by association executives, and its principal users would be association executives, then association executives should build and support their own library with their own funds."

A pledge card was sent with the initial announcement and a list of suggested subscriptions ranging from \$50 to memorial contributions of \$1,000. Already four memorial contributions have been received, dedicating the Public Relations, Distribution and Executive Development Sections of the library. To date the category of the fourth memorial gift remains undecided.

ATAE has achieved the realization of a goal set many years ago by pioneers in the association management field—*the establishment of a modern research library dedicated to the field of association management.*

# Modern As Today's Advertising

JULIA SHULMAN

*File Supervisor and Librarian, Sterling Advertising Agency, Inc., New York City*

**A**LTHOUGH STERLING is one of the oldest agencies in the country, founded in 1914, it is today in many aspects one of the most modern to be found anywhere. This quality can be seen throughout the agency, but nowhere better than in the library, known as Central File.

Built in 1951 to streamline the efficiency of the agency, it has since functioned as the main artery for service to every department. What was an architectural dream in 1950 is today a reality. Adequately housed in a tailor-made File Library are correspondence files, contracts, bookkeeping files, media files, job jackets, art, proofs, plates, scrapbooks, pamphlets, newspapers and kodachromes. All in all, every piece of information from the idea of an ad to its completion is filed here.

## Planning the Library

A great deal of patient planning, study and organization was required to build this special file library. It took weeks of measuring and remeasuring the files, the magazines, art, plates, scrapbooks and equipment to forecast the amount of space they occupy today, and will occupy tomorrow and the future tomorrows. A retention plan was established whereby obsolete records are automatically discarded after specific periods of time.

Sterling's library is an elongated room, situated in the center of the agency. Five windows opening on the walls between the shelves provide easy access to assistant executives in need

of records or other materials. This speeds service and eliminates telephoning and delivery. Down the middle of the file room are two rows of steel shelves back-to-back from floor to the ceiling, with compartments for job jackets. Adjacent to these on one side is a ceiling-high steel bookcase where newspapers and magazines are filed. Steel shelves cover three sides of the room, except where the file cabinets fit under the shelves on one side of the room, so that every inch of space is utilized. Books, neatly arranged according to publication and date, are on the shelves at the front entrance. On either side are shelves which hold tidy rows of art files, scrapbooks following each other in alphabetical order according to client, proofs lined up in numerical folders, and plates waiting their allotted time for disposal. Out of immediate sight are carefully tied packages of art, labelled according to year and contents, awaiting discard dates set up under the retention schedule procedure. In filing cabinets under the shelves on one side of the room are the correspondence, accounting, contract, media and other files.

It took two months to classify, arrange, index and file all the records received from the various departments. Although the task was a difficult one, it has worked efficiently.

## Services of the File Library

Instruction pamphlets were sent to every department explaining how the File Library was operated. No private files were to be kept in desk drawers;

until a normal routine was established, periodic visits were to be paid to each department to ascertain whether file material was being regularly returned.

Besides being a reference room the File Library is also arranged to be partially self-service. When the librarian and her assistants are busy, artists can help themselves by referring to a descriptive classified index which tells where to find needed art. The artists then sign the index card and remove the material. The same principle applies to plates. Scrapbooks and pamphlets are always available for general information without any charge receipts.

The File Library serves another useful purpose for the Account Executive. He no longer worries when his secretary or assistant is absent, since Central File can almost always supply any information he needs from the files or records, without any loss of time.

Correspondence and contract files are available only through File Library personnel. Contracts must be returned the next day. A follow-up calendar file is maintained as a daily contract reminder which develops efficient habits in borrowing and returning contracts.

### Library Staff

The File Library has a staff of three members: the file supervisor-librarian and two assistants. The supervisor plans, arranges and supervises the physical setup of the library and distributes the work, answers requests, has charge of correspondence and supervises all incoming daily records. Her assistant takes charge of the accounting records and is familiar with the entire operation of the File Library in assisting the file supervisor. The second assistant files job tickets, proofs, art, plates and scrapbooks. Books, magazines and newspapers are filed on a cooperative basis by everyone in the department, when time



JULIA SHULMAN, *File Supervisor and Librarian of Sterling Advertising Agency*

permits. Many of the daily tasks are generally shared by all the members of the File Library.

### "Inspiration" File

To make life more interesting for the Art department, a file drawer labelled "Inspiration" is a hide away for unusual requests for inspiration and ideas. This may consist of a special study of new art, the latest fashions in printing, the most advanced foreign fashions, quaint oriental patterns, background material of picturesque landscapes, or any item that may at some time refuel the imagination.

No matter how crowded the day may be with requests, deadlines are always met first. Sometimes a special project requires several days of research which engages the service of the whole department. Such requests are generally exciting and time-consuming and always offer a new challenge.

To have a File Library function smoothly, is the Utopian answer to advertising efficiency.

# More Than Books, More Than a Library

JANE GROVES

*Librarian, Gardner Advertising Company, St. Louis, Missouri*

**S**OUND ADVERTISING, marketing, and promotion call for a thorough knowledge of the field in which a product or service is advertised. There is an even second *must*—an advertiser needs a continuing flow of information on the changes taking place in America's living and buying habits. All this points to the need of a library within an advertising agency. As one of the largest agencies in the country, however, we felt we needed something more than just a library.

And so, at Gardner, we changed the meaning of the word "library"—at least at 915 Olive Street, St. Louis. An experiment was started to coordinate many services and functions into one department—an experiment we felt would make the term "library" a far more valuable and important word to Gardner people. We wanted a "library" that was more than a place for copywriters to come and browse around for ideas, or to look up facts. We wanted a "library" that would be useful to copywriters, of course—but also useful to those in research, art and production in particular, and to everybody in general.

We put the idea into motion—and it worked! Here at Gardner, the "library" is one of the busiest departments in the agency.

## Research Files

Our research files and facilities occupy approximately half the floor space allotted to the library. It consists of re-

search reports, marketing data, readership surveys, government publications, census reports, and many files of articles and statistics clipped from trade and consumer publications. The library receives all government releases as soon as they are available. In addition, we maintain what we believe to be one of the most complete advertising agency libraries on Agriculture and the Farm Market. All U. S. Department of Agriculture reports and Farm Research services are available. Intensive clipping is done on about three hundred farm magazines monthly, for new farm developments and statistics in the field of agriculture. A continuous flow of material is received from various agricultural colleges in the United States. The library staff frequently compiles information for members of our Farm Account group, such as county data on farm income, value of farm crops, livestock, and farm buying power.

## Mass of Reprints

The Production section of the library contains complete sets of every ad prepared by our agency since its beginning in 1902. Great quantities of proofs are received daily on current production. One member of the staff is responsible for their correct filing, and for constant filling of requests for this material.

## Central File

As an additional unit of the library, we maintain a Central File. This consists of correspondence, production bill-

ing, salesmen's portfolios, written data on our accounts, copies of presentations, and a file of radio, television and publication copy. Having the Central File a part of the library function has proved very satisfactory, avoiding duplication in filing and providing a ready master set.

#### **Art Files**

In maintaining Art files for our library, members of the department are required to take instructions from Art department personnel to familiarize them with all phases of advertising art. Original art, layouts, carbros, negatives, and photostats are filed by type of art and account.

#### **Magazines**

The magazine room contains more than 20,000 publications which are retained as long as practical according to their worth. These publications are thoroughly checked for editorial matter which will be valuable in our research work.

Adjacent to the magazine room, we maintain the checking department. A very important and essential part of the agency function, this was integrated into the library operation because of its direct relation to the magazine section. This consists of determining, as publications are received, if the advertise-

ment placed is correct in every detail. If the checker spots an error in position or reproduction, he contacts the account executive and media man concerned.

#### **Microfilm**

Microfilm has long been a boon, solving problems of filing and space. We operate our own portable camera which enables us to obtain at once the most current data on film for processing. The microfilm viewer is in constant use for reviewing such items as previous television scripts, past billing, production records, time sheets, and contracts.

#### **Miscellaneous Functions**

Various other library functions include purchase and review of new books, maintenance of an "art morgue", handling of copyright registrations, scrap books, television props, and radio transcriptions.

A stringent check-out system is maintained for the mass of material the library releases every day. Our services are available to agency personnel, clients, students, and outside libraries.

We feel it is most important that all members of the library staff be able to perform and assist in all the above mentioned functions. Thus, we are not entirely dependent on one person in the performance of a request.

## **Next Issue**

The December issue of **SPECIAL LIBRARIES** will include the following articles:

*Use of Library Bulletins*, K. GENEVIEVE FORD, librarian, Titanium Division, National Lead Company.

*Some Problems of "Psychological Abstracts"*, C. M. LOUTITT, Wayne University.

*Services Helpful to Librarians*, DOROTHEA M. RICE, librarian, The American Metal Co., Ltd.

*Communicating with the New Employee*, HERMAN SKOLNIK and RUTH E. CURTISS, Technical Information Division, Hercules Powder Co.

*Training of Nonprofessional Staff*, JEAN P. WESNER, librarian, Bethlehem Steel Company.



# The Council of National Library Associations

ELIZABETH FERGUSON\*

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

**W**E LIVE in an age of associations. The briefest glance at the U. S. Commerce Department's *National Associations of the United States* is enough to convince anyone that there is not only time but an organization to every purpose under the heaven. The urge to get together with other people doing your kind of work, to talk shop, to get inspiration and help from expert speakers, to cooperate in studies and action for mutual benefit, appears to be universal. An Association offers a sort of group therapy for all sorts of business and professional problems. Small wonder, then, that the technique is applied to more and more specialized situations.

There comes a point, however, after the specialized groups have multiplied ad infinitum, when it becomes well-nigh impossible to get concerted attention to broad questions of concern to a whole profession or business. This has given rise to "associations of associations." These instrumentalities may take any kind of form. They range all the way from informal luncheon meetings of association executives to tightly organized secretariats in effective control of publishing or legislative programs.

The library world has its full quota of specialized associations. It, too, has had to face up to the coordinating prob-

lem. In the Council of National Library Associations, it has achieved a useful central forum in which fourteen of the groups come together regularly to exchange ideas and to discuss common problems.

As stated in its constitution:

The object of the Council of National Library Associations shall be to promote a closer relationship among the national library associations of the United States and Canada.

The Council shall:

- a. Provide a central agency to foster cooperation in matters of library interest.
- b. Gather and facilitate interchange of information among member associations.
- c. Be ready to cooperate with national learned and scientific societies in forwarding library projects.

The Council may be in its own right an operating body for the purposes stated above, but to its member associations it shall reserve all rights of action whether individually or jointly between any two or more associations in any field of activity.

The first effort toward coordination in the library world was the appointment by the Council of the American Library Association of a Joint Committee on Relations between National Library Associations. This committee held a meeting in June of 1939 but did not institute a definite program. The immediate onset of the war and the urgent need for cooperation in the national emergency inspired Special Libraries Association, under the leadership of its president Laura A. Woodward, to press for a council of library associations, each to have equal voting power. In December of 1941, a meeting of the presidents of the associations, at Miss Woodward's invitation, met, agreed to form such a council and were formally authorized to take over the

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\* Elizabeth Ferguson is chairman of the Council of National Library Associations, and a past president of Special Libraries Association (1952-53). She is co-author of *Creation and Development of an Insurance Library (SLA)*, 1949.

This article is reprinted by courtesy of Stechert-Hafner's *Book News*, where it appeared in the September 1955 issue.

functions of the earlier Joint Committee. The first meeting of the Council of National Library Associations took place in New York, March 5, 1942, with fourteen associations participating as charter members.

Each member association is represented on the Council by its president and by one appointed delegate, who usually holds office for several years. Meetings are held twice a year, in April and November, usually at the Association of the Bar of the City of New York. The roster of member associations has fluctuated over the years. At present it includes:

- American Association of Law Libraries
- American Library Association
- ALA Division of Cataloging & Classification
- ALA Division of Library Education
- ALA Public Libraries Division
- Association of American Library Schools
- Association of College and Reference Libraries
- Association of Research Libraries
- Catholic Library Association
- Medical Library Association
- Music Library Association
- National Association of State Libraries
- Special Libraries Association
- Theatre Library Association

The Council has found that its most effective operating medium is the joint committee. This is an obvious and well-used method for cooperative action and study, of course. As developed by the Council, however, it has taken on a rather distinctive flavor. The committees to which the Council stands sponsor are usually initiated in Council meetings, have a first chairman appointed by the Council, and are authorized to proceed autonomously from then on, making regular reports to the Council. Member associations are invited to participate in committee work through specially designated representatives, and associations use their own discretion in so doing. Committee membership is by no means limited to such representatives but often includes independent experts and representatives of non-library groups. Only a small number of the committee members are from the im-



ELIZABETH FERGUSON

mediate membership of the Council. These freewheeling units have accomplished much serious and constructive work.

#### **American Book Center for War Devastated Libraries and United States Book Exchange**

The American Book Center grew out of a proposal passed on to the Council by Milton E. Lord from the Board on International Relations of the American Library Association. The hope was that the Council would undertake a broad program of collecting publications from American libraries to be sent in bulk to libraries abroad affected by the war. Twelve American and Canadian associations joined forces in a Joint Committee on Books for Devastated Libraries, which started working in 1944. From this committee a non-profit corporation, the American Book Center for War Devastated Libraries, was established in June 1945. Operating capital of more than \$100,000 was given by relief organizations aiding foreign countries, supplemented by contributions from American commercial

firms and labor organizations. The Library of Congress furnished operating space. In March 1946 the Center began receiving, sorting, packing and shipping abroad the donations received in a national drive for material of a useful and serious nature aimed at meeting post-war reconstruction needs. During the three years of its existence nearly 1,000,000 books, periodicals and pamphlets were handled.

The founders of the American Book Center had always believed that a large-scale exchange for the universal dissemination of knowledge and as an earnest of American respect for foreign publications was possible. They saw the Center as a logical springboard for trial of a two-way operation. Accordingly, as the Center concluded its work at the end of 1947, the United States Book Exchange was set up and began its work in 1948. The cost of organizing was met through a grant from the Rockefeller Foundation. This grant and contracts with the Department of State and the Marshall Plan organization have enabled the Exchange to work for foreign libraries which could not pay handling fees. At the termination of the Rockefeller grant, in December 1951, institutions abroad began to pay fees for the service, as American libraries were already doing, and the Exchange became self-supporting. The fees which the Exchange assesses for its services are calculated on a nonprofit basis.

At present the Exchange has a staff of twenty-two. Its annual budget is \$110,000 of which about one-half comes from U. S. libraries and the rest from foreign libraries or from American agencies on their behalf. The publication stock, which are handled, pooled and processed, now number 3,500,000 items.

#### **Princeton Conference on Library Education, December 11-12, 1948**

The Council in November 1947 took action to form a joint committee to plan and carry through a conference on

library education. Recent changes in library school programs had occasioned much confusion so that an effort to bring together the best thinking in the profession was felt to be badly needed. Financial support for the project was granted by the Carnegie Corporation of New York. Thirty-six conferees were selected on the basis of individual ability and experience in definite fields. Discussions were directed to such practical and specific topics as: organized interest in library education, specialistic training, accreditation, classification and certification, placement and recruitment. A printed report of the Conference was made available to participating associations and sold widely.

The nine recommendations adopted by the Conference endorsed and urged strengthening of the work of the Joint Committee on Library Work as a Career and the Board of Education for Librarianship of the American Library Association. As a new effort, it strongly urged the establishment of a Joint Committee on Library Education which would include in its studies the matter of education for special librarianship. This latter recommendation, in effect, was a directive to the Council, as the logical body to sponsor such a committee, and it took immediate action to do so.

This Joint Committee has been a major Council interest ever since. It has acted as a true forum for inter-association discussion of matters of universal concern such as: better understanding of the role librarians play in the community; recruitment, placement, and qualifications for various types of professional activities.

Its Sub-Committee on Special Library Education devoted three years to detailed study and uninhibited discussion of library education in seven subject areas: theater, law, finance, science-technology, medicine, journalism and music. Model curricula in each area

were developed, published in the *Library Quarterly*, 24:1-20, January 1954, and 1,000 reprints were distributed. This unique study has attracted much interest throughout the profession and is being considered by library schools.

#### **American Standards Association Sectional Committees Z29 and PH5**

These American Standards Association committees outstandingly fulfill the Council's objective of cooperating with learned and scientific societies in forwarding library projects. They are also most interesting examples of the adaptability of its freewheeling joint committee policy. In this case the American Standards Association sets the pattern of the committee organization, with the Council sponsoring the effort.

The American Standards Association itself is an amazing example of voluntary, coordinated effort on the part of more than 100 trade associations and technical societies, as well as some 2,300 companies. It neither creates nor enforces its widely recognized "American Standards." Rather it offers a procedure which makes it possible for groups who want a standard established to get together, agree on what they need and have their decision recognized and officially published. The procedure is the same for screw threads, electrical equipment, piping or library practice.

Briefly, the organization and procedure is as follows: Each member body has membership on the Standards Council, which has final decision in technical matters and approves standards, and which nominates members to the Board of Directors, which governs policy and financial matters. Because the Standards Council is so large and because there are so many different subjects to work on—mechanical and electrical fields, safety, mining, photography, to cite only a few—it has set up branch standards boards in all of these fields. These specialized boards review the work of the committees and make recommendations to the Stand-

ards Council. The committees limit their deliberations to very specific subjects and their membership is carefully selected to include, in equal numbers, users of the product and manufacturers or producers, as well as organizations with a general interest such as government departments, labor organizations or other special groups. Each committee has a sponsor, usually a national society or association that has a special interest in the subject. The sponsoring organization takes responsibility for keeping the work moving on committee projects.

Committee Z39, Standardization in the Field of Library Work and Documentation, grew out of the difficulties librarians have experienced in identifying necessary record information, such as exact title, volume and issue number, from title pages, tables of contents and other places of reference in periodicals. The first work on this problem was done at the request of a group of librarians in the early 1930's. In 1935 "American Standard Reference Data and Arrangement of Periodicals" was approved. When the time came for the regular required revision of the standard in 1940, a committee was organized under the sponsorship of the American Library Association. In 1951 the Council of National Library Associations took over the sponsorship with the approval of ALA.

As now organized, the committee membership represents publishers and editors as well as librarians. The scope of its interests is now enlarged to include "Standards for concepts, definitions, terminology, letters and signs, practices, methods, supplies and equipment used in the field of library work and the preparation and utilization of documents." Most importantly, it is the spokesman for United States opinion and experience in these fields. As such, it spends much of its time and effort presenting the American viewpoint to international standards organizations on

such questions as bibliographic references and citations; transliteration of Cyrillic characters; abstracts and summaries.

Committee PH5 was formed in 1953 to help solve some of the problems librarians have experienced in using microfilm, microcards, and other photographically reproduced documents. It had been thought that this study might become part of the work of Committee Z39, but it soon became evident that the cooperation of photographic manufacturers and processors was needed for the development of practical recommendations. Since American Standards Association already had a Photographic Standards Board, representing these groups, the committee was set up separately under its program with the Council of National Library Associations as sponsor.

Committee PH5 defines its scope as "Standards for photographic materials, apparatus, and processes pertaining to production, use, storage and preservation of document reproductions." This includes, of course, devices for reading photographic reproductions. Three subcommittees are actively at work on micro-transparencies (microfilm), micro-opaques (microprints and microcards) and documents reproduced photographically and readable without optical devices (like photostats).

#### American Library Annual

October 1955 will see the revival of the *American Library Annual*, dormant since 1918. It will be published under the editorial sponsorship of the Council of National Library Associations by the R. R. Bowker Company. The first part of the new volume will be devoted to a comprehensive listing of international, national and regional library associations, their committees and joint committees. In addition to the listings, there will be an analytical cross-index of the subject interests of the committees, such as *international relations*, *automation*, etc., which is designed as a

sort of "activity index" of the profession.

The second part of the book will bring together statistical and factual information constantly needed by librarians and now available only in scattered sources. Topics to be covered will be such practical ones as: library statistics, salaries, book funds, building costs, postal regulations, literary prizes and library awards and many others.

These instances of specific accomplishment show that coordination in library matters through the medium of the Council has frequently been possible. It is conceivable, however, that the Council's most useful function cannot be successfully pinpointed or publicized. This function is that of providing in its meetings a sounding board for the freely expressed opinions of the different associations. For instance, during the consideration of Milton Lord's proposal for a federation of library associations and Ralph Shaw's Fourth Activities Committee report to the American Library Association, the Council alone provided facilities for free discussion of the problems. And so with other important questions of recent years—the associations were and are kept aware of each other's points of view through Council gatherings and information. The mutual understanding thus achieved must surely have a part in strengthening the position of the library world.

#### PRESIDENT'S CHAPTER VISITS

The 1955 itinerary of SLA's president, Chester M. Lewis, includes the following visits:

October 3 . . . .	New Jersey
October 17 . . . .	Baltimore
November 12 . . . .	Texas
November 14 . . . .	Alabama
November 15 . . . .	Oak Ridge
November 16 . . . .	Georgia
November 19 . . . .	Louisiana
December 5 . . . .	Montreal

# The Library of the National Chemical Laboratory of India

A. KRISHNAN

*Librarian, National Chemical Laboratory of India, Poona, India*



A. KRISHNAN

PRIOR to World War II there was very little scientific research under the auspices of the Government of India. The wartime demands increased the needs of industrialisation which depended on scientific research in utilising the local raw materials for manufacturing finished products. With the achievement of independence, the new Government gave the necessary impetus for the economic development of the country. Under the First Five Year Plan, not only were dams and factories constructed but also a chain of national research laboratories, thirteen in number. The National Chemical Laboratory of India was one of those constructed early under this program and opened on January 3, 1950.

J. W. McBain, F.R.S., professor emeritus of Stanford University, California, was the laboratory's first director. With his clear grasp of the initial problems, Professor McBain gave due importance to the building of a good technical library and the same policy has been continued by his able successor, G. I. Finch, F.R.S.

The library of our laboratory gives a maximum contribution to the prosecution of chemical research as well as information services by providing suitable technical literature and the services of skilled librarians. The prob-

lems for research come from private industries as well as from the Government departments. Those which can be answered from existing literature are given to the literature chemists who prepare a report from these library resources and pass it on to the individual concerned. Those questions which cannot be answered satisfactorily by this effort are handed over to the appropriate experts in one of the six other divisions, namely: Biochemistry, Chemical Engineering, Inorganic Chemistry, Organic Chemistry, Physical Chemistry, and Plastics and Polymers where specialists examine the questions and answer them after making conclusions from experiments where necessary. Further, for specific chemical subjects—glass, fuel, metallurgy, food, leather, electrochemistry and drugs—separate laboratories have been established, each of them provided with a library, since they are situated in various parts of the country. All the laboratories work in collaboration and their library facilities are shared.

The functions of the National Chemical Laboratory are: (1) to survey the raw materials of the country; (2) to help in developing key industries; (3) to assist in utilizing by-products of existing industries; (4) to conduct fundamental and applied research; (5) to aid industries with information and advice, and if necessary, with experiment and demonstration of industrial operations; (6) to train research workers in specialised fields of chemistry and chemical technology, particularly in the

fields where facilities are not available elsewhere in the country.

The library organisation consists of a librarian reporting to the director of the laboratory, two assistant librarians, one clerk, and four other assistants for lending, cleaning and upkeep of the library. The library is used mainly by the members of a staff numbering about two hundred scientists. Other institutions of the country and some local firms also utilise the library.

In the course of its existence the library has collected over the last five years, about 32,000 volumes of books and back volumes of periodicals. In its efforts to build up a leading chemical library in India, the laboratory has been helped by gifts from Colombo Plan authorities and by Foreign Operations Administration of the USA. About four hundred current magazines mostly in the fields of chemistry, chemical technology and chemical economics are subscribed. In view of the shortage in the library staff, research workers themselves prepare abstracts of articles in the fields of their interest and all technical help is provided. Attention of individual workers is called whenever articles, pamphlets, and books are received in their fields.

Book reviews and catalogues of books are checked by the library staff for book selection. Advance information leaflets about forthcoming books from publishers abroad makes it possible to obtain new books as and when published. Recommendations for book selection are placed before a committee of scientists.

Universal Decimal Classification has been adopted for classification in the library. All material, including worthy booklets, pamphlets and photostats, are catalogued in dictionary catalogue form. We do not take advantage of the central cataloguing system of the Library of Congress. It takes too much time to procure cards from the United States because of distance and currency re-

strictions. In addition to the dictionary catalogue, a shelflist is also maintained for helping annual stock verification.

A monthly classified list of additions is circulated to members of laboratory staff and scientific institutions in the country. Current periodicals are circulated to heads of divisions. Books are issued to members for a fortnight, whereas periodicals are issued overnight only, as we do not subscribe for more than one copy of any journal. Budgeting in our library is easier than in public libraries since our budget covers only the purchase of books and periodicals and the budget for personnel services is left to the general administration of the laboratory. A small bindery is maintained. Among other technical services, reference work is one of the very interesting jobs as information sought ranges widely from adhesives to zirconium oxide.

A network of interlibrary loans with institutions scattered throughout the country is maintained. However the use of interlibrary loans in India is conditioned by two facts: (1) The number of libraries, particularly those of scientific nature, are few and hence there is a great deal of strain on the resources of existing libraries; (2) Large distances between the few technical libraries scattered over the country make the interlibrary loans more time-consuming and costly. It is hoped that more technical libraries will be established to catch up with the rapid industrialisation of the country.

One of the recent developments in this connection is the establishment of the Indian National Documentation Centre established with the joint efforts of the Government of India and UNESCO. The INSDOC, in cooperation with the institutional libraries of India, is able to provide pioneering services in the country by supplying photostats or microfilm copies of literature, translations and bibliographies at nominal charges.

# The Library of the American-Swedish News Exchange

RUDOLPH C. ELLSWORTH\*

**S**pecial Libraries Directory of Greater New York contains an entry on page twenty-seven to the effect that the library of the American-Swedish News Exchange, 630 Fifth Avenue, New York 20, was established in 1925 to serve the American and Swedish-American press and news agencies. The collection was estimated to be 1,200 volumes, with a special collection of Swedish yearbooks, periodicals, and encyclopedias. The subjects specialize in: Sweden, Swedes in America, and the Scandinavian countries. It may be of some interest to look a little closer at what exists behind these bare facts which, incidentally, should be brought up to date. The number of books is now three times this figure.

Svensk-Amerikanska Nyhetsbryån or, as it is called in the United States, the American-Swedish News Exchange, is a private foundation established in 1921. Operating with offices in Stockholm and New York the agency is engaged in the exchange of news and information between Sweden and the United States with the aim of promoting mutual good will between the two countries. In New York three regular releases are issued: *News from Sweden* (a weekly general news bulletin), *Business News Letter from Sweden*, and *Radiogram från Sverige*, a news release in Swedish which is distributed to the

Swedish language press in the United States and Canada.

The News Exchange also publishes booklets and reprints, does research for writers and publishers, answers inquiries and arranges exhibits. An example of a recent News Exchange publication is *The Making of Sweden*. The author is the manager of the New York office. The library of the American-Swedish News Exchange contains one of the largest collections of published information on Sweden in the United States.

## Library Holdings

From the beginning a library was recognized as a necessary part of this organization. In a letter, dated January 28, 1922, to the editor of the *Young People's Weekly*, Elgin, Illinois, the manager of the News Exchange wrote: "We are installing a picture library and we shall be glad to attend promptly to any orders from you for photographic subjects." Two years later the following comment appeared:

"A vital function of the News Exchange is also the answering of inquiries made from day to day, over the telephone, by letter, or by personal call. For this purpose a good reference library is gradually being accumulated and large files of information are kept up to date."

Apparently the collection of books, pamphlets, clippings, pictures, etc. accumulated slowly but surely during the next twenty years, surviving both the various moves from one building to another and the vicissitudes of a newspaper office. But sometime during the winter of 1943 things began to get out

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\* Mr. Ellsworth is now studying in Sweden on an American-Scandinavian Foundation fellowship. He was formerly on the staff of the Library of the School of Business of City College, New York.



of hand. The manager is reported to have said "I have always been able to find the book I want by its size and color of the binding, but now we have too many books!" Shortly thereafter a librarian was engaged temporarily; the books were cataloged; an author, subject, title card catalog was set up; a subject heading list was compiled; and the book collection has been kept fairly well under control ever since. The library of the News Exchange has never required and indeed could not afford the services of a full-time librarian. The collection is maintained by one of the members of the office staff in addition to other responsibilities.

Properly speaking this library is a book collection of about 3,250 volumes, but the following must also be considered: (1) a pamphlet and other ephemeral material file kept by subject, (2) an extensive picture file, also kept by subject, (3) newspaper clippings kept in scrapbooks, more or less in chronological order, and (4) the Swedish newspapers and periodicals received by the office. Each of these will be discussed in turn.

The library is classified according to *Abridged Decimal Classification*. Analysis by class numbers shows that most of the books belong to the three classes:

300	Social sciences	960 vols. approx.
700	Fine arts	370 vols. approx.
900	History, travel, etc.	700 vols. approx.

This in itself suggests that the collection serves as an information agency. The cataloging is quite simple generally following the rules stated in *Simple Library Cataloging*. A few too many subject cards have been made, perhaps, while analytical entries have been kept to an absolute minimum. The cards are typewritten. The list of subject headings has been adapted from the latest edition of *List of Subject Headings*. Binding consists of sending to a commercial binder once a year the annual accumulation of four periodicals

which are kept in complete runs, and an occasional volume which frequent use (or abuse!) has worn out. No need for photographic reproduction of the libraries' material ever arises, but a few photostat items are cataloged. Lending is not encouraged but requests to take books home are not refused. Inter-library loans within the New York area have been made. Acquisition of material for the library is taken care of to a great extent in Stockholm, i.e., any material the Stockholm office thinks should be in New York is sent over. A shipment is made once or twice each month. The criterion of selection being: Can we use this book in New York? In addition to books and pamphlets for the library, these shipments include pamphlets, pictures, and other material for distribution. The News Exchange distributes publications of the Swedish Institute in the United States.

The pamphlet collection consists of such material that is not worth cataloging but too valuable to throw away. It is kept in folders alphabetically by subject. Experience has revealed, for example, that many people during a year's time want to look at a menu from a Stockholm restaurant. The News Exchange can oblige with a selection from expensive to modestly priced establishments. This particular file is brought up to date annually.

The picture file is actually handled as a separate "department," as a kind of lending library, and often, as is the case with such collections, the photos do not return. The only request made in "lending" pictures is that the News Exchange receive a credit line when the photo appears in print. A lot of "spot news" about Sweden that appears in the American press comes out of this collection of photographs. First, the request for a picture, which can usually be supplied right away. If the desired photo is not available it appears by return air mail from Stock-

holm. Often an inquiry for more specific information follows, and not infrequently the News Exchange has a story ready and waiting.

Clippings of any and all Swedish activities that appear in the American press are collected and pasted in scrapbooks. These constitute a diary and handy reference tool.

The Swedish newspapers and periodicals received by the News Exchange are the material most frequently requested by visitors to the library. Some back files are kept. Separate issues of any of the periodicals considered worth keeping are cataloged and added to the collection. News items and other articles are clipped from the newspapers if interest warrants it. As a rule the newspapers are kept for a month and then discarded or turned over to Swedish-American organizations in the New York area. The same method is applied to most of the periodicals but at more infrequent intervals.

Most of the English language holdings are acquired in New York by purchase or gift. Often these come directly from the publishers, from review copies of books of Scandinavian interest, from presentation copies, or from other sources. The American newspapers and periodicals, which the office receives and which are considered worth adding to the collection, are cataloged or clipped.

#### Library Users

Who uses the library? First of all the staff of the News Exchange. Preparation of releases often requires research and rapid verification of names, dates, events, etc. Also, the News Exchange is frequently called upon to furnish articles upon all phases of Swedish life from baking bread to making telephones. Often judicious use of the material in the library with the help of one of the three journalists on the staff results in the desired article without having to look any further.

Many inquiries of a more official na-

ture are also handled in the library. Requests for information that have been made to Swedish consular offices in the U. S. and Canada, the Swedish Embassy in Washington, the Swedish Delegation to the U. N. are frequently answered on a letterhead marked "American-Swedish News Exchange, Inc."

Then there are inquiries that come into the office by telephone, letter and personal visit. The practice of telephoning a library to obtain information is widespread in the New York area and the News Exchange is not immune from this activity. Besides answering over the telephone such questions as "When is Father's Day in Sweden?" and "Can you tell me the title of a good one volume history of Sweden in English?" or "Who is Pär Lagerqvist?", they have had occasion to call the *New York Times* to find out the score of Sven Davidson's latest match, or the New York Public Library Economics Division to verify some trade statistics.

The personal visits to the office are often the most satisfying all the way around but they can be trying at times. The staff is not large (six persons) and sometimes the tables and chairs allotted to readers receive the overflow of material coming into or being sent out of the office. This means that visitors are shown the book shelves, the catalog, and then invited to "help themselves." Somehow everybody seems to get taken care of, authors in particular.

In one yearly budget of \$72,089.38 for the operation of the New York office, \$5,114.30 was allocated for "reference and picture material."

This description of the library of this organization has somewhere along the line slipped over to a description of the activities of the American-Swedish News Exchange, Inc. which is to be expected, for after all what is the purpose of a library if it is not to bring books and people together. Here the purpose is clear: to help make Sweden known in the United States.

# SLA Metals Division Fall Meeting



*The SLA Booth at Philadelphia Convention Hall attracted many visitors attending the National Metal Exposition and Congress. At the time this picture was taken, Marjorie Hyslop of the American Society for Metals (standing), M. Margaret Kehl of Drexel Institute of Technology, and Irene Fink of the Federal Reserve Bank of Philadelphia (seated at desk) were on hand to answer queries.*

The annual SLA participation at the National Metal Exposition and Congress of the American Society for Metals held this year in Philadelphia, October 17-21, proved again that metals libraries play an important role in the metal industry. The time and effort of the Metals Division Fall Meeting Committee and members of the SLA Philadelphia Council were well repaid in the enthusiastic interest shown by the many who attended meetings and who visited the SLA Booth. Jean Wesner of Bethlehem Steel Company, as chairman of this committee, was assisted by Mrs. Virginia L. Beatty, Medical Literature Service of the College of Physicians of Philadelphia; Marylee C. Sturgis, Pennsylvania Salt Manufacturing Co.; and Mrs. Jean Bartle Rankin, Drexel Institute of Technology.

As in the past, the mission of the Booth at the Exposition was twofold: (1) to provide a small metallurgical

library staffed by competent special librarians and featuring new or outstanding tools and reference items, and (2) to provide information on the Special Libraries Association and its services. It is with sincere thanks to all who participated in the Booth program, both the members of the SLA Metals Division and of the SLA Philadelphia Council, that we say with pride, "mission accomplished."

In keeping with the Metals Division's policy for the Fall Meetings of increasing both our technical and professional knowledge, this year's program consisted of field trips and formal papers in both areas.

The opening program was an all-day trip to the Bethlehem Steel Company's iron mining and processing facilities at Cornwall and Morgantown, Pennsylvania. Perhaps the most interesting feature of the tour was the unique opportunity of seeing past, present and fu-

ture within a few miles of each other. From the historic old Cornwall Furnace to the present-day Cornwall operations there have been many startling changes, but even more impressive are the changes that are to come when the new Grace Mine is completed and put into operation.

### Presentation of Papers

The first presentation of papers was a Symposium on "Indexing Systems in Industrial Laboratories" presided over by Alvina Wassenberg of the Kaiser Aluminum and Chemical Corporation. The papers given were: *Use of the ASM-SLA System by Industrial Metallurgists* by E. C. Wallace of the Barber-Colman Company, *Use of Uniterm-Coordinate Indexing System in a Large Industrial Concern* by Robert L. Francisco of the General Electric Company, and *New Look in Manual Methods* by Robert W. Gibson, Jr. and Ben-Ami Lipetz of the Battelle Memorial Institute. The interest in this important research problem brought out a capacity audience composed of both librarians and metallurgists.

The final presentation of papers was on the subject of powder metallurgy. Marian Veath of the Reynolds Metals Company, this year's chairman of the Metals Division, presided over a program that combined a bibliographical survey, a general introduction to the technology of the subject and a movie showing the high lights of the industry. *Powder Metallurgy Literature* by Jean Haime of the Fansteel Metallurgical Corporation, *Powder Metallurgy with Special Reference to the Refractory Metals* by Harry W. Highriter of Fansteel Metallurgical Corporation and a film, *Techniques Involved in the Production of Refractory Metals*, produced by the Fansteel Metallurgical Corporation presented a most interesting and well-rounded program.

The closing day of the program was again devoted to trips of interest to the

Metals Division members. The first of these was a tour of the home offices of the American Society for Testing Materials. The staff of the ASTM proved to be excellent guides as well as delightful hosts at luncheon. The afternoon program was a three-fold tour of the Franklin Institute that included the library, the laboratories, and as much of the museum as time permitted.

The social high light of the Fall Meeting was a dinner on Thursday night. Members of the Metals Division joined the Philadelphia Council of SLA for an unusual evening including an interesting talk on the Pennsylvania German Folklore by the guest speaker, Dr. A. L. Shoemaker of the Franklin and Marshall College.

MARY ELLEN PADIN

*Papers by E. C. Wallace, Robert L. Francisco, and Robert W. Gibson, Jr. and Ben-Ami Lipetz, mentioned in the preceding article, will be published in a spring issue of SPECIAL LIBRARIES.*

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As long as the supply lasts, copies of the following papers are available upon request from Special Libraries Association:

*High Temperature Materials*, WILLIAM J. HARRIS, JR., Minerals and Metals Board, National Academy of Sciences

*Modern Methods for Joining Metals*, P. T. STROUP, Aluminum Company of America

*New Horizons in Metals and Their Use (Part A)*, WILLIAM A. REICH, General Electric Company.

*Trends in New Material Development (Part B)*, R. F. THOMSON, General Motors Corporation

*Sources of Information on the Non-ferrous Metals*, IRVING LIPKOWITZ, Reynolds Metals Company

*A Survey of Abstracting Services for Literature on Metals*, ELLIS MOUNT, The John Crerar Library

## DIVISION SUBSCRIPTION BULLETINS

Division	Bulletin	Editor	Coverage	Format	Frequency	Price	Circulation	Subscription available from:
<b>GROUP I</b>								
BUSINESS	<i>Bulletin of the Business Division</i>	Stanley Graham Archives Department Ford Motor Co. 3000 Schaefer Road Dearborn, Michigan	Division news, articles, bibliographies	8-10 pages multilith	4 issues per year	\$1.00	app. 100	Editor
FINANCIAL	<i>Financial Division Bulletin</i>	Janet Bogardus Federal Reserve Bank of New York Federal Reserve P.O. Sta. New York 46, N. Y.	Division news, book reviews, bibliographies, articles, project reports	30 pages mimeo	4 issues per year	\$2.00	app. 175	Gertrude Wright Kuhn, Loeb & Co. New York 5, N. Y.
GEOGRAPHY AND MAP	<i>Geography and Map Division Bulletin</i>	Raymond E. MacNamara 7700 Colesville Road Apt. 4 West Hyattsville, Md.	Division news, book reviews, bibliographies, articles, membership lists, project reports	23 pages photo- offset	4 issues per year	\$2.00	230	Editor
PICTURE	<i>Picturescope</i>	Mrs. Minna H. Breuer 2 Williams Court Albany 3, New York	Division news, biographies, articles, book reviews, membership lists, project reports, abstracts, Association news	7-8 pages multilith	4 issues per year	\$1.00 \$2.00 for nonmembers	180	Mrs. Helen Faye Harcourt, Brace & Co. 383 Madison Avenue New York 17, N. Y.
<b>GROUP II</b>								
ADVERTISING	<i>What's New in Advertising and Marketing</i>	Isabel M. Cubberley Knappen-Tipetts-Abbett- McCarthy 62 West 47th Street New York 36, N. Y.	Subject bibliography of new books, pamphlets, free and inexpensive materials	9 pages mimeo	10 issues per year	\$3.50 \$5.00 for nonmembers	175	Edith Becker Ted Bates & Co. 630 Fifth Avenue New York 20, N. Y.
INSURANCE	<i>Insurance Book Reviews</i>	Mrs. Angelica Blomshield New York Life Insurance Co. 51 Madison Avenue New York 10, N. Y.	Bibliographies, book reviews	4 pages offset	10 issues per year	\$3.50	250	Dorothea M. Sommer American Fore Insurance Group 80 Maiden Lane New York 38, N. Y.
S-T PHARMA- CEUTICAL SECTION	<i>Unlisted Drugs</i>	Winifred Sewell E. R. Squibb Div. Olin-Mathieson Chemical Corp. Georges Road New Brunswick, N. J.	List of new drugs and composition with reference to source	10-12 pages photo- reduced multilith	12 issues per year	\$8.00	500	Frances Stratton Lederle Lab. Div. American Cyanamid Co. Pearl River, N. Y.
S-T PHARMA- CEUTICAL SECTION	<i>COPNIP List</i>	Katherine C. Owen Winthrop-Stearns, Inc. 1450 Broadway New York 18, N. Y.	Listing of current free industrial or institutional pamphlet material of an informative nature	5-6 pages mimeo	4 issues per year	\$3.00	170	Mrs. Evelyn Armstrong Sharp & Dohme Div. Merck & Co. West Point, Pennsylvania

# Division and Chapter News

## SLA DIVISION SUBSCRIPTION BULLETINS

Three bulletins have been withdrawn from the subscription class. The Newspaper Division decided that since less than one-fourth of their members subscribed to the Bulletin it is not feasible to continue publication after 1955. The Museum Division charged a nominal fee for subscriptions to nonmembers; however, it was felt that the work involved in billing and mailing the *Bulletin* to subscribers far outweighed the price charged and this service has been discontinued. In order that the entire membership of the Science-Technology Division receive *Sci-Tech News*, two issues instead of four will be issued starting in 1956, and these will be free to members. Since the "Selected Abstracts" will not be timely if issued semi-annually, the present readers of *Sci-Tech News* are being asked if they would like to subscribe to "Abstracts" on a quarterly basis at 50 cents to \$1.00 a year. The subscription price of *Unlisted Drugs* published by the Pharmaceutical Section of the Science-Technology Division is being raised to \$8.00.

It will be noted that the remaining eight subscription bulletins have been separated into two groups in the chart. The basis for the separation was the inclusion or absence of division news. The bulletins in Group II do not have division news and rather seem to have the status of a continuous project. These bulletins are limited in scope and fill a definite gap in the existing literature. This statement is supported by the fact that 150 of the 250 subscribers to *Insurance Book Reviews* are not members of the division, and the Pharmaceutical Section of the Science-Technology Division, with a membership of approximately 200, publishes *Unlisted Drugs* with a circulation of 500.

Mrs. Shirley Harper conducted a workshop for division bulletin editors during SLA's annual convention in Detroit. The greatest problem is still that of production costs, and while no formula was evolved which can be applied to solve the problem, several suggestions were made. It is interesting to note here that the only subscription bulletins considered self-sustaining belong to Group II.

The membership, but especially those involved in the production of division bulletins will look forward to the report of the study to be made by the Publications Committee of the Association on the relationship of chapter and division bulletins to SPECIAL LIBRARIES.

LORRAINE CIBOCH  
*Division Liaison Officer*

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## Southern California and San Francisco Bay Region Chapters

The 57th Annual Conference of the California Library Association was held in San José, California, October 25-28 and was followed on October 29 with a joint meeting of the San Francisco Bay and Southern California Chapters of Special Libraries Association.

The unifying theme of the California Library Association conference was "Better Libraries through Cooperation". This theme was developed in workshop form with broad membership participation by means of panels and discussion groups.

The main topic of the Special Libraries meeting was "Coordinate Indexing Versus Other Forms of Information Retrieval". Melvin J. Voigt of the University of California Library acted as panel chairman. Speakers included Madeline Canova, librarian of the U. S.

Naval Ordnance Test Station Library, China Lake, California, and Elizabeth Karshner of the Rand Corporation, Santa Monica, California.

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### Toronto Chapter

Although the Toronto Chapter has only 113 members, it can lay claim to superlative size. Thirty-one of its members work outside Toronto in libraries scattered across Canada. There are five members in the three prairie provinces and one as far west as Trail, British Columbia. In the east, there are twenty-four librarians in industrial centers all over Ontario and one in Sydney, Nova Scotia. One of these Ontario librarians comes forty miles every month to attend the regular meetings.

With some of its members 3,000 miles apart, the chapter has had the problem of keeping them informed. For out-of-town librarians, the membership secretary has established a plan of correspondence so that they can keep in touch with chapter activities; they also receive printed copies of the minutes of each monthly meeting. In a territory so large, members look forward to SLA conventions where they can actually talk to their chapter associates!

With this geographical range, it is not surprising that the interests of members are equally diverse. Toronto numbers among its members a past president of the American Law Libraries Association, the first retail representative on the Canadian Pharmaceutical Association Council, and a fellow of the Life Office Management Association. Library affiliations extend to the Medical Library Association and to the Canadian and American Library Associations. Professional interests are reflected in support of university women's clubs, business and professional women's associations, bibliographical and historical societies. With such a range of

affiliation and geographical background, the members of Toronto Chapter cannot fail to put their knowledge to work most effectively.

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### Wisconsin Chapter

A meeting, especially designed to aid industries and institutions now in the process of developing libraries, was presented by the Wisconsin Chapter in the newly established library of Globe-Union Inc., a Milwaukee Manufacturing Company.

Robert Schindler of the Globe-Union Library Committee told of the formulative thinking that went into the planning and early organization of their library, and traced its development since that time. To round out this theme, John Lueb of the Allis-Chalmers Library Committee told of their library's development since its founding twelve years ago.

Ruth Nielander, librarian of Lumbermans Mutual Casualty Company of Chicago, spoke on "What the Librarian Expects from Management", pointing out the need for a clear definition of the librarian's fields of activities.

A library user, Howard Karas of Globe-Union's Chemical Division, pointed out the advantages, as well as future needs of a company library as it develops.

An explanation of SLA, both nationally and statewide, and the need for further cooperation between SLA and public libraries, was given by Julien Pontier of the Science & Industry Department of the Milwaukee Public Library. A display of SLA publications and chapter library releases was also shown.

A limited number of reprints of these talks can be obtained from Jack Baltes, Librarian, Globe-Union Inc., 900 E. Keefe Ave., Milwaukee 1, Wisconsin.

# Revision of the ASM-SLA Classification for Metallurgical Literature

A Committee on Literature Classification has been appointed by the American Society for Metals. The purpose of the committee is to revise and expand the ASM-SLA Classification for Metallurgical Literature working in conjunction with the SLA Committee on Special Classifications. The SLA committee is represented by Allen Kent, Marjorie Hyslop and Frederica Weitlauf. In an effort to work out an internationally acceptable classification close cooperation is being maintained with several European groups, particularly an Italian one headed by Professor Antonio Scortecchi of FINSIDER.

LA METALLURGIA ITALIANA and LA FONDERIA ITALINA are now including ASM-SLA code symbols for all articles and abstracts they publish as is *Metal Progress* and all publications of the American Society for Metals. The Italians will attempt to persuade other European metallurgical journals to do likewise, and the ASM to induce American and Canadian journals to follow suit.

The Classification was discussed by two FID committee's at the recent meeting in Brussels. Professor Erich Pietsch, chairman of FID/S (Mechanical Selection), stated that tests have

shown it is not possible to obtain the full advantages from mechanical selection systems with the "classical" classifications, particularly UDC. This committee will continue to cooperate with several American groups.

The members of Committee FID/C 66/SC 669 (Metallurgy), Mr. Saville, chairman, are staunch adherents of UDC, but they considered the compromise proposed by the Italians—coding published literature by both classifications, leaving readers to make their own choice.

A summary of the questionnaire recently sent to members of the Metals Division together with a report of progress to date was presented at a meeting of the ASM Committee, October 5-6, 1955. A limited number use the classification with punched cards, but many use it in whole or in part with a classified index or as a guide for a subject heading list. If the majority of foreign and American metallurgical journals can be induced to code their articles, there would be many advantages to using the classification on standard cards as the Italians do, rather than on punched cards.

FREDERICA M. WEITLAUF

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## Brussels Congress

The recommendation, "that endeavors by all means—governmental and non-governmental—be made toward a strengthened basis for the wider exchange of professional experience and personnel and publications" among librarians' organizations throughout the world, was unanimously adopted by 1,200 representatives from non-Communist and Communist countries at the International Congress of Libraries and Documentation Centres, held in Brussels, Belgium, September 11-18, 1955. Fifty-five delegates from the United States attended the Congress, which also devoted attention to assisting underdeveloped countries establish libraries.



# Have you heard . . .

## Margaret Mann Citation

The Margaret Mann Citation, established by the ALA Division of Cataloging and Classification in 1950, has been presented at each annual conference of the ALA since that time for outstanding professional achievement. Recipients of the award have been Lucile M. Morsch, Marie Louise Prevost, Maurice F. Tauber, Pauline A. Seeley, and Seymour Lubetzky in 1951, 1952, 1953, 1954 and 1955 respectively.

Nominations are now sought for the 1956 award. Persons who have contributed to librarianship through cataloging and classification during the year 1954-1955 are eligible. The contribution may have been through publication of significant professional literature, participation in professional cataloging associations, or valuable contributions to practice in individual libraries. The nominees must be members of the Division but may be nominated by any librarian of ALA member.

All nominations should be made, together with information upon which recommendation is based, not later than January 1, 1956 to the chairman of the DDC Committee on Award of the Margaret Mann Citation, Mary Darrah Herrick, associate librarian, The Chenery Library, Boston University College of Liberal Arts, 725 Commonwealth Ave., Boston 15, Massachusetts. Other members of the Committee are Miss Clyde Pettus, Division of Librarianship, Emory University, Emory University, Georgia; and Elsa H. Ihm, St. Paul Public Library, St. Paul 2, Minnesota.

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## Future of the Book

Papers presented at the 20th Annual Conference of the University of Chicago Graduate Library School have been published in the October 1955 is-

sue of *The Library Quarterly*. The conference, which was held June 20-24, 1955, was devoted to the theme, "The Future of the Book: Implications of the Newer Developments in Communication."

SLA members whose papers appear in this issue are C. D. GULL, *Implications for the Storage and Retrieval of Knowledge*; RALPH R. SHAW, *Implications for Library Services*; and VERNER W. CLAPP, *Implications for Documentation and the Organization of Knowledge*.

\* \* \*

## Conference on Recorded Knowledge

"The Practical Utilization of Recorded Knowledge—Present and Future" is the subject chosen for the three-day conference to be held at the School of Library Science and its Center for Documentation and Communication Research, Western Reserve University, Cleveland, Ohio, on January 16-18, 1956.

This conference, which is intended for business, government, research management, scientists, lawyers, doctors, librarians, information specialists and others concerned with the effective management of recorded information, is sponsored by the following organizations: American Library Association, American Society for Metals, Case Institute of Technology, The John Crerar Library, Lehigh University, New Jersey Law Institute, Office of Ordnance Research (U. S. Army), and Special Libraries Association.

More than thirty experts will discuss problems in the processing, dissemination, and utilization of the constantly increasing volume of recorded information in the fields of chemistry, law, medicine, metals, military decisions, patents, petroleum, pharmaceuticals, physics, and others.

A series of seven review papers are being prepared by pre-conference committees to summarize the "state of the art". Preprints will be sent to registrants in advance to serve as a basis for conference deliberations.

Advance registrations should be made to Dean Jesse H. Shera, School of Library, Science, Western Reserve University, Cleveland 6, Ohio. The registration fee is \$10.00.

\* \* \*

### Special Materials and Services

The handling and use of "Special Materials and Services" is featured in the October 1955 issue of *Library Trends*.

SLA contributors are WALTER RISTOW, *What About Maps?* and ICKO IBEN, *The Place of the Newspaper*. The remaining papers deal with prints, pictures and photographs; musical scores and recordings; films in the library; microfilm and microfacsimile publications; pamphlets, broadsides, clippings and posters; and manuscript collections.

\* \* \*

### Globe Catalog

Plans are being made for the publication of an international catalog of early globes by the Union Internationale d'Histoire des Sciences, with financial support by UNESCO. The catalog of terrestrial and celestial globes predating 1850 will be divided into sections, each devoted to the globes produced or held within a specific country.

The American Geographical Society has undertaken to obtain the data needed for the United States section of this catalog. The information needed is as follows: title; author; engraver and publisher; date; diameter; type of mounting; manuscript or printed; state of preservation. If photographs are available of these old globes, copies would be gratefully received. Information should be sent to Ena L. Yonge, Map Curator, American Geographical

Society, Broadway at 156th Street, New York 32, N. Y.

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### National Union Catalog

The Committee on the National Union Catalog of the ALA Board on Resources met at the Library of Congress on September 27, 1955, to advise the Library administration on some of the problems of regional representation of library resources in the expanded *Library of Congress Catalog—Books: Authors*, which, commencing January 1956, will include, on an experimental basis, a record of 1956 and later imprints reported to the National Union Catalog by the major North American libraries. The committee recommended that an attempt be made to secure a wide geographic representation of library holdings by listing up to two locations for titles in each of the nine regions delineated by the United States Bureau of the Census. A list of the major research libraries which will be asked to contribute a record of their cataloging to the printed catalog was also approved.

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### Foreign Newspaper Microfilms

The Association of Research Libraries is sponsoring a plan to begin January 1956 which will provide for cooperative library access in microfilm form to approximately one hundred current foreign newspaper titles. Where positive microfilms are available from a newspaper publisher or from other sources, the plan will simply subscribe to a copy for the joint use of subscribers. Where microfilm positive copies are not now available, the project will endeavor to acquire the original newspaper and have a negative and positive microfilm copy made. The positives will all be deposited in a pool in the care of the Midwest Inter-Library Center in Chicago and be loaned from there to subscribing institutions. The plan is open to any interested library.

A list of one hundred foreign newspaper titles proposed for microfilming has been prepared by a national committee of librarians and scholars and includes many, but not all, of the titles now included in the Harvard and MILC newspaper microfilm projects. In addition it includes many titles from other parts of the world not covered by any existing microfilm project.

The first subscription year will be 1956. If the plan is to be well underway by the beginning of 1956, it is important that enough subscriptions be placed early to assure the success of the endeavor.

For further information, write to Herman H. Fussler, ARL Committee on Foreign Newspapers, c/o the University of Chicago Library, Chicago 37, Illinois.

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#### **To Publish Bibliographies**

Mapleton House plans to publish a series of bibliographies on technical and scientific subjects. Librarians who have such manuscripts available, or who plan to compile such bibliographies, are asked to communicate with Max Loeb, manager, Mapleton House, 5412 16th Ave., Brooklyn, New York.

\* \* \*

#### **Books on Streptomycin Available**

The Institute of Microbiology of Rutgers University is offering copies of the following books for free distribution to established libraries, hospitals, and other institutions:

*Streptomycin: Nature and Practical Application.* Edited by S. A. Waksman. Williams and Wilkins Company, 1949.

*Literature of Streptomycin.* Edited by S. A. Waksman. Rutgers University Press, 1952. 2nd edition.

This offer is made possible by a special grant from the Rutgers Research and Endowment Foundation, and the cooperation of the book publishers. Requests should be addressed to Rob-

ert A. Day, Librarian-Editor, Institute of Microbiology, Rutgers University, New Brunswick, New Jersey.

\* \* \*

#### **Book on Philanthropy Available**

A few copies of *Philanthropic Foundations and Higher Education* by Ernest V. Hollis, no longer available from the publisher (Columbia, 1938), are being offered by the author at \$2.50 (list price, \$3.50). Interested persons may contact Dr. Ernest V. Hollis, Chief of College Administration, Department of Health, Education and Welfare, Office of Education, Washington 25, D. C.

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#### **NOTES ON SLA MEMBERS**

Margaret R. Bonnell, librarian of the Metropolitan Life Insurance Company, retired on August 29, 1955, after thirty-one years with the company.

Miss Bonnell, a member of SLA since 1928, has been active in Association work. To mention a few of her activities: She was editor of the "Events and Publications" column on SPECIAL LIBRARIES from 1932-1938; chairman of the Commerce Group, 1935-1936; and chairman of the National Employment Committee, 1936-1938.

Miss Bonnell is at present organizing a medical library for the Muhlenberg Hospital in Plainfield, New Jersey.

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*The Cincinnati Enquirer* of September 10, 1955 published an account of the work of the Municipal Reference Bureau with an accompanying photograph of librarian Nellie Jane Kuhlman who has been with the Bureau since its beginning in 1928.

Characterized as City Hall's "special library", the Bureau answers queries and problems of city officials and employees, as well as of inquiring citizens. Mrs. Kuhlman, the only woman who ranks as a department head in city service, attends the city manager's staff meetings.

## LETTERS TO THE EDITOR

In this morning's mail I had a letter from Miss Elsie Ray, secretary of the Association of Technical Writers and Editors. She sent a copy of the *TWE Bulletin*, and invited my attention to the existence of the ATWE as a result of her having read my paper, "On Technical Writing," in the September issue of *SPECIAL LIBRARIES*. I am glad for this new contact; and it has come about as a direct result of my contact with SLA.

J. P. GRAY, M.D.  
Director, Special Medical Services  
Parke, Davis & Co.

\* \* \*

We note your reference to the British Standard on the storage of microfilm on page 325 of the September issue of *SPECIAL LIBRARIES*.

It might be of interest and convenience to your readers to know that this standard may be obtained from the American Standards Association (price 55 cents), which represents the British Standards Institution in this country as sales agent for its publications.

G. P. PAINE  
Director of Public Relations  
American Standards Association

ED. — The address of the American Standards Association is 70 East 45th Street, New York 17, N. Y.

\* \* \*

My attention has been drawn to the announcement in the October issue of *SPECIAL LIBRARIES*, page 357, of the availability of the Department of Scientific and Industrial Research's *Translated Contents List of Russian Periodicals*. I notice that the source given is Her Majesty's Stationery Office, London, and it occurs to us that your readers may like to know that subscriptions to this *List* may be placed through the

British Information Services, 30 Rockefeller Plaza, New York 20, N. Y., as H.M.S.O.'s official agents in this country . . . the dollar price is \$12.60 per annum.

GEORGINA G. MADDISON  
Manager, Sales Section

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## OBITUARIES

LILLIAN M. FOLEY, former librarian of the Australian Reference Library in New York, died in Sydney, Australia, on October 6, 1955.

Miss Foley joined the staff of the Commonwealth National Library in 1927, having previously served with the Education Department of Victoria. Before her transfer to the United States in 1945, she was head cataloger and legislative reference officer in Canberra. From 1945-1954 Miss Foley was in charge of the Australian Reference Library in the office of the Australian Consulate General in New York City. In 1953 she was awarded a Coronation Medal in her capacity as New York Liaison Officer of the Commonwealth National Library.

During her residence in this country, Miss Foley was an active member of SLA's New York Chapter.

\* \* \*

HENRY MARTYN FULLER, head of the Reference Department and research associate of the Yale University Library, died on September 27, 1955.

A graduate of Yale University, Mr. Fuller received his M.S. in Library Science from Columbia University in 1950. Before joining the Yale Library staff in 1937, he was an instructor in mathematics and English at Manlius School. From 1941 to 1946 he served in the U. S. Army.

Mr. Fuller was a member of SLA's Connecticut Chapter.

### NEW SERIAL PUBLICATIONS

The following titles are published by the Organisation for European Economic Co-operation and are available from the OEEC Mission, 2002 P Street, N.W., Room 600, Washington 6, D. C.:

#### BULLETIN OF GENERAL STATISTICS

This bi-monthly publication presents comparable statistical data available for all OEEC countries, the United States and Canada on industrial production, population and manpower, foreign trade, as well as prices and finance. Subscription, \$9.00 a year; single copies, \$1.50.

#### FOREIGN TRADE STATISTICAL BULLETINS

Four regular series are published. *Series I* provides monthly information on foreign trade by geographical areas, including figures on trade of the sterling and European Payments Union areas, on terms of trade, price indices, etc. Subscription, \$9.00 a year; single copies, 75 cents.

*Series II* is a quarterly publication and shows figures on foreign trade by products and geographical areas with imports and exports broken down by geographical regions and classified according to large categories of products. Subscription, \$4.00 a year; single copies, \$1.00.

*Series III* provides quarterly information on foreign trade for selected commodities; e.g., mechanical wood-pulp, linters, newsprint, pig iron, tractors, etc. Subscription, \$4.00 a year; single copies, \$1.00.

*Series IV* appears half-yearly with figures on foreign trade by commodity and country of origin and destination for each Member country of the OEEC. Subscription, \$2.50 a year; single copies, \$1.00.

#### PRODUCTIVITY MEASUREMENT REVIEW

This quarterly is published by the European Productivity Agency, a branch of the OEEC. The publication will present the contributions of international

experts on the theoretical and practical aspects of productivity measurement; problems at the international and plant level; and reviews of recent publications, bibliography, comparative studies on productivity, etc. Subscription, \$1.50 a year; single copies, 50 cents.

#### ESSENTIAL BOOKS

The purpose of this bi-monthly publication is "to announce and describe, concisely and factually, books on subjects of interest to scholars, libraries, the various professions, and other readers with serious interests." The books listed will include the publications of most American university presses and other scholarly institutions, the publications of Oxford University Press, and those books of British origin for which Essential Books is the publisher in the United States. Publication dates are February, April, June, October and December, on the first day of the month. Subscription, \$1.00 a year; single copies, 25 cents.

*Essential Books* is published by Essential Books, Inc. (a subsidiary of Oxford University Press), 16-00 Pollitt Drive, Fair Lawn, New Jersey.

#### MOUSAION

Each issue of this journal, founded by the newly established Department of Librarianship at the University of South Africa, will be devoted to a single study. The subjects to be covered include most aspects of the theory and history of librarianship and bibliography. The issue may be published in English, French, German, Italian, or Spanish, and will contain a bibliography and reviews of publications. Schools, research and documentation centers, and other journals will receive the publication free of charge. A limited number of copies will be available for sale at about 50 cents (3s.) per copy, from *Mousaion*, c/o 181 East Avenue, Pretoria, South Africa.

# Off the Press . . .

*Information furnished the editorial office on new publications is not always complete. Omission of a price does not necessarily indicate that the publication is free.*

## Directories and Yearbook

**AMERICAN ARCHITECTS' DIRECTORY.** Edited by *Dr. George S. Koyl*. New York: Bowker, 1955. 700p. \$20. (Pre-publication price, \$18.)

Contains biographical data on some 11,000 architects. Appendix includes articles, miscellaneous information, and a list of Schools of Architecture.

**ASLIB MEMBERSHIP 1954.** Aslib Proceedings, Vol. 6, No. 1, 1954. London: Aslib (4 Palace Gate) 1955. 68p.

Includes an alphabetical list and a classified index to corporate members.

**BRITISH UNION-CATALOGUE OF PERIODICALS.** A Record of the Periodicals of the World, from the Seventeenth Century to the Present Day, in British Libraries. 4 Volumes. Edited by *James D. Stewart* and others. New York: Academic Press, 1955. App. 3600p. \$32.20 per volume. (Pre-publication price, \$26.20 per volume, if order for 4-volume set is placed by December 31, 1955.) Volume I, covering letters A-C, will be published in October 1955.

Includes particulars of over 140,000 titles contained in 440 libraries. Complete publication expected in two and one-half years.

**DIRECTORY OF FLORIDA INDUSTRIES.** 1954-1955 edition. Jacksonville, Florida: Florida State Chamber of Commerce, 1955. \$4.

A directory of Florida manufacturers, processors, miners, packers and shippers, and utilities. Includes statistics, tax facts, and other useful data. A supplement which brings listings up to date as of July 1, 1955 is furnished to each purchaser.

**MARCONI'S INTERNATIONAL REGISTER 1955.** New York and Telegraphic Cable & Radio Registrations (280 Broadway) 1955. 1327p. \$20.

The principal firms of the world are listed in (1) an Alphabetical Section with their postal and cable addresses and pertinent business data; and (2) a Classified Trades Section and Buyers' Guide with an alphabetical arrangement of products under which are listed

the firms that manufacture or market them. The volume includes indexes to cable addresses, advertisers and headings in the Trades Section.

**THE MUNICIPAL YEAR BOOK 1955.** The authoritative résumé of activities and statistical data of American cities. Edited by *Clarence E. Ridley* and others. Chicago: International City Managers' Association (1313 E. 60th Street) 1955. 588p. \$10.

The 22nd annual volume of this reference work contains 21 major tables with information on the personnel, finances, governmental data, and activities of cities in the United States.

**1954 ANNUAL REVIEW OF UNITED NATIONS AFFAIRS.** Edited by *Clyde Eagleton* and others. New York: New York University Press (distributed by Oceana Publications) 1955. 253p. \$4.50.

The sixth annual volume is a departure from previous volumes and is a first attempt to analyze and evaluate what has taken place in the UN during 1954, rather than a record of speeches made by UN officials.

**VOCATIONAL TRAINING DIRECTORY OF THE UNITED STATES.** A Compilation of about 3,800 Private and 600 Public Non-degree Schools, Offering over 300 Semi-professional, Technical, and Trade Courses. Compiled by *Nathan M. Cohen*. 2nd ed. rev. Washington, D. C.: Nathan M. Cohen (1434 Harvard Street, N.W.) 1955. 191p. Paper, \$2.95.

**THE WORLD OF LEARNING 1955.** Sixth Edition. London: Europa Publications, 1955. 1026p. \$17.50.

A useful guide to the educational, scientific and cultural institutions throughout the world arranged in alphabetical order of countries. Includes useful reference data, a section on UNESCO, and an Index of Institutions.

**YEARBOOK OF ANTHROPOLOGY 1955.** Vol. 1. Edited by *William L. Thomas, Jr.* New York: Wenner-Gren Foundation for Anthropological Research (14 E. 71st Street) 1955. 836p.

This is the first of a new annual series of publications. Summarizes recent achievements through articles of a wide scope. Includes bibliographies and other useful reference data.

## Library Miscellanea

CLASSIFICATION FOR MEDICAL LITERATURE. By *Eileen R. Cunningham*, with the collaboration of *Eleanor G. Steinke*. 4th ed. rev. Nashville, Tenn.: Vanderbilt University Press, 1955. 164p. Paper, \$2.75.

Revised to meet advances in modern medicine and medical terminology.

THE DEVELOPMENT OF REFERENCE SERVICES THROUGH ACADEMIC TRADITION, PUBLIC LIBRARY PRACTICE AND SPECIAL LIBRARIANSHIP. ACRL Monograph No. 14. By *Samuel Rothstein*. Chicago: Association of College and Reference Libraries, 1955. 125p. Cloth, \$3.25; Paper, \$2.75.

The author examines the activities of major American research libraries in order to trace the growth of reference services from their first beginnings more than one hundred years ago. The book presents a new perspective to reference work and should be of interest not only to reference librarians, but to all who are concerned with public, university, college, and special library work.

THE HOOVER LIBRARY COLLECTION ON GERMANY. Collection Survey, No. 2. by *Hildegard R. Boeninger*. Stanford, Calif.: Stanford University Press, 1955. 56p.

A survey of the library's materials on Germany, covering a time span from 1871 to the present.

PLANNING A LIBRARY BUILDING. Edited by *Hoyt R. Galvin* and *Kathryn Devereaux*. Chicago: American Library Association, 1955. 112p. Paper, \$3.

The volume constitutes the Proceedings of the Library Buildings Preconference Institute at St Paul, June 1954. It serves as a guide for librarians and architects working together. Includes material on planning and equipping a library building; cost figures on recently constructed buildings; models and plans; equipment and maintenance, etc.

## Miscellaneous

THE BUSINESSMAN'S GUIDE TO GOVERNMENT INFORMATION AND ADVICE. Edited by *Sherman S. Cohen*. Washington, D. C.: American Association for Public Information, Education & Research (1010 Vermont Ave., N.W.) 1955. 100p. \$2.

This useful handbook includes a digest of the services and activities of the principal federal agencies and departments; an annotated bibliography of important government publications in the various fields of specialization of interest to businessmen; and a directory of key personnel responsible for the compilation and publication of economic and business data.

ELECTRONIC DATA PROCESSING IN INDUSTRY. A Case Book of Management Experience. Special Report No. 3. Edited by *M. J. Dooher*. New York: American Management Association (330 W. 42nd St.) 1955. 275p. \$7.75.

Most of the material in this special report has been adapted from the papers and supplementary material prepared for AMA's Special Electronics Conference held in the winter of 1955.

FORESTRY HANDBOOK. Edited for the Society of American Foresters by *Reginald D. Forbes*. New York: Ronald Press, 1955. 2349p. \$15.

A reference work designed for the use of all who have a professional or commercial interest in the forest lands and crops of North America. Includes information useful in allied specializations such as watershed management, forest recreation, forest wildlife management, and forest range management.

FRENCH-ENGLISH TRANSLATION GUIDE FOR RIVER AND HARBOR ENGINEERING. By *Robert S. Rowe*. Princeton, N. J.: Princeton University (Dept. of Civil Engineering, Rivers and Harbors Section) 1954. 90p.

One in a series of bilingual translation guides for River and Harbor Engineering. There are also available from the Rivers and Harbors Section, the GERMAN-ENGLISH and the RUSSIAN-ENGLISH editions.

GLOSSARY OF SELECTED GEOLOGIC TERMS with Special Reference to Their Use in Engineering. (Colorado Scientific Society Proceedings Vol. 16.) By *Wm. Lee Stokes* and *David J. Varnes*. Denver: Colorado Scientific Society, 1955. 165p. Cloth, \$3.50; paper, \$2.75.

Intended to provide civil engineers and specialists in related fields with a compact glossary of terms found in the speech and writings of geologists. It is a technical rather than a popular glossary.

INDEX TO THE BUILDING LAWS OF THE CITY OF NEW YORK. Prepared by *Frieda W. Chait*. New York: Record Press, 1955. 103p. \$2.

The Index now makes readily available the information in this widely used reference work. Part I includes a Subject Index; Part II, a Department and Statute Index.

LEICA MANUAL AND DATA BOOK. Edited by *Willard D. Morgan* and others. New York: Morgan & Lester, 1955. 456p. \$6.

Covers the techniques of a great variety of basic applications. Includes a section of Tables and Formulas organized to give easy access to practical facts and data.

## CLASSIFIED ADVERTISING

Positions open and wanted—50 cents per line; minimum charge \$1.50. Copy must be received by 10th of month preceding month of publication. Address Executive Secretary, Special Libraries Association, 31 E. 10 St., New York 3, N. Y.

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**HOSPITAL LIBRARIAN** for one-man Medical-Nursing Library of 2500 volumes. L.S. preferred. Salary open. Position open December 2, 1955. Apply, Superintendent, Deaconess Hospital, 3245 East Jefferson, Detroit 7, Michigan.

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### TECHNICAL LIBRARIAN

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## **ASLIB** New and Forthcoming Publications

### **Handbook of Special Librarianship and Information Work**

A manual containing thirteen chapters by specialist authors, under the editorship of W. Ashworth, B.Sc., F.L.A.  
1955. *50s. (40s. to Aslib members)*

### **Index to Theses Accepted for Higher Degrees in the Universities of Great Britain and Ireland**

A complete list of theses titles, with authors' name, university and degree, arranged under subject headings.  
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Vol. II, 1951-1952  
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### **Treatment of Special Material in Libraries**

A revised and enlarged edition of Cataloguing, arrangement and filing of special material in special libraries, by the same author, published by Aslib in 1950.  
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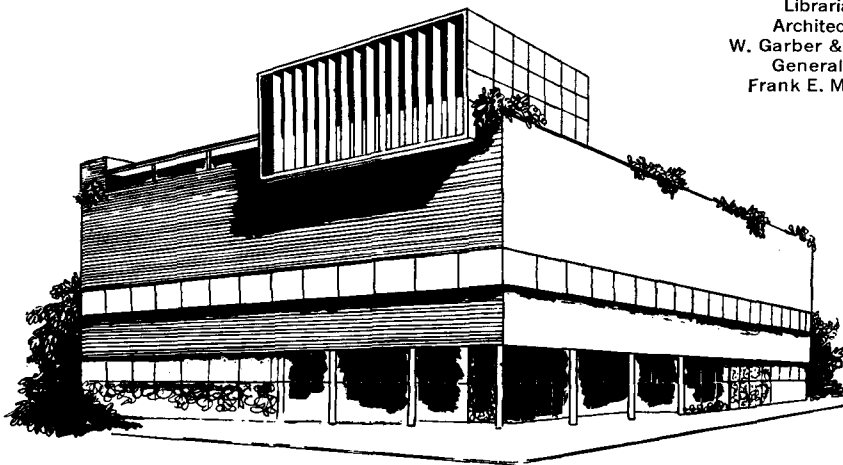
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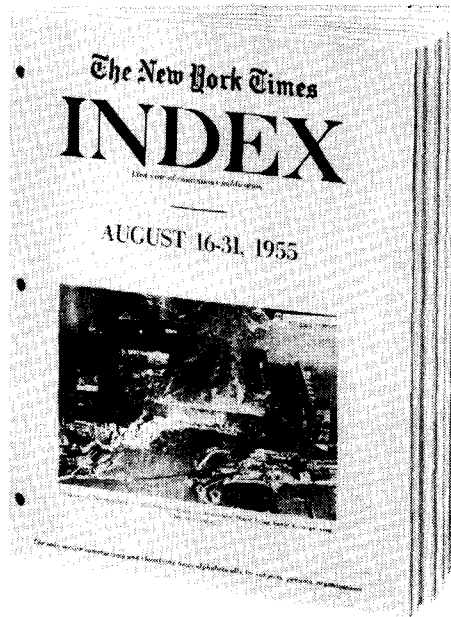
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