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Special Libraries Association

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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

A P R I L 1956

VOLUME 47 NUMBER 4

PROGRAM

47th ANNUAL CONVENTION

Special Libraries Association

June 3 - 7, 1956

William Penn Hotel
Pittsburgh, Pennsylvania

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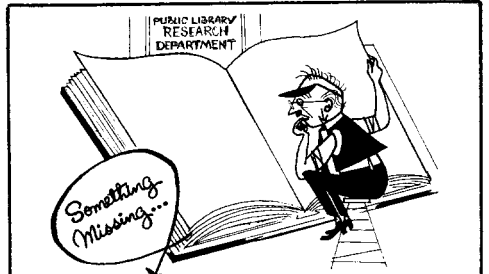
MACHINE LITERATURE SEARCHING

By **JAMES W. PERRY**, Director, and **ALLEN KENT**, Associate Director, Center for Documentation and Communication Research, Western Reserve University, School of Library Science, Cleveland, Ohio, and **MADLINE M. BERRY**, Aberdeen Proving Ground, Md. With a Foreword by **Jesse H. Shera**, Dean, School of Library Science, Western Reserve University.

In all fields of science, the literature is now so enormous and is growing so rapidly that a literature search is an arduous and often unsatisfactory undertaking. Machines are now available for retrieving information which is "buried" in the literature. This book, by three specialists in communication, describes the theory underlying searching machines, and the technique of making the best use of them.

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ASLIB New Publications

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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 these titles, with authors' name, university and degree, arranged under subject headings.

Vol. I, 1950-1951

Vol. II, 1951-1952

Reprinted 1955

1955

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Treatment of Special Material in Libraries

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

1955

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SPECIAL LIBRARIES

Official Journal
Special Libraries Association

Volume 47, No. 4

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For qualifications, privileges and further
 information, write to the Executive
 Secretary, Special Libraries Association.

THE 47th ANNUAL CONVENTION WILL BE HELD AT THE HOTEL WILLIAM PENN, PITTSBURGH, PA.,
 JUNE 3-7, 1956

PUBLICATIONS

Aviation subject headings, 1949.....	\$1.75	Libraries for research and industry— planning and equipment (SLA mono- graph no. 1), 1955	\$3.00
Bibliography of engineering abstract- ing services (SLA bibliography no. 1), 1955	1.50	Map collections in the U. S. and Can- ada; A directory, 1954	3.00
A brief for corporation libraries, 1949	1.75	Nicknames of American cities, towns and villages past and present, 1951	2.00
Contributions toward a special library glossary, 2nd ed., 1950	1.25	SLA directory of members, 1951.....	4.00
Correlation index document series & PB reports, 1953	10.00	Source list of selected labor statistics, rev. ed., 1953	2.00
Creation & development of an insur- ance library, rev. ed., 1949	2.00	Subject headings for aeronautical en- gineering libraries, 1949	4.00
Directory of special libraries, 1953.....	5.00	Subject headings for financial libra- ries, 1954	5.00
Fakes and forgeries in the fine arts, 1950	1.75	Technical libraries, their organization and management, 1951	6.00
Indexing—with emphasis on its tech- nique: An annotated bibliography, 195550	Visual presentation. Our library, 1953	5.00
TECHNICAL BOOK REVIEW INDEX —Subscription, \$7.50; Foreign, \$8.00; Single copies, 75¢			

SLA'S PLACEMENT SERVICE

The Placement Service offered by Special Libraries Association is a modified contact service. According to a study made by an ALA committee in 1953, the current trend in professional placement is toward the contact type of service because it provides adequate service at reasonable cost. A contact service consists of notifying members of suitable openings at a desired salary and location or notifying employers of qualified applicants. The method used at SLA Headquarters is to notify registered members of positions so that they may contact an employer if they wish to do so.

Although many contact type placement services operate without personal interviews, personal contact with members and employers is desirable and important. A number of members come to New York City on vacation or business trips and enjoy coming to SLA Headquarters, meeting the staff, seeing how the office operates, and discussing employment opportunities.

Contact with employers is also of great importance to the Association, as it provides an opportunity to promote SLA and its services, make new friends, and possibly gain new *Institutional* members. Often an administrative officer explores the methods and means of establishing or improving a library program. When discussing his problems at Headquarters, he may become aware for the first time of the librarian as a professional person with a commensurate salary requirement.

Headquarters tries to maintain close contact with Chapter Employment Chairmen by notifying them of positions in their area, positions of general interest such as opportunities overseas, and positions in adjoining states where there is no SLA Chapter. In addition, Chapter Employment Chairmen meet with the Executive Secretary and the Assistant to the Executive Secretary at a breakfast meeting each year at the Convention to discuss employment matters.

Although SLA has not made a salary survey in several years, information on current salary trends, both geographic and in subject fields, can be deduced from the positions listed with the Placement Service. More than 350 new positions have been listed in the past ten months. Since May 1955, 2,180 referrals have been sent to members registered with the Service and seventy-four members of the Association have found new positions. These positions have been widely distributed geographically. Two librarians from the West accepted positions in New York City, one from South Carolina took a position in Baltimore, an upstate New York librarian is leaving for a position on the West Coast, a Canadian is working in Pittsburgh, and a Washington, D.C. librarian is now in upstate New York. Texas, New Mexico, Virginia, Massachusetts, Connecticut, and Washington, D.C. have new SLA librarians who came from other parts of the country.

The Placement Service is available to all members having *Active* status (*Retired*, *Life*, *Institutional*, and *Active*) as well as to *Student* members. Members wishing to register may do so by writing SLA Headquarters for a personnel record card. In the past four months twelve percent of all the members eligible to use this Service have registered for it. Every opportunity is taken to advance the special library profession and members of the Association.

KATHRYN E. SMITH
Assistant to the Executive Secretary

PROGRAM

47th Annual Convention Special Libraries Association

WILLIAM PENN HOTEL, PITTSBURGH, PENNSYLVANIA

June 3 - 7, 1956

SUNDAY, JUNE 3

The Executive Board will meet at 9:30 A.M. for an all-day session. The meeting will be open to all interested members of the Advisory Council.

Exhibits will be open at 2:00 P.M. Members are urged to take advantage of this earlier-than-usual opening.

Convention-wide informal buffet supper 6:30-9:00 P.M. An opportunity to meet with members of your Division and other fellow librarians.

The Placement Office will be open from 2:00 to 6:00 P.M.

The Advisory Council will meet at 8 P.M.

MONDAY, JUNE 4

Breakfast

FINANCIAL DIVISION
NEWSPAPER DIVISION

Morning

OPENING SESSION

Presiding: MRS. MARGARET SULLIVAN, president, Pittsburgh Chapter, Special Libraries Association

Invocation: DR. G. ARTHUR FRY, St. Luke's Lutheran Church, Pittsburgh

Welcome to the City: HONORABLE DAVID L. LAWRENCE, Mayor of Pittsburgh;

RALPH R. MUNN, director, Carnegie Library of Pittsburgh

Reply: CHESTER M. LEWIS, president, Special Libraries Association

Resume of Exhibits: PHYLLIS FUNK, co-chairman, Exhibits Committee

Introduction of Local Convention Committee Chairmen: Convention Chairman,

KENNETH H. FAGERHAUGH, librarian, Carnegie Institute of Technology

GENERAL SESSION: Keynote address

Putting Knowledge to Work, JESSE H. SHERA, dean, School of Library Science, Western Reserve University, Cleveland, Ohio

Afternoon

ADVERTISING DIVISION. Tour to Heinz 57 Varieties

INSURANCE and PICTURE DIVISIONS. *Preservation and Restoration of Materials,*

MARGARET SCRIVEN, librarian, Chicago Historical Society

Cocktail party for INSURANCE DIVISION at 5:30 P.M.

MONDAY, JUNE 4

- METALS DIVISION. *Putting Knowledge to Work through Creative Thinking*
Moderator: MRS. VIRGINIA B. SEIDEL, International Nickel Co., New York
Characteristics of Creative Thinking with Examples of its Use, ROBERT KUBASTA, supervisor, Engineering Training, Carrier Corp., Syracuse, N. Y.
Some Creative Writing Opportunities Open to Librarians, IRVING JENKS, head, Division of Publications and Documents, Aluminum Laboratories, Ltd., Kingston, Ontario, Canada
Creative Thinking in the Library, ALLEN KENT, associate director, Center for Documentation and Communication Research, School of Library Science, Western Reserve University, Cleveland
- NEWSPAPER DIVISION. Panel discussion on *Problems of the Medium-sized Daily Newspaper's Library*
F. F. ROBERTS, librarian, *Lexington Herald-Leader*, Lexington, Kentucky
DAISY TUCKER, librarian, *Columbus Ledger-Enquirer*, Columbus, Georgia
- PICTURE DIVISION, see INSURANCE
- SCIENCE-TECHNOLOGY DIVISION:
ENGINEERING SECTION. Business meeting
PETROLEUM SECTION. Business meeting
PHARMACEUTICAL SECTION. Business meeting
- TOURS. Jones & Laughlin Steel Mill and Heinz 57 Varieties

Dinner

- ADVERTISING, BUSINESS, FINANCIAL, and TRANSPORTATION DIVISIONS
The Librarian in a Changing World: The Challenge Faced by Modern Industry and the Modern Librarian, CLARENCE WALTON, dean, School of Business Administration, Duquesne University, Pittsburgh
- BIOLOGICAL SCIENCES and HOSPITAL DIVISIONS
Random Thoughts in a Biology Library, FOSTER MOHRHARDT, librarian, U. S. Department of Agriculture
- GEOGRAPHY AND MAP and PUBLISHING DIVISIONS
Rand McNally and the Mapping of the West, CARL H. MAPES, chief map editor, Rand McNally, Chicago
- MUSEUM DIVISION. Dinner and tour, Carnegie Museum

Evening

- METALS DIVISION. Open house for members
MILITARY LIBRARIANS DIVISION. Informal get-together
PICTURE DIVISION. Informal meeting, Division Suite
SCIENCE-TECHNOLOGY DIVISION. Open house

TUESDAY, JUNE 5

Breakfast

- Bulletin Editors
Placement Chairmen

TUESDAY, JUNE 5

Morning

GENERAL SESSION

Presiding: GRETCHEN E. RUNGE, Research Center, Burroughs Corporation, Paoli, Pennsylvania

How to Get Along with Your Bosses, MERRITT A. WILLIAMSON, manager, Research Division, Burroughs Corporation, Paoli, Pennsylvania

Thought Communication, B. VON HALLER GILMER, head, Department of Psychology and Education, Carnegie Institute of Technology

Luncheon

ADVERTISING DIVISION. Horizon Room, Greater Pittsburgh Airport

BONNIE DEWES, account executive, D'Arcy Advertising, St. Louis, Missouri
FINANCIAL DIVISION. Guests of Federal Reserve Bank of Cleveland, Pittsburgh Branch

INSURANCE DIVISION. *LUTC in Action: The Story of the Life Underwriters Training Council*, (Speaker to be announced)

Business meeting

MUSEUM and PICTURE DIVISIONS. Schenley Park Hotel

NEWSPAPER DIVISION. Guests of Pittsburgh Newspaper Publishers Association, William Penn Hotel

CHARLES E. PIERSON, managing editor, *Pittsburgh Press*

PICTURE DIVISION, see MUSEUM DIVISION

SCIENCE-TECHNOLOGY DIVISION:

CHEMISTRY SECTION. Business meeting

PAPER AND TEXTILE SECTION. Business meeting

PUBLIC UTILITIES SECTION. Business meeting

LUNCHEON AND TOUR. Guests of Duquesne Brewery (Limited to 75)

Afternoon

BIOLOGICAL SCIENCES DIVISION

Population Genetics, C. C. LI, Graduate School of Public Health, University of Pittsburgh

Genetics in Russia, CONWAY ZIRKLE, Botanical Laboratory, University of Pennsylvania

Genetics Today, ROBERT COOK, editor, *Genetics*

The AEC Genetic Research Program, EARL GREEN, Department of Zoology, Ohio State University

(NOTE: These and two others to be divided between Tuesday and Wednesday afternoons)

GEOGRAPHY AND MAP DIVISION

The Cartography of the Upper Ohio Valley to the Revolution, LOIS MULKEARN, author-librarian, Darlington Memorial Library, University of Pittsburgh

The U. S. National Atlas, ARCH C. GERLACH, chief, Map Division, Library of Congress, Washington, D. C.

Progress Report on the Preparation of a Guide to Cartographical Research, WALTER RISTOW, chairman, Committee on Basic Reference Materials

Business meeting

TUESDAY, JUNE 5

HOSPITAL DIVISION

The Doctor's View of the Library, DR. JOHN MCGIBONY, professor of hospital administration, Graduate School of Public Health, University of Pittsburgh
A Brief Comparison of Medical Libraries in Britain, South Africa, and the United States, DR. J. J. BROSSY, exchange clinical instructor in surgery, University of Pittsburgh School of Medicine

Patients' Library Needs, WILMER BAATZ, supervisory librarian, Veterans Administration, Washington, D. C.

MILITARY LIBRARIANS DIVISION. *Military Libraries and Military Management*
Business meeting

MUSEUM and PICTURE DIVISIONS. Fine Arts Library, University of Pittsburgh
WALTER R. HOVEY, director, Henry Clay Frick Fine Arts Department, University of Pittsburgh

NEWSPAPER DIVISION. Field trips to libraries of *Pittsburgh Press*, *Pittsburgh Sun-Telegraph* and *Pittsburgh Post-Gazette*

PICTURE DIVISION, see MUSEUM DIVISION

PUBLISHING DIVISION. Tour of School of Printing Management, Carnegie Institute of Technology

TOURS. U. S. Steel and Heinz 57 Varieties

Dinner

PAST SLA PRESIDENTS DINNER

EXECUTIVE BOARD AND ADVISORY COUNCIL. Closed meeting

Evening

EXECUTIVE BOARD AND ADVISORY COUNCIL. Open meeting

WEDNESDAY, JUNE 6

Breakfast

ADVERTISING DIVISION. Business meeting

BIOLOGICAL SCIENCES DIVISION. Business meeting

BUSINESS DIVISION. Gateway Center. Business meeting followed by trip to three libraries: Pittsburgh Plate Glass Company, Peoples Natural Gas Company, and Jones & Laughlin Steel Corporation Reference Library

FINANCIAL DIVISION. Business meeting

Atomic Energy Business Services, MRS. VIRGINIA STERNBERG, librarian, Westinghouse Electric Corporation, Bettis Plant

METALS DIVISION. Business meeting followed by trip to ALCOA, New Kensington, Pennsylvania

MUSEUM DIVISION. Business meeting

WEDNESDAY, JUNE 6

NEWSPAPER DIVISION. *Weeding and Other Space-saving Methods*, RALPH SHOEMAKER, librarian, *Louisville Courier-Journal and Times*, Louisville, Ky.

Business meeting

PICTURE DIVISION

Business meeting

Discussion on Copyright, ABRAHAM KAMENSTEIN, chief, Examining Division, Copyright Division, Library of Congress.

PUBLISHING DIVISION. Business meeting

Morning

GEOGRAPHY AND MAP DIVISION. *Tour of Pittsburgh Redevelopment*, conducted by OSWALD SCHMIDT, professor of geography, University of Pittsburgh

INSURANCE DIVISION. Panel on *Binding Problems*

Moderator: EMMA TURNER, librarian, Hardware Mutuals of Stevens Point

WILMA NEULING, librarian, Employers Mutuals of Wausau

JACK BALTES, librarian, Globe-Union of Milwaukee

MARIAN LECHNER, librarian, Connecticut General Life Insurance Company

MUSEUM DIVISION. Program meeting. Guest Speaker

SCIENCE-TECHNOLOGY DIVISION. Mellon Institute

Operations Research, W. R. RHOADS, chief staff engineer, Georgia Division, Lockheed Aircraft Corporation, Marietta, Georgia

Operations Research Principles Handled at the Library, JOHN D. DILLON, senior fellow, Information Processing Fellowship, Mellon Institute, Pittsburgh

The Library as a Part of the Operations Research Team, (Speaker to be announced)

SOCIAL SCIENCE DIVISION. Business meeting

TRANSPORTATION DIVISION. Tour to Dravo Corporation and Greater Pittsburgh Airport. Division members only

Luncheon

GEOGRAPHY AND MAP DIVISION. Guests of University of Pittsburgh Library

METALS DIVISION. Guests of ALCOA, New Kensington, Pennsylvania. Division Members only

PICTURE DIVISION. *Industrial Photography*, ROY STRYKER, Jones & Laughlin

TRANSPORTATION DIVISION. Closed meeting

Moving Roads of Commerce, EDMUND OSBOURNE, traffic manager, Union Barge Lines Corp., Pittsburgh

New Horizons in Railroading, H. H. VAUGH, assistant regional manager, Pittsburgh Region, Pennsylvania Railroad

Afternoon

ADVERTISING DIVISION, see PUBLISHING DIVISION

BIOLOGICAL SCIENCES DIVISION. *Genetics*

(NOTE: See Tuesday Afternoon Program)

BUSINESS DIVISION, see PUBLISHING DIVISION

HOSPITAL DIVISION. Tour of Oakland Libraries

Business Meeting at Veterans Hospital

WEDNESDAY, JUNE 6

FINANCIAL DIVISION, see PUBLISHING DIVISION

METALS DIVISION. Tour of ALCOA plant and library, New Kensington, Penna.
Creativity and the Librarian, J. R. CHURCHILL, chief, Analytical Chemistry
Division, Aluminum Company of America

MILITARY LIBRARIANS DIVISION. *Armed Forces Research and Development
Program*

MUSEUM DIVISION. Tour to Economy, Pennsylvania

NEWSPAPER DIVISION. Panel on *Preservation of Photographs on Microfilm*
JOSEPHINE COBB, chief, Still Picture Section, National Archives, Washington, D.C.
AGNES HENEERY, librarian, *Decatur Herald-Review*, Decatur, Illinois
WILLIAM CHASE, librarian, *Flint Journal*, Flint, Michigan

PICTURE DIVISION. Tour to Jones & Laughlin and to Westinghouse Laboratory
PUBLISHING DIVISION, with participation of ADVERTISING, BUSINESS, and FINAN-
CIAL DIVISIONS. Panel on *Problems in Personnel*

Moderator: ANNE RICHTER, R. R. Bowker Company

KATHLEEN STEBBINS, personnel director, Detroit Public Library

JEAN P. WESNER, librarian, Bethlehem Steel Company, Bethlehem, Penna.

SCIENCE-TECHNOLOGY DIVISION

Business meeting

The Library Budget in Relation to the Company Budget, R. O. HUTCHINSON,
The Upjohn Company, Kalamazoo, Michigan

The Library Budget in Relation to Contract Research, (Speaker to be an-
nounced)

Records Retention and Storage, STANLEY K. GRAHAM, Archives Department,
Ford Motor Company, Dearborn, Michigan

TRANSPORTATION DIVISION. Business meeting

Evening

BANQUET

Toast-mistress: DOROTHY THOMPSON, librarian, Ontario College of Educa-
tion, University of Toronto

Laughter, Freedom's Secret Weapon, EMILIE JACOBSON, lecturer, journalist,
actress

THURSDAY, JUNE 7

Breakfast

Chapter and Division School for Incoming Officers

Morning

Annual Business Meeting

Afternoon

CIRCLES OF INFORMATION

Methods or library policy questions will be discussed. It is intended that
discussions last from one to one and one-half hours and each group limited
to twelve or fifteen will be assigned an "authority" who will lead the discus-

THURSDAY, JUNE 7

sion and summarize it at the end. Topics which might lend themselves to such treatment include:

1. Staff manuals
2. Are budgets necessary?
3. Cataloging — How little can be effective?
4. Annual reports
5. Magazine dealers vs. publishers
6. Streamlining journal handling
7. Weeding vertical files
8. Trade catalogs
9. What about errata?
10. Obligation of special libraries to the public.

Other topics are solicited from Divisions, Sections, or individuals.

ASTIA's Program — Today and Tomorrow. LEONARD GOLDMAN, Administration Division, Armed Services Technical Information Agency, Dayton, Ohio

FRIDAY, JUNE 8

The Executive Board will have an all-day meeting.

A Post-Convention Institute will be sponsored by Special Libraries Association, in cooperation with the American Documentation Institute, Association of Technical Writers and Editors, and the National Microfilm Association. Arrangements are being made by Bernard Fry, chief librarian, Atomic Energy Commission.

The main emphasis of the meeting will be on "summing up" advances in the various fields of documentation of interest to special librarians. It is possible an annual Post-Convention program could provide a common meeting ground between librarians and documentalists. The Pittsburgh meeting will provide opportunity to show how a seminar program can promote better understanding among all participants in information producing and using processes. The seminar will stress the interaction and interdependence between the originators and processors of printed materials and the special libraries.

The METALS DIVISION, as guests of U. S. Steel, will enjoy an all-day tour which will include visits to U. S. Steel's New Research Center in Monroeville; Westinghouse; Jones & Laughlin's New Laboratory; and Pittsburgh Consolidation Coal Company's Research Laboratory.

The International Relations and History Section of the SOCIAL SCIENCE DIVISION will be host to librarians from abroad. They are planning a half-day program and will join the Post-Convention Institute for the other half-day.

NOTICE OF ANNUAL BUSINESS MEETING

As required by By-Law VIII, Section I, notice is hereby given that the Annual Business Meeting of Special Libraries Association will be held

Tuesday Morning, June 7, 1956

at the William Penn Hotel, Pittsburgh, Pennsylvania with the Annual Convention of the Association.

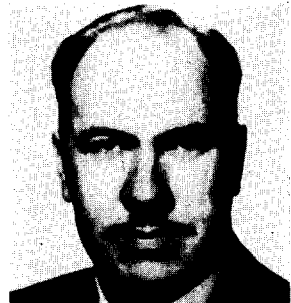
MARIAN E. LUCIUS, *Executive Secretary*
CHESTER M. LEWIS, *President*

GENERAL SESSIONS SPEAKERS



DR. JESSE H. SHERA has a wide background of library, research, and teaching experience. He received his B.A. at Miami University in 1925, his M.A. at Yale in 1927, and his Ph.D. at the University of Chicago in 1944. He was appointed Dean of the School of Library Science at Western Reserve University in 1952 and in 1955 established the Center for Documentation and Communication Research there. In addition to serving as editor for *American Documentation* and the Western Reserve University Press, Dr. Shera has written four books on library subjects plus numerous articles for library and historical journals.

MERRITT A. WILLIAMSON was educated at Phillips Exeter Academy and Yale and received graduate degrees in aeronautics at California Institute of Technology and business administration at the University of Chicago. During the war he worked on rockets, jet-propulsion, and guided missiles for the Navy. In addition to his present duties as Manager of the Research Division of Burroughs Corporation, Mr. Williamson teaches a graduate course on the administration of research at the University of Pennsylvania and is well qualified to speak on "How to Get Along With Your Bosses" on Tuesday, June 5.



DR. B. VON HALLER GILMER graduated from King College, Tennessee, in 1930 and continued his studies at the University of Virginia where he earned his M.S. in 1932 and his Ph.D. in 1934. As a professor of psychology he has served on the faculties of King College, the University of Virginia, and Carnegie Institute of Technology where he is currently head of the Department of Psychology. He has written many articles on psychology for scientific and technical journals, is author of *How to Help Your Child Develop Successfully*, and co-author of *Psychology*. Tuesday morning he will speak on "Thought Communication."

EMILIE JACOBSON has had a long and varied career as an actress, director, writer, and lecturer. Born in Manchester, England, Mrs. Jacobson grew up in a cultured home where many famous people of the day gathered and after her marriage lived in London where she acted and directed numerous modern and classical dramas. While living in Italy she regularly contributed articles on Italian cities to the British press. A world citizen who is enthusiastic about America, Mrs. Jacobson's banquet speech on "Laughter, Freedom's Secret Weapon" promises to be refreshing and stimulating.



The Need for DOCUMENTATION to GOVERNMENT SPECIFICATIONS

JOHN M. CONNOR, Technical Library
U. S. Naval Air Missile Test Center
Point Mugu, California

A CHARACTERISTIC of human beings is that they improve their lot and surroundings; anything animals do in this department, according to the animal behaviorists, is strictly instinctive. Yet day after day, year after year, at considerable and frequently unnecessary cost, men adjust, amend, patch, revise, improvise, and compromise with many conditions and situations, when a little basic thought might resolve or eliminate the problems faced.

Consider, for example, the following set of numbers and symbols:

AA-D-191(z)	MIL-T-3553
MIL-P-15750	DDD-W-415a
MIL-G-17665	MS 591
HH-C-471	MIL-S-20251
17 R 23(AER)	

What are they? Selected at random, they are the specification numbers on government contracts for a variety of equipment from hardware for office use to complicated components or machines in highly technical laboratories. These contracts contain most minute descriptions and definitions of requirements. Factors of strength, size, capacity, and power are measured to the most microscopic tolerances. Performance tests range in environment between the extremes of 3000° above to 100° below zero, in winds up to three hundred

miles per hour. Scale drawings are meticulous to a fault. Even the packaging and shipping requirements are spelled out in detail.

When final contract terms are drafted and signed by the manufacturer, very frequently reports of progress and handbooks of maintenance are an essential part of the performance of the contract and the development of the product. Yet nowhere does anyone make any stipulation whatever concerning the nature of such documents. Their format, system of numbering, the bibliographic detail, and arrangement are subject to no rules or regulations. Consequently chaos reigns and it is amazing that a report has not been reproduced on butcher's wrapping paper.

The format of reports is almost as varied as the number of contractors producing equipment or services. In the case of some of the larger companies there are separate divisions or regional plants and offices which further expand the variation of shapes, sizes, and styles. The problem of coping with such random conditions are several and costly.

SIZE AND SHAPE PROBLEMS

There is the increased cost of storage space. Reports range in size from 3 x 6 inches to 8½ x 15 inches, with at

least a dozen variations in-between. The interval of shelf adjustment has to be expanded to accommodate taller reports, with the result that for a half-dozen oversize reports in any given shelf section, the number of shelves available is one, and sometimes two, less per section than if the maximum size of contractor reports did not exceed 11 inches. The alternative to this surrender of space is to turn oversize reports on their sides, in which case they reduce aisle space, become frayed and "shelf-worn" from passing traffic, and occasionally are torn from the shelves by an engaging arm, coat tail, or rough fabric.

In circumstances where such reports are maintained in vertical files the increase in cost becomes even greater because legal-sized correspondence cabinets must be procured to house them. Since probably any given collection of reports contains from a few to a majority of security-classified materials, the cost of legal-sized safe-type equipment really puts this unstandardized report size practice in the luxury class.

There are also factors of ease of location, removal, and replacement in the file to be considered. A scrawny little report becomes buried under his bigger brothers and thus takes longer to find. When shapes vary, the job of placing classification and Cutter symbols in a uniform position on all reports (for ease of filing and search) becomes practically impossible; the shelver and searcher needs to be a contortionist with a graduate degree in acrobatics.

COVER IRREGULARITIES

But if the size and shape of contractors' reports pose problems in service and maintenance, think of the chaos that results from the haphazard selection of grades of paper and types of covers used. On one hand there is the report that appears in the form of a ninth carbon copy on onionskin paper

without a cover. At the other extreme is the report on heavy glossy calendar stock with a quarter-inch thick board cover with text attached to covers with heavy metal clips; six or eight such behemoths constitute a library truckload. In between the onionskin flimsy and the latterly described Gargantua, are a whole menagerie that give documents officers or librarians nightmares.

There is the "cobra," the spiral binder that nips fingers, tears loose readily at both top and bottom corners, and if plastic, cracks and splits. There is the "jellyfish," either with or without eyes. This is the soft, spineless leatherette or similar fabric cover which in either standing or lying posture rests its head on its neighbor's back or slowly oozes down into the bottom of the shelf or file drawer. "Jellyfish" with eyes, that is, window cut-outs for titles, make the fun of shelving a grim affair, for the corner of one report almost constantly pokes the eyes of another. From a maintenance viewpoint these fellows are perhaps the worst offenders, quite often tearing the eyelid all the way to the scalp. Recently a choice specimen has appeared to join the collection. This is the "Dresden doll," a report otherwise well turned out but with text and covers held together by a rubbery plastic spray that completely disintegrates after only a few handlings. And of course there is the "electric eel," a text fastened to covers with staples exposed. He attaches himself to anything near him in the drawer and frequently comes forth from the shelf dangling firmly from human flesh.

INADEQUATE BIBLIOGRAPHIC DATA

Problems of size, shape, paper, format, binding, and ink are serious enough, but it is the matter of bibliographic description and adequate identification for efficient service and control that is of greatest concern and import. Many times even a three-page mimeographed

report defies description and cataloging on less than two or three cards, and four to six additional entries, exclusive of subject breakdown, are required to account adequately for its genealogy or even its parents, to say nothing of the extensive numerology involved. Jones' Laboratory of Smiths' Institute of the Engineering Department of the State University is under subcontract to the Radio Division of the Nonesuch Aircraft Development Corporation which is in turn under prime contract with a Bureau or Corps of a Department of the military service. This data may be either on the title page, on the cover, or scattered over cover, title page, letter of transmittal or authorization, introduction, summary, and footnote. Yet this data must be compiled and analyzed in processing. Those using the collection may request the report with only a mere fragment of information as to its source; and library service demands that materials be located quickly.

Next comes the numbers game. In addition to a project designation or designations and a string of contract and subcontract identifications, there may be as many as four report numbers all on one little five-page "preliminary" estimate. In some cases contractors assign a consecutive number to each report prepared. If it is a periodic report (part of a series) it may be the *n*th quarterly or *n*th monthly report. In addition it may be distributed by an installation of the Army, Air Force or Navy, in which case another number appears on the report. This installation may be operating under an office or bureau that assigns blocks of numbers to its publications.

Here is an example of such a compounding of confusion:

Contract AAMN 32-47
32a-48
326-4805

Nonesuch Aircraft Company Report
572

8th Interim Report

Service Development Center Report
408

Bureau Report No. 3391

This one report can be requested by a library client who knows any one of these numbers, and the librarian must identify and produce it on demand!

In the matter of dates, the archeologist who removes some of these chronicles of technical progress from his diggings a thousand-odd years from now, is going to have a difficult time identifying chronologically his discoveries. Did X company prepare a paper in 1955 or ten years later? Does it cover a month, a quarter, or two years? (Sometimes the same report is both a quarterly report of one task and a progress report of another part of the contract for a different period of time.) In the end he will have to give up and call in a chemist to analyze the paper contained in the report for age. It is amazing how frequently a report will be prepared by an engineer or a group of professional men with every other technical detail meticulously accounted for but containing no date whatever. If such a report has passed through a librarian's hand, the archeologist and chemist will have some cause to rejoice, for usually a receiving date will have been stamped on the document's cover and/or title page.

The foregoing presentation is not exaggerated or overdrawn. Any librarian exposed in line of duty to this entire area of technical contract reporting and documentation will recognize these and many more irregularities with which they have to contend, and in spite of which they try to process and service their materials efficiently. The result, chiefly because of budgetary limitations, is the playing of the tune by ear or, if you will, a repetitive

improvisation of methods and records to encompass all the vagaries and complexities encountered.

SUGGESTED STANDARDS

Merely describing and deploring this situation will not improve it, or, better still, eliminate it. What can be done? There is one simple, basic solution. Government contracts should include, along with their other specifications, a brief statement setting forth physical and bibliographic requisites in the preparation and publication of reports. Such a statement might read like this:

Physical Format

SIZE: Typed, mimeograph or other stencil reproduced copy should be prepared on 8 by 10½ inch paper (not to exceed 8½ by 11 inch). When photo-off-set or printed, the size may be reduced to a minimum 6 by 9 inch standard.

PAPER STOCK: The weight of the paper used should be between the limits of 50 pound and 70 pound stock.

COVERS: Should be the same size as the paper with a plain smooth surface on light colored card stock, so that call numbers or other file guide information may be reproduced black on white or other light on dark color variations. Recommended weight, to give stability without bulk, should range between 140 pound to about 4 ply cover stock. Labels should be avoided, but if necessary the use of an adhesive that eliminates removal or curling corners is mandatory.

BINDING: Covers and contents should be firmly stapled together or machine stitched (sewed) when feasible, with a tape firmly glued to the spine and covering the exposed staples or stitches. For reports of an interim, temporary, and fragmentary nature, a standard pamphlet or clip commercial cover may be used provided attention is given to the specifications outlined above.

Bibliographic Data

On the title page delete any sundry or extraneous data or information which does not include the following:

SOURCE: The name of the contracting company (in some instances two or more companies may be involved), agency, or organization that has authored the report; where personal authorship is acknowledged give organization affiliation following the name.

DATE: In every instance show clearly the date (at least month and year) in which the report has been completed. When a periodic report, state period covered (monthly, quarterly, semi-annual) with inclusive dates involved.

TITLE: State as briefly as possible, reserving full title statement where necessary for the abstract or before the introductory paragraph of the text. When report is periodic in nature, establish title in first issue and continue to use the same text.

NUMBERING: Periodic reports need not be numbered since they will automatically follow in chronological sequence. When individual reports are numbered, show the report number clearly on the title page along with or adjacent to the date, but keep off the title page any specification, contract, or other official numerical designations.

LOCATION: State, preferably at the bottom of the title page, the street address, city, and state which the organization or organizations responsible for the report are located.

There may be a thousand and one differences of opinion concerning the definition of standards attempted here, but the response should be unanimous that some kind of central control and standardization is not only desirable but necessary to effect a maximum utilization of these valuable government contract materials at a more reasonable management cost.

ALLEN KENT, Associate Director
JAMES W. PERRY, Director
Center for Documentation and Communication Research
School of Library Science, Western Reserve University
Cleveland, Ohio

The LIBRARY and the RESEARCH TEAM

Why are we blessed so bountifully in material things? The answer lies in the fact that we have learned the source of the greatest riches in the world — the use of other men's experiences in the technical realm.³

WHAT ARE THE PROBLEMS of making use of other men's experiences? In chemistry it was not too difficult to do one hundred years ago. Reading the current literature required only a fraction of a chemist's time. In acquiring a working knowledge of the field, it was quite possible to read the entire previous literature in the science of chemistry. The literature problem as we know it did not exist.

However, the situation is quite different today. Since 1907 *Chemical Abstracts* has reviewed and abstracted over one and a half million papers and patents. Today the annual indexes of *Chemical Abstracts* are larger than the first decennial index covering the years 1907-1916. There can be little doubt that the same trend characterizes publication in other major fields of science and technology. These figures evince forcibly that at present "using other men's experience in the technical realm" is easier said than done.

Of course there are instances where chance cross-fertilization of the literature in one field produced impressive advances in other fields. Examples are: (1) the use of radioactive tracers, from the atomic energy field, in medicine; (2) the use of the Edison effect,

discovered during research on the electric light, which lay dormant until it was utilized by Lee deForrest in the audion amplifier.

Big business in this day of rapidly increasing research costs cannot be complacent about its chances that such good fortunes will befall its research projects. Elements of uncertainty can never be completely eliminated,⁴ the chances of success can be greatly improved by planned coordination of library and laboratory.

With rising investments in research, it is necessary to have a larger percentage of research projects pay off by providing a saleable product or a profitable process. It is not enough that startling scientific advances may be achieved by a research project; those who make the financial investment of supporting a project insist that steps be taken to ensure a high probability of economic success.

INITIATING A RESEARCH PROGRAM

Let us consider various steps in establishing a typical research project, in carrying it through, and in applying results in a practical way. In each stage important decisions must be made. Information obtained from a library provides the key to arriving at advantageous decisions with a minimum expenditure of time and effort, particularly for experimental investigations.

* CLOUD, GOULD H. What's in the Future for Special Librarianship? *Special Libraries*, September 1955, p. 303.

The first stage in establishing a research program is the formulation of its purpose. This may be very general. A company may be interested in acquiring theoretical knowledge in a given field. In such a case, it is dealing with so-called fundamental research. The general nature of the goal, however, does not eliminate or lessen the necessity for careful planning of experimental programs. Rather the contrary is true. It is in the planning of fundamental research that the utmost skill is required in defining an experimental program and in designing individual experiments.

It is by no means rare for industry to engage in fundamental research, but a large proportion of the research projects undertaken by industry and government is initiated to achieve a well-defined goal. The basic scheme of this type of research is given in Figure 1.

The definition of purpose, the decision as to what is to be accomplished—process improvement, a new product development of a new piece of equipment, or the improvement of any of these—constitutes the initial step in a successful research project. Decisions must be made by various persons or groups, and opportunities exist for the library to make contributions. As in later phases of research, the library may indicate during the planning phase the need to carry on field surveys of various kinds. This is especially likely to be the case when a long-range research project is started.

PLANNING A RESEARCH PROGRAM

Once a research project has been formulated and goals have been defined, research proper may be said to have started. Providing solutions to research problems involves the imaginative application of knowledge to achieve new results. The ultimate source of such knowledge in science and technology is observation and experiment. However, large volumes of knowledge have already been acquired by the ef-

forts of others and recorded in the literature. Consequently challenging opportunities for applying previously acquired knowledge in making decisions are encountered by research management during the planning phase.

It is no simple matter to decide what knowledge will be most useful in solving a research problem. This decision is of much the same nature whether one is trying to locate useful knowledge in the library or to generate it by experimental work conducted in the laboratory. For many research problems it is not possible to provide solutions by a single library search or a single set of experiments. It is often necessary to run preliminary investigations and be guided by the results of such exploratory studies in deciding what further knowledge may be needed in solving the research problem. Exploratory experimentation in the laboratory is a well known and widely accepted concept. In making efficient use of library information, it is equally important to take into account the fact that exploratory searches can provide preliminary orientation. The results of such preliminary searches can provide the basis for efficient planning of more extensive library investigations.

Research management periodically reviews research projects in progress to decide whether or not they should be continued. These decisions are based on an evaluation of the probabilities of eventual benefits to be achieved and anticipated costs. Just as it is an important decision to initiate a research project, it may be an equally important one to decide to suspend or discontinue it. The first critical evaluation of a research project often takes place after the preliminary exploratory phase is completed. This is part of the decision-making process for which the various levels of research management are responsible.

The library also contributes to decision-making processes in carrying

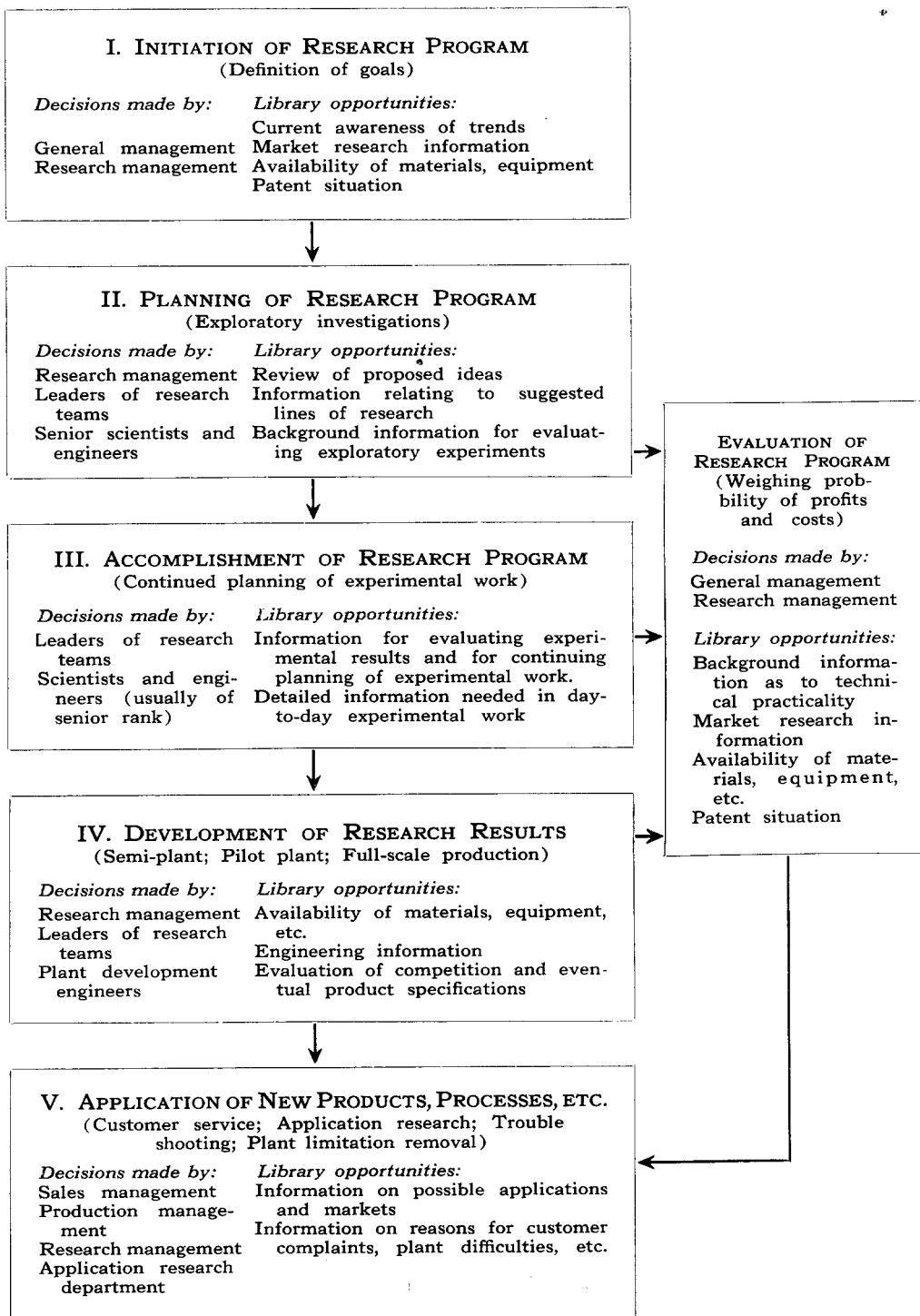


Figure 1 — Research is a continuum not subject to precise compartmentalization, though it is possible to suggest some major phases as in the general scheme outlined here.

through a continuing research program. The results obtained at various stages of an experimental program may make it highly advisable to reformulate plans and to start investigations not recognized as desirable at the time the research project was first set up. Here the information specialist may encounter interesting opportunities. Second, the day-to-day performance of experimental work may also call for specific detailed knowledge from the library.

EVALUATING RESEARCH PROGRAMS

After a research project is completed and is a *technical* success, the decision must be made as to whether it is worthwhile to use the results operationally or for an industrial application. Evaluation of probable benefits and profits is in order. For industrial products the evaluation may involve a further investigation of potential markets, customer acceptance, raw material situation, and patents. It is by no means unusual for a technically successful project to be moth-balled at this stage. An unfavorable patent situation, for example, may make it advisable to postpone starting large-scale production.

On the other hand, the decision that a research project has been successful and should go into large-scale operational application does not end the possibility of achieving advantages by using the information found in the library. It is virtually certain that the new product or process will sooner or later become involved in *some* kind of difficulties. A certain amount of continuing research of a trouble shooting nature may provide the opportunity to apply recorded knowledge to advantage.

Even if no troubles are encountered, it is necessary to conduct *application* research to ensure that the new product, equipment, or process is used advantageously and is finding its proper market. It is also advisable to keep an eye on what the competition is doing. Here again librarians have opportunities to

make important contributions by following the technical press.

PATENT ACTIVITIES

Another important area in connection with research involves patents. In pursuing a research program it may be found that a competitor's patent is raising difficulties. Successful library research may indicate that the valid scope of the patent is much narrower than a literal interpretation of the claims might indicate.

It is obvious that another important area is obtaining patent protection of new inventions. The decision as to what to patent and what not to patent may itself require careful consideration and such decisions may provide another opportunity for the librarian to contribute. Once the decision has been made to file for a patent, it is highly desirable to be well informed on prior and related art. Such information enables patent counsel to proceed with confidence and efficiency in obtaining the broadest possible protection of the new invention.

There are advantages in filing an application as promptly as possible. In a contest as to priority of invention, the patent law operates in such a way that the junior party in the interference has a very heavy burden of proof to bear if he is win. In the patent field help from the library is likely to be more valuable if provided promptly.

DIVERSE INFORMATION REQUIRED

This review of the role of recorded information at various stages and phases of research presents a picture of considerable diversity regarding information requirements. In the first place different types of information may be required. When dealing with scientific and technical questions, the librarian will be concerned primarily with scientific and technical literature. On the other hand, in making business decisions he uses statistical data on economic

conditions and trends. Other statistical data may relate to the availability of minerals, various raw materials, or production of basic materials of construction. Information on competitors' activities, general business conditions, legislation, and governmental regulations may be required in planning, conducting, evaluating, and applying research.

Diversity of information requirements is also evident in the varying degrees of generality or specificity of the information. During the exploratory investigation of a given problem, review papers may prove very helpful in providing a quick orientation and in suggesting how specific problems may be formulated so that they may be worked out in detail. In this phase it is often advantageous to let the imagination run free and to use the literature as a basis for quick evaluation of possible lines of investigation. Imaginative use of the literature can make it possible to check quickly a large number of ideas in a surprisingly short period of time. In fact, the literature may sometimes appear to be the source of ideas as much as the person who is working with it. Some people even use this approach to the literature by operating in what looks like a random, browsing fashion. However, it is doubtful whether a successful browser really relies on mere chance or whether he is guided, sometimes almost subconsciously, by vague intuition and hunches.

At the other extreme is the case in which a specific item of information is needed. In such instances the person who goes to the library knows exactly what he must find, and with an experienced library expert, there is no need to lose time formulating a definition of what is required or where to look.

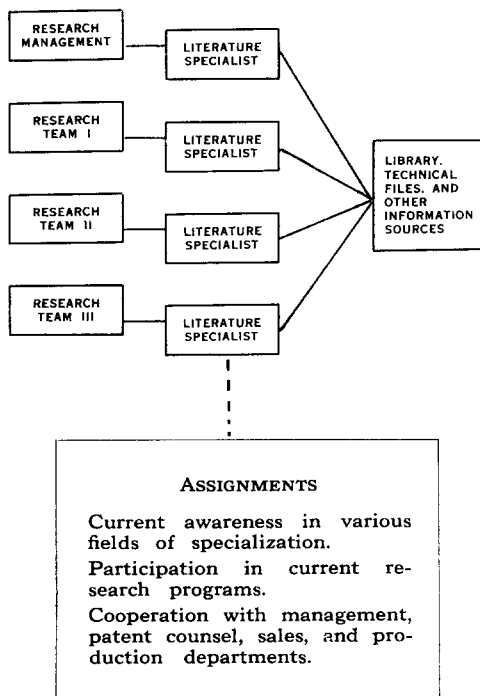
A somewhat intermediate situation occurs when one must locate a reference to limit the valid scope of an adversely held patent. In this case the area of search is outlined by the scope

of the claims whose validity is under attack. Success in locating the needed information within the prescribed area often depends on the ability to think of some source of information that may not have been tapped by the patent examiners. "Looking in the dusty corners" can be quite rewarding.

OTHER WAYS OF ORGANIZING RESEARCH

When we consider the various steps involved in initiating, planning, conducting, evaluating, and applying research work, and when we consider further the diverse types of information that are required during the various stages in research, it is to be expected that there will be considerable variation in the ways library work and laboratory work have been coordinated by different organizations. Such factors as

Figure 2—Literature specialists on research teams.



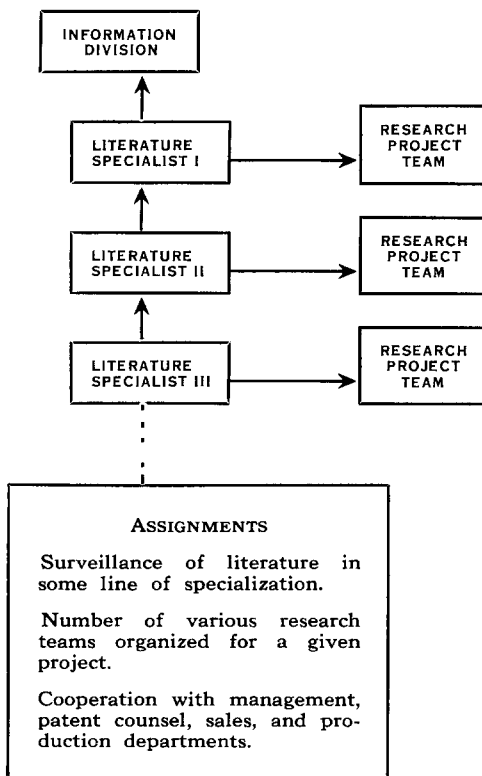
the size of the organization, the number of different departments and their geographical location, size of the research department, the diversity of its operations, the number of people involved in research, and especially the nature of the field or fields of activity are particularly important in determining and influencing the way research in general is organized and the way a library and related information activities are tied into research activities.

Two different forms of organization are depicted in Figures 2 and 3. In one form (Figure 2) research management and research teams include literature specialists as staff or team members to follow specific fields. They feed information as found to their immediate colleagues. They do at least most of the library work required and also investigate the subject for patent counsel, sales, and production departments. This approach is more likely to be used when research teams are organized either permanently or for long periods of time.

Another approach is shown in Figure 3. Here a well-developed information division employs literature specialists to maintain close surveillance of certain specialized fields of science and technology that are of actual or potential interest to the organization. When a research project is launched, a project team is organized to which a literature scientist is assigned as a member along with other professional persons. If the proficiency and specialized experience of the literature man warrants it, he may be appointed group leader. Similarly, when research management has a planning problem, the literature scientist is assigned a post with the management team studying the problem.

Information facilities are used for providing information in connection with a particular problem and for keeping abreast of the assigned field between projects. Sometimes the literature scientist will have an auxiliary as-

Figure 3—Literature specialists in an information division.



signment of preparing abstracts of interesting papers and circulating them to research personnel.

There are many variations of the two plans, depending on specific requirements in various organizations. Regardless of the plan chosen, one fact is worth emphasizing—the literature specialist, and the librarian are being recognized more and more for the contributions that they can and must make to the research process.

The text of this paper was presented before the joint Case Institute - Western Reserve Symposium "The Role of the Library in the Research Team," on October 25, 1955. The authors wish to thank Mary Calvano of the School of Library Science for help in gathering the data for the article.

STARTING FROM SCRATCH:

Organization of a Technical Research Library

ANNE S. DICKENS, Technical Research Librarian
Research and Development Engineering Department
Pitney-Bowles, Inc., Stamford, Connecticut

PITNEY-BOWLES, INC., manufacturer of postage meters and business machines, is the originator of the metered mail system that now accounts for nearly half of all United States postage revenue. Its research and development engineering department is staffed by mechanical, electrical, metallurgical, and chemical engineers, physicists, laboratory technicians, marketing research specialists, and a patent attorney.

The recently accelerated growth of this department resulted in the accumulation of many engineering reports, technical papers, books, periodicals, trade literature, government documents, standards, specifications, and other technical materials. It soon became apparent that much engineering manpower was being diverted to library work and that the engineering staff increasingly needed access to various sources of information. Consequently, the need for a librarian to organize a technical library became apparent.

MANUFACTURERES' CATALOGS

The materials most frequently in demand were manufacturers' catalogs. The engineering staff was losing too much valuable time in usually fruitless searches for this trade literature. My first project as the new librarian was to catalog the material available as rapidly as possible. The quickest and most direct approach was through the names of manufacturers. Catalogs were indexed and shelved alphabetically by names of manufacturers which was an excellent system for precise location but,

unfortunately, related materials were separated. If catalogs on switches, for example, were requested, too much time was consumed removing and then replacing material from many different pamphlet boxes. For this reason all catalogs on one subject were shelved in adjacent Princeton files and then arranged alphabetically by manufacturer so that related material is together.

Catalog cards have the subject typed in the upper left-hand corner in order to direct users to the subject rather than the manufacturer's name. Many subject heading cards were required for catalogs containing more than one item. The collection has expanded from one glass door bookcase to four seven foot stacks as many more catalogs to fill various requests have been obtained.

HANDLING PERIODICALS

More than three-quarters of the total library space is allocated to periodicals, the most important part of a technical library's resources since they contain the immediate results of experimental research and announcements of technical developments. Periodicals and house organs were collected from various sections of the department, documented on Kardex files, and shelved alphabetically by title. Lists of titles were circulated, and some of the staff were amazed to discover over one hundred subscriptions to scientific and technical periodicals and house organs. This number has increased to nearly two hundred. Library shelving is available only for the current year's periodicals

and bound volumes of back issues that are requested most frequently. Other back issues are stored for five years and then placed on exchange lists.

All new periodicals are brought to the attention of the staff by forwarding each member a Xeroxed copy of each table of contents. No current issues are routed as the close proximity of the library affords all staff members an equal opportunity for reading the latest material. Subject cards for the principal specializations of periodicals and house organs are filed in the card catalog to include every possible source of information for the engineering staff.

CATALOGING OTHER MATERIALS

Engineering reports prepared by the staff are cataloged by author, title, and subject and include an abstract of approximately seventy-five words on each card. Reports are bound in company embossed covers and filed alphabetically by author in vertical filing cabinets. Original copies of reports and confidential reports are filed in locked cabinets and do not circulate. Reproductions are being made of all reports, with the exception of those deemed confidential, for circulation purposes.

Photostats, reprints, pre-print papers, government documents, pamphlets, booklets, etc., are cataloged in the same subject system used for manufacturers' catalogs so that all related material is together in the information file. It was requested that abstracts for this type of material also be included on catalog cards just as they are on the catalog cards of engineering reports.

Record prints of certain machines and service manuals for all machines were brought to the library. Record prints are filed numerically in a locked vertical filing cabinet and may be used only in the library. Service manuals are filed alphabetically by name of machine and are brought to the library for circulation purposes.

The librarian in a technical research library of this type is dealing with a

vast amount of loose material rather than books. In order to readily distinguish the various types of material in the card catalog, cataloging was simplified by using different colored catalog cards; e.g. blue cards indicate reprints or Photostats; green cards represent manufacturers' catalogs. Similarly colored labels on file cabinets and shelves facilitate location of material. In two years a twenty-four drawer cabinet has been filled nearly to capacity in order to file the many catalog cards needed for research purposes.

Books collected throughout the department for cataloging purposes more than doubled the library collection and, after discarding and selecting new material, accessions now total over six hundred. Small collections are maintained in the research department and applications research department for reference purposes by those departments. The Library of Congress cataloging classification system was selected for cataloging and Library of Congress catalog cards are used, when obtainable. The book collection is supplemented by active interlibrary loan service with cooperative local libraries and nearby New York City libraries.

INFORMATION SERVICES

The library maintains an information service for all departments, prepares bibliographies, and makes literature searches on any subjects requested. The engineering staff is asked to keep the librarian informed of topics on which they need information. This enables her to furnish staff members with pertinent information which they do not know is available and which they probably would otherwise miss. The librarian obtains this data by scanning tables of contents, indexes, news items, advertisements, and other sources of current technical information.

There was no necessity for "selling" the library in spite of its being "started from scratch." The librarian's initial appearance induced a bombardment of

reference questions ranging from "What is the coefficient of friction of steel contact with cork (dry, not lubricated) in motion?" to "What is the weight of a sparrow and a wren?" (This engineering information was needed for the construction of an automatic shower bath for birds in an engineer's yard.)

Quarterly abstract bulletins of selected new material received in the library are forwarded to all staff members. They are also kept informed, by advance monthly listings, of all conferences, conventions, trade shows and exhibits, and technical meetings which are relative to interests of the company.

A bulletin board outside the library entrance has also been very effective in calling attention to new material, particularly to trade literature and house organs that do not have tables of contents for Xeroxing. Clippings about new products and new developments are also displayed. Periodicals and newspapers are clipped for new products or developments, and clippings are filed by subject in vertical files.

Plans have been made for small groups of the engineering staff to attend orien-

tation lectures in the library so that means can be devised for more effective use of the library. In turn it is planned that the librarian shall attend staff program meetings in order to keep her fully informed of the technical character status and schedules of the company's projects.

A full-time assistant was necessary for five months but, due to lack of office space, all typing of library administrative and technical procedures was transferred to the very efficient and rapid steno-pool. A part-time assistant was assigned to keep filing and other routine duties up to date.

Two books issued by Special Libraries Association are very helpful in establishing this type of library. Lucille Jackson's *Technical Libraries* has proved to be the source of information on any technique, whether it be determining a budget or when to alter the course of a literature search. *Subject Headings for Aeronautical Engineering Libraries* is an indispensable supplement to the Library of Congress's *List of Subject Headings* for technical literature.



LIBRARY SCHOOL AND STUDY NEWS

UNIVERSITY OF SOUTHERN CALIFORNIA LIBRARY SCHOOL. During the summer session, June 25 - August 3, courses will be given in bibliography, cataloging and classification, problems in technical processes, and other subjects. In the post-session, August 6-31, courses will include History of Books and Printing, American Public Library, and Directed Research. The School of Library Science and the School of Music have planned a joint program for the training of prospective music librarians. It provides a basic library school curriculum as well as electives in the School of Music. A new course in

personnel administration and one entitled Technical Libraries will be offered during the 1956 fall semester.

THE AMERICAN INSTITUTE. The tenth institute on Preservation and Administration of Archives will be held in cooperation with the National Archives and Records Service, the Library of Congress, and the Maryland Hall of Records from June 18 to July 13. Lectures, discussions, and intensive laboratory experience through internship work in the cooperating agencies will be featured. Tuition is \$90.

The third institute on Record Management, June 18-29, will be held in Washington, D.C. in cooperation with the National Archives and Records Service. Lectures on the principles, methods, and techniques of modern records management will be given. Admission is limited to qualified persons who hold positions of responsibility in the field or wish to qualify for such positions. The tuition is \$50.

For further information on either institute write Institutes on Records Management and Archives Administration, The American University, 1901 F Street, N.W., Washington 6, D.C. Application should be made no later than May 16.

RADCLIFFE COLLEGE. The third annual summer institute on Historical and Archival Management will be held June 25-August 3. It is designed to help orient students with the entire field of historical and archival institutions and to provide practical training for employment. The institute is co-sponsored by the Department of History of Harvard University and is open to men and women. Tuition is \$200. Two full-tuition scholarships are available for which applications must be received by May 15. Inquiries may be addressed to Lester J. Cappon, Institute on Historical and Archival Management, 10 Garden Street, Cambridge 38, Mass.

UNIVERSITY OF TORONTO LIBRARY SCHOOL. Courses entitled Bibliography and Reference Service: Books and Materials, and College and University Library Collections will be offered June 18-July 27. Both courses are open to those holding a B.A. in L.S. or its equivalent. Applications should be submitted, if possible, by April 5. Address inquiries to the Director, Library School, Ontario College of Education, 371 Bloor Street West, Toronto 5.

NATIONAL RECORDS MANAGEMENT COUNCIL. Three fellowships of \$1,000 each will be granted this summer for three months of study and research in records management and archives administration. The

fellowship is open to enrolled graduate students and to college and university faculty members. Applications must be submitted by May 15. Inquiries and requests for application forms should be addressed to the Council at 555 Fifth Avenue, New York 17, New York.

UNIVERSITY OF CHICAGO GRADUATE LIBRARY SCHOOL. The Twenty-first Annual Conference of the University of Chicago Graduate Library School will take place from June 12 to 15, 1956. The convention will center around the topic "Toward a Better Cataloging Code" and, as in the past, the program will include papers by distinguished persons within the many areas of the library field. For a detailed program leaflet and information write the Dean of the Graduate Library School, University of Chicago, Chicago 37, Illinois.

WAYNE UNIVERSITY COMPUTATION LABORATORY. For the fourth summer Wayne University is offering three one-week intensive training courses on important areas in computer developments. Automatic Computers: Their Application and Evaluation will be given July 23-28; Electronic Data Processing in Business and Government, July 30-August 4; Applications of Computers to Engineering, Science, and Industry, August 6-11. Tuition for each weekly course for persons from organizations that are contributing members of the Laboratory will be \$100 and for persons from nonmember organizations, \$125. Write A. W. Jacobson, Director, Computation Laboratory, Detroit 1, Michigan for further information.

UNIVERSITY OF PORTLAND SCHOOL OF LIBRARY SERVICE. An eight-week session will be held from June 18 to August 11. The curriculum will include graduate courses leading to a Master's Degree in Library Science as well as non-degree courses for general students and teacher-librarians. Tuition is \$17.50 for each semester hour of credit. Write the Director, Department of Library Service, Portland 3, Oregon for details.

REPORT OF THE TREASURER

I respectfully submit the financial statements of the Special Libraries Association for the year ended December 31, 1955, including the statement of assets and fund balances, statement of income, expenditures and changes in general fund balance, and the summary of changes in special fund balances. The report of Price Waterhouse & Co., who examined the financial statements, is included herewith.

BURTON W. ADKINSON, *Treasurer*

TO THE EXECUTIVE BOARD OF
SPECIAL LIBRARIES ASSOCIATION

In our opinion the accompanying financial statements present fairly the assets and fund balances of Special Libraries Association at December 31, 1955 resulting from the cash transactions, and the income collected and expenses disbursed for the year, and are presented on a basis consistent with that of the preceding year. Our examination of these statements was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The accounts of the Association are maintained on the basis of cash receipts and disbursements; accordingly, dues and periodical subscriptions received aggregating \$43,099.03 which are applicable to years subsequent to 1955 have been included in income for the year. Dues and periodical subscriptions aggregating \$42,186.20 applicable to the year 1955 were included in income in prior years. The amount of expenses unpaid at December 31, 1955 not recorded on the books aggregated approximately \$1,100.

PRICE WATERHOUSE & CO.

New York 5, N. Y.
February 13, 1956

EXHIBIT I

SPECIAL LIBRARIES ASSOCIATION

STATEMENT OF ASSETS AND FUND BALANCES ARISING FROM CASH TRANSACTIONS

DECEMBER 31, 1955 AND 1954

	1955	1954
ASSETS		
General fund:		
Cash	\$ 58,033.47	\$ 56,886.37
Miscellaneous receivables	18.76
Inventory of "Our Library" (a visual presentation) at estimated sales value which is below cost	869.00
	<u>\$ 58,033.47</u>	<u>\$ 57,774.13</u>
General reserve fund:		
Cash	\$ 71.62	\$ 137.99
United States Government securities, at cost (approximate market value 1954—\$49,300; 1955—\$50,900).....	46,659.91	45,730.53
	<u>\$ 46,731.53</u>	<u>\$ 45,868.52</u>
Life membership fund:		
Cash	\$ 2,211.05	\$ 2,208.34
Publications fund:		
Cash	\$ 17,370.90	\$ 14,961.86
Inventory of publications, at cost or estimated sales value, whichever is lower	7,827.42	7,629.07
	<u>\$ 25,198.32</u>	<u>\$ 22,590.93</u>
Scholarship and student loan fund:		
Cash	\$ 8,767.74	\$ 8,435.83
Loans receivable	900.00	200.00
	<u>\$ 9,667.74</u>	<u>\$ 8,635.83</u>
	<u>\$141,842.11</u>	<u>\$137,077.75</u>

EXHIBIT I — (Continued)

FUND BALANCES	1955	1954
General fund:		
Accounts payable and sundry credits	\$ 9.71	\$ 33.70
Fund balance (Exhibit II)	58,023.76	57,740.43
	<u>\$ 58,033.47</u>	<u>\$ 57,774.13</u>
Special funds (Exhibit III):		
General reserve fund	46,731.53	45,868.52
Life membership fund	2,211.05	2,208.34
Publications fund	25,198.32	22,590.93
Scholarship and student loan fund	9,667.74	8,635.83
	<u>\$141,842.11</u>	<u>\$137,077.75</u>

EXHIBIT II

SPECIAL LIBRARIES ASSOCIATION

STATEMENT OF INCOME COLLECTED, EXPENSES DISBURSED AND CHANGES IN GENERAL FUND BALANCE

FOR THE YEARS ENDED DECEMBER 31, 1955 AND 1954

	1955		1954
	Actual	Budget (Note 1)	Actual
Income collected:—			
Dues	\$ 58,686.84	\$ 58,000.00	\$ 62,604.60
Periodicals:			
Special Libraries	12,515.72	13,150.00	13,305.26
Technical Book Review Index	9,516.15	9,000.00	9,165.50
Translation Monthly	2,265.00
Net receipts from convention (after payment of expenses amounting to \$11,131.63 in 1954 and \$13,963.17 in 1955)	4,114.90	4,000.00	4,844.92
Interest on funds in savings bank account.....	327.76	269.10
Net proceeds from sale of equipment	350.00
Miscellaneous	735.31	500.00	286.07
Total income	<u>\$ 88,161.68</u>	<u>\$ 84,650.00</u>	<u>\$ 90,825.45</u>
Expenses disbursed:—			
Allocation of funds to subunits:			
Chapters	\$ 6,852.63	\$ 7,000.00	\$ 6,857.06
Divisions	2,818.84	2,900.00	2,743.36
Committees	1,132.38	4,225.00	2,193.87
	<u>\$ 10,803.85</u>	<u>\$ 14,125.00</u>	<u>\$ 11,794.29</u>
General operations:			
Salaries	\$ 32,883.30	\$ 34,400.00	\$ 28,590.97
Rent	3,600.00	3,600.00	3,425.00
Postage	1,737.17	2,000.00	1,563.82
Supplies	2,524.46	2,300.00	2,778.55
Payroll taxes	1,151.01	1,300.00	947.49
Porter service	960.00	960.00	960.00
Accounting	750.00	750.00	750.00
Legal fee	210.00	250.00	210.00
Telephone and telegraph	645.15	600.00	670.91
News bulletin	519.01	450.00	366.32
Equipment service and repairs	572.22	500.00	532.55
Building repair and maintenance	90.00	100.00	253.72
Cost of preparing minutes	363.07	400.00	267.07
Insurance	142.00	150.00	249.56
Miscellaneous	223.30	150.00	317.36
	<u>\$ 46,370.69</u>	<u>\$ 47,910.00</u>	<u>\$ 41,883.32</u>
Carried forward	\$ 57,174.54	\$ 62,035.00	\$ 53,677.61

EXHIBIT II — (Continued)

	1955		1954
	Actual	Budget (Note 1)	Actual
Expenses disbursed (Brought forward)	\$ 57,174.54	\$ 62,035.00	\$ 53,677.61
Periodicals:			
Special Libraries	18,462.35	21,105.00	19,407.59
Technical Book Review Index	6,540.72	6,500.00	6,579.93
Translation Monthly	660.60
Write-off of "Our Library" costs in excess of estimated sales value of inventory, less pro- ceeds of sales of \$610 in 1954 and \$185 in 1955	684.00	1,180.14
Travel—President	835.25	1,200.00	1,119.75
Travel—Executive Secretary	301.82	310.00	196.16
Equipment purchases	995.33	1,000.00	2,448.69
President's fund	5.88	200.00	158.80
Membership in other organizations	160.00	175.00	164.00
Placement reorganization	224.64
Publishers reprints project	88.16
Charter revision	768.47	450.00
Conference on "Practical Utilization of Record- ed Knowledge"	185.73
Office alterations	1,162.00	750.00
Total expenditures	\$ 87,936.69	\$ 93,725.00	\$ 85,245.47
Excess of income over expenditures (Note 2)	\$ 224.99	(\$ 9,075.00)	\$ 5,579.98
Fund balance, January 1	57,740.43		52,592.46
Interfund transfers, net	58.34		(432.01)
Fund balance, December 31 (Exhibit I)	\$ 58,023.76		\$ 57,740.43

Notes:

- (1) Including additional appropriations for special items aggregating \$4,400 subsequently authorized by the Executive Board.
- (2) Unrecorded expenses at December 31, 1955, relating principally to Translation Monthly, aggregated approximately \$1,100.

EXHIBIT III

SPECIAL LIBRARIES ASSOCIATION
SUMMARY OF CHANGES IN SPECIAL FUND BALANCES
FOR THE YEARS ENDED DECEMBER 31, 1955 AND 1954

	1955	1954
GENERAL RESERVE FUND		
Interest received on United States Government securities.....	\$ 863.01	\$ 848.51
Balance, January 1	45,868.52	45,020.01
Balance, December 31 (Exhibit I)	\$ 46,731.53	\$ 45,868.52
LIFE MEMBERSHIP FUND		
Interest on savings bank account — 1955	\$ 61.05	\$ 58.34
Transfer to General Fund of interest on savings bank account for prior period	(58.34)	(67.99)
Balance, January 1	\$ 2.71	(\$ 9.65)
Balance, December 31 (Exhibit I)	\$ 2,208.34	\$ 2,217.99
Balance, December 31 (Exhibit I)	\$ 2,211.05	\$ 2,208.34

EXHIBIT III — (Continued)
 1955 1954

PUBLICATIONS FUND		
Proceeds from sales of publications and advertising therein.....	\$ 8,176.28	\$ 11,040.26
Production and selling expenses	\$ 5,767.24	\$ 7,134.26
Decrease (increase) in inventory at December 31, from previous year	(198.35)	2,170.54
	<u>\$ 5,568.89</u>	<u>\$ 9,304.80</u>
Excess of income over expenses	\$ 2,607.39	\$ 1,735.46
Balance, January 1	22,590.93	20,855.47
Balance, December 31 (Exhibit I)	<u>\$ 25,198.32</u>	<u>\$ 22,590.93</u>

SCHOLARSHIP AND STUDENT LOAN FUND		
Income:		
Gifts	\$ 1,301.50	\$ 2,700.18
Interest on savings bank account	230.41	192.59
Transfer from General Fund	500.00
	<u>\$ 1,531.91</u>	<u>\$ 3,392.77</u>
Scholarship grant	(500.00)
Balance, January 1	8,635.83	5,243.06
Balance, December 31 (Exhibit I)	<u>\$ 9,667.74</u>	<u>\$ 8,635.83</u>



COMING EVENTS

NATIONAL MICROFILM ASSOCIATION. The Fifth Annual Meeting of the National Microfilm Association will be held at the Congress Hotel in Chicago April 23-24, 1956. The program will feature papers, panel discussions, and other events covering the status, use, and progress of the techniques of microreproduction. There will be exhibits of equipment, supplies, and techniques used in the industry. Advance registration blanks may be obtained from the Association offices, 64 Commonwealth Road, Watertown, Massachusetts.

CANADIAN LIBRARY ASSOCIATION. From June 12 to 15 the Eleventh Annual Conference of the Canadian Library Association will be held at the Sheraton-Brock Hotel in Niagara Falls, Ontario.

MEDICAL LIBRARY ASSOCIATION ANNUAL MEETING. The 55th Annual Meeting of the

Medical Library Association will be held at the Hotel Statler in Los Angeles, June 18 to 22, 1956. In addition to a number of addresses by persons prominent in the field, the program will include a tour of the new UCLA Medical Center. For further information write Mrs. Ella Crandall, Librarian, Los Angeles County General Hospital, 1200 North State Street, Los Angeles 33, California.

AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE. The 75th Annual Conference of the American Library Association will be held in Miami Beach, Florida, June 17 to 24, 1956. The many program features will include a workshop of the state library association officers, a presentation of book lists by the Public Libraries Division and the Association of Young People's Librarians, and an exhibit sponsored by the Library Periodicals Round Table.

SLA Publications

CUMULATIVE STATEMENT ON PUBLICATIONS IN PRINT AS OF DECEMBER 31, 1955

Date	Name of Publication	Cost	No. Printed	Inst. Given	Copies Sold	Total Receipts To Date
1949	<i>Aviation Subject Headings</i>	\$ 526.95	1,000	239	353	\$ 602.47
1949	<i>Brief for Corporation Libraries</i>	700.73	1,500	395	841	1,425.95
1949	<i>Creation and Development of an Insurance Library</i>	366.10	1,000	238	450	835.20
1949	<i>Subject Headings for Aeronautical Engineering Libraries</i>	1,311.73	1,000	205	422	1,620.12
1950	<i>Fakes and Forgeries in the Fine Arts</i>	543.28	1,000	244	243	412.12
1950	<i>Contributions Toward a Special Library Glossary</i>	309.60	1,000	390	343	401.28
1951	<i>Technical Libraries, Their Organization and Management</i>	7,382.57	4,048	471	2,887	16,592.58
1951	<i>SLA Directory of Members</i>	2,360.78	1,500	549	682	2,624.45
1951	<i>Nicknames of American Cities</i>	816.81	1,500	1,209	2,092.34
1953	<i>Source List of Selected Labor Statistics</i>	972.98	1,000	642	992.06
1953	<i>Correlation Index Document Series and PB Reports</i>	4,092.57	1,000	618	4,977.50
1953	<i>Directory of Special Libraries</i>	7,315.66	2,090	1,265	10,287.39
1954	<i>Map Collections in The U. S. and Canada</i>	970.07	1,000	611	1,558.74
1954	<i>Subject Headings for Financial Libraries</i>	1,264.35	1,000	351	1,350.00
1955	<i>Libraries for Research and Industry SLA Monograph No. 1</i>	2,721.37	2,060	718	1,532.25
1955	<i>Indexing—With Emphasis on its Technique</i>	142.36	794	749	270.00
1955	<i>Bibliography of Engineering Abstracting Services</i>	239.08	500	333	309.50

DIVISION HIGHLIGHTS: *Activities and Projects*

The manuscript for the revised edition of the *Handbook of Commercial, Financial and Information Services* has been completed by members of the FINANCIAL DIVISION . . . The GEOGRAPHY AND MAP DIVISION has received approval to proceed with its work on a manuscript to be entitled *Guide to Cartographical Research* . . . The BIOLOGICAL SCIENCES DIVISION has a vigorous campaign under way to broaden the scope of the Division. With this in mind, the Committee on Scope and Planning, under chairman Mrs. Ruby Moats, has sent two hundred and fifty letters to librarians in the fields of agriculture, botany, zoology, and general biology . . . Robert W. Gibson, Jr. reports that the Foreign Alloy Project of the METALS DIVISION has information on fifty-three alloys. This material has been compiled in tabular form with references to the source of information. The first of three parts to be published appears in the December issue of *Metals Division News* . . . The report of the METALS DIVISION fall meeting and participation at the National Metal Exposition and Congress of the American Society for Metals appeared in the November issue of *Special Libraries*. It is interesting to note that in the first three days of this exposition, 1,663 persons had visited the Division booth . . . The MUSEUM DIVISION has undertaken a joint study with the Art Reference Round Table of the American Library Association, of art periodicals indexed in The H. W. Wilson Company's *Art Index*. Questionnaires were sent out and the tabulation is now under way. This report will include (1) titles recommended for indexing by *Art Index*; (2) recommendations for dropping titles now indexed; (3) reaction to a suggestion of cooperative or subscription indexing by libraries to supplement *Art Index* . . . Three projects are being carried on by members of the MILITARY LIBRARIANS DIVISION. The first is the compilation of a union list of foreign military periodicals; another is a compilation of basic bibliographies of military books for libraries of various sizes. The third is the Military Microfilms Project. This project is designed as a cooperative interservice activity to provide complete microfilm files of all the major military interest journals with a minimum investment. Each service will undertake the original filming of the most important journals in its field of interest and will then exchange, file for file, their positive prints for those of other titles produced by the principal libraries of the military. The Air University Library at Maxwell Air Force Base has taken the lead in organizing and promoting this project. Thus far six titles have been selected; letters to the six publishers requesting the basic repro- tion file and permission to reproduce freely have met with complete approval . . . A new Professional Standards Committee has been established in the SCIENCE-TECHNOLOGY DIVISION. The first job facing this committee will be the identification of areas of technical librarianship that require attention with specific program recommendations. The Division has also established a new Sci-Tech Committee on Recruitment and Education to coordinate with Association activity in this field. It will aim at preparing and publicizing a program for systematic recruitment on the graduate level and will work with library schools in the development of special curricula for integration with the core areas of general library education . . . A program to assist foreign librarians in the United States to meet and discuss common interests with American colleagues was undertaken by the INTERNATIONAL RELATIONS AND HISTORY SECTION of the SOCIAL SCIENCE DIVISION in 1954. The results of this project were reported in the December issue of *Special Libraries* . . .

LORRAINE CIBOCH, Division Liaison Officer

CHAPTER NEWS

Philadelphia

A panel discussion on recruiting was jointly sponsored by the Science-Technology Group of the Philadelphia Council and Vicinity and the Philadelphia Regional Group of the Medical Library Association on February 14, 1956. Students and high school and college guidance counselors were invited to attend. Margaret Kehl, professor of library science, Drexel Institute of Technology, defined the activities of the special library; Kate Ornsen, librarian of the Research and Development Department, Sun Oil Company, discussed industrial libraries; Robert Lentz, librarian of Jefferson Medical College, pictured medical librarians as partners of the research team; and Thomas Fleming, professor of library service, Columbia University, advised young students to take "solid" courses and prepare for a B.A. rather than a B.S. degree. Mrs. Marie S. Goff, librarian of the Technical Library, E. I. du Pont de Nemours & Company, was moderator of the program.

As part of a plan to interest young people in summer jobs in special libraries, the Recruitment Committee of the Philadelphia Council will compile a list of special libraries in the area that will welcome visits of guidance counselors and students.

Southern California

"Work Simplification in Special Libraries" was the theme of the all-day meeting of the Southern California Chapter on January 14. Preparation, simplification, and standardization were the key words of every speaker. Melvin Kavin of Kater-Craft Bookbinders covered bookbinding short cuts quickly and made the announcement that his company will sponsor a course in bookbinding techniques very soon. Book ordering hints were given by Otis P. Yost of A. C. Vroman, Inc. The following subjects were ably covered by librarians from every type of library:

pamphlets—acquisition and administration, Mrs. Patricia Powell, California State Fisheries Laboratory; accessioning—to do or not to do, Mrs. Johanna Tallman, Engineering Library, University of California; simplified accessioning, Marguerite L. Seager, U. S. Naval Ordnance Test Station; cataloging short cuts, Dr. Hazel Dean, University of Southern California; supervision, Mrs. Marjorie G. Scheckard, Los Angeles County Library; procedure manuals, Mrs. Hester L. Dale, Richfield Oil Company; staff manuals, W. Roy Holleman, Scripps Institute of Oceanography; reference and research procedures, Dr. Hazel Pulling, Immaculate Heart College; interoffice communications at C. F. Braun, John D. Gibson; and routing of current publications, Sherry Taylor, Prudential Insurance Company.

Sorting racks, pamphlet boxes, an electric typewriter, and a VERIFAX copying machine were a few of the displays around the room. Hester Dale's procedure manual was very popular, and she received many requests for copies. In addressing the group on "The Library: An Expanding Service," Dr. Ballentine Henley, president of the College of Osteopathic Physicians and Surgeons, commented: "Books can rub elbows with the stars and the atom. No man and no field is an island unto itself. It is a cross between disciplines. Librarians can be pollinizing influence in processes today. Cross pollinate and new ideas emerge."

A limited number of rosters listing special libraries and librarians in Southern California are available from Margaret Cresaty, College of Osteopathic Physicians & Surgeons, 1721 Griffin Ave., Los Angeles.

Montreal

The 1955 Directory of Special Libraries in Montreal, listing particulars on ninety libraries, may be purchased for \$2.00 from Aimée Lazier, librarian, Ayerst, McKenna & Harrison, 1025 Mtée. St. Laurent, Montreal.

Chapter Anniversaries

Congratulations are in order for two SLA Chapters this year. The Wisconsin Chapter (formerly Milwaukee) is celebrating its twenty-fifth anniversary and the Illinois Chapter is celebrating its thirtieth birthday. The Association extends best wishes to the members and officers of both groups.

New York

The New York Chapter meeting on March 6, was a panel discussion on "Professional Training for Special Librarianship." John Cory, New York Public Library Circulation Department Chief, introduced the experts on the panel and presided over the discussions. Elizabeth Ferguson, Institute of Life Insurance, regretted that most library school graduates were not prepared for special library work and urged that more emphasis be given to training in basic skills, service, procedures, and operations. After summarizing the development of library school education, Robert Leigh, Acting Dean of the School of Library Service, Columbia University, described several ways his institution is currently training school and special librarians. In reviewing the educational contributions and efforts of groups other than library schools, Eleanor Cavanaugh, Standard & Poor's Corporation, mentioned particularly the studies and recommendations made by the CNLA Subcommittee on Special Library Education and the scholarships, loans, recruiting programs, and institutes of special library associations. Mrs. Helen Wessells, editor of *Library Journal*, felt that the barriers between special librarians and general librarians had broken down and that a good general library education enabled a person to shift successfully from one field to another. Educational factors such as the personality of the special librarian, recruiting methods, relationship between library schools and special libraries, and work-study plans were examined by Lowell Martin, Dean of the Graduate School of Library Service at Rutgers University.

Discussion among the panel members and participants from the audience focused on the possibility of librarians changing from one subject field to another; the general acceptance of a basic core curricula in library schools that all librarians should have and a possible second core in related specialized areas for special librarians; and cooperative means of practical training for special library work.

Michigan

The annual workshop meeting of the Michigan Chapter, entitled "Selling Your Library to the Administration and to Your Public," was held on February 23, 1956. Mrs. Kathleen Stebbins, former Executive Secretary of SLA and now personnel director of the Detroit Public Library, introduced the following speakers: Mrs. Kay Lamont, Ford Motor Company Industrial Relations Library; Marion Wells, director, Harper Hospital Library; Kurtz Myers, music and drama chief, Detroit Public Library; and Caroline Lutz, General Motors Research Library. They presented suggestions based on personal experiences with library public relations in a variety of different special library fields. Concrete examples illustrated how libraries gain support through realization by librarians that "selling" necessitates a continuing effort to increase the number of users and to maintain a satisfied administration. The speakers stressed that new library users must be oriented, administration must be convinced of the infallibility and the indispensability of a library, and the library staff must be flexible enough to adapt itself to policy changes and to accept new ideas and responsibilities as they develop within a company. Methods of successful library salesmanship included bulletins describing the library collection, coming events lists, regular progress reports, routing of material to interested persons, adaptation of cataloging and library procedure to the user, new acquisitions bulletins, and patron surveys on library usefulness.

Have You Heard . . .

New Appointment for Irene M. Strieby



Irene M. Strieby

Eli Lilly and Company of Indianapolis has announced that Mrs. Irene M. Strieby, head of the company's library since its organization in 1934, has been appointed to a newly created position as library consultant for the firm. Mrs. Strieby will be responsible for establishing the Lilly archives, supervising the summer in-training program for student librarians, and coordinating the company's information services.

A graduate of Brenau College, Mrs. Strieby earned her B.S. degree in library science at the University of North Carolina. A past president of Special Libraries Association (1947-1948) and SLA's Indiana Chapter (1942), she is currently an active member of the American Association of Colleges of Pharmacy's Joint Committee on Pharmacy College Libraries, the Joint Committee on Library Education of the Council of National Library Associations, the Joint Committee on Library Work as a Career, and a number of other professional organizations.

Louise C. Lage, Mrs. Strieby's former assistant, has been named chief librarian of the Lilly Library.

Indian Iron and Steel Bulletin

The technical library of the Tata Iron and Steel Co., Ltd., Jamshedpur, India, regularly issues an *Information Bulletin* to its employees containing information on the iron and steel industry of India. In addition, the mimeographed *Bulletin* includes news items from other countries related to world economy in general. Direct inquiries to the Librarian, Tata Iron and Steel Co., Ltd., Jamshedpur, India.

Data Processing Bibliography

Data Processing Digest is beginning its second year as a monthly publication containing references and abstracts of the most significant articles, conference proceedings, papers, and new books in the data processing field. More than seventy periodicals are reviewed regularly. Training classes, meetings, and seminars are listed. Subscription price is \$24.00. Libraries may receive two copies of each issue if they desire. Publishers of *Data Processing Digest*, Canning, Sisson and Associates, 914-K South Robertson Blvd., Los Angeles 35, California, will provide information on group rates and a sample copy upon request.

Microprint Edition of U. S. Documents

A Microprint edition of U. S. documents distributed to depository libraries will be published during 1956 by the Readex Microprint Corporation. The edition will be based on the *Monthly Catalog* issued by the Superintendent of Documents and will include the approximately 12,000 documents issued each year by the United States. The publishers, Readex Microprint Corporation, 100 Fifth Avenue, New York 11, N. Y., will provide further information.

DC Classification in Spanish

A Spanish language version of the *Dewey Decimal Classification* has been published by the Lake Placid Club Education Foundation and Forest Press in cooperation with the Pan American Union. Norah Albanell MacColl, a Uruguayan librarian, is the translator of the volume.

SLA Members in the News

DR. RALPH EUGENE ELLSWORTH, director of libraries at the State University of Iowa, was awarded the Doctor of Laws degree as part of the ceremonies dedicating the new \$1,600,000 I. F. Freiburger Library Building at Western Reserve University, February 5, 1956. A pioneer in the

functional design of university library buildings, Dr. Ellsworth served as consultant in the planning of the I. F. Freiberger Library Building.

DORA RICHMAN, former editor of *SPECIAL LIBRARIES*, February 1952 to March 1955, is now associated with Musette Publishers, New York City.

RAYMUND L. ZWEMER, first chief of the Science Division of the Library of Congress and President of SLA's Washington, D.C. Chapter, resigned on January 1, 1956 to become chief of the Division of International Cooperation for Scientific Research in the Natural Sciences Department of UNESCO. He will be stationed in Paris and will work closely with various international scientific unions and other organizations concerned with scientific research on an international scale. Before coming to the Library of Congress in 1950, Dr. Zwemer was a faculty member of Columbia University; associate chief of the Division of Cultural Cooperation in the State Department (1944-46); executive director of the Interdepartmental Committee on Scientific Research and Development; and executive secretary of the National Academy of Sciences—National Research Council (1947-1950).

JULIA SABINE, art librarian of the Newark Public Library, has indexed five volumes of *Panorama*, a publication of the Old Print Shop. Anyone interested in securing a copy of the index, which covers the years 1946-1950, should contact Miss Sabine. When the number of libraries requesting copies has been determined, she will request permission from the Old Print Shop to circulate the index.

ALAN R. KRULL, former librarian of the Technological Institute Library at Northwestern University, was recently appointed Director of the Library for the Marquardt Aircraft Company, Van Nuys, California. Mr. Krull received his B.S. in Electrical Engineering in 1948 from Pennsylvania State University and his M.S. in Library Service in 1951 from Columbia University.

Recently the Institute of Radio Engineers published his comprehensive bibliography "Transistors and their Applications." Forthcoming publications will include "Punched Card System for Petroleum Research," to appear in *Petroleum Engineer*, and an annotated bibliography "History of the Artificial Satellite," to be published by the American Rocket Society.

EDITH PORTMAN, librarian of the Mellon Institute of Industrial Research, retired on January 31, 1956. Miss Portman has been an active member of SLA's Pittsburgh Chapter since its organization in 1925. She served as President of the Chapter for two years (1936-1938) and as a member of various committees.

Use of Metal Signals

Various ways to use colored plastic or metal signals on file cards have been suggested in an article by Johanna E. Tallman, Engineering Library of the University of California, in the July 1955 issue of *Serial Slants*. Mrs. Tallman described how these signals can be used to indicate what part of the month a serial should be checked for claiming issues; when a volume is ready for binding; serials received on memberships; and serials received in duplicate. Placing colored signals on the edges of cards can save time and money when checking serial files.

In Memoriam

MRS. MARGARET H. JAMES, librarian of the Claims Division, U. S. Department of Justice, died December 6, 1955. An Association member since 1941, Mrs. James had been affiliated with the Social Science and Legislative Reference Groups of the Washington, D.C. Chapter and had served as Chairman of the latter group.

ETHEL MCCOY, head of the Corporation Records Division at Baker Library, Harvard Graduate School of Business Administration, died February 20, 1956. Miss McCoy was an active member of SLA's Boston Chapter.

Off The Press . . .

TRAINING OF PERSONNEL FOR DOCUMENT REPRODUCTION AND SELECTION. The Hague, Netherlands: International Federation for Documentation (6 Willem Witsenplein), 8 p., Aug. 1955. Supplement to *Manual on Document Reproduction and Selection*, 1953.

The supplement to the basic bilingual manual begins by describing the aptitudes desirable in a person ("reprographer") to be trained in document reproduction ("reprography"). Rather detailed specifications are given: little or no muscular strength, non-hypersensitivity to chemicals, general technical maintenance aptitude, intellectual adaptability to new procedures, gift for management, and a "respect" for documents.

The rest of the text is in semi-outline form and in commendable detail. Recruitment is considered in two categories: personnel devoting part-time to document reproduction, and personnel occupied exclusively in reprography. Librarians come under the first and need technical instruction to supplement their assumed skill in recognizing library applications of photographic processes. The types of instruction and training desirable are outlined, and the observation is made that there are at present no schools devoted entirely to document reproduction, although this is not true in allied professions such as scientific photography and lithography.

A prospective syllabus for a course might include such topics as general coverage of the techniques of reproduction and printing, comparisons of processes and apparatus, cost accounting, and administration. The instructor should be knowledgeable in acquisitions, cataloging, and the utilization of microfilms, etc. in a library. The technical course at the School of Library Service at Columbia University in New York is described in terms of an article in *Library Journal*, September

1945, which contained the original outline of the course. Today, the six weeks course under the direction of Mr. Ballou covers photographic fundamentals, Photostats, microfilms, other processes, and administration of a photoduplication department. Technical courses in the United Kingdom, France, and Netherlands are described.

This publication is good reading for special librarians. The conclusions reached are likely to be: (1) a lot of us are already engaged in this business to varying degrees; and (2) there is nothing here that we could do not do if the occasion arose—with some training, of course. Some of us might not even object to being called reprographers, either!

ROBERT S. BRAY

Photographic Reproduction Committee

AMERICAN AGENCIES INTERESTED IN INTERNATIONAL AFFAIRS. Ruth Savord and Donald Wasson. New York: Council on Foreign Relations, 1955. 289 p. \$3.00.

American organizations dealing in the international field change almost as rapidly as the situations reported in the daily newspaper. Librarians, whether assisting research workers or intelligent readers of current events, need reliable data on these numerous and changing agencies. Some organizations maintain a continuing program; the goals of others may be modified; groups may have combined; some may be inactive; new organizations may have assumed leadership in a field.

Ruth Savord, librarian of the Council on Foreign Relations, was assisted by Donald Wasson, the Council's assistant librarian, in revising and bringing up to date this fourth edition of a book which has had heavy library use since it was first published in 1931. Information is given on 363 organizations that engage in research and action in the international field or in areas that have a bearing on internation-

al affairs. The scope is reasonably broad so that in this list of predominantly American organizations are included international groups whose work is primarily in the United States and whose leadership is largely American. Included for the first time are organizations of exiles working in the United States for the freedom of their countries.

Entries are based upon reports submitted by organizations in reply to a questionnaire. The serious student and the passingly curious can obtain facts about agencies' purpose, organization, finance, staff, activities, facilities for study, and publications. A few agencies are entered only by name and address when the compilers knew the organization was active enough even though it did not return the questionnaire. In preparing this edition, as in earlier ones, there was no attempt made to evaluate organizations' work or aims.

Librarians again are grateful to the librarian compilers who have shared up-to-date information in *American Agencies Interested in International Affairs*.

LUCILE DUDGEON

Chairman, International Relations Section

SLA AUTHORS

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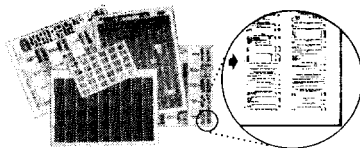
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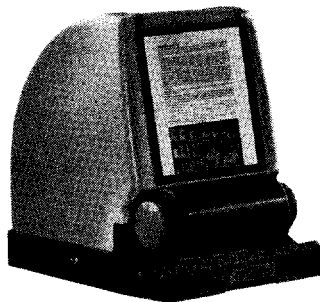
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References are arranged in two groups: bibliotherapy with patients and bibliotherapy in educational and guidance aspects.

BRITISH AUTOBIOGRAPHIES: An Annotated Bibliography of British Autobiographies Published or Written Before 1951. *William Matthews*, compiler. Berkeley, Calif.: University of California Press, 1955. 376 p. \$5.

Contains more than 6000 entries arranged alphabetically by authors' names and first words of titles of anonymous works. Covers persons born in British Isles and naturalized English subjects who wrote autobiographies from medieval times to 1951.

LETTERS TO THE EDITOR

The complete translations of Soviet periodicals published by Consultants Bureau are of course a boon to many scientists without a reading knowledge of Russian, but they also present problems to libraries, not only of an economic nature—the prices are prohibitive to most libraries with limited means—but also of a bibliographic character. The reason is that the translators are too conscientious, translating not only text and captions, etc., but also the bibliographic references. No mention is made of the original title and no place of publication is given. This and the fact that the lists of references contain not only Russian but also English and American literature, make it often extremely difficult to check the references given.

CARL BJORKBOM
Head Librarian, Royal Institute of
Technology Library, Stockholm

I have a suggestion to offer, even though it may be an old one. I would like to see a column or two of abstracts of articles on librarianship and allied fields of bibliography, etc., added as a monthly feature of SPECIAL LIBRARIES. I recently suggested to the editor of the abstract section of the Sci-Tech News that the general interest shown in their abstracts seemed to me to point towards putting them in SPECIAL LIBRARIES where they could reach a larger audience.

I would also suggest that one page be devoted to important news items pertaining to all the Divisions, perhaps with a schedule to alternate half the Divi-

sions every other month. If this were done the Division newsletters or bulletins could be eliminated. Having divisional news appear monthly, or even bi-monthly, would certainly make the news more current and timely than the divisional publications now afford.

I hope I make it clear that I think the editors of the Division bulletins are doing a fine job. My main reasons for the suggestion is to make SPECIAL LIBRARIES even better, to eliminate old divisional news, and perhaps to save money.

ELLIS MOUNT
Federal Telecommunications Laboratories
Nutley, New Jersey

Editor's Note: Suggestions for improving SPECIAL LIBRARIES are always welcomed. What do SLA members think about Mr. Mount's proposals for publishing Division news and abstracts of librarianship articles in SPECIAL LIBRARIES? Letters on the subject will be appreciated.

CORRECTION

The February issue of SPECIAL LIBRARIES announced the publication of a work prepared by the Georgia Chapter of SLA, *Microfilm Abstracts Author Index*, but erroneously stated that the index covers volumes I and II of *Microfilm Abstracts*. Actually the work covers volumes one to eleven of *Microfilm Abstracts*.

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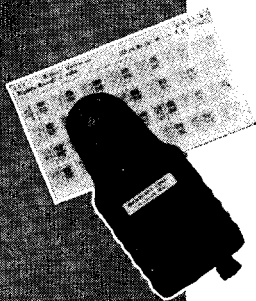
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