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SPECIAL LIBRARIES

JANUARY 1958. VOL. 49. No. 1

**SPECIAL LIBRARIANS
AND TECHNICAL WRITERS —
How They Can Assist and
Complement Each Other**

SPECIAL LIBRARIES ASSOCIATION

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SPECIAL LIBRARIES

SPECIAL LIBRARIES

Official Journal
Special Libraries Association

Volume 49, No. 1

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- Q. What are the latest figures on library populations and expenditures? On book production and sales? On the average salaries of all library employees?
- A. A quick look at the charts and articles will keep you up to date on the latest statistics.
- Q. Who are the key people in the major library associations and committees? Which committees in your area are working on the problems you're interested in?
- A. You'll find names and addresses of the officers and committee chairmen of *every* state, regional, provincial and international library association, PLUS a special index listing committees by interest and activity.
- Q. Would you like to keep up with recently passed state and Federal library legislation?
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The Relationship Of Technical Writing And Library Functions

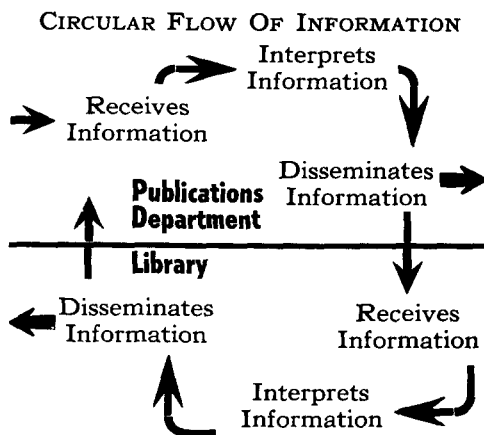
KARL A. BAER, Chief Librarian
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LIBRARIANS and technical writers, as exponents of technical and scientific communication, cannot only help each other, they are actually dependent upon each other. While not every organization employs individuals designated as "writers," "librarians," "information specialists," "editors," or "publication officers," functions indicated by these titles are performed by some staff member. This may well be done in the most rudimentary fashion, e.g. as a part-time assignment of an administration assistant.

These functions are part of the effort to satisfy the never-ending need for communication. The life of civilization is based on communication and so is the life of every organization devised by mankind to preserve and enrich that civilization. Within an organization, be it an industrial company, a financial institution, a trade association or a place of higher education, communication has an endless circular character that can be clarified by the following diagram.

Parenthetically, this circular character applies to directional or administrative communication as well as to subject communication. The activities of a writer and a librarian, when considered as parts of a circular organizational communication process, are identical in character, if not in amount of time apportioned to each of the three components of the communication effort, i.e.

receiving information, interpreting information and disseminating information. It is only the emphasis given each of these activities that varies.



Here, then, is added proof of what I have pointed out at an earlier occasion,¹ viz. that librarians and technical writers are, for all practical purposes, interchangeable: they are brothers under the skin. An interesting sidelight upon this statement is the fact that, quite recently, the Florida State University Library School initiated a specific course aimed at developing, in the field of journalism, an "editorial librarian," i.e. a librarian who, according to the catalog, "supports with information the production of news and feature stories, articles, radio and TV programs and does some actual editing, writing and producing." I should mention also the places occupied by federal librarians on the Interdepartmental Publications Committee.

Paper presented May 27, 1957, before the Metals Division, at the SLA Convention in Boston, Massachusetts.

It is obvious, then, that both librarians and writers share in the communication process. Two questions, therefore, arise: are they indispensable to it and, if so, has management recognized their indispensability.

Importance In Communication Process

The first question, concerning the need for librarians and writers, cannot be answered categorically because it has to do with a problem of economics rather than logic, of practice and convenience rather than theory. Strongly indicative of the need is the fact that writers as well as librarians have been active at least 2,000 years. Marcus Vitruvius Pollio, who flourished in the days of Augustus, has been cited as one of the first practitioners in the long history of technical writing. In turn I may point to Callimachus, the librarian of the Museum of Alexandria, and just mention incidentally that he preceded Vitruvius by 200 years—very much in the same manner in which professional librarianship preceded the now rapidly developing profession of technical writing. These historical antecedents, added to the present day actual employ of librarians and writers as communication specialists in profit-making and non-profit-making organizations, constitute a powerful argument for their necessity.

Their presence is based on what G. K. Zipf² calls the "primary principle that covers our entire individual and collective behavior of all sorts;" that is, the "principle of least effort." The employ of writers and librarians is another expression of "the basic incentive for gaining information" which serves to minimize the efforts of the organization as a whole by "procuring an easier situation or by avoiding a more difficult one." In other words, librarians and writers both derive their right of existence from the fact that they actually facilitate and speed communication.

Their activity becomes more important with the growth of an organization.

As Ulman³ says: "The complexity of an organization increases exponentially with its size. And as the complexity goes up, so too does the need for written records and communications." Why are they so important? Dederich⁴ gives a pithy answer: Decisions are "made by the information, not by the executive . . . He is actually nothing more than a focal point of information." And it may be remembered, in this context, Kelly's⁵ definition of reference librarianship: "to place the reader at the focal point of the situation."

This leads to the second question: does management—the decision-making organ whose decisions are nothing but information transformed into action—recognize the need for these information specialists called librarians and technical writers? The tremendous demand for librarians and writers, the consequent gradual fattening of their pay checks, management's active interest in providing special training courses, and many similar facts present a telling answer to this question.

Recognition by management, I hasten to add, also applies to documentalists. Let me forestall the accusation that I neglected them by quoting from a recent paper by the Director of the United States Department of Agriculture Library where much "documentation" has been going on for decades. Mr. Mohrhardt said:⁶ "Librarians who have analyzed the efforts of documentation point out that a distinction between documentalists and librarians may be helpful in areas *outside* the United States." Therefore, when this paper mentions librarians it refers to librarians including documentalists.

Staff Organizations

How does management fit these hard-to-get writers and librarians into an effective staff organization? While there is no such thing as a typical staff organization, the most common form of staff organization, according to Brech,⁷ is "a

general manager or managing director responsible to the board of directors, and in turn having responsible to him a number of senior and assistant managers falling into four or five categories. These categories, if built up along the lines of the latest fashion, are labelled production, distribution, personnel, accounting and secretarial."

To ascertain how writers and librarians fit into the scheme of things, a questionnaire was prepared and mailed to 1820 members of SLA's Metals and Biological Sciences Divisions, and the Engineering and Pharmaceutical Sections of the Science-Technology Division.

A serious shortcoming of the investigative method used may be that writers were bypassed as sources. Including them was technically not feasible and it was not felt that their non-participation deprived me of facts; it did, however, deprive me of their valuable opinions and comments. A similar investigation under the auspices of STWE might well be undertaken some day to complement the results presented here.

In evaluating the answers, it was kept in mind that the questionnaire was mailed to institutional and personal members of SLA. Large companies where SLA

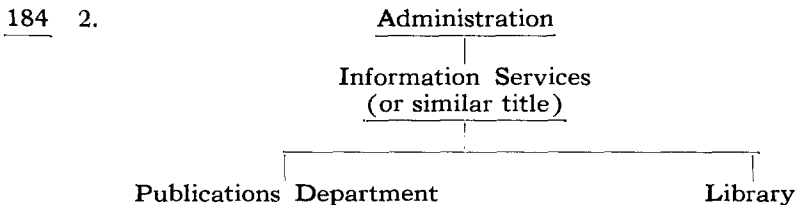
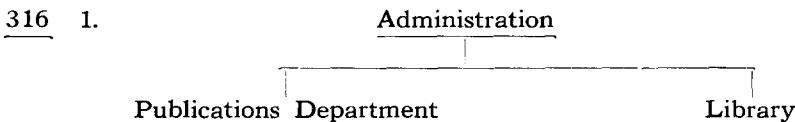
RELATIONSHIP OF TECHNICAL WRITING AND LIBRARY FUNCTIONS

1816 questionnaires sent
713 replies received (39%)
64 not usable

I. Please check those of the following activities which are carried on at your organization:

- 288 1. Abstracting for a library bulletin—done at library—publications department
- 307 2. Abstracting for library bibliographies
- 171 3. Editing of reports
- 189 4. Editing of other publications, such as brochures, periodicals
- 221 5. Preparation of papers and talks
- Other writing or editing activities and any comments you may have (the more the better)

II. Check the organization chart similar to your own:



- 149 3. If your organization chart is different, will you sketch it here (or enclose a copy):
4. Comments you may want to make on your organization chart, its advantages and drawbacks:

may have institutional and possibly several individual members are represented in the tabulation by several replies. I believe, however, that this contributes to the validity of the investigation rather than falsifies it. In other words, the organizational setup and activities of large businesses was considered of particular importance because organization, that is orderly arrangement and distribution of functions and responsibilities, gains added relevance in geometrical proportion to the increasing size of companies and associations.

As a matter of fact, many replies express the conviction that in a small company organizational problems make little difference. In some of these establishments the librarian or the library actually assume the work of writers or publications departments. One reply said: "The librarian is unofficially the technical editor of the bulletin which officially is being handled by the publications committee." The librarian of another small organization, a pharmaceutical advertising agency, said: "Actually I am both technical writer and special librarian."

Short Chain Of Command

Exactly 500 out of 649 usable replies (77%) show one basic type of treatment of libraries and publication departments. Both are on the same administrative level, i.e. both exist at the same distance from top management. Whether they report directly to the top frequently depends upon the size of the organization. In general, this arrangement of library and publications departments being on the same level meets with the approval of those who have it and it is pointed out as desirable by some of the have-nots.

And now a closer look at those organizations where librarians and writers are directly responsible to the administration (II, 1, of the questionnaire; 316 or 49% of the total). Several

replies falling into this category pointed out that the library should, structurally, be considered management because it essentially is management.⁸

A typical comment read: "Working directly under the administrative level places the library and the librarian in a very good position communicationwise and enables the library to direct its services to all departments rather than concentrating them towards the interest and needs of only one department." Another librarian points out that this arrangement leads to the library being "regarded as an autonomous center service agency to the entire organization." A third wrote: "Direct communication on library procedures. No 'red tape' connected with carrying out projects, etc. All library requests are an administrative affair. Therefore, possess dignity and security. No drawbacks."

On the other hand, there were a minority who *did* find drawbacks, e.g., from a medical school library: "The library is directly under the president of the college. It gives the library much freedom but one often hesitates to consult with the president because he is so very busy."

The same comment came from an industrial librarian who reports directly to top administration. There the fault may lie in the fact that too many department heads report directly, thus overburdening the executive.

Long Chain Of Command

Only three of the many users of scheme II, 1, indicated, however, a definite preference for the scheme outlined on the chart as II, 2. This scheme calls for one or more intermediate levels between the top and the library, while at the same time librarians and writers are coordinated in one department called information services or something similar.

Here we find few orchids and much criticism. From one of the smaller organizations came the following com-

ment: "Our information service unit also contains patent review, mail service, central files and files of engineering drawings. Pretty complete information service; includes things not mentioned. We're quite enthusiastic about coordinated information services." Another one: "We have a technical writer for a department head. Librarian reports to him. Perfect situation, if he is as interested in what happens to written matter as he is in writing it." Satisfaction seems to be expressed in the following lines: "Currently our library is one division of what is known as the Technical Information Center. In charge of this Center is a professionally trained librarian who, in addition to supervising the Center, also serves as document custodian."

The reverse side of the medal is shown in the following statements: "The great disadvantage is that the head of the information services office is not ordinarily one with a library background, is more often interested in public information and editorial work and is an additional hurdle for the library to surmount." Another: "We hope to move up the organizational chart closer to the administration. However, our present organization is divided into research and production divisions. We come under research, but way down the line. How to integrate the work of both in one library without placing it under research services (where we now stand) is a problem." And: "Weak position; chain of command too long." Still another: "I would much prefer that the engineering library be under the direct

supervision of the chief engineer as he should know better the actual requirements of a specialized library, and also be in a better position to aid me in the selection of engineering books." Or just briefly and plainly: "The library is too remote from top management."

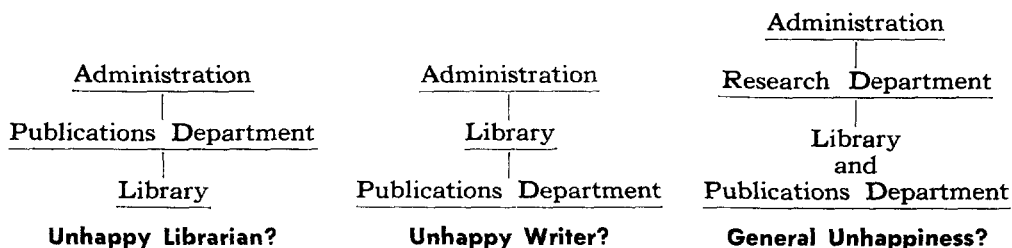
Other Types Of Organizations

As was to be expected, the most interesting replies were those presenting different, and usually rather complicated, organization charts (II, 3, of the questionnaire). They included many of the larger organizations which responded. Still, it must be remembered that their total represents only slightly more than one-fifth of the replies received (149 out of 649).

There is too much variety among these replies to do justice to the material submitted; also, many of the charts are too complicated for fruitful discussion in the space available.

Three types of organization, however, do occur too frequently to be neglected. The first type seems to be acceptable to librarians only when the head of Publications is a librarian; otherwise the fact that the "policy of the library is formulated by a non-librarian, supervisor of technical information" is resented. Strangely enough, librarians are not at all displeased to have Publications under their supervision. We may well wonder how writers feel about that. As to the third type, a quote from the reply of a large industrial firm is telling: "When publications and library are joined as they are here, it requires

NON-COORDINATED ORGANIZATIONS



a rather large staff to avoid one's suffering at the expense of the other." But the idea of a larger coordinated system, a "hypothetical R & D Information Center" and its advantages, as set forth by Herman Skolnik in a persuasive article,⁹ was also expressed.

In no more than five of the replies was the library—plus or minus publications—under personnel or finance departments. It does seem, however, that the few librarians so organized are well satisfied with their situations. Still, their number is too small to be statistically important.

Many colleagues took the trouble to draw, for this investigation, detailed charts of their individual organizations which give a better idea of the complexity of the problems considered in this paper. Additional charts may be found reproduced in Mrs. Strieby's article.⁸

From all these, certain conclusions may be drawn. First consider these quotes from two replies to the questionnaire: "There is danger in an organization chart—danger that it be mistaken for an organization;" and "Interplay of ideas and projects of greater significance than direction of command. Organizational charts often fail to emphasize this point."

Still, a chart is the one way of "pictorial representation after the schedule of executive responsibilities has been prepared."¹⁰ The human element, of course, is an important factor in all these organizational relations; it is the contents giving life to the form depicted in the chart. (It may, as a matter of fact, be interesting here to note that life itself has been poured into the form of a chart 1500 years ago by the great Indian philosopher Buddha.)

Conclusions

My meaning, then, is that charts are valuable when and as long as their limitations are recognized. In this case—discounting special human ("personality") and organizational problems—the replies to the questionnaires pro-

vide overwhelming pragmatic or factual (not deductive) evidence in favor of these points:

1. Librarians and writers are part of management. When their activities cover an entire organization rather than a division or department, they belong with those parts of the organization that are in charge of the main operational ("line") activities rather than with the service or staff ("functional") departments.
2. Librarians and writers may advantageously be coordinated, i.e. occupy the same organizational level. Coordination of the two groups alone under a special "head of technical information" seems less desirable than coordination directly under a regular line executive in charge of several divisions.
3. Where the library is under the editorial department, there is usually little writing of any kind done in the library. With this one exception, no significant correlation was found to exist between the types of activities, such as abstracting, report writing, periodicals, editing, etc., going on and a specific organizational type.

CITATIONS

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10. Brech, *op. cit.*, p. 91.

Library Aids To Technical Writing

B. H. WEIL, Chief Editor, Technical Information Division, Esso Research and Engineering Company, Linden, New Jersey

L. B. POLAND, Library Supervisor, Ethyl Corporation, Research Laboratories, Detroit, Michigan

ONCE UPON A TIME, the technical writer and the special librarian were looked upon as two completely different types of specialists. The technical writer was an engineer or scientist who specialized in writing or editing various types of technical documents, while the special librarian devoted his or her training and abilities to the acquisition, storage and retrieval of documents.

Some years ago this mental picture began to blur around the edges. The special librarian, a jack-of-all trades anyway, sometimes began to take on certain duties concerned with communications, especially in companies which were not staffed with professional technical writers. These same companies, however, were staffed with engineers and scientists who had to do some technical writing as part of their work, and with these the special librarian began to play at least on auxiliary role. On the other hand, the technical writers employed by those companies needing such specialists began to take a much greater interest in libraries, files and similar operations upon which they depended for much source material.

More significantly, management, with its better grasp of over-all relationships, began to organize information service groups composed of technical writers, special librarians, literature scientists, graphic arts experts and others concerned with phases of internal com-

munication work. This trend has been accelerated by management's realization that the interplay between the workers in these fields usually results in superior services. Accordingly, in those organizations large enough to possess technical writing staffs as well as librarians, it is now common to find both groups associated together as parts of an information service.

Where this situation exists, special librarians and technical writers work in close cooperation, both among themselves and with technical staff members who require their services. It is not uncommon, in moments of stress, for technical writers to aid the special librarian in locating specific references or for the special librarian to assist in the preparation of documents.

Where such an information service group does not exist, the special librarian assumes an even more important role in the technical writing picture, for it is likely that there will be more demand for writing assistance from the technical staff.

In either event, there are several concrete ways in which special librarians and libraries can aid technical writers, either professional colleagues or the technical staff members of organizations.

Acquiring Necessary Reference Collections

Foremost among the services which special libraries can render technical writers is the provision of adequate library resources. Whether the writer is looking for only a few statistical facts

Paper presented May 27, 1957, before the Metals Division at the SLA Convention in Boston, Massachusetts.

or all the information in a given field, the accuracy of his work depends upon the extent to which he can obtain the necessary published information. If this is hard to do, the writer may decide all too quickly that a particular reference can "safely" be skipped.

The usual reference sources of libraries are: 1) books, 2) journals and 3) indexes and abstracts. From the writer's standpoint, the book collection should include a general encyclopedia, e.g., *Encyclopedia Britannica*; general reference series in pertinent fields of technology, e.g., Kirk-Othmer's *Encyclopedia of Chemical Technology* and Thorpe's *Dictionary of Applied Chemistry*; and dictionaries, directories and statistical books in one or more specialized fields of technology.

Journal holdings should follow much the same pattern as that for books. Thus, a library should include journals covering the scientific field or fields pertinent to an organization's activities, plus those concentrating on one or more fields of technology.

Identification of pertinent articles in noncurrent issues of journals is almost always done by the use of indexes and abstracts. Heading the list of this type of publication in the field of chemistry is *Chemical Abstracts*, with its extensive author, subject, formula and numerical patent indexes. Covering the field of engineering literature is *Engineering Index*. This is published annually in bound form, but current index cards can be purchased by those who desire a more up-to-date service; these cards are mailed as prepared throughout the year. Complementing the *Engineering Index* and extending into the fields of trade and business periodicals is the *Industrial Arts Index*.¹ This has the advantage of appearing monthly and being cumulated quarterly, in addition to having its annual index.

The Readers' Guide to Periodical Literature is a very useful guide to strictly business and popular types of

periodicals. Issues are cumulated frequently during the year, as well as in annual and two-year volumes. For those who do not need the regular index, an abridged edition covering a smaller number of magazines is available.

No library can hope to possess all of the publications available in a particular field. The vastness of the literature is indicated by an estimate, made five years ago, that 5,000 journals publish articles of chemical interest.² Different factors influence the decision as to which volumes a specific library should have on its shelves. One of these factors is proximity to other libraries through which interlibrary loans can be obtained. However, the ability to borrow books does not relieve a library of the obligation to have on its shelves those publications that are used frequently. In fact, scientists often express great dissatisfaction with a special library if it places too much dependence on interlibrary loans instead of building its own strong basic collection.

Arrangement of Holdings

How easily one can use a library is dependent largely on how its holdings are arranged. Many possibilities exist, most of which revolve around how extensively classification numbers should be assigned to different types of material in the library.

Ethyl Corporation's research library in Detroit, for example, has followed a practice of not assigning classification numbers to indexes nor to volumes of abstracts. These are arranged alphabetically in a special section in which the shelves bear identifying labels.³ Series that have undergone a change of name are kept together and are usually alphabetized on the basis of their new name. The plan of grouping indexes and volumes of abstracts by themselves has stood the test of time; at least it has never been a subject of complaint by library users.

A more bothersome question is the extent to which the handbooks, directories, dictionaries and statistical books should be grouped by themselves to give the greatest accessibility. An attempt to separate and to arrange without classification numbers all the books of these types that may be in a medium-sized library collection may very well lead to a collection so large that it becomes difficult to locate a specific title. Subdivision according to type of data contained in such volumes is not always a satisfactory solution.

On the other hand, relying entirely on arrangement by classification can place such related books as Zimmerman and Lavine's *Handbook of Material Trade Names* and *The Condensed Chemical Dictionary* more than 100 classification numbers and shelves apart in a library. It is frustrating to writers and other library users to spend more time locating a book than obtaining the desired data once the source is found. The best solution to this arrangement problem seems to be to determine which books are consulted frequently by library users and to group them in a section by themselves, endeavoring to keep the number small enough so any particular publication can be quickly located.

Collection Of Writing Aids

To meet the needs of the technical writer, the library must possess holdings on phases of writing and grammar in addition to works in fields of science and technology. While he customarily practices the elements of good English composition, the writer must on many occasions observe special standards in regard to style and terminology and must have references covering these.

As a guide to correct grammatical practice and good English usage, the following books have been found to be particularly helpful:

BALL, ALICE M., *The Compounding and Hyphenation of English Words*, Funk & Wagnalls, New York, 1951.

HAWLEY, G. G. and HAWLEY, A. W. *Hawley's Technical Speller*, Reinhold, New York, 1955.

PERRIN, P. G., *Writer's Guide and Index to English*, Scott, Foresman, Chicago, 1950.

Webster's Dictionary of Synonyms, G. & C. Merriam Co., Springfield, Mass., 1942.

WITHERSPOON, ALEXANDER M., *Common Errors in English and How to Avoid Them*, Barnes & Noble, New York, 1943.

Valuable information on typographical style and format is contained in the University of Chicago's *Manual of Style*, the New York Times' *Style Book*, Appleton-Century Crofts' *Words into Type*, John Wiley and Sons' *Author's Guide* and the U.S. Government Printing Office's *Style Manual*.

Several books deal specifically with the preparation of technical letters, articles and reports; a sizeable number concentrate on the technical report alone. Some of these are:

EMBERGER, M. R. and HALL, M. R., *Scientific Writing*, Harcourt, Brace, New York, 1955.

MCCLOSKEY, JOHN C., *Handbook of Business Correspondence*, Prentice-Hall, New York, 1951.

MILLS, G. H. and WALTER, J. A., *Technical Writing*, Rinehart, New York, 1954.

TRELEASE, S. F., *The Scientific Paper, How to Prepare It, How to Write It*, 2nd ed., Williams & Wilkins, Baltimore, 1951.

ULMAN, J. N., JR., *Technical Reporting*, Henry Holt, New York, 1952.

WEIL, B. H., ed., *The Technical Report, Its Preparation, Processing, and Use In Industry and Government*, Reinhold, New York, 1954.

Valuable information on standards in nomenclature is often found in pamphlets and reports prepared by the different organizations and groups that have studied these problems. The Ethyl library has found it convenient to keep such material in pockets in a loose-leaf notebook, grouped according to subject matter.

Articles or papers which are to be published in specific journals must usually conform to certain standards in re-

gard to the name and address of authors, general style of text presentation, literature citations, illustrations, page numbering, nomenclature and other details. These standards vary from journal to journal. The Ethyl library has, therefore, compiled a very useful volume composed of instructions to authors for the various journals to which publications from Ethyl's Research Laboratories are usually sent. These instructions consist not only of the printed guide sheets which appear periodically in different journals or are published separately by them, but also of papers on this subject that have been presented by journal editors, e.g., one by D. O. Myatt, former managing editor of *Industrial and Engineering Chemistry*, titled "Engineering and Production Articles," that was given in March 1953, as part of a symposium of the ACS Division of Chemical Literature on "What Editors Expect of Authors, and Why." This material is held in pockets in a loose-leaf notebook and is divided according to the name of the society and/or publication.

Collection Of Literature On Graphic Arts

The writing of technical articles almost always involves the presentation of data in graphs and/or tables. Much attention and thought has been given in recent years to the development of guides which will produce the best result with such illustrations, especially when they are also to be made into lantern slides for use in oral presentations. With all the information that has appeared on graphic aids, a writer will not receive sympathy from his readers or audience if he does a poor job with his illustrative and tabular material. Gone are the days, for example, when it was permissible to cram information onto a slide. Some references that might be included in a library to give good coverage of the field of graphic illustration and presentation are:

DOSS, M. P., ed., *Information Processing Equipment*, Reinhold, New York, 1955.

MELCHER, D. and LARRICK, N., *Printing and Promotion Handbook*, 2nd ed. McGraw-Hill, New York, 1956.

MILLS, G. J., *Sources of Information in the American Graphic Arts*, Carnegie Press, Pittsburgh, 1951.

MODLEY, R. and LOWENSTEIN, D., *Pictographs and Graphs*, Harper, New York, 1952.

SCHMID, C. F., *Handbook of Graphic Presentation*, Ronald Press, New York, 1954.

SPEAR, M. E., *Charting Statistics*, McGraw-Hill, New York, 1952.

WEIL, B. H., ed., *The Technical Report, Its Preparation, Processing, and Use In Industry and Government*, Reinhold, New York, 1954.

During the preparation of articles and papers, as well as after they are finished, the writer often needs to obtain copies of his work. Rapid strides have been made in recent years in the development of machines that will make one or more photographic copies of handwritten, typed or printed material. A library collection of trade literature on these processes will often be of value to the writer. Information concerning copying processes is also available in the following books:

HERRMANN, IRVIN A., *Manual of Office Reproduction*, 3d ed., Office Publications Co., New York, 1956.

DOSS, M. P., ed., *Information Processing Equipment*, Reinhold, New York, 1955.

WEIL, B. H., ed., *The Technical Report, Its Preparation, Processing, and Use in Industry and Government*, Reinhold, New York, 1954.

Conducting Literature Searches

The discussion up to this point has been concerned with the contribution that the special librarian can make to the work of the technical writer through the building of a library containing various types of information sources. Another way that the librarian can be of assistance is through the provision of a variety of services.

Because of his constant contact with reference sources, the librarian can often locate information more efficiently than anyone else in his organization. One of the services he can render the technical writer is the carrying out of literature searches or the obtaining of information through personal contacts. Not only can the librarian locate information more efficiently in many instances than writers or other library users, but on occasion he may find references that would otherwise have been missed. He is able to do this because his familiarity with reference sources is a great asset in using them.

In using *Chemical Abstracts*, for example, problems of chemical nomenclature are often encountered which will block the location of references unless the searcher is familiar with the nomenclature practices followed by this service. For instance, a person will find no entry in the CA indexes—not even a cross reference—under the name ETHYLAMINE, 2-HYDROXY-. Familiarity with CA naming practices, however, would lead the experienced user to realize that the hydroxyl and not the amino group is the chief function. Therefore, the name under which a person should expect to find (and does find) the entries is ETHANOL, 2-AMINO-.

Utilization Of Library Resources

Data which a writer needs but are not available in an organization's own library can often be obtained by the librarian through contacts with other organizations. To illustrate, one of Ethyl's writers needed data concerning the relative humidity in different parts of the United States at certain times during the day. The Ethyl library has files of meteorological records, but these did not contain the desired information. A call by the librarian to the Detroit office of the U. S. Weather Bureau quickly obtained the desired data.

Another way the librarian can be of assistance is to suggest the best probable source in which to locate specific data when several possible references are available.

The librarian can further serve the technical writer by calling library resources and other literature to his attention. If the library regularly prepares a bulletin listing new acquisitions, this should go to the writer to help him keep current on published information that might be of value in his work.

A vast amount of literature concerning new publications of all kinds comes into the library. By keeping abreast of the assignments and interests of writers, the librarian can channel to the writer literature concerning publications that might be of value to him. If the librarian does any scanning of the periodical literature, moreover, he or she can keep the writer's needs in mind and call to his attention articles of possible interest.

Performing Technical Writing Functions

On occasion, the librarian may help the technical writer by writing all or portions of documents, thus taking a more direct part in his activities than supplying data or reference sources.

Various situations may arise in which it is expedient for the librarian to do such writing. The most usual of these is when advantage can be taken of specialized knowledge possessed by the librarian. The subject of the article being written might concern a technological field in which he has had experience, or it might require coverage of library references in such a manner that the most efficient procedure is for the librarian to summarize the findings. A beneficial by-product of such activity is that the librarian gains a better knowledge of the writer's work and needs and is thereby able to serve him better in supplying data and reference sources.

Another technical writing function the librarian may perform is the editing of documents. One situation in which this could be advantageous is when the article concerns a subject about which the librarian has specialized knowledge. The editing can then be done not only from the standpoint of accuracy and completeness of the facts presented but also to determine if the phraseology is in harmony with that generally used in the technological field concerned.

Alternately, the librarian might edit a document from the standpoint of method of presentation and/or quality of illustrations, provided that he or she is well versed in either of these techniques. Still another way in which the librarian can make a contribution is to edit a document as a fresh observer. The person writing a given piece may become so involved with his subject that he may omit desirable material. Another person reading his article for the first time can often detect such omissions.

Still another way in which the librarian can perform technical writing functions is by checking bibliographies for format and accuracy. His experience in handling reference citations enables him to be efficient in checking reference lists. Such assistance can be a helpful and time-saving aid to the technical writer, but may be even more valuable to the scientist or engineer who prepares articles infrequently and is not acquainted with (or particularly interested in) bibliographic requirements of different journals.

Giving Advice In Specialized Fields Of Knowledge

Another service which the librarian can provide the technical writer is to give advice in specialized fields of knowledge, such as chemical nomenclature. The subject of chemical nomenclature is a complex one, and its complexity is increasing as scientific knowledge and experimentation are further expanded.

Problems with nomenclature may be grouped into two categories: 1) those which may be handled by using definitive rules that have already been established (although subject to future revision), and 2) those which involve new fields for which nomenclature rules have not yet been formulated.

In order to handle a question in the first category, the librarian should be familiar with the various sets of printed rules. Moreover, frequent use of the subject indexes is a big aid in developing a person's knowledge of nomenclature. The librarian can prepare for handling nomenclature problems in new fields by obtaining copies of progress reports in these new fields of nomenclature as they become available. Beyond that, a study of subject indexes and existing rules for various classes of compounds may produce some helpful information.

As can be seen, the special librarian and the technical writer have many common interests. By providing adequate library resources plus a variety of services, the special librarian can become an invaluable member of the technical writing team. By using these facilities and services, the technical writer will find his work facilitated and improved. In those organizations which employ both types of specialists, therefore, there is every reason to expect growing cooperation and association.

CITATIONS

1. Beginning in 1958, this work will be divided and published as two indexes: *Applied Science & Technology Index* and *Business Periodicals Index*.
2. *Chemical Engineering News*, vol. 30, 1952, p. 505.
3. Ethyl has made a point of arranging its library furnishings so that a study table is near the section containing abstracts and indexes. Another aid is a portable book holder that may be attached to library shelves; this was described a few years ago by Dr. Elsie Schulze (*Special Library*, vol. 44, 1953, p. 404). Esso uses another device for this purpose—a pull-out shelf.

How The Technical Writer Can Aid The Librarian

EUGENE B. JACKSON, Librarian, Research Staff
General Motors Corporation, Detroit, Michigan

WHILE THE BEST WAY the technical writer can aid the librarian is to exercise stern "birth control" measures that will slacken the tide of technical reports that threatens to engulf us, the next best thing that librarians can hope for is that technical writers will cause the reports they do emit to be as palatable as possible to the librarian. The latter is concerned greatly because he serves these reports for ever after.

It stands to reason that the assistance the technical writer can render to the librarian will be directly related to the functions of the librarian. It might be helpful to review these functions in general terms: the librarian is charged with the acquisition, processing, dissemination and utilization of information. No one phase of this charge is more important than the other—the complete cycle is necessary—and the technical writer may be of assistance in each phase.

Acquisition Functions

To take an industrial special library as an example, its librarian would have the following acquisitions policy of necessity: the acquisition of all technical information (in whatever form and from whatever source issued) that is essential to the present and future programs of the administration, production and research activities of the company; plus the acquisition of such technical information as he may reasonably be called upon to furnish, either directly

or through others, to subsidiaries, industrial groups, commercial groups or professional organizations in the company's sphere of interest.

Clearly the technical writer should be of great assistance in the acquisition of materials as he has a higher "literature consciousness" than the average engineer or scientist. He is aware of leading workers in certain subject fields and of the location of important scientific groups working on other subjects, and he has professional contacts that may be exploited. In addition the writer can make a contribution by insuring that the report he issues has a proper "acquisition handle," i.e., a clear series note, a clear statement of the agency responsible for the work reported on and the agency responsible for the accuracy of that work, plus a notation of any variant forms in which the same information has been made available previously. He is admittedly a valuable member of the acquisition "team."

Processing Functions

"Processing" is the term used to cover all activities subsequent to the execution of the receiving report, the military security receipt, or the acknowledgment letter up to the time the material is ready for the ultimate user. The librarian's policy must be to process expeditiously all technical information (in whatever form received and from whatever source received), making maximum use of the cataloging performed by others, of printed indexes and of mechanical aids, and by developing procedures and records that will be amen-

Paper presented May 27, 1957, before the Metals Division at the SLA Convention in Boston, Massachusetts.

able to machine searching and will also assure complete bibliographical control.

If the technical writer has prepared his material in proper form, the librarian's processing operations will be immeasurably facilitated. The technical writer will likewise find it to his advantage to have made his material "processable" because it will be used more—enhancing his reputation, ego and wallet.

The librarian is interested in preparing records that will enable him to put his hand unerringly on a needed item when it is needed. Irrespective of the retrieval tool or combination of tools—card catalogs, computing machines, tabulating equipment, marginal punched cards, or others—which he employs, he has one or more access points that are assigned at the time of processing.

In addition to the so-called "descriptive" items mentioned previously which the technical writer has provided—name of author, name of originating agency, series note, a good clear title and the rest—there are a number of subject matter points as well. These points might be described in words, in figures, in symbols or in combinations of them. If all librarians could agree on the ideal subject matter indicators and if all retrieval needs were identical for all patrons and all subjects, we would have a perfect situation. It would then be strongly recommended that the writer indicate clearly and concisely the subject content of the report according to that standard system so as to facilitate processing by the librarian.

Lacking such agreement, the technical writer has the obligation to prepare a true, complete and proper summary of the content of the report or article so that others may expeditiously formulate their Dewey Decimal Classification numbers, their Universal Decimal Classification numbers, their *Uni-terms*, their descriptors, their subject headings or their private classification numbers. If he does this, the writer will have discharged his obligation to libra-

rians generally, but not to his organization's librarian specifically. He will be a logical source of inquiry by the latter as to desirable changes and/or expansions in the subject approach used locally. Because of his previously mentioned "literature consciousness," the technical writer will be able to make a real contribution in this area.

Dissemination Functions

The dissemination policy of a librarian may be stated as being to disseminate to all potential patrons in conveniently useful form information about the availability of all newly received technical information. He will do this by means of lists of new titles which may be accompanied by descriptive or critical abstracts, by the routing of periodicals or information services, by circulating photocopies of contents pages of leading periodicals, by preparing lists of the papers presented by the organization's professional staff before outside societies or other organizations, by lists of preprints or reprints newly received and by lists of internal (proprietary) research reports. This function is clearly the "information advertising" function and may have external as well as internal implications—some librarians have distributed company reports and papers for some years.

It is obvious that dissemination is "the other side of the coin" of acquisition. Thus all remarks made earlier on the role of the technical writer in assisting the librarian's acquisition function apply in reverse here: knowledge of workers in the field who should receive a preprint or report for their information and knowledge of sources for further "advertising" of the existence of a particular bit of knowledge, such as abstracting services, review media or workers who might be persuaded to include it in a survey volume of the type "Annual Review of Progress in ———."

Perhaps the single decision the technical writer makes that has the greatest

influence on the librarian's dissemination function is the writer's decision as to the type of vehicle used to carry the information at hand, i.e., as an internal proprietary report, as a generally available company report or any other form up through the submittal of an article to *Scientific American* or even *Life*. Naturally the librarian will be in favor of the format that permits the widest possible use of that information, both because of his belief in the universality of scientific knowledge and because of his pride in the professional workers and facilities of the organization he serves.

Form Recommended By AGARD

If the decision is made to issue the information in the form of a technical report, just what is the ideal form for it? That question could lead to a heated argument. My own recommendation is that the technical writer who has not adopted a good form as yet should adopt one and follow it consistently. It should be the very best form circumstances permit him to adopt.

I am prejudiced in favor of the form recommended by the Documentation Committee, Advisory Group for Aeronautical Research and Development, North Atlantic Treaty Organization.* I freely admit that one of the reasons that I like *Spec 1* is that I was on the Committee during the lively international give-and-take that resulted in this paper. I came to the conclusion then that it was not perfect but did have some claims to adequacy.

It seems proper to summarize *Spec 1* in some detail. Its summary claims that it covers "Recommendations by Documentation Committee for size, markings on cover and title page, contents list, pagination, notation, abstract, list

of references, tables, illustration, appendices and index cards in technical reports. Notes are included on the application of the recommendations to bound books and to periodicals. Appendices give proposals to I. S. O. for minimum bibliographical references, examples of abbreviations of titles of periodicals and cataloguer's notes."

The ideal size of technical reports for interfiling and other reasons is International Standard A-4 (297 x 210 mm), although tolerable variations are for lengths, 10 to 11¾ inches (254-298 mm), and for widths, 7½ to 8½ inches (190-216 mm).

Considerations of *format* include cover, title page, other preliminaries, the summary, references and bibliographies, tables and illustrations, appendices and index cards. Covers should be stiff, same size as text pages, and without too large a window. The following information should be on the cover or visible through the window: security markings, name of originating agency near the top central portion, followed by the series name and the serial number of the report, with the title of the report near the center of the cover, followed by the names of the personal authors and the date of issue. One caution: when the report is a translation, a bibliographical reference to the original should replace the date of issue. A "copies available from . . ." note should appear near the bottom of the cover.

Assembly will normally be along the spine by staples covered by tape. Much of the preceding information will be repeated on the title page, except for the availability note, and an abstract near the bottom of the title page or on the reverse side will be added. A classification number in a standard system may also appear on the title page.

Other preliminary information besides the abstract that may appear on the reverse side of the title page is table of contents, list of tables, list of illustrations and list of appendices. The preliminary page(s) will be numbered

* Advisory Group for Aeronautical Research and Development, North Atlantic Treaty Organization. *The Layout of Technical Reports*, ed. by A. H. Holloway. Paris, 1956. 6 p. (AGARD Specification 1). Available from Division of Research Information, NACA, 1512 H St., N.W., Washington 25, D.C.

with Roman numbers, with the textual pages numbered consecutively including pages devoted to tables and the like. Appendices may be numbered individually if preferred. The list of symbols or notation used should be the last item of preliminary information.

Some thoughts about the abstract, summary or synopsis are that it should cover the object of the work, assumptions made, method, results obtained and relation to allied work—all this in 150 words. If an engine, weapon or instrument was the object of the research, it should be identified precisely. It should be noted whether the work is complete, in progress or suspended. Unfamiliar abbreviations should be avoided.

References and bibliographies should be numbered consecutively, printed at the end of the text before collected illustrations or tables and should not be printed as footnotes. It is preferable that references be in this form: consecutive number, author, full title, place or source of publication and date. If the reference is in a periodical, this form is preferred: title of the periodical (abbreviated if necessary in a standard manner), volume number, part number, date of publication and pagination.

Illustrations should be numbered consecutively, collected at the rear of the text and may take many forms—line figures, half-tones or actual photographs. Be certain the type of illustration chosen is adaptable to the method of reproduction used for the report.

Appendices are usually completely self-contained but should be uniform in arrangement with that used in the basic document. Alternate pages may have "Appendix" marked at the upper right-hand margin.

Catalog cards should be included with each report. They should follow the form commonly referred to as the **GSIS** form—a two-column arrangement presently used by **AEC**, **ASTIA**, **NACA**, **NRL** and others. Security markings are included and the following items in order: series indication, origination agency,

title in capital letters, personal author, date, collation (pages, illustrations) and bibliographical notes. A line is always left blank before the abstract, and the availability note is usually at the bottom. The right-hand margin includes the classification numbers, subject headings and other tracings. Frequently the originating agency's symbol appears at the bottom of the right-hand column.

If a bound volume is made up of separate reports, index cards can be furnished for the individual reports and the individual reports may meet these specifications, although it is admittedly impractical for the volume as an entity to meet them.

Where periodical publishers have requirements that are specifically at variance with the above, naturally deviation will have to be made to meet those requirements. It is desirable, however, that as many of the preceding specifications as do appear useful be used.

Appendix I of *Spec 1* includes the minimum requirements for bibliographical references that are currently being considered as a proposal by the International Standards Organization. Appendix II is a handy list of abbreviations of periodicals under ISO rules. The final appendix is cataloging notes to aid the individual preparing the catalog cards mentioned earlier.

Utilization Function

A fact of life is that the information that finally becomes available must be used, irrespective of the format in which it does materialize. If it is not used, then all the work of acquisition, processing and dissemination, mentioned earlier, is wasted. Unused technical information is like the symphony that is never played.

The all-important utilization function of the librarian might well be described as being the provision of maximum circulation and reference services to all potential patrons as limited only by his professional abilities and by the hours in the day. He uses expeditious

procedures and mechanical aids to make the circulation procedures as painless as possible. He encourages patrons to use all means of communication—visits, phone calls, memos and intuition—to convey to him a felt need. He then exploits the library's collections and the tools he has developed for its use to answer that inquiry promptly, correctly and completely.

The technical writer can be a real ally in the utilization situation, both by being a "self-starter" and by serving as liaison with the organization's scientists and technologists. His "literature consciousness" will not only insure that he will be aware of the pertinent literature but that he will be familiar to some extent with library indexes and other reference tools and can even make certain of the appropriate literature searches. The time the librarian saves here can be profitably used to assist those not capable of "cafeteria" or self-service type of reference.

Some librarians will not like the observation that technical writers can profitably serve in a liaison capacity with the professional staff of an organization. They feel that the library should deal directly with all patrons, not through an intermediary. My feeling is that there can never be too great a rapport between the practicing scientist and his literature. It is not a case of whether the librarian or the technical writer should be the catalyst here, as the contributions of both must be exploited to the fullest.

I subscribe to the oft-expressed thought that the librarian and the technical writer are fellow missionaries. They both preach the salvation gained through the medium of technical information. Their methods and procedures vary but not their objectives. Mutual understanding between technical writer and librarian must precede mutual respect and lead to ultimate cooperation and coordination of efforts.

Librarians at Technical Writing and Editing Convention

In considering "Frontiers of Technical Writing," the theme of the fifth Annual Convention of TWE-STW, held in New York City, November 13-15, 1957, the role of libraries and librarians in the technical information process was discussed in several meetings. Mrs. Marie Goff, chief technical librarian, E. I. du Pont de Nemours & Co., Wilmington, Delaware, presented a paper entitled "How Technical Libraries Are Keeping Pace With the Increased Requirements of Scientists, Engineers and Editors." In this she described the services and resources of special libraries and suggested ways that scientists, engineers and writers could make research work easier for special librarians. Mrs. Jeanne B. North, head librarian, research, United Aircraft Corporation, East Hartford, Connecticut, presided at a workshop session devoted to "The Technical Editor and Documentation." After a showing of THE METALS INFORMATION CEN-

TER OF TOMORROW, a 16mm color film devoted to the ASM project for developing a mechanical retrieval system at Western Reserve University, Walter Kee, chief librarian, The Martin Company, Baltimore, and chairman of SLA's Documentation Division, reviewed the development of the documentation program of Special Libraries Association. As a second case history, Mrs. Ethaline Cortelyou, library analyst at Armour Research Foundation, Chicago, explained how technical writing and documentation functions could be integrated. Panel members Robert Bray, chief, Division of the Blind, Library of Congress, Eugene Garfield, Garfield Associates, Washington, D.C. and John Horn, consultant, Technical Data, General Electric Company, Schenectady, New York, all commented on the main ideas brought out by the speakers and added remarks on their own experiences and thoughts about documentation.

Adapting Technical Writing To The Objectives of Libraries

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THE OBJECTIVES of technical writers and technical librarians have two basic elements in common. They stem from mutual interest in communicating information to readers. For both technical writers and technical librarians this is a fundamental aim. In a sense, information might well be termed the product of their trades. Granted, they process this product in different ways, but neither loses sight of the obvious truth that the reader must be reached if their efforts are to have any value. Information that remains unspoken, unpublished or dormant is worthless. A reader, so to speak, is the consumer; and only when there is a reader can writers or librarians honestly ring up a sale. This analogy of product and consumer is neither far-fetched nor fanciful but suggests one practical approach to a study of objectives. On analysis, the unity of thinking is even more apparent.

Permanent Value Of Information

Before discussing similarities in thought, I would like to point up what may be regarded as a conspicuous difference. To the librarian, the value of information is measured in terms of future as well as immediate usefulness. It is altogether possible that the significance of writing begins for librarians at the point where it terminates for writers. Our interest in and respect for the written word are enduring so long as we anticipate having a potential reader.

Paper presented on November 15, 1956 at the joint meeting of the Association of Technical Writers and Editors and the Society of Technical Writers, New York City.

For librarians, information is ageless if it will facilitate work being done today. The new and old share alike in our regard. For example, consider the technical report of a research organization. How long is it useful? The answer, almost without exception, is indefinitely. Every company has a lively interest in its past. What is being done currently is constantly viewed in the light of what has gone before and how the two combine for an estimate of the future.

The library function of preserving and organizing information for purposes of retrieval is a high compliment to the technical writer and editor. Our interest in their work remains active if we believe they boast a reading public.

This leads to my first appeal from the librarian's point of view: *Recognition of the lasting usefulness of information*. Such recognition may conceivably add to the responsibility of the technical writer. On the other hand, it may only increase emphasis on already well established standards. The qualities most required are completeness and clarity. A technical writer should ask himself these questions:

1. "Will what I am writing today be clear to the reader, 10, 15 or even 50 years hence?"
2. "Have I included sufficient information to permit this piece of writing to stand alone without interpretation and clarification?"

Even though these characteristics are vital to understanding by a current reader, their importance is enhanced when one considers the future reader. He may be at a total loss if the author has departed from this mortal soil.

At Johns-Manville the library is charged with responsibility for assembling fully documented histories of product development and for making the information contained in essential records available as a daily working tool. Situations such as this occur: An engineer recalls that a former colleague had worked on a specific product and had reached some rather amazing conclusions on its improvement by a simple change in formula. The change was not effected at the time because the existing product was satisfactory. Fifteen years have gone by. Today the company needs the "know how." Optimistically, the library staff turns to the reports, notebooks and other pertinent recorded data. Yes, the story is there. Just the thing we are hoping to find. The problem goes back into the laboratory for a second round. Samples are prepared but they do not yield the same result. What piece of information was missing? Perhaps it was the exact curing time. Perhaps it was a detail of the test method being used in those days. Or perhaps it was a half dozen other things. Each of these possible factors must be considered in turn. All of this takes time and costs money. Frequently detail is overlooked because it is common knowledge at the time of writing. The contemporary reader may not even notice the deficiency, but the future reader will lament the loss. Technical writing that is *complete* is an aid to progress.

A similar story could be told which would emphasize the importance of *clarity*. The hazards are, however, about the same, so I shall forego another example and explain why the librarian is concerned with objectives which may seem more closely allied to the profession of writing. The answer is the *reader*.

Consideration Of Readers

Librarians, like writers, want satisfied customers. Our aim is to place sound, worthwhile information in the hands of

interested users. In a sense we are salesmen for the product of writers and we want a good product to sell, one which satisfies a reader's requirements for information today, tomorrow and years from now.

There is a second appeal from the librarian: *Regard for the reader's time*. His dilemma arises from having only one pair of eyes, a 24-hour day and an infinite amount of information to absorb. All readers, librarians included, will be aided in great measure by a concise, straightforward presentation of the idea or knowledge being conveyed. The librarian's specific concern is his obligation to supply information without delay to persons whose work stands to benefit. Clear titles, informative abstracts, descriptive introductions, logical order, precise conclusions and well-labeled illustrations are the requisites. How these objectives are best accomplished may happily be left to the authorities in the technical writing and editing field. The librarian is bound to gain from any writing practices designed to expedite communication.

How Writers Can Assist Librarians

The paths of librarians and writers, thus far, appear strikingly parallel and indicate a singular unity of purpose. Perhaps it is time to ask if this was achieved by willfully ignoring the details of library techniques and practices. Personally, I am not certain which library routines or which balls of red tape the technical writer may find a nuisance. Permit me to guess at a few items and explain the librarian's reasons for wanting help from writers and editors.

The abstract may appear on such a list of nuisances. After the writing job is done, why exercise the patience required to prepare a summary? This is a convenience to the librarian, of course, but it is also a convenience to other readers. In fact, its popularity has grown as a management device for time-saving and efficiency.

The meaningful title rather than the catchy phrase or ponderous clause may be another "unreasonable" library request. To be sure, cataloging and indexing are simplified if titles do not require editing. On the other hand, one can also attract readers with a title that states the case in dignified simplicity. Maybe the information offered is exactly what the reader needs to know but it escapes his notice because of flourish or excessive verbosity.

Could footnotes or bibliographies be troublemakers? These painfully prepared, but sometimes necessary, appendages are close to the librarian's heart, though if they are deficient, the actual suffering is sustained by the reader. The incomplete or incorrect reference causes delay in obtaining information while the librarian plays an ingenious guessing game. If the game is unsuccessful, the final step is a letter to the author entreating help for one of the librarian's confreres. This is not necessarily embarrassing but it is a strike at scholarship.

Maybe standardized format produces rumblings of disgruntlement among writers and editors. On this point the librarian is probably more deeply concerned than the reader, for the chief advantages relate to efficient handling. We can, however, find justification for uniformity when documents appear in series or are published periodically. The reader has a recognition factor in his favor. He also profits by being able to find like information in the same place in each publication. Use is made easier.

It might also be suggested that there are several avenues of technical writing which rest completely outside the sphere of the library objectives mentioned. An example which comes to mind is the sales brochure slanted toward the non-technical reader. True enough, not all of the rules apply but the cardinal one remains in effect. If the publication is ideally suited to reader requirements, the librarian's needs are most likely accommodated.

This discussion may bring to light other library practices which appear to place a demand on the technical writer. If so, I am willing to venture that most of them will yield to interpretations like the above. Almost without exception, library objectives have the reader's interests in view. They are rarely their own excuse for being. Information that is complete and is clearly and concisely presented allows the librarian to do his job well.

Librarianship is a service which is measured solely in terms of its value to readers. One definition reads:

"The profession of special librarianship and documentation is the *science* of selecting, evaluating, organizing and disseminating information in special fields of knowledge and the *art* of integrating and adapting information resources to the needs of a particular institution and clientele."^{*}

This definition makes clear our interest in the written word and in the reader. It also states rather clearly our responsibility as the middleman in obtaining and processing information for ready use. It justifies the two appeals made by the librarian for the benefit of his clientele and himself: 1) Recognition of the lasting usefulness of information and 2) Regard for the reader's time.

There seems little question of the mutual bond between librarians and technical writers and editors. We have a product and consumer in common. Information and readers are the fabric with which we work. Although we play somewhat different parts in the business of communications, our obligations reflect a common goal. Far from the least of these obligations is forwarding the interests of the companies which support our separate endeavors. In the last analysis, we are not adapting ourselves to each other's aims but adapting to the over-all objectives of the institutions and corporations which pay our salaries.

^{*} Special Libraries Association. *Bulletin*, April 1956, vol. 5, no. 3, p. 1.

The Submarine Library

FRANK J. ANDERSON, Director, The Submarine Library
Electric Boat Division, General Dynamics Corp., Groton, Conn.

SUPPLYING information on the non-classified and historical aspects of submarines is the function of the Submarine Library. This unique establishment, sponsored by the Electric Boat Division of the General Dynamics Corporation, serves the general public as well as corporation personnel.

The library and museum, housed in a two-story building at the extreme north end of the shipyard, are convenient to plant personnel and to the public. Formerly a gatehouse, the building faces a public street and is fenced off from the rest of the shipyard so that there is no security problem involved in admitting the general public. During three days of ceremonies and open house hospitality, the Submarine Library was formally dedicated on April 11, 1955—a most appropriate date for the dedication since it coincided with the fifty-fifth anniversary of the commissioning of the Navy's first submarine, the USS "Holland."

The location of the library and museum at Groton, Connecticut, on the banks of the Thames River across from

New London, is fitting since Groton is the home of Electric Boat, the nation's foremost designer and builder of submarines, and the Navy's principal submarine base. Connecticut also has the distinction of being the home of David Bushnell, who built America's first combatant submarine, the "Turtle," in 1776.

More than a library and more than a museum, the Submarine Library is actually a historical research center where one may trace the development of submarines from about 350 B.C. up to the present time. Retrospective and current materials on submarine history are collected, and the library attempts to make these collections international in scope. As a research center it is unique in that it has models of submarines, submarine artifacts and submarine memorabilia to supplement the book collection and the information files. The Submarine Library is the only place in the United States where such materials have been gathered together under one roof.

The major portion of the volumes in the book collection are in the English

The Director of the Submarine Library, Frank J. Anderson, examines a model of the USS "Holland," the first United States Navy submarine.



language, but several hundred books in foreign languages are included. Due to the specialized nature of the library, the bulk of the collection pertains to the history of submarines and submarine warfare. However, peripheral subject areas such as naval history, world history and underwater salvage are well represented. Valuable reference sources among the holdings include long runs of *Jane's Fighting Ships* and *Brassey's Naval Annual*. Files of American and foreign journals and newspapers are maintained, as well as comprehensive information files on the world's submarines.

The library itself does some limited publishing of items which are distributed free on request. Examples include a descriptive pamphlet concerning the library and the history of submarines in general, a pamphlet entitled *Little Known Facts About the Submarine*, mimeographed information sheets on the latest American submarines and annotated reading lists.

The small staff of three are peculiarly well qualified to interpret the collections for patrons due to their close personal interest in submarines. The director is a veteran of over four years' submarine service in addition to holding a library degree. The librarian, Mrs. Emery E. Bassett, has had library training and experience and her husband is on active duty in the Atlantic submarine force. The husband of the library's secretary, Mrs. George K. Brown, is serving on the atomic-powered submarine "Seawolf."

A special classification scheme has been devised for use with the collection which is comprised of over 2,000 volumes. This scheme is a combination of the Dewey Decimal and Library of Congress classifications, with Submarine Library modifications. The scheme, tailored to our needs, is proving to be logical and expandable. The entire collection, which had never been classified, is now being classified according to this schedule.

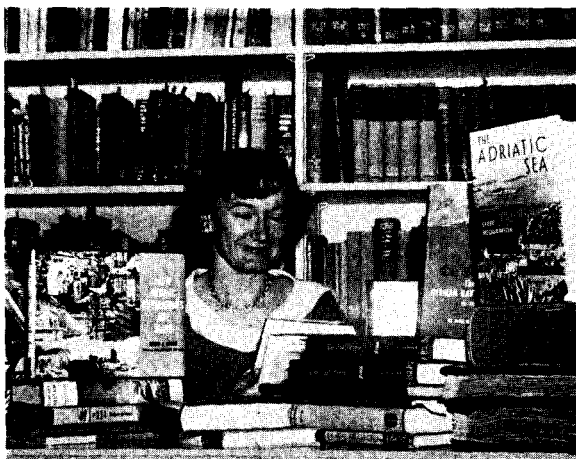
There are ten major classes in the schedule; a letter symbol is utilized for each class. Each major class is further subdivided into ten sections. A decimal point may be used after the class and section breakdowns, and subdivision numbers are used to indicate chronology and nationality. The ten major classes are:

- A—General reference
- B—Biography
- C—Maritime
- D—Naval vessels and navies
- E—Submarine history and development
- F—Engineering
- G—Ordnance
- H—Warfare
- I—Medical research
- J—Rescue, salvage and underwater exploration

Featured exhibits in the museum include a half-size model of the "Turtle," models of American and foreign submarines, submarine battle flags of the World War II period, a display case of "Holland" memorabilia and many other items of interest to historians, students and the general public. Although many of the items are on permanent display, exhibits are changed frequently enough to maintain the interest of repeat visitors. Insignia plaques of American and foreign submarines are mounted in an attractive display along the stairwell. In addition to the material behind glass, there are several items of interest which may be touched, such as a periscope which looks out on the submarines on the river, a 50 caliber machine gun from a fleet type submarine, and Japanese and German torpedo data computers with many fascinating dials and cranks.

The library is not only international in scope but it is also cosmopolitan in its clientele. Foreign submariners visit us, either to browse or to do research. Within the past year we have had visitors from Turkey, Peru, Greece, France, England and Japan. Contact

Mrs. Emery E. Bassett peruses a few of the many current accessions of the Submarine Library.



is maintained with submarine historians and enthusiasts in various foreign lands who aid us by supplying books and information on the submarines of their particular countries.

Basically the library's prime duty is to provide reference service to the personnel of Electric Boat and other divisions of the General Dynamics Corporation. These people make extensive use of the library.

Free lancers and writers on assignment consult us frequently via mail, telephone or personal visits. During the past year many writers working on books of submarine history have conducted research in the library, and numerous historical, semi-historical and popular articles based on research done in our library have been published within the past few years.

There is a firm liaison established between the library and the submarine base, and the two agencies regularly exchange information. When Naval Reserve officers and midshipmen undergo summer training periods at the base, a part of their orientation program includes a tour of the Submarine Library.

Many of these midshipmen later call on us for help in preparing their Academy term papers. Naval personnel throughout the country, in official and unofficial capacities, also consult us for submarine information. Active submariners and ex-submariners are frequent visitors and have contributed battle flags, ships' insignia and war souvenirs to the museum.

Students, ranging from grade school through the university level, who are seeking colorful information for their research papers form a large segment of our patrons. Local residents, who are in large part either Electric Boat employees or active submarine force personnel, frequently visit our quarters. Relatives of men who have been lost in submarines during the war make pilgrimages to our library in search of an understanding of the life which their loved ones led.

The library and museum strive to honor American submarine heroes, keep the heritage of our submarine force alive, emphasize the role of submarines in war and peace, and prognosticate developments in underseas craft.

The **Executive Board** of Special Libraries Association will meet at the Princeton Inn, Princeton, New Jersey, from February 13 to 15, 1958.

The **Advisory Council** will meet at the same place on February 13 and 14, 1958.

Developments In Photoreproduction

LORETTA J. KIERSKY, Technical Processes Librarian
Bell Telephone Laboratories, Inc., New York, New York
SLA Photoreproduction Committee

A REPRESENTATIVE COLLECTION of copying machines and microcard and microfilm equipment was exhibited at the 49th National Business Show, held October 28-November 1, 1957, in New York City.

The 3M Brand* Microfilm Reader-Printer, one single compact unit manufactured by Minnesota Mining and Manufacturing Company, St. Paul, Minnesota, makes it possible to obtain the much desired quick-print from microfilm. By means of an automatic electrochemical process, an enlarged print of the film viewed on the screen can be pulled in eight seconds. Equipped with either 16mm or 35mm lens, the price is \$629; equipped with both lenses the price is \$695.50. One roll of paper permits 250 reproductions at a cost of less than eight cents each. The machine accepts roll, strip or unit film images.

Two models of microfilm readers and a microcard reader are available from Erban Products Inc., Flushing, New York. Library Model 1612-5G microfilm reader, weight 21 pounds, has a screen size of 16 x 12 $\frac{3}{4}$ inches, with magnifications of 15x and 23x. Image rotation is operated by a thumb wheel. Portable model 910-5F, weight 11 pounds, has a screen size of 9 x 10 inches, with magnifications of 12x and 18x. Both accept 16mm and 35mm film. The Library Model is priced at \$495; the portable is somewhat lower priced.

The Erban portable microcard reader, designed for use with 5 x 3 inch microcards, also has available a special attachment for 9 x 6 inch micro-opaques. Machine size is 19 x 10 x 12 $\frac{1}{2}$ inches, weight is 11 $\frac{1}{2}$ pounds, and it is set in a "rocker" base for preferred reader

angle. It has a magnification of 26x. Approximate cost is \$387.

Several models of microfilm readers are offered by Documat Inc., Belmont, Massachusetts, manufacturers of micro-filming equipment. All readers accept either 16mm or 35mm microfilm but will not accept all formats. Model R is a roll film reader; Model F is a unitized film reader; Models D and U accept either roll or unitized film. Specifications in general are the same for all readers: screen size 11 x 11 inches, machine size 13 x 16 $\frac{3}{4}$ x 24 inches, weight 27 pounds. Lenses are available for magnifications of 34 $\frac{1}{2}$ x, 24x and 15x.

The new models of copying machines have made their appearance. Cormac Photocopy Corporation, New York City, introduced "Coronet," a single unit photocopier with an 18 $\frac{3}{4}$ inch throat, which makes single or double sided copies of single sheet newspaper size originals. Machine size is 10 x 25 $\frac{1}{2}$ x 11 $\frac{1}{2}$ inches, weight 38 pounds. Approximate cost is \$478.

Copycat "99" is a new low cost, light weight, automatic photocopier introduced by Copycat Corporation, New York City. It will copy from any single sheet original regardless of color, ink, weight of paper or card stock. Speed and exposure controls are concentrated in a single calibrated dial. This machine, 20 inches wide, weight 18 pounds, is priced at \$199.

Graphic Microfilm Corporation announces the availability of two attachments for adapting Kodagraph microfilm readers, models MPE and C, so that they may accept unitized film images in addition to roll film. The attachment for model C remains permanent. Approximate cost for either is \$50.

* Trade Mark.

This Works For Us . . .

The Cardineer As The Right-Hand Man In Our Library

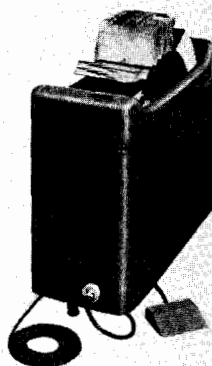
Approximately two years ago a Cardineer was installed in the Law Library of Washington University in St. Louis. Since Cardineers, which are manufactured by Diebold, Inc., with offices in major cities, were not originally designed for libraries, let me describe this piece of equipment and explain how it has been adapted for library use.

Our Cardineer is a revolving wheel with the top at desk height, making an easy working level. It will hold 6,000 cards and is turned electrically. It can be stopped at any point for posting or reference. This revolving wheel holds segments of curved rods which in turn hold slotted cards. The entire segment or one card can be removed at will. Single segments which hold about 750 cards may be purchased. A desk-size Cardineer, holding about 1,500 cards, is also available.

We enter in the Cardineer all our records for all current serials that come to the library. A main card for each serial contains the following information: a) Title, source, publisher, frequency; b) Location of title page and index; c) Account of complete volumes; d) Incomplete volumes and parts wanted; e) Binding instructions; f) Routing list of individuals wishing to see the periodical; g) Bookkeeping information is kept on the reverse of the card.

In addition to this main card, there are check-in cards. Of course, these differ in style according to the frequency of the publication. There are routing cards, from which one can tell at a glance where a given periodical has been sent. And finally there are signal cards which may be used as "flashers" to indicate some unusual or special situation. As can be seen, we have in one central place our binding records, our

bookkeeping records, our checking-in records, our "wants" and our circulation records for periodicals.



The electrically operated Cardineer

Our Cardineer is in the reading room of the library next to the circulation librarian's desk, for it is she who is responsible for the checking-in and routing of all continuations. It is a convenience to her in answering questions concerning the receipt or location of various periodicals, pocket parts and supplements.

When we prepare periodicals for binding, we take a segment or division of the Cardineer to another room where we are working on the binding. The Cardineer is also useful in cataloging, since all the pertinent information about the library holdings is posted on it. Open entries are used on the catalog cards, which are stamped with a note directing the reader to consult the Cardineer for holdings.

We have found the Cardineer an almost perfect answer to our needs. It most certainly centralizes our serial information and it is easily and quickly operated. To sum it up in a few words—it is handy.

ETHEL MURCH GWINNER
Assistant Law Librarian
Washington University, St. Louis, Mo.

Report of the Treasurer

I respectfully submit the financial statements of the Special Libraries Association for the year ended September 30, 1957, 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.

WILLIAM S. DOWNEY, *Treasurer*

EXECUTIVE BOARD OF SPECIAL LIBRARIES ASSOCIATION

In our opinion, the accompanying statements present fairly the assets and fund balances of Special Libraries Association at September 30, 1957 resulting from the cash transactions, income collected and expenses disbursed for the year then ended, and changes in special fund balances from January 1 to September 30, 1957, 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, income collected includes dues and periodical subscriptions applicable to periods after September 30, 1957 aggregating approximately \$26,000. The corresponding amount included in prior years' income applicable to the year ended September 30, 1957 was approximately \$20,000. Unpaid expenses at the beginning and end of the year were not significant.

PRICE WATERHOUSE & Co.

56 Pine Street, New York 5, New York
November 7, 1957

EXHIBIT I

SPECIAL LIBRARIES ASSOCIATION

STATEMENT OF ASSETS AND FUND BALANCES ARISING FROM CASH TRANSACTIONS

SEPTEMBER 30, 1957

Assets	
General fund:	
Cash	\$ 61,093.59
General reserve fund:	
Cash	3,277.85
United States Government securities, at cost (approximate market value \$50,300)	45,311.41
	<u>48,589.26</u>
Life membership fund:	
Cash	2,708.47
Publications fund:	
Cash	21,815.98
Inventory of publications, at cost or estimated sales value, whichever is lower	6,612.39
	<u>28,428.37</u>
Scholarship and student loan fund:	
Cash	9,510.69
Loans receivable	600.00
	<u>10,110.69</u>
Translation Center fund:	
Cash	21,546.21
Fiftieth Anniversary fund:	
Cash	400.00
	<u>\$172,876.59</u>

EXHIBIT I—(Continued)

Fund Balances

General fund:		
Accounts payable and sundry credits	\$	27.88
Fund balance (Exhibit II)		61,065.71
		<hr/> 61,093.59
Special funds (Exhibit III):		
General reserve fund		48,589.26
Life membership fund		2,708.47
Publications fund		28,428.37
Scholarship and student loan fund		10,110.69
Translation Center fund		21,546.21
Fiftieth Anniversary fund		400.00
		<hr/> <u>\$172,876.59</u>

EXHIBIT II

SPECIAL LIBRARIES ASSOCIATION

STATEMENT OF INCOME COLLECTED, EXPENSES DISBURSED AND CHANGES IN GENERAL

FUND BALANCE

FOR THE YEAR ENDED SEPTEMBER 30, 1957

	Actual (Note 1)	Budget (Notes 2 and 3)
Income collected:—		
Dues	\$ 85,061.37	\$ 72,000.00
Periodicals:		
Special Libraries	18,296.61	15,650.00
Technical Book Review Index	12,578.50	10,780.00
Net receipts from convention (after payment of expenses totaling \$15,063.24)	6,859.81	4,300.00
Interest on funds in savings bank account	352.25
Proceeds from sale of "Our Library"	145.00	100.00
Miscellaneous	1,723.61	1,200.00
Total income	<hr/> 125,017.15	<hr/> 104,030.00
Expenses disbursed:—		
Allocation of funds to subunits:		
Chapters	7,284.97	6,562.50
Divisions	2,896.93	2,437.50
Committees	1,363.89	1,893.75
	<hr/> 11,545.79	<hr/> 10,893.75
General operations:		
Salaries	35,524.98	35,960.00
Rent	3,690.00	3,825.00
Postage	1,942.24	2,000.00
Supplies	2,618.91	2,700.00
Payroll taxes	1,139.56	1,400.00
Porter service	1,140.00	1,140.00
Accounting	750.00	750.00
Legal fee	502.79	500.00
Telephone and telegraph	961.16	850.00
News bulletin	702.35	600.00
Equipment service and repairs	479.47	500.00
Building repair and maintenance	74.58	100.00
Cost of preparing minutes	131.90	300.00
Insurance	262.84	340.00
Miscellaneous	178.22	100.00
	<hr/> 50,099.00	<hr/> 51,065.00
Carried forward	<hr/> 61,644.79	<hr/> 61,958.75

EXHIBIT II—(Continued)

	Actual (Note 1)	Budget (Notes 2 and 3)
Expenses disbursed (brought forward)	61,644.79	61,958.75
Periodicals:		
Special Libraries	25,685.69	25,885.00
Technical Book Review Index	8,970.07	8,942.00
Travel—President	773.53	1,200.00
Travel—Executive Secretary	256.28	210.00
Executive Secretary's Expense	64.90	100.00
Equipment purchases	765.87	750.00
President's fund		200.00
Membership in other organizations	204.00	225.00
Charter revision		500.00
Recruitment project	58.00	
Total expenses disbursed	98,423.13	99,970.75
Excess of income collected over expenses disbursed	26,594.02	<u>\$ 4,059.25</u>
Fund balance, January 1, 1957	71,726.57	
	98,320.59	
Less:		
Excess of income collected over expenses disbursed for three months ended December 31, 1956 (Note 1)	(36,926.07)	
Interfund transfers (net)	(328.81)	
Fund balance, September 30, 1957	<u>\$ 61,065.71</u>	

Notes:

- (1) In May 1957 the association's members approved the change from a calendar year to a fiscal year ending September 30. The results of operations for the three months from October 1 to December 31, 1956, which are included in the accompanying statement as well as in financial statements for calendar year 1956, were as follows:

Income collected:	
Dues	\$ 43,209.42
Special Libraries	6,821.76
Technical Book Review Index	6,606.00
Miscellaneous	795.03
Total income	<u>57,432.21</u>
Expenses disbursed:	
General operations	12,428.50
Special Libraries	6,114.80
Technical Book Review Index	1,749.16
Miscellaneous	213.68
Total expenses	<u>20,506.14</u>
Excess of income over expenses disbursed	<u>\$ 36,926.07</u>

- (2) Amounts shown under budget are those adopted for the calendar year 1957 prior to the change to a fiscal year except that allocations to subunits and equipment purchases are shown at 75% of the amount budgeted to permit proper comparison.
- (3) The budget also includes additional appropriations for special items aggregating \$367 subsequently authorized by the Executive Board.

SPECIAL LIBRARIES ASSOCIATION
SUMMARY OF CHANGES IN SPECIAL FUND BALANCES
FROM JANUARY 1 TO SEPTEMBER 30, 1957

General Reserve Fund

Interest received on United States Government securities and savings bank account	\$ 944.75
Balance, January 1	47,644.51
Balance, September 30 (Exhibit I)	<u>\$ 48,589.26</u>

Life Membership Fund

Life membership dues	\$ 250.00
Interest on savings bank account	58.47
Transfer to general fund of interest on savings bank account for prior period	(71.19)
	<u>237.28</u>
Balance, January 1	2,471.19
Balance, September 30 (Exhibit I)	<u>\$ 2,708.47</u>

Publications Fund

Proceeds from sales of publications	\$ 12,588.41
Production and selling expenses	5,942.20
Decrease in inventory from previous year (after write-down of approximately \$3,100)	3,958.24
	<u>9,900.44</u>
Excess of income over expenses	2,687.97
Balance, January 1	25,740.40
Balance, September 30 (Exhibit I)	<u>\$ 28,428.37</u>

Scholarship And Student Loan Fund

Income:	
Gifts	\$ 811.87
Interest on savings bank account	210.41
	<u>1,022.28</u>
Scholarship grants	(950.00)
Balance, January 1	10,038.41
Balance, September 30 (Exhibit I)	<u>\$ 10,110.69</u>

Translation Center Fund

Grant from Public Health Service	\$ 10,175.00
Subscription receipts	4,246.80
	<u>14,421.80</u>
Salaries and expenses	(13,645.60)
	<u>776.20</u>
Balance, January 1	20,770.01
Balance, September 30 (Exhibit I)	<u>\$ 21,546.21</u>

Fiftieth Anniversary Fund

Transfer from general fund	\$ 400.00
Balance, September 30 (Exhibit I)	<u>\$ 400.00</u>

Invitation To Chicago

January 1958

Dear SLA Member:

If you ever have wished you could give a little concentrated attention to the problem of "working smarter" on the job, you will want to reserve June 8-12, 1958 for some wish fulfilling. These are the dates that the 49th Annual Convention of the Special Libraries Association will convene at the Hotel Sherman in dynamic Chicago. And "Working Smarter" is the theme that will be pursued with vigor in the general sessions and division program meetings of the Convention. The statement of the theme, given in full below, is an introduction to, and a promise of, what we hope will be a stimulating and productive convention.

Working Smarter

Automation has been hailed by many as the hope of the future, and specialization, mechanization and systematization have become key words in the pursuit of greater productivity. They are effective tools; but they alone cannot do the job. They must be used, guided and supplemented by the individual creative mind.

For special librarians the challenge is great. The very growth in the number of special libraries established in the post-war years is clear proof of the vital need for the services we can offer. There is every reason to believe that this growth will continue at an ever-increasing rate. To keep pace we must not only recruit and educate able men and women to staff these special libraries, but individually and collectively, we must increase our productivity.

We are learning how machines and systems can and will free us from manual tasks and take over some of our functions with efficiency and speed. Perhaps this is an appropriate time, though, for our profession to remember that there is no substitute for the human mind and its unique capacities for judgment, reasoning, innovation and creativeness. As in the past, so in the future it will undoubtedly be the individual librarian's mind, hand and book, working in expert coordination, that will constitute the most successful tools for meeting the productive challenges of tomorrow. This will involve not only receptivity to innovation and the ready adaptation of technique and skill but—most of all—the stimulation and utilization of the full creative resources that are inherent within ourselves.

To this end, the meetings of this Convention will seek to reveal ways in which the mind, the hand and the book can produce more by working not faster, not harder, but **smarter**.

Sincerely,

Edward G. Strable

Edward G. Strable, *Chairman*
SLA Convention, 1958

Have You Heard . . .

Japanese Sci-Tech Information Agency

The Japan Information Center of Science and Technology, first documentation center in Japan, will begin operations in April. Financed by government and civil funds, this agency will collect scientific and technological periodicals (foreign and Japanese), classify and process material from these publications, publish abstracts and bibliographies, furnish information on request, organize other information services in Japan and cooperate with documentation centers abroad. Photoreproduction and translation services will be available. Sadatosi Bekku is president of the Information Center, whose address is C.P.O. Box 1478, Tokyo.

SLA'ers Lauded In New Book

A new book, *The Earth Changers*, by Neill C. Wilson and Frank J. Taylor (Doubleday, 1957), contains a fine tribute to the ability and resourcefulness of special librarians. Doris Lancetot and Joe Russell, members of the San Francisco Bay Region Chapter of SLA, are singled out for special praise in a paragraph on construction company libraries (Chapter 26, p. 285): "The construction companies all have first-rate libraries. Doris Lancetot, at Bechtel, will whip out an engineering magazine, a tome, or a brochure on anything from flying saucers to how to make Scotch, and is beyond surprise or defeat on any request. It is the same with other outfits. Across the bay an average of one detailed research problem a day is taken on by research librarian Joe Russell and his assistant Joan Hale—performed for any Kaiser engineer wanting special information."

Members In The News

DR. WALTER W. RISTOW of the Division of Maps, Library of Congress, has been appointed chairman of the United

States Board on Geographic Names by the Secretary of the Interior. His two-year term of office began in November.

ALAN G. SKELTON, chief of the research center library at the Waterways Experiment Station, Vicksburg, Mississippi, has begun a two-year term of office as treasurer of the Mississippi Library Association. He is also serving as chairman of the association's Special Libraries Section.

RALPH L. THOMPSON retired on December 1 from his post as assistant librarian of the Public Library of the District of Columbia, where he has worked since 1926. He has been a director of the Washington SLA Chapter.

MYRA E. WHITE, librarian of Northeastern University in Boston since 1920, retired on November 30, 1957. She was Northeastern's first head librarian and one of the first women appointed to the faculty.

Turkish Library School Awards

The Institute of Librarianship at the University of Ankara, Turkey, will award three annual prizes to members of the graduating class whose theses will be of most use in furthering the development of libraries in Turkey. The prizes were given by Mrs. Emily Dean, librarian for the last nine years at the United States Information Service library in Ankara.

The Library Zoo



Mr. Al Literat

Magazines? Reports? I never read 'em. I don't have time. (He likes guessing games.)

Educational Offerings

A SYMPOSIUM ON DOCUMENTATION, sponsored by the School of Library Science, University of Southern California, will be held April 9-11 at the University. The registration fee is \$30, and attendance will be limited. Address inquiries and reservations to Dr. Martha Boaz, Dean, School of Library Science, University of Southern California, Los Angeles.

The Graduate Department of Library Science, Immaculate Heart College, Los Angeles, will give a COURSE IN SPECIAL LIBRARY SERVICE during the spring semester, February 7-June 6, 1958. The course, which is primarily intended to supplement the in-service training programs of special libraries in the area, will be directed by associate professor Hazel Pulling and Margaret Cressaty, librarian at the College of Osteopathic Physicians and Surgeons. Among the 12 lecturers, each of whom will speak on a specific phase of special library work, will be SLA members Eva L. Robertson, Frances Richardson, Albert Bradley, Sherry Taylor and Roy Holleman. Applications should be filed with the Director, Graduate Department of Library Science, Immaculate Heart College, 2070 East Live Oak Drive, Los Angeles 28, California.

The School of Library Science at the University of North Carolina, Chapel Hill, N. C., has announced that it will give two courses in special librarianship during the spring semester, January 30-May 29, 1958. A SEMINAR IN MEDICAL LIBRARIANSHIP, a new offering, will be taught by Myrl Ebert, associate professor of medical bibliography and chief librarian of the Division of Health Affairs Library at the University, and will concentrate on the use of bibliographical and reference tools in medical and allied fields. Miss Ebert will also teach the second course, SCIENCE LITERATURE. Details may be obtained from the University Admissions Officer. Rutgers University Graduate School of

Library Service will offer a series of 15 lectures entitled DOCUMENTATION IN REVIEW from February 1 to May 17, 1958. Professor Ralph R. Shaw and visiting lecturers will discuss the nature and scope of the documentation field and will analyze the possibilities and limitations of various systems, methods and tools. Tuition and fees will total \$46.50; the sessions will be held in Newark. For further information and registration write to Library School, Rutgers University, New Brunswick, New Jersey.

Esso-WRU Work-Study Plan

Esso Research and Engineering Company, Linden, New Jersey, and Western Reserve University, Cleveland, have announced a joint program to encourage technical graduates to seek careers in technical information research. For one semester the selected candidate will work in the Technical Information Division at Esso, where he will be paid a salary commensurate with that of other employees with similar qualifications, and for the next semester he will work for his master's or doctoral degree in library science, preferably the latter, at Western Reserve. This work-study award, which will continue until the recipient receives his L.S. degree, is open to college graduates who majored in chemistry or chemical engineering. Candidates must meet the admission requirements of the School of Library Science at WRU as well as the employment qualifications of Esso. Application forms and further details may be secured from Dean Jesse H. Shera, School of Library Science, Western Reserve.

Drexel Institute Scholarships

Three full tuition scholarships for 1958-59 are being offered by the Drexel Institute Library School. Applicants must be American citizens who can give evidence of high scholastic achievement and financial need and who intend to enter as full-time students. Complete credentials must be filed before April 15, 1958, with the Dean of the School

of Library Science, Drexel Institute of Technology, 32 and Chestnut Streets, Philadelphia 4, Pennsylvania.

1957-1958 WYNSLA Scholarship

The Western New York Chapter of SLA will award a \$200 scholarship to a New York State resident enrolled full-time in an accredited library school in the United States or Canada. The recipient must be a good scholar and must be a student member of SLA. Address inquiries to Genevieve L. Reidy, Technical Librarian, Central Technical Department Library, St. Regis Paper Company, Deferiet, New York.

Crime and Law Enforcement Library

Last fall the Municipal Reference Library of Los Angeles set up a new unit in the Los Angeles Police Department—the Police Division Library. The collection of more than 2,000 books and pamphlets includes many annual reports and special studies of law enforcement agencies throughout the country and over 100 periodical titles. Important functions include specialized reference work, indexing of law enforcement periodicals and administration of collections in the various Police Department offices. This is undoubtedly the first library in the United States to be devoted to police methods, housed in a police department building and staffed with professional personnel. Constance Martois, former president of SLA's Southern California Chapter, is the librarian and in this capacity she was hostess at the December 7, 1957 Chapter meeting held at the Police Library.

Beginning In February

A New Monthly Feature

Planning The New Library

This new series of articles by architects and librarians will describe, with text, photographs and floor plans, the layout features, equipment, furnishings and utilization of available space of new special libraries.

SPOTTED

● As the keynote speaker at the SLA Convention in Boston last June, Verner W. Clapp posed a question of serious concern to all librarians: "Can bibliography ever keep up with the product which it is required to record and which now runs into many millions of items a year?" ● In the book field the R. R. Bowker Company is trying to make this ideal a reality with its coverage of current American book publishing in *The Publishers' Trade List Annual, Books In Print* and its most recent bibliographic reference—*Subject Guide to Books In Print*. ● The compilation of 91,000 in-print titles, listed under 22,000 subject headings with 28,000 cross-references, was prepared in the library of the Franklin and Marshall College, Lancaster, Pennsylvania, by a staff of faculty, faculty wives and students working under the editorial supervision of Librarian Herbert B. Anstaett and Sarah L. Praken. Headings and cross-references conform to those used in the sixth edition of *Subject Headings Used in the Dictionary Catalogs of the Library of Congress* (scheduled for publication in February 1958). ● Each of the 113,000 titles listed in the 1957 *BIP* was searched in LC cards and catalogs and headings were found for 86,000. Another 5,000 books, which had not yet been published or cataloged, were assigned provisional headings. Fiction, poetry, drama and Bibles were omitted, but collections and criticism are included. ● In addition to its contents, *Subject Guide* is also unique for its method of production. Instead of setting material in linotype, a "cold type" technique was utilized in which IBM typewritten cards, one for each entry, formed the basic type. After being proofread, checked for accuracy and alphabetized, the cards were mounted or "shingled" on specially designed boards and then photographed to form offset printing plates.

Off The Press . . .

Book Review

GUIDE TO UNPUBLISHED RESEARCH MATERIALS. *Ronald Staveley*, editor. London: The Library Association, 1957. 141 p. 21s.

The scope of this series of lectures is concerned with the problem of obtaining technical material not listed in the general bibliographical guides. The first half of the book deals with science and technology, and the second half with the social sciences.

The introductory chapter lists some sources of research reports and discusses the difficulties of learning of their existence and of obtaining these materials. There follows a good chapter on irregular and obscure technical materials available in the United Kingdom and their agencies of supply, as well as the techniques of getting what is desired. The third chapter reviews the report in North America. A short chapter deals with the United Kingdom's participation in the exchange of technical information. Most of the remarks in the fifth chapter apply to the USSR and only briefly to other east European countries and China.

The introductory paper on unpublished material in the social sciences is a survey of the whole field and of the existing national and international apparatus for its control. The chapters in this half of the book that will be of interest to the science-technology librarian are those discussing statistical material and sources in market research. The medical librarian will find the chapter reviewing the materials and sources in psychology useful. Other fields treated are advertising and sociology.

On the whole there is nothing in this volume that the alert research librarian doesn't already know, but it is convenient to have it all under one cover.

GERTRUDE SCHUTZE

New Serials

TECHNICAL CONTENTS, published monthly by Technical Library Associates, 11261 Venice Boulevard, Los Angeles 34, California, is a compilation of tables of contents of about 100 journals in pure and applied mathematics, chemistry, physics, engineering and electronics. Yearly subscription rates are \$8 for single copies, \$7.50 for two to 25 copies and \$7 for 26 to 50 copies. For larger quantities, write the editor, Sol J. Grossman.

RECENT REFERENCES

Bibliographic Tools

BIBLIOGRAPHY ON ADHESIVE BONDING OF METALS. (ESL Bibliography No. 12). New York: Engineering Societies Library, 29 West 39th Street, 1957. 23 p. pap. \$2.

A selected list of over 150 annotated references to book and magazine articles published 1947-1957 dealing with all aspects of adhesive metal-to-metal bonding.

CURRENT NEWSPAPERS, UNITED STATES AND FOREIGN: A UNION LIST OF NEWSPAPERS AVAILABLE IN THE LIBRARIES OF THE NEW YORK METROPOLITAN AREA. *Aaron L. Fessler and Saro J. Riccardi*, comps. New York: The New York Public Library, 1957. 66 p. pap. \$1.

SCIENTIFIC TRANSLATIONS: A PRELIMINARY GUIDE TO SOURCES AND SERVICES. *Reference Division, National Library of Medicine*, comp. Washington: Public Health Service, U. S. Department of Health, Education, and Welfare, 1957. 12 p. pap. 15¢. (Available from the Superintendent of Documents, Government Printing Office, Washington 25, D.C.)

STUDIES IN ENTERPRISE: A SELECTED BIBLIOGRAPHY OF AMERICAN AND CANADIAN COMPANY HISTORIES AND BIOGRAPHIES OF BUSINESSMEN. *Lorna M. Daniells*, comp. Boston: Baker Library, Harvard University Graduate School of Business Administration, 1957. 169 p. \$4.50.

Dictionaries

JAPAN DICTIONARY: JAPANALIA. *Lewis Bush*. New York: Philosophical Library, 1957. 226 p. illus. \$10.

The history, customs, religions and other aspects of Japanese culture and civilization are covered. Bibliography, appendix and index.

Directories

PRESS INTELLIGENCE DIRECTORY: A MANUAL OF NEWSPAPER CONTENT, LOCAL WRITERS AND SYNDICATED COLUMNISTS. Washington, D.C.: Press Intelligence, Inc., 724 Ninth St., N.W. 1957. 163 p. \$15.

WHO'S WHO AMONG PACIFIC NORTHWEST AUTHORS. *Hazel E. Mills*, ed. Salem, Oregon: Pacific Northwest Library Association, Reference Section, 1957. 114 p. pap. \$2. (Available from Eugene N. Salmon, University of Oregon Library, Eugene, Oregon).

Biographical details and published books of nearly 200 authors.

Librarianship

BASIC FILING RULES FOR MEDIUM-SIZED LIBRARIES: A COMPEND FILING CODE FOR CATALOGS OF 120 TO 2000 TRAYS. *Gertrude Moakley.* New York: The William-Frederick Press, 313 West 35th Street, 1957. 60 p. pap. \$2.

Revised and enlarged edition of author's *Introduction to a Proposed Filing Code for Medium-sized Public Libraries* (1954).

DELHI PUBLIC LIBRARY: AN EVALUATION REPORT. (UNESCO Public Library Manuals 8). *Frank M. Gardner.* Paris: UNESCO, 1957. 94 p. pap. charts. \$1.50. (Available from UNESCO Publications Center, 801 Third Avenue, New York 22, N. Y.)

Gives a picture of users and types of material they read, organization and administration of the library, its book stocks and its financial situation.

JOHN COTTON DANA: THE CENTENNIAL CONVOCATION. *Arthur T. Vanderbilt and L. Quincy Mumford.* New Brunswick: Rutgers University Press, 1957. 63 p. \$2.75.

Two addresses commemorating the birth of John Cotton Dana, librarian of the Newark (N.J.) Public Library and first director of the Newark Museum.

PUBLIC LIBRARY SERVICES FOR CHILDREN. (UNESCO Public Library Manuals 9). *Lionel R. McColvin.* Paris: UNESCO, 1957. 103 p. pap. photogs. \$1.50. (Available from UNESCO Publications Center, 801 Third Avenue, New York 22, N. Y.)

Setting up a children's library, types of service, rules and regulations, buildings and equipment, staff, book selection and other aspects of library development.

SOCIAL FUNCTIONS OF LIBRARIES. *B. Landheer.* New York: Scarecrow Press, 1957. 287 p. \$6.

An analysis of the sociological functions of the library in different cultures. Index and bibliography.

Miscellaneous References

AUTOMATION: ITS PURPOSE AND FUTURE. *Magnus Pyke.* New York: Philosophical Library, 1957. 191 p. illus. \$10.

A description of the electronic computer and its uses in various industries. The future potential of automation and its spread in several countries is discussed.

BIOLOGICAL ASPECTS OF THE TRANSMISSION OF DISEASE. *C. Horton-Smith,* ed. Edinburgh and London: Oliver and Boyd; New York: Hafner Publishing Company, Inc., 1957. 184 p. \$4.

Twenty-two papers given at a symposium of the Institute of Biology in London.

DRUGS IN CURRENT USE 1957, vol. 3. *Walter Modell,* ed. New York: Springer Publishing Company, Inc., 1957. 152 p. pap. \$2.

ELECTRONIC DATA PROCESSING FOR BUSINESS AND INDUSTRY. *Richard G. Canning.* New York: John Wiley & Sons, 1956. 332 p. \$7.

Includes the results of electronic data processing, the basic operations of electronic computers, and a suggested program for obtaining a reliable system.

FILM REFERENCE GUIDE FOR MEDICINE AND ALLIED SCIENCES, June 1956. *Interdepartmental Committee on Medical Training Aids.* Washington, D.C.: Card Division, Library of Congress, 1956. 62 p. pap. 45¢.

List of selected medical films with brief descriptions and names of distributors. Subject index and directory of distributors.

A GUIDE TO THE LITERATURE OF CHEMISTRY, 2nd ed. *E. J. Crane and others.* New York: John Wiley, 1957. 397 p. \$9.50. A description and analysis of sources of chemical information. Publications, patents, indexes and libraries are discussed in relation to literature searches.

HEALTH YEARBOOK 1956. *Oliver E. Byrd,* comp. Stanford: Stanford University Press, 1957. 278 p. \$5.

Articles in the fields of public health, medicine and allied scientific areas concerning the opinions, experience and research in these fields of individuals and organizations. Bibliography, source list and author and subject indexes.

INTRODUCTION TO DATA PROCESSING: AN OUTLINE OF BASIC DATA-PROCESSING OPERATIONS AND METHODS. New York: Haskins and Sells, 67 Broadway, 1957. 107 p. illus. apply.

LET ERMA DO IT: THE FULL STORY OF AUTOMATION. *David O. Woodbury.* New York: Harcourt, Brace, 1956. 305 p. illus. \$5.

An explanation of automatons and automation, written in a popular style, and describing the present and future uses of these machines.

THE MANAGEMENT APPROACH TO ELECTRONIC DIGITAL COMPUTERS. *J. Sanford Smith.* London: MacDonald & Evans, Ltd; Fair Lawn, N. J.: Essential Books, Inc., 1957. 227 p. illus. \$6.30.

THE PUNCHED CARD ANNUAL OF MACHINE ACCOUNTING AND DATA PROCESSING, vol. 6. Detroit: The Punched Card, 836 Maccabees Building, 1957. 200 p. \$10.50; set, \$45. cross-indexed.

The set provides a wide variety of material in a number of fields. This latest volume is divided into two sections: management and applications.

SLA Authors

ADAMS, SCOTT. Soviet Research Material, Letters to the Times. *The New York Times*, November 25, 1957.

CLAPP, VERNER W. David Judson Haykin. *Library Resources and Technical Services*, vol. 1, no. 4, Fall 1957, p. 147-8.

DANIELS, MARIETTA. New Inter-American Library School. *Library Journal*, vol. 82, no. 20, November 15, 1957, p. 2887-9.

FYAN, LOLETA D. Progress and Prospects Under the Library Services Act. *ALA Bulletin*, vol. 51, no. 10, November 1957, p. 761-3.

GARDNER, JOHN L. Systems for Information Retrieval. *The Library Association Record*, vol. 59, no. 10, October 1957, p. 325-8.

HART, DOROTHY E. Shelf Help. *Industrial Bulletin* (Arthur D. Little, Inc.), October 1957.

KOTEN, BERNARD. Library for Soviet Research. *Library Journal*, vol. 82, no. 20, November 15, 1957, p. 2874-5.

LUCKETT, GEORGE R. Partial Library Automation with the Flexowriter Automatic Writing Machine. *Library Resources and Technical Services*, vol. 1, no. 4, Fall 1957, p. 207-10.

MITCHILL, CHARLOTTE STUDER. Miles Laboratories Library. *Illinois Libraries*, vol. 39, no. 8, October 1957, p. 267-70.

PARSONS, ARTHUR H. JR. Omaha's Rainbow. *Library Journal*, vol. 82, no. 21, December 1, 1957, p. 3026-8.

RUTZEN, RUTH. Ten New Branch Library Buildings. *Library Journal*, vol. 82, no. 21, December 1, 1957, p. 3032-6.

SHANAHAN, REV. THOMAS J. The Latin Book in Medieval England: Its Content and Care. *Kentucky Foreign Language Quarterly*, vol. 4, 1957, p. 150-4.

SHAW, RALPH R. Documentation: Complete Cycle of Information Service. *College and Research Libraries*, vol. 18, no. 6, November 1957, p. 452-4.

TALLMAN, JOHANNA E. Local Cataloging for an Engineering Library. *Library Resources and Technical Services*, vol. 1, no. 4, Fall, 1957, p. 149-54.

WALDON, FRED A. More Than a Branch. *Library Journal*, vol. 82, no. 21, December 1, 1957, p. 3050-1.

Letter To The Editor

In his "Letter to the Editor" in the September 1957 issue of *Special Libraries* (p. 339-40), Richard Liewald voiced his objections to the interlibrary loan practices of university libraries. While Mr. Liewald stated his case very well, I do feel that the other side of the picture needs to be presented.

First, I think that most university librarians

are continually aware of their obligation to disseminate the results of research conducted by graduate students at their institutions. This is shown vividly by the fact that so many theses are loaned to other institutions and copies of others are made available at a cost which brings no profit, and quite often a loss, to the institution.

At the same time, however, it must be recognized that the university librarian's first duty is to his own clientele. Theses must always be available for the patrons of the library where they are held. This, of course, does not mean that theses should never be loaned, but if the interlibrary use of theses goes unrestricted, faculty and students of the institutions where they were prepared will be deprived of their use. I can recall several theses and dissertations written at the University of Florida which have been in almost constant demand, both by our own patrons and by interlibrary borrowers. If these theses and dissertations were loaned freely on interlibrary loan, our own faculty and graduate students would be deprived of their use much of the time. It is this fact, and not a zest for economies, which has made university librarians limit their interlibrary loans of theses. The services of University Microfilms have made copies of the dissertations available to all who want them, and at a very moderate cost.

While it is true that microfilm is not as convenient to use as printed text, the inconvenience has been considerably lessened by recent developments in microfilm readers. Much of the present objection to the use of microfilm is due, not to its inconvenience, but to the unwillingness of the user to accept the unfamiliar. I know many scientists and engineers are quite happy to use microfilm.

Mr. Liewald points out the fact that Ozalid prints can be made as cheaply as microfilm. While this is true, it must be kept in mind that universities generally do not retain unbound copies of theses but have them bound for permanent retention in the library. This immediately obviates the possibility of making Ozalid prints.

While microfilm may not be as convenient to use as full size prints, it does provide a usable and relatively inexpensive means by which the results of research can be disseminated. Thus much information is made available to all who want it when otherwise it might be difficult to obtain. We as librarians should, therefore, recognize the part that microfilm can play in our endeavors to make the greatest possible amount of information available to the greatest possible number of people, and encourage wider use of this medium.

MR. LYNN WALKER, Librarian
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TECHNICAL BOOK REVIEW INDEX

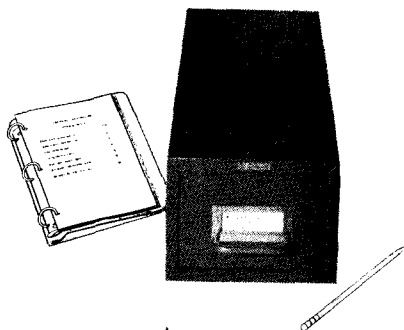
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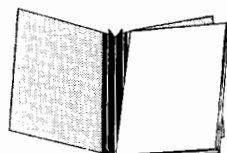
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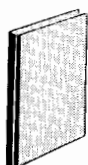
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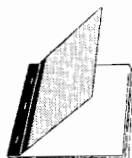
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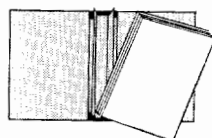
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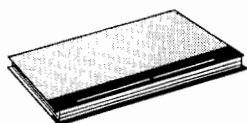
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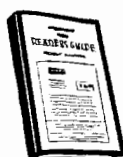
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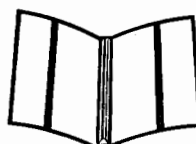
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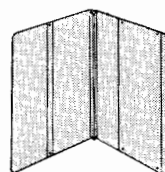
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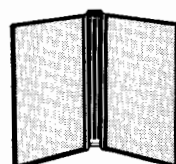
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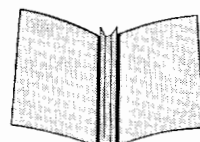
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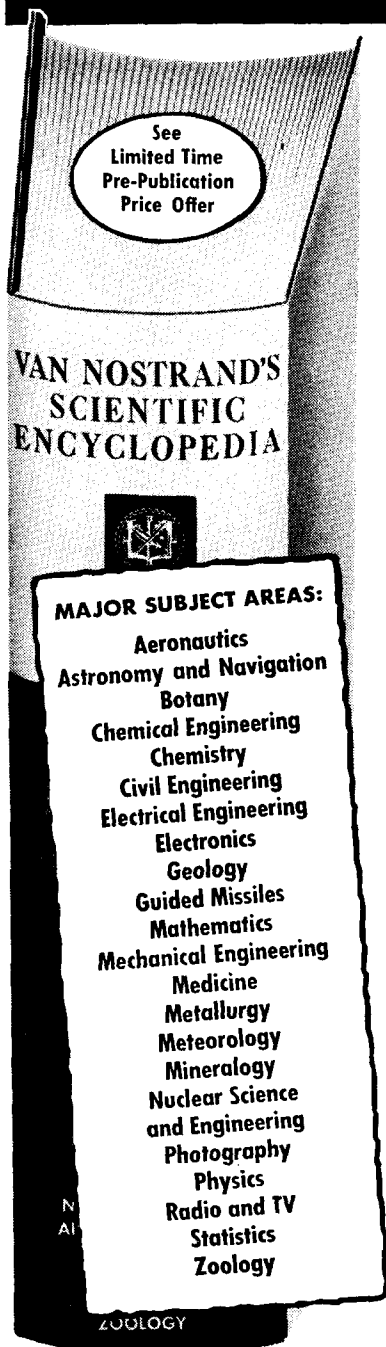
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