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SPECIAL LIBRARIES

APRIL 1958, VOL. 49, No. 4

**Literature Searching and the Report and
Document Library at Armour Research
Foundation . . . Survey of Electronics Libraries . . .
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49th ANNUAL CONVENTION PROGRAM**

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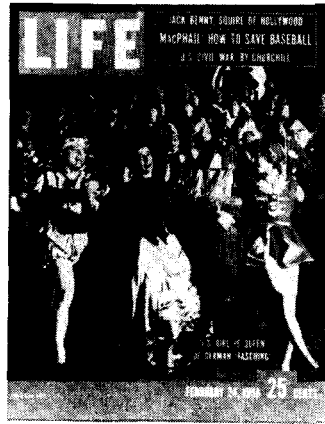
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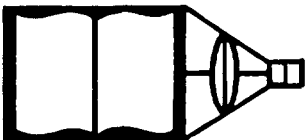
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Literature Research At Armour Research Foundation

ANN P. WENNERBERG, Assistant Supervisor, Literature Research Section
Armour Research Foundation, Chicago, Illinois

NEARLY A DECADE ago, the Department of Chemistry and Chemical Engineering at Armour Research Foundation recognized the great difficulty faced by the research scientist—the critical need to keep well informed in many fields, coupled with the alarming increase each year of technical publications. This recognition was expressed concretely in the formation of the Literature Research Section, to which were assigned all problems of literature searching and information handling. The primary objective of this group was to make purposeful selections of scientific information with the same degree of understanding and technical competence that might be demonstrated by the laboratory research scientist. Accordingly, the Literature Research Section was staffed with graduate chemists and engineers with laboratory research experience who would specialize in scientific literature research.

The decision to create a specialized technical information group proved to be most timely. The volume of technical literature has continued to expand at an ever-increasing rate as evidenced by the 19 volumes of the 1947-56 Chemical Abstracts decennial index as opposed to the six volumes of the 1937-46 decennial.

Originally, the Literature Research Section limited its services to the research staff of the Chemistry and Chemical Engineering Research Department. In time, the specialized services of the section have been extended to all nine

Foundation departments* as well as to the research personnel of outside sponsors. The searches conducted for the various departments span nearly every broad scientific and technological area. The diverse nature of literature programs has provided the section with an enviable range of experience. This experience was made possible through the guidance and cooperation of scientists in every Foundation department.

The Project Survey

Research may be defined broadly as a studious inquiry. Laboratory research is one method of inquiry; literature research is another. The section considers literature research a necessary and important complement to laboratory and other research efforts. The objectives of a literature program are guided by the objectives of the total program. Close liaison is maintained between the literature and laboratory research personnel in an effort to exchange and coordinate the information acquired by all contributing project personnel.

The information needs of each research program are unique, and the literature research plan that is formulated is designed to suit the variation in these needs. The Literature Research Section staff believes in putting available information to use rather than in functioning as a repository for large masses of indiscriminate data. Therefore, the

* Physics; Metals; Chemistry and Chemical Engineering; Propulsion and Fluid Mechanics; Electrical Engineering; Ceramics and Minerals; International; Mechanical Engineering; Engineering Economics.

Paper presented at the Metals Division Fall Meeting, November 6, 1957, Chicago, Illinois.

procedures that are used for a particular program vary with the *kind* of information required for that program.

Although the section is called the Literature Research Section, the search for information is not limited to the literature. In fact, one of the section's most valued pieces of equipment is the telephone. The section staff is encouraged to be as exhaustive in its search for information as is practical, but to be as lazy about it as possible. The telephone is one of the best short cuts.

The section is fortunate to have nearly every science and technology represented in the Foundation research staff. Through its work with every department, the section staff is well acquainted with the special areas of competence of various Foundation scientists and technologists. These specialists are always available to suggest obscure publications, authors of unpublished research and research organizations conducting related studies which might be contacted for information. Such suggestions are invaluable, particularly in technical areas that have only recently gained research significance. It is not surprising then, that most project surveys begin with a survey of the technical background of Foundation personnel. The suggestions gained in this initial survey include those offered by the Literature Research Section staff.

The suggested information sources—individuals, research institutions and industrial organizations—are contacted by phone, letter or personal interview. Each searcher has been pleasantly surprised by the excellent cooperation and valuable information that have been gained through such contacts. It may be well to point out here that the section never requests information that is readily available in the literature or that might be of a confidential nature.

The Literature Research Section makes regular use of the holdings of the libraries of the Foundation, Institute of Gas Technology, Illinois Institute of Technology, the John Crerar Library and

the many special university and industrial libraries in the Chicago area. To fulfill research information needs, a number of programs have also required a review of patent literature in Washington. In the case of government programs, the section has made frequent use of the Argonne library and the Armed Services Technical Information Agency (ASTIA) holdings in Dayton. The staff has also had the opportunity to search three additional information facilities—the Library of Congress and the Office of Naval Research in Washington and the Armed Services Explosives Safety Board in Gravelly Point, Virginia.

Where recent information is of utmost importance, the secondary and even the primary publications lag behind the actual progress made in research. However, the urgency and expediency of using these special facilities varies with the objectives of each program.

The information selected in any of the several procedures used for the survey is summarized or abstracted and then typed on punched cards. These cards may be coded by the section, or they may be left unpunched for a code in use by the sponsor or project leader. The abstracts are reviewed by the project leader, and his evaluation of the information is discussed with the searcher.

Most often, the first set of abstracts is selected in a broad exploratory search of one or two complete years of secondary sources. The searcher is very much disturbed if all the abstracts, or more than 90 per cent, are judged to be pertinent. This usually indicates one of two things: the search was not broad enough and many references have been missed, or the project leader has not clearly defined the objectives of the program. On the other hand, if more than 50 per cent of the abstracts are rejected, the searcher is also disturbed—for obvious reasons. A high percentage of rejection indicates a lack of good communication and understanding between the searcher and the project leader.

The Literature Research Section has found that a rejection of about 30 per cent of the initial selection of abstracts is acceptable and reassuring. After two or three review conferences in which the reasons for selection by the searcher and rejection by the project leader are discussed, the rejections should dwindle to less than one per cent. Frequent and thorough discussions during the initial phase of the search are valuable in integrating the searcher into the research team and also because the direction of a research program often changes at the beginning.

Following the evaluation of abstracts, reprints or photostats of all important references are acquired. In the case of government documents this is an arduous task. For this reason, every effort is made to conduct a search of government holdings as early in a project as possible. Even when an information facility is visited and documents are ordered at the site, a delay of one to three months can be expected before receipt.

A literature program closes with a final disposition of the information acquired. Most often, this consists of one or a combination of the following: 1) a comprehensive file of abstracts or summaries on punched cards, either code-punched or simply categorized by subject; 2) an annotated bibliography; 3) a systematic file of reprints and photostats of important references.

The kind of information, the scope of that information and the final form in which it is prepared depend entirely on the information needs of the total program. These information needs are defined not only by the objectives of the program but also by the technical background of the project leader and the literature searcher.

Surveillance Of Current Literature

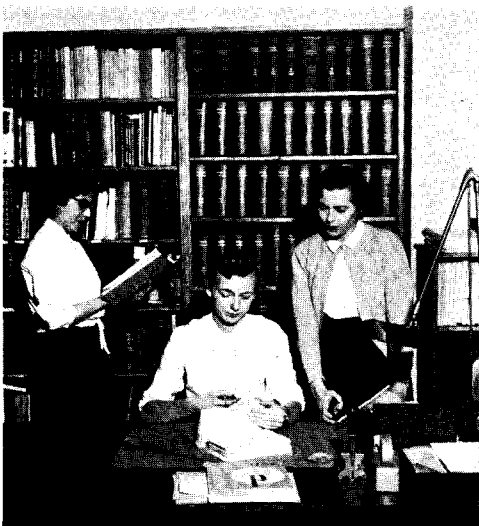
Nearly 75 publications, including five abstracting journals and various government publications, are received and read regularly by the Literature Research Section. A number of firms as

well as various Foundation project leaders have arranged to have the section note items pertinent to defined fields of interest. In addition, the members of the section are advised of the current project interests of each literature searcher. Each issue of every journal is monitored for these interests. Abstracts of pertinent references are typed on punched cards and forwarded to subscribers at regular intervals.

Although the Literature Research Section believes its major responsibility in the surveillance program is to Foundation project leaders and outside sponsors who subscribe to the service, all of the section's survey programs rely heavily on this phase of literature research. It is only through a regular and comprehensive review of current journals that research projects can be assured of the most recent and timely information.

The Literature Research Staff

At the present time, the Literature Research Section consists of five literature chemists, two technical assistants and a secretary. Each literature searcher has at least a B.S. degree in addition



Irene Gutierrez checks a reference citation while Betty Burkhardt and Mrs. Helen Abbott look over a set of abstract cards.

to graduate study and laboratory research experience. The average individual professional experience is about eight years.

The most important requirement for the literature searcher is the ability to communicate effectively and get along with people. Literature research at the Foundation requires the searcher to schedule and attend many conferences. The quality of a project survey is directly related to the understanding of research objectives that a searcher gains as an integrated member of a project research team. In the personal and telephone interviews of Foundation personnel and outside informants, the searcher must be able to state an inquiry briefly and pleasantly. A large share of each searcher's project work depends on the work and past experience of the rest of the section. This close working relationship can be fostered only in a friendly, informal atmosphere.

A second and equally important requirement for the literature searcher is a sound technical background. The searcher must be able to gain the confidence of each project leader in the technical quality of the literature research for his program. This confidence is established not only in the quality of information selected but also in the searcher's ability to discuss a problem intelligently.

The Literature Research Section has never made library experience a requirement for a position in the section. Such experience has been acquired by each searcher during the course of project work. However, the section has preferred individuals with laboratory research experience. The Literature Research Section believes that literature searching is more effective when the searcher has had the opportunity to need and use information in the laboratory.

Design Of A Punched Card System

A brief discussion of a current project for which a punched card system was designed may serve to illustrate the

philosophy and procedures of the Literature Research Section.

About three months before the initiation of the project, the section was invited to present a literature research plan for a program proposed by the Propulsion and Fluid Mechanics Research Department. Following the acceptance of the program, the section met with the sponsor and representatives from each of the three departments contributing to the program—Propulsion and Fluid Mechanics Research, Physics Research and Metals Research. In this meeting the objectives of the total program were outlined, and the research plans of the four contributing sections were discussed and coordinated in accordance with these objectives. This was the first of many meetings held during the next six months.

The literature research plan anticipated a minimum of 5,000 abstract cards and an equal number of original references. A microcopy of the original reference was to be affixed to the reverse side of each abstract card. It was obvious that an efficient system of information retrieval was imperative for this working file of abstract cards. Early in the program it was decided that a punch code system would be designed for this information file.

The variables through which information would be retrieved were the following: author, date, language, accession number, material, property and temperature range. The list was misleading in its simplicity. Although 15 properties were defined by the sponsor, an educated guess had to be made about the total number of properties that might be of interest five years hence. Materials were limited only by the fact that they were to be engineering materials, which, for all practical purposes, was no limit at all. In addition, the temperature range had been given only a lower limit—absolute zero.

The project leaders from the other three departments met frequently with the Literature Research Section during

the next two months. The searcher found it necessary to acquaint the rest of the group with the basic theory and use of punched cards. In turn, the searcher had to depend on the three engineers to devise practical categories for the wide range of materials, define useful temperature ranges and predict the space that should be allowed for future expansion of the code.

The group worked with the ASM-SLA Metallurgical Literature Classification card (E-Z Sort, Lee F. Kollie Associates). The author code of this card was adopted with very little change. Also, the date, accession number and language presented no problem. However, the classification and coding of the materials, properties and temperature ranges required concentrated group effort. The ultimate use of the file was

wholly dependent on the combined technical background of the group and its ability to interpret the end use of the information, both for the present and the future.

The close liaison between the Literature Research Section and the other three departments did not end with the design of the punched card. The open literature is searched and abstracts are evaluated regularly. The section acquires microcopies of all pertinent references and forwards these to the project leaders. When the information has been extracted for project use, the cards are returned to the section for coding. This close working relationship between the project leaders and the Literature Research Section will continue until a final bibliography is prepared and the final project report is written.

The Report and Document Library Of Armour Research Foundation

MARY P. MURRAY, Report and Document Librarian
Armour Research Foundation, Chicago, Illinois



THE document library of Armour Research Foundation was established in 1952 as a center for ordering and circulating documents from external agencies for staff members. Prior to that time departmental document centers had handled requested material. Each department devised its own logging system and subject file without professional assistance. When the document library was established, all documents from the department libraries were accessioned in it. The various sub-

ject files were also transferred to the library, and an agency file was added. The library operated in this manner until 1956, when it was moved to a larger area and the staff was increased to one librarian and four clerk-typists.

Reports are a very important phase of operations at Armour Research Foundation, since it does research under contract for many government agencies and industrial organizations. The progress of each research project is reported to the sponsor by means of periodic reports. In 1956, for instance, there were almost 700 different research projects, and more than 4,000 Foundation reports were probably issued in that one year. There is one copy of each Foundation research report, from the first project undertaken by the Foundation in 1936 to the present, in the permanent

Paper presented at the Metals Division Fall Meeting, November 6, 1957, Chicago, Illinois.

collection of main files. The report library was established in 1956 as a circulating library to enable staff members to borrow Foundation reports for reference use.

In April 1957 the report library and the document library were combined under the direction of one librarian. This change brought together the collection of internal Foundation reports and the collection of external reports and documents on loan from other organizations and gave the librarian a more complete picture of the research areas of interest to the Foundation so that she could provide reference services in the unpublished literature or document field for personnel working on various projects. Today, as information comes into the library on the latest Foundation projects, we are able to provide project engineers with bibliographies pertaining to their work. We consult our file of ASTIA abstract cards for documents on related work done by other organizations; we route ASTIA Title Announcement Bulletins for perusal by project engineers; we order documents for them; and we check the subject file for internal reports on related Foundation-sponsored work.

External Reports

The library receives approximately 1000 documents each month from such external research groups as government agencies, industrial organizations and research institutions. About 90 per cent of the documents received in the library are obtained from the Armed Services Technical Information Agency (ASTIA). Title Announcement Bulletins listing new documents processed by ASTIA are routed from the library to the research departments of the Foundation. Engineers and scientists scan these bulletins and send their orders for documents to the library which then orders the documents from ASTIA.

Since only 30 per cent of the external documents are received routinely

through distribution lists, ordering requested documents has become a full-sized project, despite order forms furnished by ASTIA, Title Announcement Bulletins with ASTIA document numbers and the abstract card file which is arranged by AD number. We have convinced staff members of the necessity of including division and section numbers in requests for ASTIA documents. However, some documents are known to the requestors by only title and agency, so requests for these are received with incomplete information. Before orders can be sent out, a considerable amount of time is spent each week retrieving from the abstract card file and the Title Announcement Bulletins (TAB's) AD numbers or contract numbers, titles and authors of desired reports.

As information on new Foundation projects comes into the library, field-of-interest register forms are sent to project engineers to furnish information for filing the contract number with ASTIA. This procedure is necessary, of course, since documents can be ordered from ASTIA only by citing the numbers of contracts on which documents will be used. Current records are kept on these FOIR's by contract number, expiration date and divisions and sections covered by each contract. The FOIR's are renewed when the contracts are extended. Unlike some organizations that do research work under only one or two contracts, the Foundation does research work in many fields for many agencies, and there are therefore several contracts to be filed at ASTIA. Although we try to send a field-of-interest register form to the leader of each new project, we have not been able to set up a system for obtaining FOIR's for all contracts. We usually have about 70 or 80 contracts filed with ASTIA at a time.

With such a large volume of material entering the library daily, we have the usual problem of developing a procedure for logging documents so that they can be passed on quickly to the men needing them. The procedure must

enable us to record for our files pertinent information about each document with a minimum of typing and handling. Prior to the merging of the two libraries, each document was given an accession number as it was received by the document library. Necessary information such as title, agency, classification and accession number was then typed on the accession list. As the document was prepared for circulation to the requestor, receipts were typed, giving accession number, requestor's name and a shortened title of the document. Agency cards were prepared by pasteups from an extra copy of the accession list. In effect, each document had to be handled three times before it could be incorporated into the library collection.

We now use a multiple 3 x 5 inch form consisting of two cards and two paper flimsies. All pertinent information is typed on the form: accession number, agency, abbreviated title and classification. One of the forms is filed by number in the accession file as a permanent record of the holdings. One of the paper forms is sent with the document for the requestor's signature. The other card is filed by agency. The fourth copy of this form serves first as a suspense copy in the receipt file, until the signed receipt is returned; it is then used as a subject card.

Since the document collection is essentially a temporary collection of borrowed material, a file with broad subject headings is sufficient to identify a document in the library. Although the agency file is not indexed by subject headings, it is used much more than the subject file because a staff member usually knows the originating agency of the document he would like to see.

One of the valuable aids in obtaining information on documents available at ASTIA and other agencies is the file of ASTIA abstract cards. This file was set up when cards were available from ASTIA, and it has been supplemented by cards distributed by other agencies, such as Ballistic Research Laboratories,

National Advisory Committee for Aeronautics and Naval Ordnance Laboratory. The abstract cards are filed under the agency and subject indicated on each card. Although ASTIA cards are no longer available, so that this file does not contain cards for documents issued after March 1957, it is still used by staff members in ordering documents.

The problem of bringing this file up to date is unfortunately unsolved as yet. The new Title Announcement Bulletin prepared by ASTIA, which provides an abstract for each document and an index by subject, agency and AD number for documents listed, is one answer. To our knowledge there is no complete file of the ASTIA abstract cards in Chicago.

As ASTIA documents are returned to the library from the staff members, they are returned to ASTIA. Documents received from other agencies are filed in the library for a limited time and then returned to the originating agency or destroyed in accordance with security regulations. Files are kept up to date by pulling cards in the agency, subject and receipt files when documents are returned.

We try to keep the collection of documents as small as possible by disposing of material as it loses interest for Foundation personnel. During past years the practice of emphasizing the obtaining of reports needed by staff members with little regard for the amount of material that accumulated has developed a serious storage problem. Obviously it is easier to return documents for which there is no apparent continued need and to reorder the few reports unexpectedly needed again than it is to buy additional equipment to store all documents for possible future use. On the other hand, it is often essential that a scientist or engineer have a needed document within a few hours or a day or not at all. Consequently, within the past few months, we have seriously attacked the problem of gradually whittling down our document collection. We

would like to build a small permanent collection of those documents that are requested often and to make them immediately available to staff members.

Foundation Reports

Foundation projects are identified by project numbers assigned to them by the business office; each Foundation report is identified by a report number and project number. Each report received by the library is filed chronologically in a project folder. Reports of an unclassified project are shelved in the library according to the department. Classified reports on government projects are similarly filed in file cabinets with combination locks.

When a report is received in the library, the report number is entered on a corresponding card in the project file. When the first report of a project is received, subject headings are obtained by scanning the report, and the project number is entered on cards in the subject file. This file contains subject listings for all Foundation projects to date. The report is then filed in the appropriate folder on a shelf or in a file cabinet.

A primary function of the library is to maintain a collection of reports as complete as possible for the use of Foundation personnel. By consulting the subject file for listings on a subject of interest to one of the engineers, we are able to retrieve all reports on that subject that have been written on Foundation projects. The library also receives requests for reports or for information on Foundation research from outside organizations. Since research results on a project are reported only to the sponsor of the contract, such information can be given to requestors only with the authorization of the contracting officer.

Like many other organizations, the Foundation has been undergoing continual, rapid growth during the past few years. It employs about five or six hundred technical people from whom most of the library requests come. With

each increase in technical personnel, the demands made on the library are also increased. Consequently, the library staff is aware of opportunities for greater service which cannot be provided because of the time involved in the everyday duties of ordering and circulating a large volume of material.

Of course, the library itself is also in a continual state of growth. We must decide how large an increase in library staff will allow us to offer needed services. Since Foundation personnel are usually too busy with project work to do more than scan the ASTIA TAB's and request documents, we would like to be able to reach more of these people to give them a more complete picture of the literature available in connection with their work. We would like to make project personnel more aware of other reference services such as demand bibliographies from the Library of Congress Reference Center and annual indexes of publications prepared by various government agencies. Finally, we hope to begin a more vigorous program of literature searching in the fields of both published and unpublished literature. We have been able to conduct some literature searches of the unpublished literature represented by documents in the library. However, most of the document search work has been done by the Chemical Literature Research Section, which also searches the published literature as does the Foundation reference library.

Since the document library contains both internal and external reports in research areas pertinent to Foundation interests, we are the logical initiation point for the literature research that should precede laboratory research. The Foundation and ASTIA subject files can be used to locate relevant reports among our holdings. By working closely with the reference library and the Chemical Literature Research Section, we should be able to achieve better coverage of fields of interest to Foundation project engineers and scientists.

A Survey of Electronics Libraries

HAROLD S. SHARP, Chief Librarian
Farnsworth Electronics Company, Fort Wayne, Indiana

IN 1956 ELEANOR GIBSON, librarian, Carrier Corporation Research Center Library, Syracuse, New York, conducted a survey of some 22 corporation libraries, the results of which were published in the April 1957 *SPECIAL LIBRARIES* (p.133-8). The libraries appraised covered a wide range of industries, from glass manufacturing to cash registers, giving an over-all picture of general corporation libraries but not reflecting the situation in any one industrial area. For this reason the present author decided to conduct a similar survey of libraries in a specific industrial field, and the electronics industry was selected, primarily for selfish reasons.

The Farnsworth Electronics Company, a division of the International Telephone and Telegraph Corporation, is engaged in electronics research and manufacturing. It was anxious to learn how its library facilities, staff, budget and other criteria compared with libraries maintained by electronics companies elsewhere and with the findings for corporation libraries in the Gibson survey. The results of the two surveys may be compared because Miss Gibson's procedure and her statistically sound method were utilized in the Farnsworth Survey, with the exception of a few details which will be mentioned.

In the Gibson survey, 27 corporations were selected from those listed in the *Fortune Directory of the 500 Largest U.S. Industrial Corporations* (Supplement, *Fortune*, July 1955). The Farnsworth survey used the *Directory of Special Libraries* (Isabel L. Towner, compiler, New York, Special Libraries Association, 1953) as a source guide. This publication indexes libraries by subject, and 70 are indicated as including electronics as an important subject

in their collections. These 70 libraries were screened, and government and public libraries were eliminated as were school and university libraries and those in other industries, such as automotive and petroleum, where electronics obviously constituted a minor portion of the over-all collection.

Following this screening, a list of 25 electronics libraries remained. As all surveys encounter a certain amount of non-response to questionnaires, it was decided to send questionnaires to all 25 libraries rather than use random sampling. Accordingly, a letter was written to each librarian explaining the reasons for the survey and requesting his cooperation in furnishing data. With each letter was included a stamped, self-addressed envelope and a questionnaire. The latter asked the same questions as those asked in the Gibson survey.

When all results were in, 20 libraries had returned filled-out questionnaires and two had indicated that they were in the process of moving and could not furnish the information requested. As this was an 80 per cent response, it was deemed a sufficiently large sampling to justify analyzing the data.

The mechanics of tabulating the findings will not be discussed here. It is suffice to say the information from the questionnaires was transferred to 3 x 5 inch cards, one card for each questionnaire, and from these cards to a master chart. Ratios were figured by simple arithmetic, and highs, lows, medians and mean averages were calculated.

Findings Of The Survey

The results of the survey are shown on the accompanying table and are discussed below. Neither the table nor the

discussion of individual findings includes data concerning the Farnsworth Electronics Company.

1. **SALES.** Total sales as reported ran from a high of 440 million dollars to a low of seven million. The median was 25 million and the average 104 million. Only nine concerns gave figures for this, and all figures were rounded off to even millions.

2. **NUMBER OF EMPLOYEES.** This ranged from 3750 to 1210, with a median of 2110 and an average of 2868. In cases where a company had one or more branches in different areas, "employees" referred only to those persons working where the library was located.

3. **E.S.R.D.** The term "*E.S.R.D.*", coined by Miss Gibson, was defined as "engineers and/or scientists engaged in research or development work." The highest number reported was 950, the lowest 12. The median was 300 and the average 339.8. One company reported an unreasonably high number of *E.S.R.D.* and so was not included.

4. **LIBRARY STAFF.** The range here was from 22 down to one. The median and average were five and 6.95. Two librarians reported part-time librarians in addition to regular staffs, the staffs being two and three, respectively. The part-time librarians were not considered in the figures, particularly because one library indicated that the part-time person "only types a few letters."

5. **CORPORATION NET SALES PER LIBRARIAN.** These, in millions of dollars, ran from 40 to 1.242, with a median of 7.641 and an average of 6.510. Figures cover nine libraries only, as the others did not answer this question.

6. **NUMBER OF CORPORATION EMPLOYEES PER LIBRARIAN.** The range for this item varied between a high of 2120 and a low of 235, with a median of 612 and an arithmetic average of 510. These figures are subject to the same limitations indicated in No. 5 above.

7. **NUMBER OF E.S.R.D. PER LIBRARIAN.** Variations here ran from nine to 162.

The median was 60 and the average 48. This excludes one library which was out of line.

8. **TOTAL LIBRARY SQUARE FEET AREA.** The high here was 6429 square feet; the low was 400. Median and average were 1841 and 2511, respectively. The two lowest reporting libraries in this category (400 and 510 square feet) indicated on their questionnaires that such areas were inadequate. Each of these had two librarians, the first served 125 *E.S.R.D.* and the second served 155.

9. **TOTAL LIBRARY SQUARE FEET AREA PER E.S.R.D.** Excluding one out of line library, this showed a high of 42 square feet of library space per *E.S.R.D.*, a low of 1.1, a median of 6, and an average of 7.3. The 1.1 was declared insufficient by the librarian concerned, who stated "This should be about 15 square feet per engineer."

10. **YEAR LIBRARY ESTABLISHED.** Five libraries were established in 1956, the most recent date. One was established in 1931, and 14, representing 70 per cent of the total, were established in or after 1941. The median year was 1949 and the average 1948.

11. **NUMBER OF BOOKS.** The book collections varied from a high of 9000 to a low of 420, with a median of 2917 and an average of 3086.

12. **NUMBER OF PERIODICALS.** This refers to the number of periodicals to which each library actually subscribes, not the number of bound volumes in the collection. The high was 591 and the low was 82. Median and average were 146 and 135, respectively. The next highest after 591 was 388. The library reporting 591 periodicals also reported the 9000 books in No. 11, above, and also was highest in floor space, number of library employees, *E.S.R.D.* and library budget.

13. **TOTAL ANNUAL LIBRARY BUDGET IN DOLLARS.** Salaries of librarians were not included in this figure, a point emphasized on the questionnaire. Fifteen libraries gave actual figures, one indicat-

SUMMARY OF REPLIES TO FARNSWORTH QUESTIONNAIRE AND AVERAGES OF GIBSON QUESTIONNAIRE

	High	Low	Median	Farnsworth Average	Gibson Average
1. Corporation net sales in millions of dollars	440	7	25	104 (b)	185
2. Number of employees	3750	1210	2110	2868	14908
3. Number of E.S.R.D. (a).....	950	12	300	339.8 (c)	236
4. Number of employees on library staff	22	1	5	6.95 (d)	5
5. Corporation net sales per librarian in millions of dollars.....	40	1.242	7.641	6.510 (b)	66.498
6. Number of corporation employees per librarian	2120	235	612	510	4561
7. Number of E.S.R.D. per libn.	9	162	60	48 (c)	52
8. Total library sq ft area.....	6429	400	1841	2511	2601
9. Total library sq ft area per E.S.R.D.	42	1.1	6	7.3 (c)	17.4
10. Year library established	1931	1956	1949	1948	1942
11. Number of books	9000	420	2917	3086	5434
12. Number of periodicals	591	82	146	135	272
13. Total annual library budget in dollars	20000	3500	8850	6603 (e)	7059
14. Library budget per E.S.R.D. in dollars	50.00	6.09	28.00	19.40 (c) (e)	53.00
15. Number filing drawers	600	8	254	214

- a E.S.R.D. = Engineers and/or scientists engaged in research or development work.
- b Reports from only nine corporations out of 20.
- c Average excluding one "out of line."
- d Excluding two part-time librarians.
- e Excluding salaries.

ed "no regular budget," one said, "this is part of general overhead," and the other respondents did not answer. High was \$20,000, low was \$3500, median was \$8850 and average was \$6603.

14. LIBRARY BUDGET PER E.S.R.D. IN DOLLARS. Figures for the libraries reporting on this item indicate a high of \$50.00 and a low of \$6.09. Median and average were \$28.00 and \$19.40. Salaries of library personnel were not included in the compilation, nor was one out of line library.

15. NUMBER OF FILING DRAWERS. While the Gibson survey did not reflect information concerning filing facilities, it was felt that this might be of value in comparing various installations. Filing cabinets of both the four-drawer and five-drawer types were considered and were converted to total number of drawers. The range here ran from a high of 600 to a low of eight, with 254 the median and 214 the average. One library indicated that 26 feet of shelf space

was used for filing in addition to 25 file drawers. Another stated merely that "we also have some things on the shelves."

Comparisons of Gibson and Farnsworth Surveys

It is interesting to compare the results of this survey with that of the diversified industries considered in the Gibson survey. Average net sales of the electronics firms averaged \$104 million compared to the Gibon figure of \$185 million. The average number of employees was 2868 in electronics and 14,908 in the Gibson survey. These large differences are undoubtedly due to the fact that over-all sales were used as a basis in the Gibson survey, whereas unit sales were considered in the Farnsworth figures. This affected the total corporation net sales per librarian also: \$66.498 million dollars for general industries and \$6.510 million for the electronics industry. The same applies for the number of corporation em-

ployees per librarian, which came to 4561 for the Gibson general industry survey and 510 for electronics firms.

E.S.R.D. in the Gibson survey averaged 236 and came to 339.8 in the Farnsworth survey. This would indicate that a large percentage of the employees in the electronics industry are classified as engineers and scientists, more so than in general industry. This is certainly the case with Farnsworth and with other electronics firms of which the writer has personal knowledge.

The number of librarians on the staff averaged slightly higher for the electronics industry, 6.95, than for general industry, five.

Other differences were noted. The number of books in electronics libraries average 3086, which was fewer than that of general industry libraries, which came to 5434. The average electronics library was established in 1948 as compared to the 1942 figure for corporation libraries. This would indicate that electronics libraries, on the whole, are younger than corporation libraries and are still rounding out their collections, whereas corporation libraries have relatively complete collections.

Other differences and similarities are shown on the table. In general, it may be concluded from this comparison that the average electronics library is newer

than most corporation libraries, and that the company which maintains it is smaller, both in net sales and number of employees, but has a higher percentage of E.S.R.D. Electronics libraries compare favorably with the general average so far as total library staff is concerned but have smaller book collections, fewer periodicals, smaller budgets and smaller library areas.

It is hoped that other librarians will conduct library surveys in other specialized areas and that the information gathered may be compiled, evaluated and used as a basis for establishing realistic standards for specialized technical libraries.

The following concerns took part in this survey of electronics libraries:

Airborne Instruments Laboratory, Inc.
Aircraft-Marine Products, Inc.
Bendix Aviation Corporation
Burroughs Adding Machine Company
Canadian Marconi Company
Chance Vought Aircraft
Dalmo Victor Company
Fairchild Engine and Airplane Corporation
Federal Telecommunication Laboratories, Inc.
Hughes Aircraft Company
International Business Machines Corporation
Magnavox Company
W. L. Maxson Corporation
North American Aviation, Inc.
Philco Corporation
Radio Corporation of America (two divisions)
Sperry Corporation
Vitro Corporation of America
Westinghouse Electric Corporation

Basic Sources of Business Information

MRS. LEATRICE M. KEMP, Reference Librarian, New York Life Insurance Co.

DR. CARL M. WHITE, Professor of Library Service, Columbia University

WHAT specialized sources of business and economic information should be given first priority in a general course on the literature of the social sciences? To help answer this question, the following check list, prepared with the aid of standard guides and

This paper is the result of a project developed in Course 219, School of Library Service, Columbia University, when Mrs. Kemp was completing her work for her MLS degree.

special bibliographies, was sent to nine libraries which offer special service of high quality to business.

The basic course in Social Science Literature at the School of Library Service, Columbia University, is designed for *all* members of the library profession so the libraries used as the basis for this study could not be exceptional in specialization or in size. The business sections of nine public

libraries participated in our project: Enoch Pratt Free Library in Baltimore, the Brooklyn Public Library, the Chicago Public Library, the Public Library of Cincinnati and Hamilton County, the Free Library of Philadelphia, the Mercantile Library of Philadelphia, the Schenectady County Public Library, the Toledo Public Library, and the Public Library of the District of Columbia. Their response was prompt, cordial and unanimous.

Assuming that the libraries had more general reference works, such as the *World Almanac*, *New York Times Index*, general encyclopedias, and dictionaries, we limited the list to around 75 specific titles, plus general sources. Writers suggest that many libraries find *Economics Library Selections* (Johns Hopkins University), *Accountants' Index*, Munn's *Encyclopedia of Banking and Finance*, *Distribution Data Guide*, *Sales Management Survey of Buying Power*, *Encyclopedia of American Associations* (Gale Research Company), and *Commercial and Financial Chronicle* among the most heavily used sources.

Not the least important result of the study is the negative information uncovered—for example, the lack of importance to these libraries of *International Bibliography of Economics*.

On the whole the check list appears to have served its exploratory purpose fairly well. Any comments from other librarians would be appreciated.

Summary of Replies From Nine Libraries

The participating libraries were asked to check "1," "2" or "3" according to the following formula:

1. This is one of the 50 to 100 most heavily used works in the library.
2. The use of this work is not intensive, but we find it a valuable source for reference.
3. In terms of our experience here, this work is of secondary importance and little use.

(If the total in all three columns does not add up to nine, it means that one library or more did not check that item.)

Guides to the Literature

Manley, Marian C. <i>Business information</i> . New York, Harper, 1955.	3	4	2
Wasserman, Paul. <i>Information for administrators</i> . Ithaca, N. Y., Cornell University Press, 1956.	2	5	1

Current Bibliographic Control Tools

<i>Economic abstracts</i> . New York University, Graduate School of Arts and Science. April, 1952-	..	1	2
<i>Industrial arts index</i> , 1913- New York, Wilson, 1913-	9
<i>International bibliography of economics</i> , 1952- Paris, UNESCO, 1955-	6
<i>Management guide</i> . Washington, D. C., U.S. Government Advertiser, 1947-	3
Public Affairs Information Service. <i>Bulletin</i> . New York, Public Affairs Information Service, 1915-	7	2	..
United Nations Library, Documents Index Unit. <i>United Nations documents index</i> , Jan., 1950- New York, 1950-	..	3	2
U.S. Department of Commerce. <i>Survey of university business and economics research projects</i> , 1940- Washington, D.C., Government Printing Office, 1952.	..	1	3
U.S. Department of Commerce, Library. <i>United States Department of Commerce publications</i> . Washington, D.C., Government Printing Office, 1952. And supplements	4	2	2
<i>U.S. government publications: monthly catalog</i> . Washington, D. C., Government Printing Office, 1942-	6	2	..

Special Bibliographies

American Management Association. <i>Progress in scientific management; a complete catalog of A.M.A. publications in the eight fields of management, Feb., 1932-Nov., 1952</i> . New York, 1952.	1	5	..
Dartmouth College, Amos Tuck School of Business. <i>A reading list on business administration</i> , 6th revision. Hanover, New Hampshire, May 1, 1952.	2	..	4
Harvard University Graduate School of Business, Baker Library. <i>Business literature: a reading list for students and businessmen</i> . Cambridge, 1955.	2	2	1
Harvard University Graduate School of Business Administration, Baker Library. <i>Selected list of annual "statistical" and "review" issues of American business periodicals</i> . Cambridge, 1951.	2	3	3

	1	2	3
Klingman, Herbert F., ed. <i>Management planning and control; an annotated bibliography</i> . New York, Controliership Foundation, 1955. 1 4 1			
Larson, Henrietta M. <i>Guide to business history</i> . Cambridge, Harvard University Press, 1948. 2 5 2			
U.S. Library of Congress. Census Library Project. <i>Statistical yearbooks, an annotated bibliography of the general statistical yearbooks of major political subdivisions of the world</i> . Washington, D.C., Government Printing Office, 1953. .. 3 1			
Special Encyclopedias and Dictionaries			
Horton, Byrne J., Ripley, J., and Schnapper, M. B., <i>Dictionary of modern economics</i> . Washington, D.C., Public Affairs Press, 1948. 2 6 ..			
Prentice-Hall. <i>Encyclopedia dictionary of business</i> . New York, Prentice-Hall, 1952. 7 1 ..			
Schwartz, Robert J. <i>The dictionary of business and industry</i> . New York, Forbes, 1954. 5 3 ..			
Handbooks			
<i>Accountant's handbook</i> , ed. by W. A. Paton. New York, Ronald, 1943. 7 1 ..			
<i>Advertising handbook</i> , ed. by Roger Barton. New York, Prentice-Hall, 1950. 6 1 1			
<i>Business executive's handbook</i> , 4th ed., ed. by S. M. Brown. New York, Prentice-Hall, 1953. 3 3 ..			
<i>Cyclopedia of insurance in the United States, 1891-</i> New York, Index Publishing Co., 1891- Annual. 2 3 2			
<i>Financial handbook</i> , 3rd ed., ed. by Jules I. Bogen. New York, Ronald, 1954. 3 5 ..			
Foreign trade handbook, 3rd ed., ed. by Edward Ewing Pratt. Chicago, Dartnell, 1952. 3 4 1			
<i>Handbook of employee relations</i> , ed. by J. C. Aspley. Chicago, Dartnell, 1956. 7 .. 1			
<i>Handbook of industrial engineering and management</i> , ed. by W. G. Ireson and E. L. Grant. Englewood Cliffs, N. J., Prentice-Hall, 1955. 4 2 1			
<i>Handbook of tax techniques</i> , ed. by J. K. Lasser. New York, Prentice-Hall, 1951. 2 4 1			
<i>Marketing handbook</i> , ed. by Paul H. Nystrom and Albert Wesley Frey. New York, Ronald, 1948. 3 3 1			
<i>Personnel handbook</i> , ed. by John F. Mee. New York, Ronald, 1951. 5 2 ..			

	1	2	3
<i>Printing and promotion handbook</i> , by Daniel Melcher and Nancy Larrick. New York, McGraw-Hill, 1949. 3 4 1			
<i>Public relations handbook</i> , ed. by J. C. Aspley. Chicago, Dartnell, 1956. 4 .. 1			
<i>Real estate handbook</i> , ed. by Lawrence Gilbert Holmes and Carrie Maude Jones. New York, Prentice-Hall, 1948. 6 2 1			
<i>Standard handbook for secretaries</i> , 7th ed., by Lois Irene Hutchinson. New York, McGraw-Hill, 1952. 7 .. 1			
Services			
Dunn & Bradstreet. <i>The reference book</i> . New York, Dunn & Bradstreet.			
Editor and Publisher. <i>Market guide</i> , New York, 1924- 8 1 ..			
Hausdorfer, Walter, comp. <i>Handbook of commercial, financial and information services</i> . New York, Special Libraries Association, 1956. 7 2 ..			
<i>Moody's Manuals of Investments</i> . New York, Moody's Investor's Service. 9			
Standard and Poor's Corporation. <i>Standard corporation records</i> . New York, Standard and Poor's Corporation. 6			
Principal Sources Outside The Library			
Department of Commerce field office. 3 3 1			
Chambers of commerce. 2 3 1			
Research organizations. 2 1 1			
Special libraries. 1 5 ..			
Trade or professional associations. 3 3 ..			
Basic Statistics			
Guides			
Cole, Arthur H. <i>Measures of business change</i> . Chicago, Irwin, 1952 1 4 1			
Hauser, Philip M., and Leonard, William R. <i>Government statistics for business use</i> , 2nd ed. New York, Wiley, 1956. 4 5 ..			
Snyder, Richard M. <i>Measuring business change</i> . New York, Wiley, 1955. 2 5 1			
Sources			
<i>Commodity yearbook</i> . New York, Commodity Research Bureau, 1939- 5 3 ..			
<i>Economic almanac</i> . New York, National Industrial Conference Board, 1940- 8 1 ..			
Foreign bank publications. .. 1 1			
International Monetary Fund, Statistics Division. <i>International Financial Statistics</i> . Washington, D. C., International Monetary Fund. 1 4 1			

	1	2	3
Standard Rate and Data Service. <i>Consumer markets section</i> , Chicago, Standard rate and Data Service.	7	1	..
Special Libraries Association. <i>A source of selected labor statistics</i> , rev. ed. New York, 1953.	1	2	4
<i>Survey of current business</i> . Washington, D.C., U.S. Bureau of Foreign and Domestic Commerce, 1921-	7	1	..
United Nations, Statistical Office. <i>Statistical yearbook</i> . New York, 1948-	3	3	2
U.S. Bureau of the Census. <i>County and city data book, 1952</i> . Washington, D.C., Government Printing Office, 1953.	3	2	1
U.S. Bureau of the Census. <i>Historical statistics of the U.S., 1789-1945</i> . Washington, D.C., Government Printing Office, 1948-	3	5	1
U.S. Bureau of the Census. <i>Statistical abstract of the U.S.</i> Washington, D.C., Government Printing Office, 1878-	9
U.S. Congress, Council of Economic Advisers. <i>Economic indicators</i> , prepared for the Joint Committee on the Economic Report. Washington, D.C., Government Printing Office, 1948-	3	2	..

Special Annual Publications

(excluding statistical sources and services)

<i>Consumers' research bulletin</i> , Washington, N. J., Consumers' Research Inc., 1931-	9
U.S. Congress, Joint Committee on the Economic Report. <i>Economic report of the President</i> . Washington, D.C., Government Printing Office.	2	4	1

Directories

<i>Kelly's directory of merchants, manufacturers and shippers for Great Britain and the British Empire, with a supplement for other countries</i> . London, Kelly's Directory, 1880-	4	3	1
National Research Council. <i>Industrial research laboratories of the U.S.</i> Washington, D.C., National Research Council, 1956.	6	3	..
<i>Poor's register of directors and executives, United States and Canada</i> . New York, Standard and Poor's Corp., 1928-	8	1	..
<i>Standard advertising register</i> . New York, National Register Publishing Company.	9

	1	2	3
Special Libraries Association. <i>Directory of Special Libraries</i> . New York, 1953.	1	2	3
<i>Thomas' Register</i> , New York, Thomas' Publishing Co.	8
U.S. Department of Commerce, Office of Domestic Commerce. <i>National associations of the United States</i> , by Jay Judkins. Washington, D.C., U.S. Department of Commerce, 1949. (Domestic Commerce Series, 167)	5	2	..
<i>Who's who in industry and commerce</i> . Chicago, Marquis, 1953.	5	2	..
Zimmerman, Oswald T., and Levine, Irvin. <i>Handbook of material trade names</i> , 2nd ed. Dover, N. H., Industrial Research Service, 1953. And supplement.	..	4	2

Atlases

<i>Official guide of the railways and steam navigation lines of the U.S. Puerto Rico, Canada, Mexico</i> . New York, National Railway Publishing Co.	6	1	2
<i>Oxford economic atlas of the world</i> . New York, Oxford University Press, 1954.	..	3	5
Rand, McNally and Co. <i>Rand McNally commercial atlas and marketing guide</i> . New York, 1931-	8	1	..

Book Selection Tools

<i>Business information sources</i> . Cleveland Public Library, Business Information Bureau.	4	2	3
<i>Business literature</i> . Newark, New Jersey Public Library, Business Library.	3	3	3
Crane, Burton. "Business Bookshelf." <i>New York Times</i> . Mondays.	4	1	2
<i>Library Journal</i> . Annual list of new business books.	6	2	..
<i>Special Libraries</i> .	1	5	1
Reviews in trade and professional publications.	7	2	..

Journals and Newspapers

<i>American Economic Review</i> .	4	4	1
<i>Business Week</i> .	8	1	..
<i>Dun's Review and Modern Industry</i>	6	3	..
<i>Federal Reserve Bulletin</i> .	6	1	..
<i>Fortune</i> .	9
<i>Harvard Business Review</i> .	8	1	..
<i>Journal of Business of the University of Chicago</i> .	2	6	..
<i>Management Review</i> .	6	2	..
<i>Monthly Labor Review</i> .	6	1	..
<i>Nation's Business</i> .	4	5	..
<i>New York Times</i> .	5	2	..
<i>Survey of Current Business</i> .	7	1	..
<i>Wall Street Journal</i> .	7	1	..

Developments In Photoreproduction

NEWEST ADDITION to Eastman Kodak's line of photocopiers is the Verifax Bantam Copier. This 14 pound "budget" copier with base dimensions of 13¼ x 17⅞ inches features a curved glass platen. It accepts originals up to 8½ x 11 inches. As many as five copies of any original can be pulled from one negative at a materials cost of 2½ cents per copy. Masters on translucent copy paper may be made for use in diazo printers. Priced at \$99.50, it is available from Kodak Verifax dealers.

Nord Wizard photocopier, flat-bed type, introduced by Nord Manufacturing Company, Mineola, Long Island, New York, features an overhead single light source. An exact copy can be produced from any original, any color, any type of ink. It accepts originals up to 9 x 15 inches. Base dimensions are 17 x 14 inches, and the weight is 22¾ pounds. It prints onto positive papers of any color and directly onto transparent acetate for use in VuGraph projectors. Printing time is 30 seconds. Cost per copy is about 8 cents. Approximate machine cost is \$179.

Contura-Matic, a single unit portable photocopier manufactured by F. G. Ludwig, Inc., Old Saybrook, Connecticut, features a disposable plastic cartridge. The premixed chemical solution in the throw-away cartridge is good for 150 copies. Cost of a carton of six is \$4.50. The machine weighs 12 pounds and comes in two sizes; 9 inch throat priced at \$189 or 14 inch throat priced at \$379.

Improvements in equipment and materials have enhanced the usefulness of the rapid-copy process. Types of paper now available to meet various needs are:

1. Slow or fast negative paper for use with relation to room illumination.
2. Duplex positive paper, intended for copying on both sides, retains the original aspect and requires less file space.

3. Positive card stock for copies to be used as index cards or labels.

4. Thin positive paper for copies to be sent by air mail.

5. Translucent paper for masters to be used in diazo printers when many copies are needed.

6. Transparent acetate sheets for copies to be used in VuGraph projectors.

7. Positive papers in a range of colors for file purposes or copy identification.

8. Masters for use in the Xerographic process when many copies are wanted.

Two new services have been announced by MICRO PHOTO, Inc., Cleveland, Ohio, specialists in micro-filming newspapers. Using a new type of Kodachrome film with a specially balanced emulsion, they can provide exact color reproductions of newspaper color pages. Use of this film is not limited to newspapers and has application in reproducing any color material. Those concerned with picture collections may wish to investigate such application. Present cost is approximately 20 cents per color page.

Micro-Clip* offers a method of debulking clipping files while retaining a complete permanent, flexible record. Envelopes of clippings sent to the processing center are put on microfilm, which is then inserted into transparent acetate file jackets. Current clippings sent for microfilming are easily added to the proper jackets upon return. Jackets are scanned more readily than individual clippings and are more easily filed.

A booklet "Newspapers on Microfilm" is also available from MICRO PHOTO, Inc. It lists negative film stored in their archival film vault from which positive copies are available for purchase.

* Trademark.

LORETTA J. KIERSKY
Technical Processes Librarian
Bell Telephone Laboratories, New York City
SLA Photographic Reproduction Committee

Planning The New Library:

Connecticut General Life Insurance Company

MARIAN G. LECHNER, Librarian

Connecticut General Life Insurance Company, Hartford, Conn.

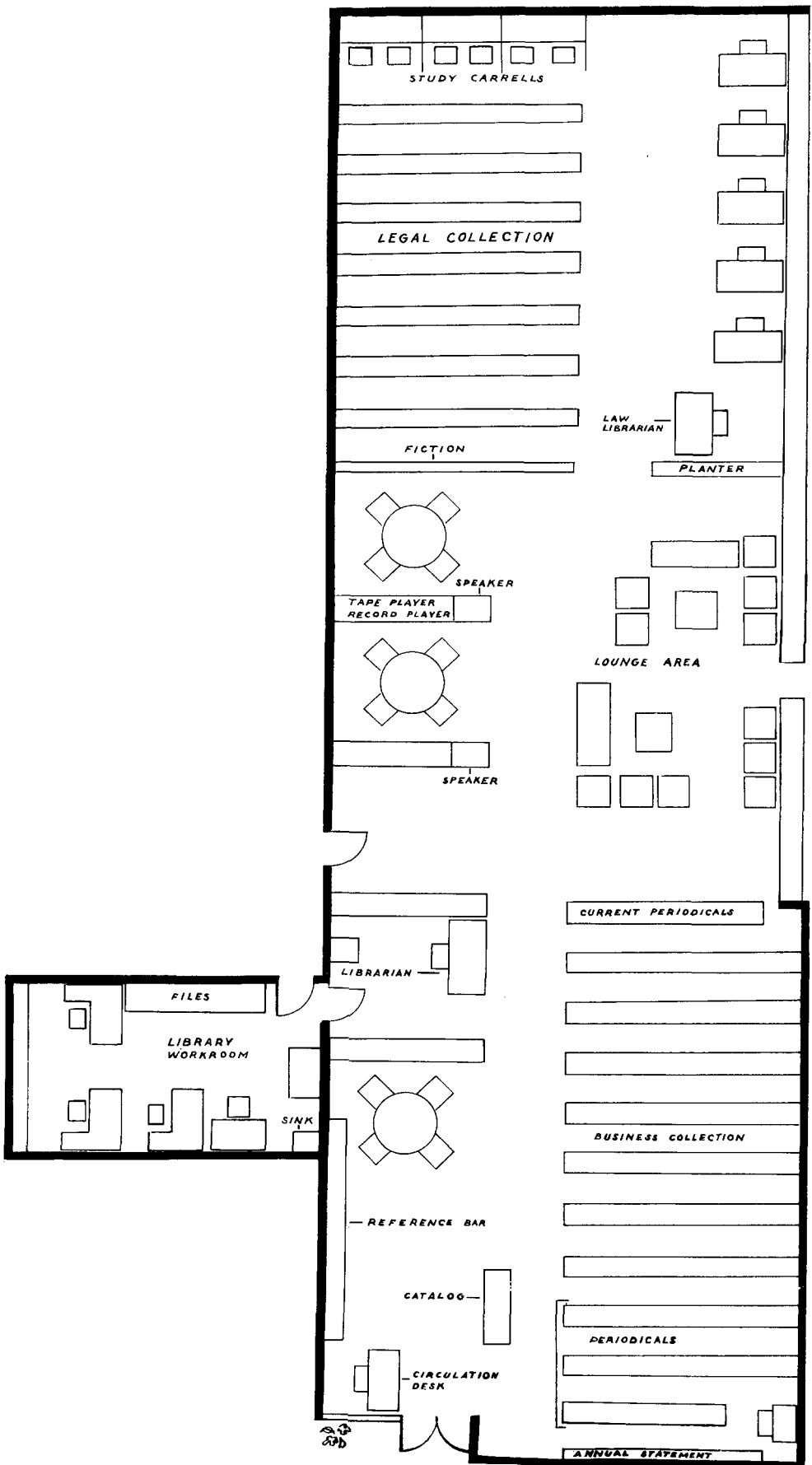
EARLY IN 1957 the Connecticut General Life Insurance Company moved its home office from traditional and crowded buildings in Hartford to new headquarters located amid the lovely rolling hills of Bloomfield, five miles from downtown Hartford. Countless hours of planning and years of labor went into the construction of the building; the result deserved to be chosen by the American Institute of Architects as one of the ten buildings in America's future. There are actually three connecting buildings: a long, three-story main office containing 400,000 square feet of floor space unbroken by structural columns but only by utility cores and four artfully designed courtyards; a cafeteria cantilevered out over a water-filled moat; and a five-story wing reached by a glass bridge. Glass-walled, the building is flooded with daylight, and the beauties of the surrounding countryside are a part of the building itself.

About 2,100 people are employed at Connecticut General—two-thirds of them are women. Many of the larger departments have their own research divisions but the materials for the research are available in the library. This library was established in 1920, and by 1957 contained approximately 25,000 volumes of insurance and business materials, annual statements from various insurance companies for an indefinite period of years, piles and piles of old magazines, and bulging vertical files in which even the librarians hesitated to open a drawer, because it was nearly impossible to close again. While it had long been the philosophy of the com-

pany to have only one library and while all library materials were ordered and cataloged through the library, it was physically impossible to house everything in the library; small departmental libraries resulted. In addition, the law library was located in the Legal Department, and a small medical library was located in the Medical Department. The library itself moved frequently, its last stopping place in the Elm Street building was in a portion of the auditorium—cold in winter, hot in summer, crowded all the time.

Preliminary plans and surveys covering the location of the library in the new building were completed before I came to Connecticut General. However, members of the previous library staff were consulted from the time that planning was a gleam in the eye of management. Needless to say, we were delighted with the location and space allotted to the library in the new building. Library space was located on the ground floor of the main building and opened off the well-traveled main corridor. The room is approximately 40 feet wide and 120 feet long; a workroom adds an additional area 14 x 20 feet. Along one side of the room are 72 feet of windows overlooking a beautifully landscaped court.

In this area we house the business library and the law library, as well as all department libraries, a recreational reading collection of popular fiction, non-fiction and magazines, a collection of records and stereophonic tapes, and equipment to play the records and tapes. Because of the nature of the medical material, it was kept in the medical de-



partment where it is not generally available; other departments were instructed to keep only those materials which they needed to perform their daily jobs—such as manuals, tables and other heavily used references. The library was also instructed to provide a qualified staff who could best make these materials available.

Actual structural requirements for floor covering, lighting, heating and air-conditioning were constructed in accordance with the rest of the building. I was most concerned with the layout and special equipment which the library needed. Every piece of equipment, down to the pencil sharpeners and waste baskets, was new. And, I must say, that when I was first presented with huge sheets of module paper and a template indicating the various kinds of equipment and told to produce an acceptable library layout within a designated period of time, it was a bit overwhelming. I had already visited many libraries; I had ideas which I wanted to use; I knew what the library wanted to accomplish, but getting the entire function down on paper was another matter.

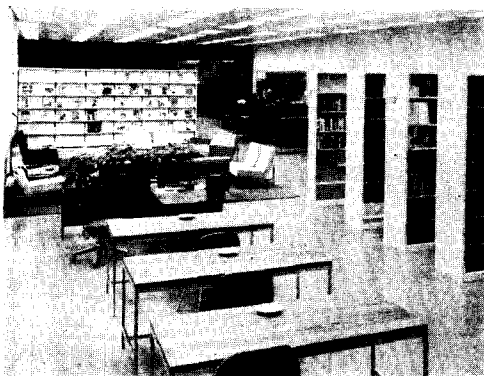
We counted shelves and we counted books; we allowed for expansion; we allowed for normal workflow and for special equipment. Finally, a drawing was completed that was acceptable to management and was sent to the architects and decorating consultant for approval. In my naivete, I believed the plan was completed and that the library staff could now begin the actual process of weeding the collection and preparing to move. I was rudely awakened; that was only the beginning of a series of layouts—each one just as much a struggle as the last—until we came to a meeting of minds. Nothing I had read or seen had prepared me sufficiently for the problems of reconciling form and function and of maintaining a standard of design and appearance while filling the library's working needs.

The only structural change made in the allotted space was the addition of

running water in the workroom. Needless to say, such changes must be made very early in the construction.

During the period when layouts were being prepared, the staff was also weeding the collection. We discovered that we seldom referred to magazines more than five years old and if we did keep magazines for a longer period of time, we bound them. The shelves were also weeded; barrels of old books were destroyed. Material in the vertical files was re-examined with the idea that if it were worth keeping more than two or three years, it should be cataloged—otherwise, it was discarded. The entire contents of the vertical files were reduced by half. Now we have a regular annual program of weeding both stacks and files so that we need not outgrow our space without good cause.

Storage space was provided in a lower level for archival material and for material which was seldom used but which we could not discard. Other departments were encouraged to send their materials to the library well before moving time so arrangements could be made for it. The tremendous collection of annual statements was reduced to those covering a ten-year period. During the discarding we frequently consulted the other departments—and when there seemed to be any doubt as to the value of certain material, we kept it until a later weeding.



The law library with its study tables and stacks is separated from the lounge area by a plant divider.

Since the company was moving out of the city where employees had been able to visit the nearby public library and various rental libraries during the noonhour, it was desirable to meet their needs for recreational reading and for recorded music. Two advisory committees were appointed: a music committee and a recreational book committee. In addition to giving valuable advice and presenting the desires of a cross section of company employees, they were most enthusiastic committees and gave valuable publicity to the program.

We weighed carefully the possibility of buying current popular reading materials against renting them, and we investigated various rental agencies. Since we could have a larger number of current books while they were still current and did not need to be concerned about storage when they became out of date, we decided to rent the collection. We are permitted to choose the kind of books and the titles we want. Our source for these books is McNaughton Libraries of Altoona, Pennsylvania; we have a basic collection of 500 volumes which change at the rate of 50 volumes each month. The books are received on the day they are released from the publishers and are ready for circulation; our only work with them is preparing a simple shelflist. We have several books on hobbies and handicrafts which are also rental books—we will add to this collection regularly.

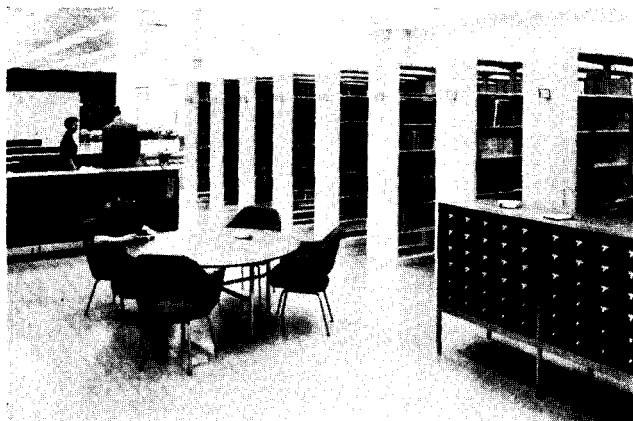
We were also faced with the problem of buying record equipment and stereophonic tape equipment as well as a large collection of records and tapes. Even with the valued help of the record-selection committee, selection of 300 records was a formidable task since we wanted to buy all types of records and choose the best available recordings, yet not duplicate. Selection of proper music equipment was also a problem. Since my previous accomplishment with such equipment was the ability to change a record, again I had to do much reading and ask thousands of questions as well as develop a new vocabulary so I could understand the hi-fi enthusiasts.

We settled on buying the necessary components which were installed in the cabinets after we moved. We have speakers, which can be used after working hours or for music appreciation courses, and binaural earphones, which can be used either on the tape player or the record player during lunch period or other free time. The records have been completely cataloged and are available for home use for a small rental charge. New records are added regularly and are played first over the theater sound system in the auditorium.

And so we moved. Since the entire collection was being rearranged during the moving process, we began very early to assign space. We used charts for each bank of shelving in the new library on which we numbered every

The beige or black textured upholstery of the comfortable furniture in the lounge contrasts effectively with the persimmon rug. Tables are composed of squares of black and white formica. Magazines are displayed on slanting shelves at the rear.





In the front of the library, the card catalog and business collection are on the right, and encyclopedias and indexes in counter-high shelving form partitions to enclose the librarian's office.

shelf on the chart and assigned a definite group of books to each shelf indicating expansion space. We even predetermined the height of shelves needed for oversize books and where they would appear. Books were packed in cartons and identified with the numbers of the shelves to which they were assigned.

Everything had a definite place which was plainly indicated with masking tape and black marking pencil. We all suffered qualms when things were packed wondering whether we would ever find anything again, and 850 cartons in the middle of the library floor after the physical move was completed were not reassuring. However, after a week of shelving we developed some kind of order out of the chaos, and the system worked!

The library is an extremely attractive and functional area. Half of the front wall as well as the double doors are plate glass; since none of the equipment except the shelving is higher than 40 inches, one can see the length of the room from the corridor—even see outdoors into the courtyard. The long walls and acoustical ceiling in the room are painted white; the end walls are walnut panelling which has been stained to a very dark brown. Metal shelving is just off-white in color, and the floor is a light gray linoleum tile. Brilliant shades of blue and yellow combine with a persimmon rug in the lounge area for color accents. Banks of growing plants and

counter-height shelving are used as space dividers. Color and spaciousness from the court also contribute to the feeling of airiness and comfort. The fluorescent lighting is so effective that no auxiliary lighting has been necessary for the stacks.

Art Metal shelving seemed to best fit our needs. We have used it in three widths; 8-inch for books, 12-inch for periodicals, and some 15-inch in the workroom. Our periodicals are stored vertically on the shelves and are arranged alphabetically by title. This shelving has a clip device that can be attached to hold periodicals from the top and a book end can be attached to the bottom shelf to hold them from the bottom. Unless the magazine is very large and very slender, this arrangement is satisfactory. A special shelving arrangement was constructed for housing our annual statements so that they will stand erect—full length dividers are used every three inches and these shelves are 20 inches high. We were also able to combine 8-inch and 15-inch shelving in the workroom with counter space and strong pull-out shelves.

Desks and counter-height shelving in the library are natural walnut finished with a rubbed oil process. Two walnut book carts the same height as the circulation desk were made so that they can be used as additional work space during busy periods. Near the circulation desk is a large reference bar made

of walnut with stainless steel uprights. One of the shelves is deep enough to house the largest atlases and dictionaries. Also in this area is the 60-drawer card catalog, made of walnut and black formica with stainless steel supports. All of the wood and lounge furnishings were designed and supplied by Knoll Associates, the consultants on interior design of the building.

The librarian's office is partitioned from the rest of the room by counter-height walnut shelving. Actually the librarian can see any part of the room or be easily located at any time. The door to the workroom opens from the librarian's office. Furniture in the workroom is standard office furniture (General Fireproofing) of the same type used in the remainder of the building. In addition to desks for three of the library personnel, the workroom houses the vertical files and the newspaper file. Newspapers are stored in jumbo-size files. A door from the workroom leads to one of the corridors so that mail may be delivered easily. Surfaces of tables and desks in the workroom are pale gray formica—easy to clean and attractive.

The lounge area is approximately 36 x 40 feet. One of the walls is glass overlooking the court. Occasional furniture covered in a textured wool fabric of



A Tape recording is enjoyed through earphones. Speakers of the player are housed in front section of walnut cabinets.

beige, gray and black with stainless steel frames is arranged attractively. Current popular magazines are displayed (again we used Art Metal shelving which has a hinged slanting shelf on which current issues are placed; under this shelf are housed back issues). The music equipment is installed in counter-height walnut cabinets; space for storage of records and tapes is also provided in these cabinets. Windows are partly covered with linen drapes in a natural shade with a fine black stripe; since the room faces northeast there is very little direct sunlight, and we have not found it necessary to have shades.

A planter divides the lounge area from the law library. Since the law library is located quite a distance from the law department, additional study facilities were added to make the area more workable. Shelving is arranged much the same as in the front of the room. Three study carrels were included which have been sound-proofed as well as possible so that research work may be completed with a minimum of disturbance. While there was objection from the law department to moving the law library out of its immediate vicinity, in actual practice the busy attorneys have been able to get away from ringing telephones to the relative peace and quiet of the library.

The library has increased its area and its services threefold, yet it is arranged so functionally that only one additional person has been needed on the staff. There are now five of us: two professional librarians, one semiprofessional and two clerks. Within the relatively stable framework of the library, we have tried to keep our equipment flexible enough to meet the constantly changing needs of Connecticut General. Our library is not perfect—I guess new libraries seldom are. But we have emerged with a great deal better appreciation of what compromises can accomplish—and the satisfaction of seeing all the charts and blueprints and drawings come to life.



Courtesy Chicago Park District
The Near North Side Skyline, Navy Pier and Oak Street Beach

PROGRAM

49th Annual Convention

Special Libraries Association

Hotel Sherman, Chicago, Illinois

June 8-12, 1958

SUNDAY, JUNE 8

EXECUTIVE BOARD MEETING: 9:30 a.m. - 12 noon; 2:00 - 5:00 p.m.

EXHIBITS OPEN: 2:00 - 6:00 p.m.

FIRST-CONVENTIONEERS COCKTAIL PARTY: 4:30 - 6:00 p.m.

WELCOME TO CHICAGO PARTY: Guests of Illinois Chapter, 7:30 - 10:00 p.m.,
Skyline Terrace, Hotel Sherman

PUBLISHING DIVISION: Open House, Evening

ADVISORY COUNCIL MEETING: 8:00 p.m.

MONDAY, JUNE 9

Breakfast

FINANCIAL DIVISION

Morning

Opening Session

Presiding: WILLIAM S. BUDINGTON, President, Illinois Chapter

Invocation: REV. JOHN B. THOMPSON, Dean, Rockefeller Memorial Chapel,
University of Chicago

Welcome to the City: HONORABLE RICHARD J. DALEY, Mayor of Chicago, MRS.
LUCILE L. KECK, Joint Reference Library and HERMAN H. HENKLE, The
John Crerar Library

Reply: ALBERTA L. BROWN, President, Special Libraries Association

Resume of Exhibits: FREIDA KRAINES, Chairman, Exhibits Committee

Introduction of Convention Committee Chairmen: Convention Chairman,
EDWARD G. STRABLE, Librarian, J. Walter Thompson Company

Keynote Address:

JAMES C. WORTHY, Vice President in Charge of Public Relations, Sears, Roebuck and Company

Luncheon

INSURANCE DIVISION: HOWARD J. BURRIDGE, President, National Underwriter
Company

METALS DIVISION: Electromotive Division, General Motors Corporation

Afternoon

ADVERTISING, BUSINESS, FINANCIAL, INSURANCE, PUBLISHING, SOCIAL SCIENCE
AND TRANSPORTATION DIVISIONS: Tour and reception, Commerce Clearing
House

BIOLOGICAL SCIENCES AND HOSPITAL DIVISIONS: *Biological Effects of Radiation*,
Panel discussion

DOCUMENTATION DIVISION: *Documentation—What Is It?* Panel discussion

GEOGRAPHY AND MAP AND MUSEUM DIVISIONS: Chicago Natural History Mu-
seum, tour of library and exhibits; Speaker, DR. C. C. GREGG, Director;
Movie, *Through These Doors*

METALS DIVISION: Tour of Electromotive Division, General Motors Corporation

MILITARY LIBRARIANS AND SCIENCE TECHNOLOGY DIVISIONS: *Military Security*,
Panel discussion

A Scientist Looks at the Security Program, DR. HOYLANDE D. YOUNG,
Director Technical Information, Argonne National Laboratory

Why We Need a Military Security Program, CAPT. STEPHEN E. JONES,
U.S. Naval Reserve

Military Personnel Security Program, GORDON PATTON, Provost Marshal,
U.S. Air Force

Handling and Control of Classified Materials, JOHN CLOPINE, Chairman,
Military Librarians Division

NEWSPAPER DIVISION: *Employment and Qualifications in Newspaper Libraries*
Tour, Chicago Sun-Times Building and Library

PICTURE DIVISION: *Chicagoland Picture Project*, MRS. PAUL RHYMER
Tour of Chicago Historical Society Library and Print Department

SCIENCE TECHNOLOGY DIVISION, PETROLEUM SECTION: Tour, Standard Oil
Company (Indiana) Refinery, Whiting, Indiana
Business meeting

GENERAL TOURS: Chicago North Side; Chicago South Side

Dinner

ADVERTISING, BUSINESS, FINANCIAL, INSURANCE, MUSEUM, NEWSPAPER, PUBLISHING, AND TRANSPORTATION DIVISIONS: *The St. Lawrence Seaway*, THOMAS COULTER, Executive Director, Chicago Association of Commerce and Industry

BIOLOGICAL SCIENCES DIVISION: Speaker to be announced

GEOGRAPHY AND MAP DIVISION: Rand McNally and Company

SCIENCE TECHNOLOGY DIVISION, CHEMISTRY SECTION: 25th Anniversary Dinner, Speaker to be announced
Business meeting

SOCIAL SCIENCE DIVISION, PUBLIC ADMINISTRATION SECTION: Dinner, (Windermere Hotel)

Evening

CHAPTER CONSULTANT OFFICERS

GEOGRAPHY AND MAP DIVISION: Tour of library and plant, Rand McNally and Company

METALS DIVISION: Open House

MILITARY LIBRARIANS DIVISION: Informal get-together

PICTURE DIVISION: Panel discussion on the forthcoming publication *Picture Sources*, Moderator, MRS. HELEN FAYE, Picture Division, Harcourt, Brace and Company

SCIENCE TECHNOLOGY DIVISION, PAPER AND TEXTILES SECTION: Business meeting, 7:30 p.m.

SCIENCE TECHNOLOGY DIVISION: Open House

SOCIAL SCIENCE DIVISION, INDUSTRIAL RELATIONS SECTION: Joint meeting with Committee of University Industrial Relations Librarians

SOCIAL SCIENCE DIVISION, PUBLIC ADMINISTRATION SECTION: Tour, Joint Reference Library, Public Administration Service

TUESDAY, JUNE 10

Breakfast

BULLETIN EDITORS

EMPLOYMENT CHAIRMEN

PICTURE DIVISION: Business meeting

PUBLISHING DIVISION: Business meeting

SCIENCE TECHNOLOGY DIVISION, PAPER AND TEXTILES SECTION

SOCIAL SCIENCE DIVISION

PUBLIC ADMINISTRATION SECTION: Business meeting

INDUSTRIAL RELATIONS SECTION: Business meeting

INTERNATIONAL RELATIONS SECTION: Business meeting

Morning

General Session:

Self-Awareness and the Creative Process, DR. ROBERT F. MEDINA, Research Psychologist, J. Walter Thompson Company

Recess

Creativity and You, HERMAN H. HENKLE, Librarian, The John Crerar Library

Luncheon

ADVERTISING, PICTURE AND PUBLISHING DIVISIONS: W. F. Hall Printing Co.

BIOLOGICAL SCIENCES DIVISION: Business meeting

FINANCIAL DIVISION

GEOGRAPHY AND MAP DIVISIONS: *Maps in Liberal Education*, DR. GILBERT F. WHITE, Head, Department of Geography, University of Chicago (Quadrangle Club, University of Chicago)

HOSPITAL DIVISION: *How To Work Smarter Through Your National Association Libraries*, Panel discussion representing American College of Surgeons, American Dental Association, American Hospital Association, American Medical Association, American Foundation For The Blind and National Society for Crippled Children and Adults, Inc.

Business meeting

INSURANCE DIVISION: Guests of Insurance Library of Chicago

METALS DIVISION: *Glimpses of Libraries and Librarians Abroad*, REBECCA TAGGART, Aeronautical Engineering Library, Purdue University

Business meeting

MUSEUM DIVISION: Speaker, MURL DEUSING, Curator, Division of Education, Milwaukee Public Museum

Business meeting

SCIENCE TECHNOLOGY DIVISION

ENGINEERING SECTION: Business meeting

PHARMACEUTICAL SECTION: Business meeting

PUBLIC UTILITIES SECTION: Business meeting

SOCIAL SCIENCE DIVISION: *Leading Contributions in the Behavioral Sciences*, DR. BERNARD BERELSON, Professor of Behavioral Sciences, School of Business, University of Chicago

Business meeting

TRANSPORTATION DIVISION: Business meeting

Afternoon

ADVERTISING, PICTURE AND PUBLISHING DIVISIONS: Tour, W. F. Hall Printing Company

BUSINESS DIVISION: Business meeting

DOCUMENTATION DIVISION: Business meeting

FINANCIAL DIVISION: Tour of LaSalle Street Financial Libraries; Tea at Federal Reserve Bank

Business meeting

GEOGRAPHY AND MAP DIVISION: Tour of Geography and Map Libraries, University of Chicago

Business meeting

INSURANCE DIVISION: *Selection and Training of Non-Professional Personnel*, Panel discussion

Business meeting

MILITARY LIBRARIANS DIVISION: Business meeting

Report on Air University Workshop, DR. JERROLD ORNE, CHARLES STEWART and ROBERT MARTIN

MUSEUM DIVISION: Tour, Art Institute

NEWSPAPER DIVISION: Business meeting

SCIENCE TECHNOLOGY DIVISION: Business meeting, 3:00 p.m.

ADVERTISING, BUSINESS, GEOGRAPHY AND MAP, MILITARY LIBRARIANS, MUSEUM, NEWSPAPER, PICTURE, PUBLISHING, SOCIAL SCIENCE AND TRANSPORTATION DIVISIONS: Reception and Tea, World Book Encyclopedia, Field Enterprises, 4:00 - 5:30 p.m.

ADVERTISING, FINANCIAL, NEWSPAPER, PICTURE AND PUBLISHING DIVISIONS: Cocktail party, Johnson Publishing Company, 6:00 p.m.

GENERAL TOURS: Chicago North Side; Chicago South Side

Dinner

EXECUTIVE BOARD AND ADVISORY COUNCIL (closed)
PAST SLA PRESIDENTS

Evening

EXECUTIVE BOARD AND ADVISORY COUNCIL (open)

WEDNESDAY, JUNE 11

Breakfast

ADVERTISING DIVISION: Business meeting

Morning and Afternoon

Annual Association Business Meeting

Cocktail Hour

CONVENTION-WIDE DUTCH TREAT COCKTAIL PARTY, 6:00-7:30 p.m.

FINANCIAL DIVISION: Guests of Stein Roe and Farnham, 5:00-7:00 p.m.

TRANSPORTATION DIVISION

Evening

Banquet, 7:30 p.m.

Toastmaster: WAYNE M. HARTWELL, Librarian, F. E. Compton and Company
Creativity—Here and There, PHILIP M. HAUSER, Professor and Chairman,
Department of Sociology and Director, Population Research Training
Center and Chicago Community Inventory, University of Chicago
SLA 50th Anniversary Kickoff

THURSDAY, JUNE 12

Breakfast

SCHOOL FOR INCOMING CHAPTER OFFICERS

ZONTA (for special librarians who are members of Zonta International, service organization of women in business and the professions)

Morning

SCHOOL FOR INCOMING DIVISION OFFICERS: 8:00-9:00 a.m. (not breakfast)

ADVERTISING DIVISION: *Methods Workshop*, Display and discussion of aids useful in advertising libraries

BIOLOGICAL SCIENCES AND MILITARY LIBRARIANS DIVISIONS: All day tour of Argonne National Laboratory

BUSINESS DIVISION: *Organizational Performance Evaluation*, Panel discussion

DOCUMENTATION DIVISION: *Survey of Documentation in Specialized Fields*

FINANCIAL, INSURANCE, METALS, MUSEUM AND PUBLISHING DIVISIONS: *Workshop on Periodical Indexing*

Moderator, ROSE BOOTS, Librarian, McGraw-Hill Publishing Company

Panel: *Business and Industry*, MRS. RUTH ARNOLD, Indexer, Business Week
Business, Industry and Technology, HELEN SCHAEFER, Chief Indexer,
McGraw-Hill Publishing Company

General and Popular Magazines, ANN BLANCHET, Chief Indexer, Time, Inc.
Indexing Services, ROBERTA PURDY, Editor, Applied Science and Technology
Index, H. W. Wilson Company

GEOGRAPHY AND MAP AND SOCIAL SCIENCE DIVISIONS: *Urban Renewal and City Planning*

Visit to Chicago Department of City Planning

Speaker, D. E. MACKELMAN, Urban Renewal Consultant

Bus tour of areas discussed

HOSPITAL DIVISION: All day tour of health-science libraries, including the Brennemann Medical Library, Nursing School Library and Children's Library of Children's Memorial Hospital and the Medical Library and Nursing School Library of Augustana Hospital

NEWSPAPER DIVISION: *Recent Developments in Newspaper Microfilming*, LEONARD GLUECK, Micro-Photo, Inc.

Roundtable discussion: *How to Work Smarter with Present Facilities*

SCIENCE TECHNOLOGY DIVISION: *Liaison Obligations as a Library Function Dynamic Information Needs Reshape the Library Function*, E. L. D'OUVILLE and J. W. MOHLMAN, Research Department, Standard Oil Company (Indiana). Sponsored by Chemistry Section

Liaison Between Information and Library Research Groups, MRS. ANN WENNERBERG, Acting Supervisor, Literature Research Section, Armour Research Foundation, Illinois Institute of Technology. Sponsored by Engineering Section

Technical Information Activities of a Petroleum Research Library, LEONORE ROGALSKI, Librarian, Universal Oil Products Company. Sponsored by Petroleum Section

Discussion

TRANSPORTATION DIVISION: All day boat tour to Calumet Harbor area, Sag Channel and Chicago River port facility development

GENERAL TOURS: Chicago Board of Trade; Inland Steelmill; all day boat tour of Calumet Harbor areas, Sag Channel and Chicago River port facility development (open to all)

Luncheon

ADVERTISING, MUSEUM, NEWSPAPER, PICTURE AND PUBLISHING DIVISIONS: *Book - Author Luncheon*, Speakers, STUDS TERKEL and EMMETT DEDMON

BUSINESS DIVISION

FINANCIAL DIVISION: *Streamline Your Government Document Ordering*, MRS. NAN LOCKER, Bernan Associates

HOSPITAL DIVISION

INSURANCE DIVISION: Guests of Prudential Insurance Company of America

Afternoon

ADVERTISING, BUSINESS, FINANCIAL AND PUBLISHING DIVISIONS: *Workshop Moderator: HELEN LOFTUS*, Assistant Librarian, Eli Lilly and Company *Personnel Relationships*, HAZEL B. TIMMERMAN, Chief, Office of Personnel Administration, American Library Association

Working Smarter with Your Clientele, ALBERTA L. BROWN, Librarian, Upjohn Company

Time Savers and Space Savers, RICHARD W. LUCE, Assistant Librarian, J. Walter Thompson Company

DOCUMENTATION DIVISION: *Survey of Documentation in Specialized Fields* (continued)

HOSPITAL DIVISION: All day tour of health-science libraries (continued), Medical School Library and Dental School Library of Northwestern University and Medical Library and Patients Library of Veterans Administration Research Hospital

INSURANCE DIVISION: Tour of Prudential Insurance Company of America, Mid-America Home Office

METALS DIVISION: *Brainstorming Demonstration*

Moderator: ARTHUR STUDDT, Manager of Communications, Employee and Community, Hotpoint Company

MUSEUM DIVISION: Tour of museum and libraries of the Oriental Institute, University of Chicago and The Museum of Science and Industry

NEWSPAPER DIVISION: Roundtable discussion, *How to Work Smarter with Present Facilities* (continued)

SCIENCE TECHNOLOGY DIVISION: *Liaison Obligations as a Library Function* (Continued)

Indexing and Utilization of Patents, JOHN H. SCHNEIDER, Head, Patent and Trade Mark Department, Abbott Laboratories. Sponsored by Public Utilities Section

Russian Technological Information, RALPH E. O'DETTE, Program Director for Foreign Science Information, National Science Foundation. Sponsored by Engineering Section

Organization and Retrieval of Research Reports, MRS. MARGARET C. KOLB, Supervisor of Research Records, Merck-Sharp and Dohme Research Laboratories. Sponsored by Pharmaceutical Section

The Dirty Face of Duty, DOROTHY GATES, Librarian, Research Laboratory, Marathon Corp. Sponsored by Paper and Textiles Section

SOCIAL SCIENCE DIVISION, INTERNATIONAL RELATIONS SECTION: Reception, Library of International Relations

Discussion of collection, ELOISE REQUA, Director

New Orientations In South East Asia, DR. NORTON S. GINSBERG, Associate Professor of Geography and International Relations Committee Member, University of Chicago

Dinner

SCIENCE TECHNOLOGY DIVISION, Advisory Council

FRIDAY, JUNE 13

EXECUTIVE BOARD: 9:30 a.m. - 12 noon; 2:00 - 5:00 p.m.

Library Summer School And Study Notes

A Southern College and Research Library Workshop, sponsored by FLORIDA STATE UNIVERSITY LIBRARY SCHOOL, will be held in Tallahassee, June 25-27. Ben E. Powell, librarian, Duke University, will conduct a consideration of Southern library sources and resources. Contact Sarah R. Reed, Chairman, SCRL Workshop Committee, The Florida State University, Tallahassee.

For its two term summer session, the GEORGE PEABODY COLLEGE FOR TEACHERS, Nashville, Tennessee, lists the following subjects: "Government Publications," "Bibliography of the Sciences," "Problems in Cataloging" and "Special Problems in Librarianship." Write Mrs. Frances Cheyney, Acting Director.

The American University will conduct an INSTITUTE ON RECORDS MANAGE-

MENT, directed by Herbert E. Angel, June 2-13 and an INSTITUTE IN THE PRESERVATION AND ADMINISTRATION OF ARCHIVES, June 6-July 11, under the direction of Theodore R. Schellenberg. For further information write to Ernest Dibble, Assistant to Director, Institutes on Records Management and Archives Administration, The American University, 1901 F Street, N.W. Washington 6, D.C. before May 17.

At SIMMONS COLLEGE, 300 The Fenway, Boston 15, Massachusetts, a "Seminar in Library Administration (Advanced Cases)" and a "Seminar in Public Documents" will be held from June 23 to August 8. Further information may be obtained from the Registrar.

THE UNIVERSITY OF CHICAGO will offer "Special Librarianship: A Study of the

Evolution of the Special Library" given by Miss Marion James, and "Organization and Administration of the Reference Services," to be taught by Christine Reb. Apply to The Graduate Library School, The University of Chicago, Chicago 37, Illinois.

"Iron Curtains and Scholarship: The Exchange of Knowledge in a Divided World" is the subject of the 23RD ANNUAL CONFERENCE OF THE GRADUATE LIBRARY SCHOOL OF THE UNIVERSITY OF CHICAGO, which will be held July 7-9. Speakers will examine the difficulties of communication between East and West, the content of Russian and Eastern European publications in the sciences, social sciences and humanities, the American exploitation of these materials and American library collections of them. Publishing, bookselling and libraries under communism and possible future exchange of knowledge will also be discussed. For further information write to Howard W. Winger, Graduate Library School, University of Chicago.

Courses to be given at the UNIVERSITY OF ILLINOIS LIBRARY SCHOOL, Urbana, Illinois, June 16-August 9, are: "Literature of Science and Technology" and "Bibliography of Science and Technology" by Frances Jenkins, "Government Publications" by Ellen Jackson and "Advanced Studies in Librarianship" given by the staff. Harold Lancour, Associate Director will give further information.

From July 18-August 22, the UNIVERSITY OF MINNESOTA will offer two courses of interest to special librarians: "Literature of the Natural Sciences" and "Research Methods in Librarianship." Applicants may write to the Graduate School, 316 Johnston Hall, University of Minnesota, Minneapolis 14, Minn.

"Literature of the Sciences" will be given during the summer session of the UNIVERSITY OF OKLAHOMA. Inquiries may be directed to Edith Scott, Assist-

ant Director, School of Library Science, University of Oklahoma, Norman, Okla.

Two bibliography courses geared for special librarians will be given at the UNIVERSITY OF SOUTHERN CALIFORNIA, June 23-August 1. The first is entitled "Bibliography of the Natural Sciences," the second, "Bibliography of Biomedical and Physical Sciences," will enable a student with a bachelor's degree and a degree from an approved library school to qualify for Grade I certification by the Medical Library Association. Inquiries should be addressed to Martha Boaz, School of Library Science, University of Southern California, University Park, Los Angeles 7, California.

From June 23 to August 1, "Cataloguing and Classification" and "Social Science Literature" will be given at the UNIVERSITY OF TORONTO if there are enough applicants. Address inquiries to the Director, Library School, Ontario College of Education, 371 Bloor Street West, Toronto 5, Ontario, Canada.

The UNIVERSITY OF WASHINGTON is offering "Science and Technology" and "Government Publications" June 23-July 23. The course in government publications will also be given in a second summer session. Contact Eric L. Barr, University of Washington School of Librarianship, Seattle 5, Washington, for details.

Several courses will be given at WESTERN RESERVE UNIVERSITY this summer, including, "Law Library Administration" with Evelyn G. DeWitt; "Library Buildings," a seminar conducted by Robert E. Booth; "Machine Literature Searching" and "Special Studies in Documentation," both led by James W. Perry and Allen Kent; Winifred Vernoooy's "Sources and Services" and "Government Documents." For admission to the session, which lasts from June 16-August 2, write to Dean Jesse H. Shera, School of Library Science, Western Reserve University, Cleveland 6, Ohio.

SLA Hall of Fame

IT IS FITTING that announcement of the first members chosen for the SLA Hall of Fame be made during the 1959 Convention celebrating the fiftieth anniversary of our Association.

Suggestions of names of candidates are being sought by the Awards Committee from Chapters, Divisions and the membership. The Awards Committee, working in conjunction with the Archives and the Fiftieth Anniversary Committees, is anxious to obtain before the 1958 Convention complete biographical data, as well as the reasons for the nomination of each candidate nominated, in order to allow adequate time for preparation of citations.

The selection procedure, set forth at our Annual Business Meeting in 1952 (*Minutes*, May 29, 1952: p. 156-7) states:

SLA Hall of Fame

Purpose: The purpose of the Hall of Fame is to recognize those individuals who have made outstanding contributions to the growth and development of the Special Libraries Association over a period of years.

Method of Selection: The Committee on Awards shall solicit and consider nominations to the SLA Hall of Fame from members of the Association. The quality of the contributions and the sustained interest of the nominees in the professional standards and growth of the Special Libraries Association shall be the determining criteria.

Physical Representation of This Recognition: Citations shall be presented to the individuals selected, setting forth the reasons for their selection and other appropriate facts relating to the Hall of Fame. The citation shall be signed by

the President of the Special Libraries Association. In addition there will be a plaque for display at SLA Headquarters bearing an inscription such as: "Special Libraries Association, Hall of Fame. Members selected for their outstanding contribution to the growth and development of this Association." The names of those selected will be added annually as chosen.

Who is Eligible for the Hall of Fame: Nominees for the SLA Hall of Fame may be any members of the Special Libraries Association who have made outstanding contributions to the Association over a period of years. In general, it would seem that any one eligible for consideration should have been a member for at least five years. No member of the Committee on Awards is eligible. *Name of this Distinction:* This distinction shall be called the Special Libraries Association Hall of Fame.

Time of Presentation: The citation shall be presented to the selectees at the first general meeting of the Association at the annual Convention unless otherwise determined by the Executive Board.

Frequency of Selection: The Committee on Awards shall select as many names to be added each year as they deem worthy, but should be under no compulsion to add any name in any given year. The selections shall be announced annually.

Names to be Made Known: The selections shall not be made known until the time of the presentation.

Please send your suggestions for the SLA Hall of Fame to the Awards Chairman, Chester M. Lewis, The New York Times, 229 West 43rd Street, New York 36, N. Y., before May 23, 1958.

NOTICE OF ANNUAL BUSINESS MEETING

As required by By-Law VIII, Section 1, notice is hereby given that the Annual Business Meeting of Special Libraries Association will be held **Wednesday morning and afternoon, June 11, 1958**, at the Hotel Sherman, Chicago, Illinois, with the Annual Convention of the Association.

MARIAN E. LUCIUS, Executive Secretary
ALBERTA L. BROWN, President

This Works For Us . . .

Formula For A Successful Book Exhibit

Enthusiasm and good public relations were basic ingredients in the "Asia in Books" Exhibit setup and managed by the San Francisco Bay Region Chapter of Special Libraries Association at the request of the UNESCO Relations Staff, U. S. Department of State. The occasion was the Sixth National Conference of the U. S. Commission for UNESCO in San Francisco, November 6 to 9, 1957. The theme of the Conference was Asia and the United States: What the American Citizen can do to Promote Mutual Understanding and Cooperation. 1500 delegates from the United States and 31 countries were attracted to the St. Francis Hotel where the books were displayed. Large posters asking the public to read about Asia were placed in libraries and book stores.

Color was another basic ingredient. Strips of bright red, gold, blue and yellow—exotic colors of Asia—were used vertically in a 4 foot panel which gave the name of the exhibit and sponsors. It stood behind a four foot tray of chalk white rock in which was a sparkling black number "6" encircling the UNESCO symbol. Evergreen plants flanked the display. The colorful vertical panel was repeated on pegboard panels used as signs throughout the hotel. This attractive art work and the exhibit design were provided by Pan American Airways, thanks to one of the SLA UNESCO Book Committee members, Phyllis Anderson, PAA librarian.

The enthusiastic comments of visitors revealed another important ingredient used—*usefulness*. The chairman, Jane Wilson, librarian, Asia Foundation, and committee member Mrs. Hildegard Millar, librarian, University of California, Bureau of International Relations, checked many bibliographies before selecting approximately 200 titles on Asia for the exhibit. "Not one out-of-

print book" was their watchword. Publications were selected only if pertinent to the theme of the Conference which was to stimulate American interest in the achievements and cultural values of the peoples of Asia. Then they made an author, title and subject card file. Thus, the delegates and public could easily locate books, examine publications new to them, see a good representative collection on one topic and know the books shown were available through booksellers.



Jane Wilson, left, chairman of the SLA UNESCO Book Exhibit Committee, and Jeanne Nichols, right, in charge of public relations, admire the colorful panel which announced the "Asia In Books" exhibit.

Any doubts about whether the book exhibit achieved its purpose were removed when John R. Richards, chairman, U. S. National Commission for UNESCO wrote a thank-you letter which read in part: ". . . We heard compliments on every side for the interesting books which your organization selected and for the tasteful and attractive manner in which they were displayed . . . What is much more important, however, is the quality of the exhibit and the fact that it was seen by people of

discrimination and influence . . . We feel that your organization made a major contribution to the success of what we believe to have been a particularly significant Conference."

To return to the formula, we added *simplicity* (or did we remove complexity?). Open display racks were used. They were made of black wrought iron uprights with pressboard shelves which were in sections and could be tilted. This made possible a variation in book arrangements—flat, tilted or standing—in the same section, displayed book jackets to advantage and added color.

Bright colors were again used in the subject signs. These were ten inches square with a stylized globe traced in gold, with black lettering. Also, the dozen or so modern chairs were in primary colors and had simple lines. This Eames-designed furniture was kindly lent by the Herman Miller Furniture Company.

Perhaps other Chapters would like to plan a book exhibit. Be sure to provide *ample space*. Fortunately for us a large, wood-paneled room was available. The many display racks could be placed at angles, and one foot per book allowed on the shelves. There was plenty of room for leisurely browsing. Oh yes, don't overlook scratch pads on the shelves for making notes.

Next, be sure to mix in a little *excitement*. We endeavored to do this by planning an author and critic press conference. It was held at the "Asia in Books" Exhibit on the opening day. Newspaper, magazine and TV book editors chatted with writers while flash bulbs popped. The 14 authors invited were those who not only had books in the exhibit but were speakers at the conference. Later, Lew Ayres was interviewed on the "Books and Authors" program of KQED-TV. He discussed his book, *Altars of the East*, and the exhibit.

There was excitement and fun too for the 14 special librarians who were on duty during the exhibit. Four of them a day, for three and one-half days,

answered questions and talked to delegates from all over the world. For example, the Ambassador from Malaya, His Excellency Dr. Ismail bin Dato' Abdul Rahman, asked to see books about his country; an American author just returned from Thailand wanted to see his recently published book (for a first glimpse); delegates wanted to buy Lew Ayres' book "right now" so he could autograph it; Asian authors asked about SLA. For that matter, many delegates asked what SLA was, and we were only too happy to tell them. The librarian on duty also named some of the special libraries and told of the special services they perform for industry and public alike. Then the excellent pamphlet "SLA—Activities and Organization" was distributed. Note: Put in a double portion of public relations.

Excellent *cooperation* was another vital ingredient. It produced our books! A committee member, Mrs. Marge Schuler, library representative of J. W. Stacey, Inc., contacted Philip Anderson, President of Northern California Booksellers Association, and through the fine cooperation of the latter association, approximately 200 books were received. Other enthusiastic committee members were Mrs. Barbara Ivantcho, Stanford Research Institute Library, who was an industrious typist and helped staff the exhibit; David Herron, Hoover Institution on War, Revolution and Peace, who was generous with his energies; and the writer who hovered over publicity, press conferences and photographers.

This, then, is the formula for a book exhibit that was used successfully by the San Francisco Bay Region Chapter: carefully measure out *ample space*, attractive *design* and good *public relations*; mix well with *excitement*, *enthusiasm* and *cooperation*; add these to a *useful* collection of books and sprinkle generously with *color*. The results will be rewarding to you, the public and your valued library clientele.

MRS. JEANNE NICHOLS, Librarian
World Trade Center, San Francisco, Calif.

Have You Heard . . .

Indexing And Abstracting Organization

As a partial answer to the ever increasing problem of dealing effectively with the rapidly growing body of scientific knowledge, a National Federation of Science Abstracting and Indexing Services has recently been formed. At a conference sponsored by *Biological Abstracts* and supported by the National Science Foundation, representatives of American abstracting and indexing services and of scientific organizations set up the Federation so that, through cooperation, education and research, these agencies can provide the best possible scientific information services to all scientists and technologists throughout the English-speaking world. The Federation will endeavor to improve the documentation of scientific and technical literature by encouraging increased coverage in certain neglected fields, by establishing standards in form, classification and abbreviations, and by exploring methods of utilizing such devices as high-speed computers. Until the Federation is formally organized, G. Miles Conrad of *Biological Abstracts* will act as chairman of the interim executive committee.

British Information Institute Formed

At a meeting in London on January 23, a professional body was set up to "promote and maintain high standards in scientific and technical information work and to establish qualifications for those engaged in the profession." The recommendation was sponsored by 75 people, mostly graduate information officers who attended the meeting, and by 25 letters, some from abroad. The new professional body has been named the Institute of Information Scientists (subject to later ratification). A temporary working committee will draft a constitution of the Institute to be submitted for approval to a later meeting when the permanent officers will be

elected. The Institute invites correspondence which should be addressed to Mr. J. Farradane, "Torran," Crofton Road, Orpington, Kent, England.

Booklet On Information Organizations

The Office of Scientific Information, National Science Foundation, Washington 25, D.C., recently published a pamphlet consisting of a collection of 24 short, one to two page articles describing technical information systems currently in operation in the United States. The systems described in *Non-Conventional Technical Information Systems in Current Use* were selected because they embody new principles for the organization of subject matter or employ automatic equipment for storage and search. Coverage is not complete, but the Foundation plans to issue further reports as additional systems are investigated in the United States and abroad. The systems, broadly classified, fall into four categories: manual or mechanized systems employing aspect cards and manual or mechanized systems employing item cards. The description of each system is written by a member of the organization utilizing it. Contributors belonging to SLA are: Gerald Jahoda, Colgate-Palmolive Company; Cathryn C. Lyon, Applied Science Corporation of Princeton; Dr. Howard Nutting, Dow Chemical Company; Mrs. Claire Schultz, Merck Sharp & Dohme; Dr. Elsie L. Schulze, Proctor & Gamble Company; and John P. Wadington, National Lead Company. The pamphlet, compiled by Madeline M. Berry, may be requested.

February 1957

Special Libraries Needed

The February 1957 SPECIAL LIBRARIES, devoted to libraries in the Middle East, is out-of-print. Please send extra or unwanted copies to the Executive Secretary, Special Libraries Association, 31 East 10th Street, New York 3, New York.

Members In The News

SLA was represented at the Conference on Scientific and Technical Translations in London, March 5, 1957, by JOHN P. BINNINGTON, head of the research library at Brookhaven National Laboratory, Upton, New York. As chairman of the SLA Translation Center Committee, he was particularly interested in those sessions which were devoted to proposals of how to avoid wasteful duplication of effort and ways of cooperating with other organizations concerned with technical translations. Following the Conference, Mr. Binnington visited a number of British technical information centers to discuss arrangements for securing their translations for the SLA Translation Center.

LILLIAN A. HAMRICK recently became special assistant to the director of the Office of Technical Services, Department of Commerce. In her new capacity, the former chief of the Technical Information Division of the Library of Congress will help develop and organize the Foreign Technical Information Center that is being established to collect, evaluate and distribute foreign scientific and technical literature for the use of American scientists and engineers.

DOROTHY W. KAUFMAN, assistant librarian of the Bureau of the Census Library, was presented a meritorious service award by the Honorable Sinclair Weeks, Secretary of Commerce, for "Outstanding performance over a long period of time in furnishing Census Bureau staff members with a high quality of reference work and research assistance."

In Memoriam

MRS. VERNA B. GRIMM, first president of the Indiana Chapter and librarian of the American Legion National Headquarters from 1923 to 1957, died suddenly on February 13, 1958. The Memorial Book Fund of the American Legion Library was started by Mrs. Grimm some years ago. A number of SLA members have contributed to this fund in her memory.



From The Executive Secretary's Desk

The vitality of any membership organization depends on the interest and participation of its members. Special Libraries Association has always been fortunate in having a large number of members who take an active part in its work. An informed and interested membership is its greatest asset.

In the next few months the members of SLA will be asked to give serious consideration to some important questions. For one, new membership requirements will be discussed at the annual meeting and will be presented to the entire membership for vote during the summer.

At the same time, revised rules for the Advisory Council will be proposed. These questions, which require amendments to the Constitution and By-Laws, will be distributed to members before the meeting so there will be ample time to study them carefully and discuss them.

The Executive Board has taken preliminary steps toward incorporating in New York State, and it is now time for the final actions which require approval by the members. Rhode Island, in which state SLA is now incorporated, requires a favorable vote by a majority of ALL members for dissolution. A proxy is being sent to each member so that he can register his vote at the annual meeting.

Unless a majority is obtained, no action can be taken, and the Executive Board must start over again to revise our charter in Rhode Island to bring it up to date. Please mark your proxy and return it to Headquarters, even if you plan to attend the annual meeting in Chicago. The proxy can be withdrawn at the meeting if you wish to vote in person.

The Association depends on your interest in its business. Please give these matters serious consideration.

MARIAN E. LUCIUS

Off The Press . . .

New Serials

BUSINESS HORIZONS, a quarterly published by the School of Business, Bureau of Business Research, Indiana University, Bloomington, contains articles by practical businessmen and professional scholars. Emphasis is on the presentation of divergent opinions rather than one policy; enlightened guesses as to the shape of business patterns to come rather than focusing on the past. A yearly subscription is \$6.50; three years, \$15.

Guide To AEC Reports

To up-date their article "A Brief Introduction to Research Tools for AEC and Government Scientific Reports" (**SPECIAL LIBRARIES**, March 1957, p. 96-9), Elsie P. Fishbein and Elizabeth C. Wescott have prepared a new nine page, mimeographed paper bearing the same title. It is available upon request from the authors at the Reference Department, Pennsylvania State University Library, University Park, Pennsylvania.

Tennessee Libraries Publicized

The January 1958 issue of the *Tennessee Librarian*, a quarterly journal of the Tennessee Library Association, was largely devoted to special libraries in that state. Of the six articles describing special libraries, five were written by members of SLA. They are: R. R. Dickison, Elizabeth Hughey, Mrs. Lee Cheney Jessup, Mrs. Marie S. Richardson and Eleanor Steinke. Titles of their articles were listed in the SLA Authors column in the March **SPECIAL LIBRARIES**.

SLA Authors

CLAUSMAN, GILBERT J. Three R's for a Medical Library. *The Pioneer: Library Bureau of Remington Rand*, January-February 1958, p. 10-1.

DANIELS, MARIETTA. The Contribution of the Organization of American States to the Exchange of Publications in the Americas. *The Library Quarterly*, vol. 28, no. 1, January 1958, p. 45-55.

DAVIS, BARBARA M. Technical Information Service in the Cabot Research Laboratories. *American Documentation*, vol. 9, no. 1, January 1958, p. 23-7.

FESSLER, AARON L. Reprinted Reference Books. *Library Journal*, vol. 83, no. 5, March 1, 1958, p. 691-4.

MAICHEL, KAROL. Russian Current Bibliographies, 1772-1917. *The Library Quarterly*, vol. 28, no. 1, January 1958, p. 38-44.

MISHOFF, WILLARD O. Undergraduate Programs of Library Education: A Current Summary. *Higher Education*, vol. 14, no. 1, September 1957.

PANGBORN, MARK W., JR. *Earth for the Layman*, AGI Report 2, 2nd Edition. Washington: American Geological Institute, 2101 Constitution Avenue, N.W. Washington 25, D.C., 1957. 72 p. \$1.

SHARP, HAROLD S. How to Get the Most from the Company-Owned Library. *American Business*, March 1958, p. 22-3.

——. Record it for Circulation. *Library Journal*, vol. 83, no. 4, February 15, 1958, p. 548-50.

SHORES, LOUIS. Reference Checklist '57. *Library Journal*, vol. 83, no. 5, March 1, 1958, p. 695-702.

RECENT REFERENCES

BASIC GERMAN FOR SCIENCE STUDENTS: WITH VOCABULARY AND ENGLISH TRANSLATIONS OF THE GERMAN PASSAGES, 5th ed. *M. L. Barker*. New York: Hafner, 1956. 164 p. \$2.50.

CASE STUDIES IN RECORDS RETENTION AND CONTROL. *Jewel Moberley* and others. New York: Controllership Foundation, 2 Park Avenue, 1957. 455 p. illus. \$7.50.

Case histories of the records management programs of 13 companies, including problems and solutions.

HOUSING ALMANAC: A Fact File of the Home Building Industry. Washington, D.C.: National Association of Home Builders, 1625 L Street, N.W., 1957. 144 p. pap. illus. \$2.

HOW TO WRITE SCIENTIFIC AND TECHNICAL PAPERS. *Sam F. Trelease*. Baltimore: Williams & Wilkins, 1958. 198 p. \$3.25.

MEDICAL RESEARCH IN THE SOVIET UNION: RECENT REPORTS FROM WESTERN SOURCES. *Elizabeth Koenig*, comp. Washington, D.C.: Department of Health, Education, and Welfare, Public Health Service, National Institutes of Health, Division of Research Services, 1957. 24 p. pap. apply.

RESEARCH AND DEVELOPMENT IN THE CORPORATION: ITS MEANING—ITS EVALUATION. (The Management Audit Series, no. 5). New York: American Institute of Management, 125 East 38th Street, 1957. 93 p. pap. diags. \$12.

Principles and methods of research, including chapters on department organization, integration of research, expenditures, facilities, personnel and process and market research.

RUSSIAN-ENGLISH GLOSSARY OF SOLID STATE PHYSICS. New York: Consultants Bureau, 1958. 94 p. pap. \$10.

Over 4,000 terms in the fields of solid state theory, crystallography, physics of metals, etc. Only most important terms of general quantum theory included. A preliminary work.

SCIENTIFIC GERMAN: A CONCISE DESCRIPTION OF SCIENTIFIC AND TECHNICAL GERMAN. *George E. Condoyannis.* New York: John Wiley, 1957. 164 p. pap. \$2.50.

Short lessons on German pronunciation, grammar, spelling and sentence structure, designed to help the reader understand technical and scientific material written in German.

SOURCES OF INFORMATION, 5th ed. *Raphael Alexander,* ed. New York: Informational Directory Company, 200 West 57 Street, New York 19. 1958. 84 p. pap. \$2.50.

TECHNICAL REPORT WRITING. *James W. Souther.* New York: Wiley, 1957. 82 p. pap. illus. \$2.95.

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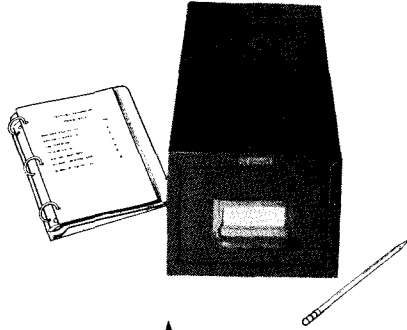
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- Guide to unpublished research materials. (ed. R. Staveley)
1957. 141pp. \$3.10 (\$2.25)
- Five years' work in librarianship, 1951-1955. (ed. P. H. Sewell)
1957. 418pp. \$8.66 (\$6.5)
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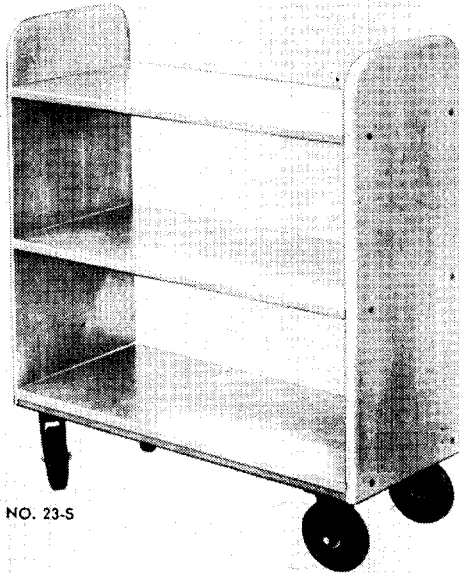
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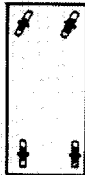
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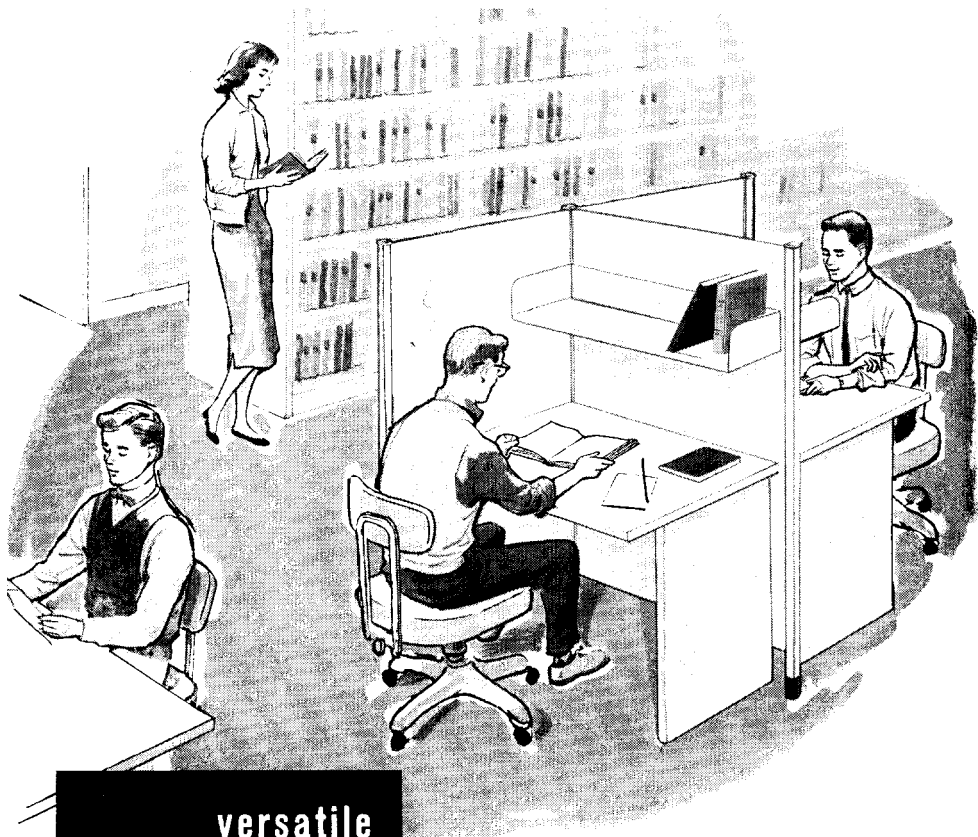


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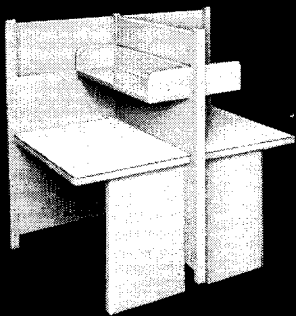
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