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# SPECIAL LIBRARIES

JULY-AUGUST 1959, VOL. 50, No. 6

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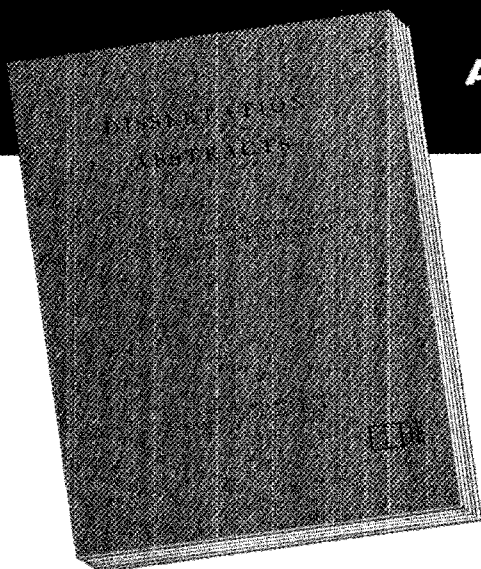
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SPECIAL LIBRARIES

# Library Committees—Pro and Con

At its Technical Session, held May 24, 1958, at the Monsanto Chemical Company, Texas City, Texas, the Texas Chapter of Special Libraries Association heard a panel discussion on "Operation of Libraries With vs. Without Library Committees." The following four papers formed the basis of the formal panel and are reprinted from the *SLA Texas Chapter Bulletin*, September 1958, volume 10, number 1.

## Managing A Library With A Library Committee

EFFIE N. BIRDWELL, Librarian, Research Department  
Monsanto Chemical Company, Texas City, Texas

I SHALL PRESENT to you some advantages to be gained by having a library committee as well as some disadvantages, the organization and operation of a library committee and something about my own committee.

Whether or not a library committee is set up depends upon several factors including the training, personality and ability of the librarian, the position the library occupies in the organization, management policies and the clientele the library must service.

### Advantages And Disadvantages

By far the most important function of a library committee is communications. It serves to interpret the needs of the user to the librarian and to convey to him any complaints and suggestions concerning the library's service. In turn it interprets the services of the library to the user and serves as a sounding board for the librarian's complaints, problems and ideas concerning library service. Free communication and mutual understanding must exist for this to be successful.

A library committee can be especially advantageous for a newly established library, particularly when the librarian is a trained librarian working in a highly specialized field. In this instance, the experience of the specialist can be used to select a basic collec-

tion pertinent to the interests of the users and to assure the collection's proper growth.

Other advantages to be gained by having a library committee are better budget allocation, improved interest in the library and better public relations with the clientele. A study of the size of the various groups serviced, the types of material they may need and the frequency of new information in the various fields will provide each group a fair allocation of the budget and assure them of the best information available.

Service on the committee always improves interest in the library which is continued long after a person ceases to serve on the committee. This healthy interest then leads to improved library service. Former members often come forward with valuable suggestions based on their experience with the committee and thereby a closer knowledge of the functions of the library.

Better public relations can result from having a library committee. The clientele are better satisfied when they know that their requests will be fairly appraised by a committee rather than one individual. The members of the committee are usually in closer contact with the group making requests and are apt to know of the actual need for the items in question better than the librarian.

We have also used the committee as an interview panel for prospective new em-

ployees for the library staff both in Texas City and for other Monsanto locations.

A disadvantage to having a committee is the difficulty of meeting together at regular intervals. The time lag in getting a committee to act formally on a problem or request may be detrimental to the functioning of the library. Also by having a policy-making committee, the librarian may not always have the authority to act on library problems that he or she should have.

### Organization And Functions

The highest executive of the organization serviced by the library should appoint the members of the library committee. If it is to be a policy-making as well as an advisory committee and the library services several departments, the membership should consist of the heads of these departments or their appointed representatives with authority to act in their names. When only one group is serviced, the committee should consist of the librarian's immediate supervisors. If the committee is to be an advisory group only, then the membership should be selected from the actual users of the library. The chairman of the group may be named by the person making the appointments or the committee may select its own. The recording secretary is usually the librarian.

The length of time members of the committee serve may vary from one year to permanently; however, an ideal plan would be to have a rotating committee. In this manner there would always be at least one new member learning about the committee and experienced members to give continuity.

The frequency of meetings should depend on the committee and the actual needs of the librarian. They may be set up on a routine basis or be called by the chairman. In any event, before each meeting the members should be notified of the topics to be discussed and asked to submit any items they might have. The librarian can then gather all the pertinent information needed to discuss the problem before the meeting. The committee should have as much information as possible before the meeting so that members will have time to think about the topics and be prepared to discuss them adequately.

Formal minutes should be kept on all the meetings so that there will be a record of decisions made and policies established. Copies should be circulated to the managements of the groups concerned so that they can be aware of the problems confronting the library and the decisions made. They can then notify their people of how they will be affected by the actions of the committee.

What a library committee does depends on whether it is a policy-making or merely an advisory committee. In a newly established library and even in an older library, the committee can review operations and recommend long-range policies and programs.

In addition to the above it can:

1. Review the annual budget and aid the librarian in determining a budget for the following year.
2. Determine how the budget will be spent as the year progresses.
3. Study personnel requirements for the library and make recommendations to management.
4. Determine over-all policies for library use of books and periodicals.
5. Approve book purchases or set a limit on how much the librarian can order without approval of the committee.
6. Review subscriptions annually and approve new subscriptions.
7. Determine discard and binding policies for journals.
8. Approve purchase of new equipment.
9. Review expansion needs for the library and make recommendations to management.
10. Aid the librarian in drawing up library expansion plans to meet future needs.

### A Case History

The library committee of the Monsanto Chemical Company's Texas City Research Department Library was first established in May 1950. At that time the library was under the direct supervision of the research director. The committee was established as a policy-making group for the library and as an advisory board for the librarian. It consisted of myself as chairman and one member from research and one from the process engineering section, which were the two groups ac-

tively serviced by the library at that time. As the position of the library in the research organization changed, the membership of the committee also changed until now it consists of four members, all from the Research Department. There is a group leader as chairman, a member of the administrative staff, a chemist from the laboratory and myself as recording secretary. With the exception of the librarian, who is a permanent member of the committee, all the other members are appointed by the associate director of research to serve one year or until new members are appointed.

At no time have we had a set basis for how often meetings were to be called. As first set up, the librarian called the meetings usually on the basis of need for action on a problem or a request for purchases. Now the chairman of the committee calls the meetings usually at the request of the librarian, again based on need for action.

As first organized, the committee determined policies and the rules for using the

library. They also approved purchase of all books, reviewed all subscriptions and approved new ones, approved purchase of backruns of journals, approved purchase of equipment and reviewed the budget. In 1957 this was changed, and now the committee sets the over-all broad policies within which the supervision and operation of the library is maintained. The details of the operation are the responsibility of the librarian and her supervisor. The committee continues to advise on doubtful book purchases, library expansion and library problems.

As originally intended and set up, the library committee has served a good purpose. As the position of the library in the research organization has changed and the experience of the librarian has grown, naturally some of the services rendered by the committee have diminished. However, the many times the committee has acted as an advisory or a policy-making board have proven very valuable and contributed materially to the growth of the library to its present position.

## Operating A Library With A Library Committee

YVONNE E. GREER, Librarian, Research & Development Library  
El Paso Natural Gas Company, El Paso, Texas

**P**ERHAPS I WAS asked to discuss operating a library *with* a committee because I stated on the questionnaire that though my company has a library committee, I am operating *without* one. I might liken our committee to a ghost—it is there in spirit, but one seldom hears or sees it. I have been with the library since January 1957, and to date the committee has met only once.

### A Case History

El Paso Natural Gas Company's Research and Development Library began its existence as so many company libraries do. The technical section of the Engineering Department

had a small collection of books and periodicals, and when that section became the Research & Development Department, it was decided to make this collection into a bona fide library—primarily to serve R&D. All the books in the various sections of the Engineering Department were gathered together, and these formed the nucleus of the library. The collection was, and still is, minuscule. There are about 650 accessioned volumes and about 200 unaccessioned volumes. That is small even for a technical library specializing in current information. Naturally periodicals form the bulk of our collection. We subscribe to approximately 120 technical and business journals.

At the time the collection was made into a library, it consisted of about one-third the present number of volumes and one-fourth the number of periodical subscriptions. When the first librarian, my predecessor, was hired, the library committee was formed. The primary purpose in having a committee was to advise the librarian in the selection of materials for the collection. Apparently the committee never got around to fulfilling that function for, as I stated previously, there has been only one meeting since I have been here. If a previous meeting was held, no record was kept.

The members of the committee are heads of the chemical, mechanical and standards sections of R&D, the director of research and the librarian. There is no provision for the rotation of members unless personnel changes occur. This seems to be a static arrangement, but I feel that company policy is probably the underlying reason for it.

The book-buying policy for the library is a liberal one, and if an individual requests a certain book or periodical subscription, there is no objection to requisitioning it provided it does not duplicate material held. These requests are not passed on by the committee. It is supposed to advise on purchases that will fill in gaps in the collection.

### Possible Advantages

From the foregoing remarks it can be seen that we are actually operating without a committee; therefore my ideas on what a committee could or should do border pretty much on theory rather than practical experience. It seems to me that one of the main advantages of having a committee is that it can keep the librarian informed about what projects are planned. Thus information can be assembled in advance, or if there is a doubt as to the feasibility of the project, literature searches can be made to aid in determining whether or not such a project should be undertaken. Since committee members are in a position to know what projects are planned, it stands to reason that this information could be passed on to the librarian during a meeting. From past experience I feel that such procedure could benefit all concerned. It is rather

difficult to compile a decent bibliography on a few hours notice, or, as is often the case, to have to call upon other libraries in the city or region to come up with the right book for the right person at half-past the right time.

Another function of the committee would be to give authoritative advice on prospective purchases. This would depend on the background and training of the librarian in a subject field, naturally. For instance, my training in the sciences is pretty sketchy—I can tell a basic text from an advanced work, but when it comes to judging the relative values of one advanced work over another, I'd certainly like an expert's opinion.

Still another way in which the committee can serve is to back up the librarian in matters of library policy. In the establishment of rules for circulation periods on materials and on the use of the library by persons outside the company, a committee can advise the librarian. The librarian should be the one to set forth the proposals for library rules and regulations; the committee can determine matters in accordance with company policy. Working together the committee members and the librarian can set up suitable measures.

I feel that those two words, "working together," are the key toward something that all librarians, not only in special libraries but also in all types of libraries, are working. That brings me to the fourth advantage—a long-range one. A librarian working with a committee has the opportunity to promote librarianship as a recognized profession. There are men and women in business and in top management circles who do look at our vocation as one of a professional calibre, but their number is relatively small. It is more usual to find that the title "librarian" means to those in top management little more than a clerk in charge of a collection of books, periodicals and vertical file material. True, quite often they want a person with a library degree to head the library, but they do not understand why a degree is necessary other than perhaps the prestige factor.

Our first line of attack in the battle to gain recognized standing is the kind of service we give; but let's find allies to help us. This is

where committee members can step in. It is up to us to impress them with the idea. They, in turn, can interpret our role to management. We can inform them of the need to attend professional meetings. That is something they can appreciate, something concrete they can understand. We can point out the favorable aspects of interlibrary cooperation. I do not mean to imply that these are the formulas to be followed; I'm only offering them as suggested starting points.

I've barely skimmed the areas in which a committee can serve the best interests of all

concerned, for time does not permit a fuller treatment. In summary, then, a library committee could:

1. Keep the librarian informed on forthcoming or prospective projects.
2. Render authoritative decisions on the choice of material.
3. Back up and advise the librarian in matters relating to library policy.
4. Aid in the promoting and gaining of recognized standing for librarianship as a profession.

## Libraries Without Committees

DOUGLAS C. BENTON, Technical Information Specialist

Humble Oil and Refining Company, Baytown, Texas

**I** THINK THAT, first, we should arrive at some sort of a definition of what a library committee is and what it does.

### Types Of Library Committees

As I view the problem, I think of a library committee in one of two forms: one like the library board or board of trustees found in municipal and county governments; the other, the library committee found in colleges and universities. The library committee or, more familiarly, the library board or board of trustees of municipal governments is a group endowed with considerable responsibility and authority. It is responsible for setting the policy of the library, for approving building expansions, for approving changes in services rendered by the library, for selecting the key personnel of the library, for approving salary adjustments and promotions and for approving book purchases. In many cases the library board is heard of most often through its statements regarding selection of books for the library.

Now let us consider the library committee as constituted in a college or university. This committee is supposed to function in an advisory capacity only—a sort of a liaison between the librarian and the faculty. The members of this committee bring up and dis-

cuss problems that are peculiar to their schools or the departments they represent. They may suggest policy changes. They may help the librarian in a public relations way to carry out certain changes in operating procedures. Of course, the function of such a group depends largely upon the personalities of the people involved, both on the committee and that of the librarian, but, in general, this committee can be said to be an advisory group rather than a group with any broad powers of responsibility or authority.

Now let us superimpose, in turn, each of these committees upon the function of a special library. If we superimpose a committee like a municipal library board upon a special library in an industrial organization, we find that utter confusion will probably be the result. We will have succeeded in practically duplicating the already allocated divisions of responsibility and authority 100 per cent. An industrial organization already has established channels for handling such administrative problems as selection of personnel, salary adjustments, promotions, purchasing, building space and so on. The committee would find that the only function in which it could perform with any degree of efficiency would be that of outlining policy of the library.

Now let us place the university library committee in a special library. In many respects, we will find that the administrative patterns of an industrial organization and a college or university are similar. The net result is that this type of committee functions approximately the same in industry as it does on the campus of a university, i.e., in an advisory and public relations capacity.

All that either committee can do is to set the policy to be carried forward by the library and to exercise a public relations function in behalf of the library. The principal difference between the two would be that the policies of the library would be more firmly established by the committee of the first type than by the committee of the second type. But, at the same time, we would again encroach upon divisions of authority and responsibility that are already established, since in most cases the library, for administrative purposes, is attached to some department head, division head or other supervisor within the organization.

I would also point out that, in general, the use of a library committee in industry does not seem to fall within the generally accepted use-pattern of a committee within industry. Committees in industry are usually used for special assignments of limited duration or to coordinate the activities of two or more administrative groups working on a common problem or in a common field within the company. For example, a department might use a committee to determine if it should change its organization pattern. This would be a committee with a special assignment—one that would not exist after its report had been presented to management. An example of a standing committee in industry would be a product quality committee. This committee would have representatives from sales, production and research on it. Another example of a standing committee would be an instrumentation committee. Representatives of the research, engineering, technical service and process departments would be on this committee. I don't think that the library committee fits into industry's use-pattern of committees.

Committees in industry seldom, if ever, have any authority. A committee investigates

a problem, determines the alternatives and makes recommendations to an administrative officer regarding the solution of the problem. The authority to apply the recommended solution rests solely with the administrative officer.

### A Case History

In collecting one's thoughts for a discussion such as this, one has to draw upon his experience to some degree. I would like to draw upon mine at this time, particularly in relation to the way we operate at Humble Oil and Refining Company.

Humble is a company that makes wide use of committees, both special and standing. It has never operated with a library committee. However, the acquisitions librarian often seeks the advice of specialists in particular fields within the organization regarding the purchase of additional items for the collection. I do not think that this could be accomplished satisfactorily by consulting a library committee. In a large research organization, many specialties are represented. A committee that would include all of these would be too big for efficient operation; and a committee small enough for efficient operation wouldn't have the background for judging many of the items that might be added to the collection.

About a year ago, we thought it might be advisable to change our arrangement of periodicals from one of a classified nature to one strictly alphabetical by title. There was some difference of opinion within the library staff itself as to which system would be the best. We decided to poll the personnel of the laboratory on the question. Although we did not receive a 100 per cent return on our letter poll, we did obtain a quite substantial percentage. The results showed 86 per cent in favor of arranging the periodicals alphabetically by title on the shelves. We did this, and we have had little complaint from our personnel due to the change.

I would point out also that, in general, the librarian and the personnel of the library or information service staff know a great deal more about the services a library can render and the services that a library should render

than do people who are specialists in other fields. We think that we have a very satisfactory working arrangement within our company. In fact, I have my doubts whether the library could have grown from a dangling box on the organization chart some six or seven years ago to the status we achieved last year of a full section on a par with each of the research sections of our division if it had been under a library committee.

I have tried to discuss what would happen

to a library operating with a committee and how a committee does not particularly fit into the operation of a special library within industry. I am fully aware that this is somewhat of a negative approach, but it is a factual approach to the problem as I see it—one of taking a peg of a particular configuration and seeing if it will fit into the hole. I, personally, do not think that the square peg-library committee fits into the round hole that is in general provided by industry.

## Operation Of Libraries Without Library Committees

HERBERT S. WHITE, Chief Librarian

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**A**LTHOUGH the title of this article implies categorical opposition to the use of library committees, my opposition is not as inbred as might be supposed. Perhaps a better title would be "The Successful Use of Library Committees If. . . ." Unfortunately, the *if* is a rather large *if*.

I feel that helpful library committees have two main functions: 1) they assist the librarian in the selection of material for the library by giving advice in subject specialties, and 2) they help in the enforcement of existing library regulations by providing a liaison between the librarian and the technical personnel.

When library committees fulfill these functions, and these functions only, they are doing their job. Unfortunately, they rarely do, and the librarian taking on a library committee must take his chances with how his committee will turn out. It's something like hitching a ride on a freight train at a railroad siding. The train may take you in the right direction, it may take you in the wrong direction or it may just sit there for a few days. Once it starts moving though, it's pretty hard to hop off.

Library committees, like moving trains, are things you can't get off once you get on

them. And, committed as you are to the ride, you are running two strong risks.

### Undesirable Types Of Committees

You may acquire a committee of little or no use to you because the members just can't find the time or interest for your problems. This frequently happens when committee members are appointed by the director of research without any consultation as to whether or not they want the job, and they consider the appointment as just another chore, and not a very important one at that.

This type of library committee cannot help you, and the time you spend in preparing for and attending meetings is wasted—but, actually, it can't hurt you either, because the members just aren't interested enough to do anything pro or con. It exerts no influence and, except for taking up some of your valuable time, it leaves you alone to run your library, which is what you were hired to do in the first place.

The second kind of committee you may acquire is far more dangerous. Few laymen would dare to offer advice to a doctor on how to treat a rare disease, and even fewer would want to overrule an engineer on how much weight a bridge span can support, but it's amazing how many people think they



know just how to improve the running of a library.

If you recall the two basic functions I outlined in my opening paragraph—these were that the library committee advises and that it helps to enforce established library policy—you will notice that it does not *select* the books and that it does not *establish* the policies. Unfortunately, too many library committees try to do both.

Permit me to illustrate my point. Many times a librarian, brand new on the job, will find one or two engineers or chemists who will come forward and offer to help with the selection and organization of the library. The librarian must, of course, be civil to these people, and he can, within limits, use their help—but beware of the pitfalls.

### Book Selection

The helpful engineer is probably completely sincere, but in letting yourself be guided by his thinking you will unconsciously orient the library collection towards his needs rather than those of the entire company—or, in other words, set up a private library largely for the benefit of one or two men.

I have seen many libraries that are greatly overoriented towards one subject area, at the expense of all others, simply because a technical man in this area took the trouble to campaign for the books he wanted, and the others did not. Unfortunately this type of man, who sincerely believes himself to be the librarian's greatest friend, is very apt to become prominent on library committees, usually because he volunteers to be on them. Once on the committee, he will slowly but surely see to it that the library is built up in his own image.

One point must be emphasized here on the question of book selection. The technical man can tell you whether or not a book is good or whether or not the author is well-known in the field—but only the librarian can decide whether or not the book is needed. In planning library collections, it is frequently necessary to buy a very mediocre book because it contains the only information available on a subject and to pass up an excellent text because its contents are covered

in other material the library already possesses. Only the librarian can make the objective judgement required here—to weigh the alternatives and to decide, since we all have limited budgets, which book to sacrifice and which book to obtain. A metallurgist is in no position to choose fairly between a book on aerodynamics and one on metallurgy. The librarian cannot allow him to make the choice.

### Policies And Procedures

The question of library policies and procedures also poses thorny problems. I think I need convince no special librarian of the fact that engineers and chemists are totally unqualified to make rules for the use of library material. They will either be too lax, a natural tendency, or too strict because of some personal conviction, such as that all recent issues of periodicals in metallurgy ought to be where they can put their fingers on them at a moment's notice.

Since, I think, we all agree that the technical librarian is best qualified to draw the line between overstrictness, which stifles the user and causes the material to stagnate, and overliberality, which means the library will never see anything again, the real problem lies in how to drive our viewpoint home to the far more influential engineer and chemist. I suspect that this is one of the strongest reasons for library committees—technical people will behave if told to do so by a committee of other technical people but won't if told to do so by a librarian. You are delegating away some of your authority and taking the risk of a headstrong runaway committee, but you may feel the risk is worthwhile.

Actually the risk isn't even necessary. What you can do to circumvent your own low authority is to use what is widely called throughout industry the Doctrine of Completed Action—or "how to do your boss' thinking for him." Draw up your library rules and regulations to provide for reasonable use and control over material and acquisitions. Test these rules in mock situations, allowing enough flexibility to enable you, but no one else, to break these rules, for sometimes you must break them. Arm your-

elf with all the reasons and arguments you can muster, preferably including dollars and cents ones. Have your rules promulgated into company policy by having them approved at the highest level possible, vice president or director of research. Distribute these rules widely within the company and post a copy prominently in the library. You are now in a position to break these rules if you feel it is absolutely necessary—but when you feel it is not and you are being hard pushed you can fall back on legality.

On the subject of book selection, a main area for library committees to run rampant, it is remarkable how much you yourself can determine about the merits of a particular acquisition if you really try. Keep abreast of book reviews, publishers' lists and *Publishers' Weekly*. Investigate the competence of authors by checking their qualifications in biographical directories. Learn to determine which publishers you can trust to maintain their own high standards of scholarship. Keep in close touch with your reference staff, if your library is large enough to be diversified, to determine which subject areas are adequately covered and which need more bolstering, even with mediocre material if necessary. Use your technical personnel to help you in evaluations, but use them sparingly and don't obligate yourself to accept their recommendations. If you are held accountable for your budget, make sure that only you can authorize expenditures charged to it.

Make your own supervisor aware of your problems and needs—needs for equipment, space, personnel. If you think you can convince a whole committee, you can certainly convince one man. Point up the alternatives and make him take some responsibility for shortcomings due to equipment or personnel shortages. Make him go to bat for you—he's getting paid for it.

Industry does not have committees of mathematicians, metallurgists and chemists who tell the chief aerodynamicist how his section should be run. I see no reason for the necessity of a committee of mathematicians, metallurgists, chemists and aerodynamicists to tell the librarian how the library should be run.

## Special Libraries Fifty Years Ago

"We suffer from a lack of knowledge of what others are doing, and sometimes ignorantly do things which are already better done.

"The special library begins where the public or general library leaves off. The chief need of the special librarian is to get up-to-date, reliable information on obscure subjects, most of which are not treated in general books and magazines.

"The general field is fairly well covered at present. The special field is almost untouched. This is the age of organizations. We have them for every conceivable general and special purpose. Some of those which are not now reported are, the state and local bar association, national associations of officials and the hundreds of national associations of all sorts.

"To the special library the reports and proceedings of organizations covering a specific field are the most valuable. We do not now have even a list of those which publish proceedings and reports.

"Another untouched field is the city. No agency reports the material produced by the cities and the various trade, commercial and civic bodies of the city.

"The first step in the plan for a public affairs index should be to determine the actual field covered or not well covered by existing bibliographical agencies. No duplication of effort should be attempted. In many cases the present catalogues, indexes and bibliographies might be enlarged. Thus, for example, the Index to Legal Periodicals might include the reports of all bar associations in the country. The Catalogue of State Documents of the Library of Congress might include everything published by state officers, closely indexed. The proceedings of many societies might properly come in the general magazine indexes.

"A public affairs index is merely the expansion of present activities to special fields, to supplement the excellent work already being done. . . .

"It would seem that the proper agency for doing the work of a public affairs index is the Library of Congress. The need is imperative in order to get this vast inert mass of information into circulation."

SPECIAL LIBRARIES, June 1910, p. 43

# Information Retrieval: Punched Card Techniques And Special Equipment

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ONE OF THE MOST simple and direct methods of information retrieval is matching on the IBM collator and searching by the look-up and compare technique, using unit record cards which have been sorted in descriptor files. The system has been described in detail by E. R. Lancaster<sup>1</sup>; the essentials of the method are given here.

## Look-Up And Compare Method On A Collator

A separate card is punched for each conjunction of a document and a descriptor. The cards are kept in major (block) sort by descriptor number; within each block of cards belonging to a common descriptor the cards are in minor sort by document number. To make a search, the decks for each of the descriptors involved are removed from the file. The smallest deck is placed in the secondary feed of an IBM collator. One of the other decks is placed in the primary feed. The machine then compares the two decks. Whenever a match is found, signifying a document possessing both descriptors, the card in the secondary feed is directed into pocket four. The cards in the secondary feed for which no match is found are directed into pocket three. All the cards in the primary feed go into pocket one, their order being undisturbed.

At the conclusion of the run, the cards in pocket one may be put back into the file since they represent a complete undisturbed descriptor deck. The cards in pocket three are stored temporarily in a rack, which might be called the reject rack. The cards in pocket four, which represent documents that have been found to bear two of the required descriptors, are put back into the secondary feed. One of the other descriptor decks is put in the primary feed, and the whole process is repeated.

At the conclusion of the second run, the cards in pocket four represent documents that have been found to contain three of the required descriptors. The process continues, one run for each of the remaining decks; the cards directed into pocket four on the final run represent documents having all the requested descriptors. A list of these documents is made, then the cards are sorted with the reject cards from the same deck, which have been accumulating in the reject rack, and the restored decks are put back in the file.

This system is simple and practical and requires only comparatively inexpensive standard equipment. Its main disadvantage would seem to be that it is not economical of card storage space. A comparatively large number of cards must be created, stored and processed for a given amount of information—in some applications this may be an appreciable drawback.

## Differences Between Retrieval And Census Applications

There are many applications in which it would be highly desirable to achieve the compactness of recording the description of a document on a single card rather than on a decklet of cards. We now examine the possibility of creating a compact searchable file of document records, one card per document, which can be scanned at high speed by a simple standard machine such as a sorter.

It might be instructive at this point to consider the basic general difference between information retrieval and the standard type of business record keeping and processing with which punched card equipment has been successfully used for many decades. There is

some significance in the fact that the very first application of punched card recording of information was with the United States census.

A census-taker has in principle a fixed number of questions. He asks each person in the population the same set of questions, and for each person he records exactly one answer to each question. For our purposes we can consider the questions he asks analogous to categories and the answers he records analogous to descriptors.

The applicability of punched cards has broadened immeasurably since the census and includes the recording and processing of information about a tremendous variety of objects and events—but there is still some suggestion of census methodology in typical business applications. Such applications, if analyzed in terms of descriptors, may be characterized as follows. Descriptors embodying the information can be classified into a comparatively small number of categories, so that for most categories exactly one descriptor will be required. There will be a few cases where more than one descriptor from a category will be required, and there will be a few cases where no descriptor from a given category is applicable.

This census, or conventional business tabulating, type of description is in terms of what might be called completely categorized descriptors and is fundamentally different in nature from the description by co-ordinate (non-categorized) descriptors which have been found appropriate for characterizing documents for information retrieval.

For the purposes of the present article I think it will be illustrative to call the conventional census type of descriptor scheme a handy form. Where information can efficiently be recorded by using a handy form (census questionnaire, sales check, invoice, etc.), assigning a field on the card to each category on the form creates a situation with which conventional punched card technique is designed to deal. By efficiently recorded, I mean that it is infrequently necessary to squeeze in more items of information in a block than the form was designed for and rarely necessary to leave blocks blank or cross them out as not applicable.

Handy forms are indeed handy (or, in the case of punched cards regarded as machine-processable forms, *machiny?*). One knows where to look for specific items of information. Suppose, for example, that a census type description has recorded, among other things, codes for occupation, residence and place of birth. Suppose that I want to find the cards for welders of Canadian birth living in New York. I need merely set up my search procedure to examine the fields for these codes and pull out or indicate the cards that meet the specifications.

### Co-ordinate Descriptors

Describing documents by co-ordinate descriptors, however, is almost the opposite of a handy form type of application. It is true that, in principle, it is possible to think of a form in connection with co-ordinate descriptors. This form would consist of a list of all descriptors, presumably several dozen pages, with instructions to check the ones applicable (or, to carry this cruel fantasy to its limit, with instructions to cross off the ones not applicable). But such a form would scarcely be considered handy by its users, and its use would not meet the criteria of efficient use of forms. It is much easier just to write down on plain ruled paper descriptors applicable to a document as one comes to them.

Now, how can the description be recorded in a machine processable form suitable for scanning? If plain document records are used, as illustrated above, trouble develops because we do not know in what field a wanted descriptor will be found. Suppose, for example, we are searching for documents bearing descriptors 2176, 3149 and 4473. Consider three document records:

010432		2176	2878	3149	4473	5182
011517		1175	2031	2176	3082	3149 4473
023429		1098	2176	2947	3149	4473 5136

Each of them meets the search requirements, but note that the requested descriptors fall in a different field of each card. To perform scanning and inclusion-matching on such a file would require searching each field for each descriptor. To do this type of multiplexed scanning on an ordinary sorter would require so many passes as to be infeasible.

The problem can be avoided by using descriptor records and files and the look-up and compare technique on suitable equipment. The problem can be solved in a straightforward manner with an electronic data processing system whose internal memory and high speed of logical and arithmetic operations enable it to perform the inclusion-matching rapidly. But how can the problem of scanning a document file on a simple machine such as a sorter be handled?

### **Superimposable Numeric Coding And Scanning**

A solution is found in the concept of superimposable coding in a single field. In this scheme one field is used for descriptors; the codes for all the applicable descriptors are superimposed (punched one on top of the other) in this field. To implement this scheme, special types of codes are needed; straightforward numeric codes will not do. In order to see why this is so, consider what it would mean to superimpose straight numeric codes. Let us suppose for simplicity that a certain document is described by the two descriptors, 2176 and 3149. If these two codes are superimposed into one field on a document card, we would have the pattern

2 46

3179. To retrieve cards for documents bearing these two descriptors, we would search for this pattern of punches. To do so on a sorter would be reasonably simple and straightforward.

Suppose that the descriptor field on the card is columns 7 through 10. Set the machine to sort on column 10. Set the suppression switches to allow recognition only of digit 9. Sort. The cards in the reject pocket clearly do not meet the search requirements and may be filed back. The cards in the 9 pocket are now put back in the machine and the machine set to sort for a digit 6 in column 10. The survivors of this sort are put through a sort for digit 7 in column 9, followed by sorts for digit 4 in column 9, digit 1 in column 8, digit 3 in column 7 and digit 2 in column 7. Note that each subsequent sort is made only on the survivors of the preceding sort and hence the deck of cards is steadily diminishing in size. Such a series of

sorts could be performed reasonably quickly even if the total number of cards in the file is comparatively large.

This naive scheme of superimposing straight numeric codes will not work, however, because of what are called false drops.

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The pattern, 3179, is not a unique result of the combination 2176 and 3149. There are many other combinations that could give rise to this same pattern, for instance 2179 and 3146, 2146 and 3179 and so on. It is true that not all these extraneous combinations will be present in the file. The number 3179 may not be a working code number, that is to say it is possible that no descriptor has yet been assigned this code number. It may be that, although 2146 and 3179 are both working code numbers, there does not happen to be any document bearing this combination. But it is likely that many of these combinations will be represented by documents in the file, and the above-described search procedure would retrieve these extraneous documents along with the wanted documents.

When we reflect that a typical document has ten or a dozen descriptors, rather than two, we see that most document cards will have most of the possible punching positions punched. In a search for documents bearing a prescribed combination of two or three descriptors, we will be swamped with false drops, that is with retrieved extraneous document cards.

### **Superimposable Four-Hole Random Coding And Scanning**

Fortunately it is possible to construct a type of superimposable coding that minimizes this difficulty so that false drops are few and far between.

One of the most widely used types of superimposable codes is four-hole random coding. The present writer is indebted to Jack Sherman<sup>2</sup> of The Texas Company and Dr. W. F. Brown, Jr.<sup>3</sup> of Sun Oil Company for a description of the implementation of this technique on IBM cards.

In the present description, suppose that a card field of 20 columns is assigned for recording the superimposed codes. (It is better in practice to use 40 columns, as suggested

by Sherman and Brown; here we are using 20 columns for compactness of illustration.)

To each descriptor is assigned a code consisting of four holes scattered randomly in the 20 column field. In the following examples of what this kind of coding might look like, the letter "b" denotes that the corresponding column is blank (not punched).

DESCRIP- TOR	NU- MERIC CODE	RANDOM CODE
shoe	0001	b b b b b 7 b b 3 b b b b b b 3 b 6 b b
ship	0002	4 b 4 b b b b 3 b b b 8 b b b b b b b
sealing	0003	b b b b b b 2 b b b b b b 6 b b 8 3 b b
wax	0004	b 3 b b 0 b b b 7 b b b b 9 b b b b b b
cabbage	0005	b b b 2 b 2 b b b b 8 b b b b b b 5 b b
king	0006	b b 5 b b b b 0 b b b b 8 b b b 9 b b b

These random codes are to be used as in the previous (numeric) example. The random codes for all the descriptors applied to a document are punched in the descriptor field of the document card. When we search the file for documents bearing a given combination of descriptors, we will search by selective sorting, as described above, for cards whose descriptor fields include the pattern given by superimposing the descriptor random codes. For example, if we are looking for documents on sealing wax, we sort for cards bearing the pattern: b 3 b b 0 b 2 b 7 b b b b <sup>6</sup> b b 8 3 b b, this pattern being given by superimposing the above codes for sealing and for wax.

Now, to what extent is this system subject to false drops, such as defeated the idea of superimposing straight numeric codes? The pattern shown above as the superimposition of the codes for sealing and wax might also be created by the superimposition of other codes, for example, b 3 b b 0 b 2 b b b b b 6 b b b b b b and b b b b b b b 7 b b b b 9 b b 8 3 b b. But, and this is the essential point of random coding, this combination is unlikely because these other possible code patterns probably are not working codes and have not been assigned to any descriptor. By using a wide field, with punches scattered randomly throughout it, there is a coding scheme where the codes do not, so to speak, resemble each other. By resemble I mean two codes can be said to resemble each other if they have two or three punches in common. In straight numeric coding, each working

code has many other working codes resembling it, and hence a given combination can arise in a great many ways; in random coding each working code has few or no other working codes resembling it, and hence a given combination can arise in only one or a few different ways.

In practice, as has been indicated, it is preferable to use a 40 column field. Experience has shown that with four punches in a 40 column field, the system works without appreciable annoyance from false drops, even when several dozen descriptors are applied to each document.

How can random codes be generated for use in such a system? Recourse is made to series of random digits, which may be obtained on punched cards or in other forms. The technique for generating random codes is as follows. Suppose that the 20 column field assigned for superimposition of descriptor codes is columns 21 through 40. Arrange the random digits in groups of four three-digit numbers, for example:

267	093	563	786
814	234	083	728

The first two digits of each triplet determine, after addition or subtraction of multiples of 20 as necessary, which column to punch. The last digit determines what row to punch. Using the above example, 267 calls for a 7 punch in column 26, 093 calls for a 3 punch in column 29, 563 calls for a 3 punch in column 36, 786 calls for a 6 punch in column 38. Accordingly, the 24 random digits in the above example create these codes:

b b b b b 7 b b 3 b b b b b b 3 b 6 b b
4 b 4 b b b b 3 b b b 8 b b b b b b b

These will be recognized as the hypothetical codes for shoe and ship.

Searching for a given pattern can be done on the sorter, by selective sorting as described earlier. Even though the number of columns to be examined may be large, the selection can still be done in reasonable time, since again we are dealing with a deck that diminishes after each pass through the machine.

If an IBM 101 Electronic Statistical Machine is available, the selection can be done at high speed in one pass, since the 101 can read all columns simultaneously and can be controlled, by control panel wiring, to recognize any desired pattern of punches.

It should be expected that with superimposed coding as described above, there may be some, though infrequent, false drops. Examining the document search cards may not disclose that this has happened, since the superimposed descriptor field cannot be unscrambled to show the individual descriptors. After the search procedure has retrieved the identification numbers of the pertinent documents, it may be good practice to go to a complete document description file (this stage may or may not be a machine process) and obtain a description of the documents with each descriptor spelled out in full; at this stage any false drops that may have occurred can be edited out, and the relevant full descriptions presented to the requester.

There are also other methods of constructing superimposable codes, besides the random codes generated by random digits. Of particular interest are the methods described by H. P. Luhn<sup>4</sup> of the IBM Research Center in Yorktown Heights, New York.

### **Special Purpose Machines**

Information retrieval applications tend to involve a few specific operations—searching, locating, comparing, collating. These suggest the possibility that this work may be performed efficiently by machines which are less complicated than general purpose data processing equipment and have been especially designed around these operations. Two such special machines have been built by IBM.

#### **Universal Card Scanner**

The universal card scanner is designed for direct-scan searching. The patterns to be searched for are recorded on a search or request card which is then mounted on a cylinder in the machine. Comparison is made between patterns on the search card and patterns on the document record cards fed through the machine. Comparison is under the control of a plug-wired control panel, and any columns of the request card may thereby be compared

with any columns of the record cards. The concept of what we have called inclusion-matching is built into the machine, that is to say, the machine tests whether the patterns on the request card are included in the counterpart patterns on the record cards.

Provision is made for up to six comparisons. The machine has pockets and may be wired to direct cards into the various pockets according to the number of matches. It could, for example, be wired to send into pocket six the cards that match in all six comparisons, into pocket five the cards that match in five comparisons and so on. The machine may also be wired to perform logic on the results of the comparisons. For example, one could wire such a procedure as: select into certain pocket all cards whose field A includes the pattern of field X of the request card and whose field B includes the pattern of field Y of the request card but whose field C does not include the pattern of field Z of the request card. (This feature of selection on the basis of what is not present is often valuable in automatically rejecting irrelevant material.)

Since the machine compares patterns without interpretation, it imposes no restrictions as to the coding. The fields compared may contain numeric or alphabetic or arbitrary codes and may contain codes for single descriptors or superimposed codes for groups of descriptors.

#### **Special Index Analyzer**

The special index analyzer operates on the principle of look-up and compare. It has punched card input and printed output. The deck to be searched consists of descriptor files, each card being identified by a six-digit numerically coded descriptor and containing, as detail information, six-digit numeric codes for up to 12 pertinent documents. The file or decklet for a given descriptor consists of as many of these cards as are necessary to record all the documents to which the descriptor is pertinent.

As in the collator operation described earlier, the first operation in making a search is to pull manually the relevant decklets from the file. However, the repeated card handlings required by the collator scheme

are not required when using the special index analyzer. The decklets for the requested descriptors are placed in the card reader. The machine reads the first decklet and copies the contents onto paper tape. Now the next decklet and the portion of tape just punched are read simultaneously and compared. The document codes common to both are punched on the next portion of tape, thereby creating a portion of tape containing all documents having both descriptors 1 and 2. The third decklet is then read and compared with the just-punched portion of tape; the common items are then punched on the next portion of tape. This process continues until all the decklets have been read, at which point the last punched portion of tape, which contains the document codes common to all the request descriptors, is printed out.

The machine may be programed to perform logic on the descriptor files in addition

to straightforward comparison. This includes the exclusion operation, so that, for example, the machine may be programed to report out all documents which bear descriptors A and B and do not bear descriptor C.

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NOTE: This is the third in a series of four articles.

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### New Grants Of Council On Library Resources, Inc.

The Council on Library Resources, Inc. has granted \$244,651 to the Joint Committee on the Union List of Serials, Inc. to make possible the third edition of *The Union List of Serials in Libraries in the United States and Canada*. The grant will provide for the consolidation in one alphabet, principally through the cumulation of data already printed, of available information regarding holdings by United States and Canadian libraries of serials which began publication prior to 1950. The project is expected to take three to four years and will result in a volume of 4,000 to 5,000 pages, with an expected selling price of \$50. It will be carried out by the Library of Congress under the supervision of John W. Cronin, Director of the Processing Department. This third edition will be the final one in the series. To meet the problem of the increasing size and cost of the *Union List*, the Joint Committee has recommended that the third edition cumulate information on serials only up to 1950. The record beyond 1950 will be continued through LC's monthly cumulative publication, *New Serial Titles*.

The University of Chicago has received a grant of \$84,600 from the Council on Li-

brary Resources, Inc. to undertake a detailed study of the scope and characteristics of the library materials required to support a high level of teaching and research. As a part of the continuing study for a solution to the problem of storage space in research libraries, the project is closely related to the Selective Book Retirement Study being made at Yale University. Under the program, which will require about one year, the University of Chicago Library will 1) collect data on the frequency and distribution in time of the past use of books in about 20 different fields, 2) analyze the relationships that seem to exist between past and current patterns of use, 3) invite several small panels of experts to assess selected lists of titles in their fields as to desired levels of accessibility and 4) run a scientific check on the habits of browsing to give some indication of the patterns of use of research materials by readers consulting books directly from the shelves. Although most of the information for the study will be drawn from an analysis of the use of materials at the University of Chicago, it is expected that related information will also be collected from several other large research libraries.



# Denmark's Educational Library

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ONE RETURNS FROM a year of study abroad with a myriad of pleasant memories. Among more glowing recollections from tiny and tidy Denmark were enjoyable and frequent visits to Statens Paedagogiske Studiesamling, The Danish Central Library for Pedagogics.

Although classed as a library, it is really far more than that, being truly a literal translation of *studiesamling*, an educational collection. Included among its more important activities are sponsoring lecture series and exhibits, acting as an agent in international school affairs, *shepherding* innumerable educational projects, co-sponsoring a leading professional journal, serving as curator of an educational museum and, of course, functioning as the country's central pedagogical library.

Like many another special library, the Studiesamling is primarily a product of one man's work. The founding date was 1887; the man, Emil Sauter, co-founder and chairman of Denmark's Teacher Association. Sauter's immediate objective in setting up a school museum was to arouse interest among schoolmen, the lay public and manufacturers in the modern school furnishings and teaching materials coming to use in other countries. The Danish Ministry of Education gave prompt and continuing support for the project and provided the following year for the establishment of the Danish School Museum as a state institution.

At first books were only incidentally included as museum pieces, but soon book gifts, particularly that of the Education Society's library in 1903, brought to the fore the museum's function as a library. Soon the library role became an equal partner in the museum venture. The Studiesamling also expanded into other areas such as becoming a center for professional relations with foreign and international organizations and a sponsor of educational exhibits.

The two problems continually plaguing the museum, housing and its eventual role in Danish education, were both resolved in the early 1930's. As preparations were made to move into a discontinued private school, the Danish National Museum bid to gain title over the historical collection. In the resulting reorganization, much of the collection was transferred to the National Museum and the Old City historical village at Aarhus. The museum function became subordinated to that of national center for educational activities including the accumulation of educational literature. In line with the re-emphasis, the title was changed to Statens Paedagogiske Studiesamling.

A look at a recent 14-page annual report of the Studiesamling illustrates its extensive activities.\* In the international field visitors from ten countries registered at the library and correspondence was exchanged with foreign colleagues in 29 lands as well as with international agencies. Exhibits were sent for display to Ecuador, Colombia, Bagdad, Tokyo, Lahore, Amsterdam, Formosa, England, Israel and Norway.

Among national professional activities of the staff were the publication of 14 articles and special services provided to higher educational institutions. Included among the latter were the arrangement of meetings, workshops and study courses at the library as well as lectures at many teacher education institutions. A particularly satisfying activity was acting in an advisory capacity in the establishment of a studiesamling in Denmark's Faeroe Islands. Personnel were, quite naturally, prominent in many Danish educational organizations.

The library numbered over 96,000 volumes and received 299 periodicals (127 foreign). During the year almost 35,000

\* Müller, Poul, *Beretning fra Statens Paedagogiske Studiesamling for Aaret 1956*, Statens Paedagogiske Studiesamling, Copenhagen, 1957.

books were in circulation, nearly half of which went to borrowers outside the Copenhagen area.

Ten alternating exhibits at the Studiesamling were viewed by some 2200 special visitors (plus the uncouneted run of general users of the library). In addition, exhibits were displayed 49 times at teachers colleges, central schools and communities throughout Denmark. Nineteen permanent exhibits were offered for loan, including a collection of children's pictures received from the United States Office of Education in 1952.

The phenomenal success of the Studiesamling can be primarily attributed to the high degree of mutual respect and cooperation operating between the institution and teachers, school supply houses and the public. Thus, as exceptional classwork comes to the attention of library personnel, arrangements are readily made for inclusion of the materials in exhibitions on a loan basis; frequently items are given to the library and become part of the permanent collection. Generally library personnel assume responsibility for preparing and scheduling exhibits. Constant reappraisal of the collections ensures a plentiful supply of pertinent examples of student achievement.

School supply houses quite naturally welcome the opportunity to provide samples of the latest innovations in school furniture and instructional materials for display at the library or for inclusion in exhibits circulated throughout the country. Ordinarily products are given to the Studiesamling, although more expensive foreign articles may be borrowed. Specialized apparatus and preparations, such as physics or zoology materials, are not collected; referrals are made to commercial firms handling such items. As articles become outdated, they are relegated to the status of museum pieces and are available for loan to sundry groups for anniversary celebrations, historical displays and so on.

A significant service to teacher-borrowers is the frequent revision of library-published bibliographies covering by subject the major areas of educational literature available for circulation. A glance over a typical example, *List of Literature on the Teaching of Writing*, suggests the significant task of publish-



*The National Educational Library*

ing an 11-page work encompassing over 200 references in six languages. Other listings vary from four pages (geography) to 68 (psychology).

Perhaps the best measure of acceptance of the Studiesamling's principles, objectives and functions is the appearance throughout Denmark of "school centers," miniature studiesamlings that are commonly housed within local libraries. Currently numbering 25, school centers have been established through the initiative of teacher organizations and public libraries that wish to perform functions similar to those of the parent institution, which has welcomed the movement and provided enthusiastic leadership for it. The centers provide for dispersal of facilities and activities, stimulate local interest in these special services, serve many local needs, and accumulate individual requests to be sent on to Copenhagen. Intimate as their relationship may be to the Studiesamling, they remain independent, locally-controlled units.

One cannot rightly leave the subject without acknowledging the contribution to this educational beehive of Poul Müller, who joined the then-museum in 1929. As director since 1936, Herr Müller has developed the library into a powerful educational tool in Denmark and an important factor in furthering international educational understanding.

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**Former Annual To Be Published Thrice Yearly**  
*The Proceedings of the Royal Institution of Great Britain* will be published three times a year beginning in January 1959 instead of annually. A yearly subscription is 21/ (about \$2.85) and individual copies are available at 8/6 each (about \$1.20).

# A Check List On The Organization Of Picture Collections

**M**ETHODS AND SYSTEMS for the organization of knowledge as recorded in words do not serve for the organization of the pictorial record. As yet, principles have not been established for handling the vast masses of pictorial documents that have accumulated in the century of the camera and the decades of photo-mechanical means for the reproduction of images.

Three manuals have been published on library picture collections. These are concerned with collections of clippings and reproductions organized primarily for the use of students and teachers. The two largest general picture libraries that serve a wider use, those of the Library of Congress and The New York Public Library, have not published manuals of their procedures.

This list refers mainly to articles found to be of practical guidance in the planning of picture collections, omitting art history files and governmental archives.

## General Picture Collections

Chicago Public Library Combines Picture Files. Matilde Kelly. *Library Journal*, vol. 75, September 15, 1950, p. 1453-7.

A case history and good discussion on classification problems common to general picture collections in public libraries.

The Hulton Picture Post Library. C. H. Gibbs-Smith. *Journal of Documentation*, vol. 6, March 1950, p. 12-24.

Imaginative, stimulating report on the organization and administration of a picture library of five million clippings, prints and photographs, "started from scratch." The system of classification and indexing is illustrated in much detail. Pictures are arranged in four main sections, coded by color; a three-letter code is used as a notation for the subject headings. The author expresses his conviction that the handling of pictures demands special skills and background and professional training as a librarian. While few picture collections can afford to adopt the costly system used at this London picture library, this article brings the reader fresh light on the entire subject of pictorial documents and will stir up new approaches to the handling of pictures.

*The Illustrations Collection; Its Formation, Classification and Exploitation*. E. V. Corbett. London: Grafton, 1941.

A manual based on a survey of American and British picture collections in public libraries. Most of the suggestions derive from methods established at the Newark Public Library picture collection.

*Museum Registration Methods*. Dorothy H. Dudley and Irma Bezold. Washington, D. C.: American Association of Museums, 1958.

Each chapter was written by someone who had developed the methods he described, wrestling with problems from a professional point of view, experimenting, making mistakes and finally achieving a practical application of his ideas. Classifying paintings, drawings and prints by media, cataloging prints in the Museum of Modern Art, accession records in a historical museum, and

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A selected list of references prepared by Romana Javitz, The New York Public Library Picture Collection, for in-service training seminars on pictures, and reprinted from PICTURESCOPE, vol. V, no. 4. Copies of all the articles listed are available for reference or may be borrowed from the Picture Collection, Room 73, Central Building, The New York Public Library, Fifth Avenue and 42nd Street, New York 18, New York.

measuring and marking objects are a few of the 22 articles that are of specific interest to picture librarians. Glossaries throughout help standardize terminologies, and a 10-page comparative chart of the types of coloring mediums, brushes, pens and adhesives employed to mark objects, prints, etc., gives much needed information. Those who are faced with the organization of pictures, prints and photographs are urged to consult this manual. It is a good springboard for the development of methods that would be practicable in the handling of pictorial archives.

*The Picture File in School, College, and Public Libraries*, rev. ed. Norma O. Ireland. Boston: Faxon, 1952.

The only manual that is not completely out-of-date. It is essentially an adaptation of the Newark list of subject headings and as such has the same weaknesses and lacks value to all but the most modest collections of picture clippings. It is popular with PTA members and other volunteers who wish to set up a picture file for school use. The source list is excellent for this purpose. This is not a guide for the professional librarian whose collection is used for extensive picture research or serves a highly specialized public.

*The Picture Collection* (The Newark Public Library Collection), 5th ed., rev. Marcelle Frebault. New York: H. W. Wilson, 1943.

The earlier editions of this manual set the pattern for picture collections in public libraries throughout the United States. It is a thorough description of procedures from where to buy pictures to how to circulate them. The list of subject headings has served as the basis for the arrangement of countless collections of picture clippings. Its limitations are inherent in the purpose for which the first library collections were established—that of serving the needs of local schools. The subject headings follow terminology used for book collections and have little graphic flavor. No general principles are established; no thread of consistency holds the arrangement together. The lack of planning for subdivisions and for systematic shift from general terms to the specific (so essential in organizing pictures) are just two of its weaknesses. The manual is far, far out-of-date and is out of print.

Prints, Pictures and Photographs. May D. Hill. *Library Trends*, vol. 4, October 1955, p. 156-63.

A carefully prepared, informative summary of current methods and trends in the organization of many types of picture files including those specializing in art and local history; includes a bibliography.

*The Treatment of Special Material in Libraries*. Robert L. Collison. London: Aslib, 1957, p. 6-20; 25.

In the chapter "Illustrative Materials" there are general comments on considerations in setting up illustrations collections, with emphasis on housing. He concludes that there are no adequate lists of subject headings and refers to the Corbett book for fuller information about pictures. Mr. Collison enters into the pros and cons of adding referrals to pictures in main book catalogs.

### Photographic Picture Collections

Filing Systems for Negatives and Prints. Paul Vanderbilt. In *The Complete Photographer*. New York: National Educational Alliance, 1942-43, vol. 5, p. 1722-34.

This is still the best analysis and most extensive exposition of methods for the organization of files of negatives and prints. The text and illustrations form a basic guide for setting up either a specialized or general collection of photographs.

General Motors Photo Department. J. Cobb and Dan Alchuk. *Picturescope*, vol. 3, October 1955, p. 15-16.

How a collection of two million negatives of the history of this company is organized for use in advertising and as an archive. Of special interest is the indexing problem, which is complicated because no file of positive prints is maintained.

*Life Picture Collection*. Alma Eggleston. *Special Libraries*, vol. 45, September 1954, p. 284-87.

How *Life's* picture collection (serving *Time*, *Life* and *Fortune*) handles three million photographs, with detailed description of the subject indexing and a chart of the flow of work.

*Look Magazine Picture Library*. William J. Sloan. *Picturescope*, vol. 2, December 1954, p. 23-4.

Presents clearly the arrangement of this picture reference library of Cowles Magazines, Inc. Over three million photographs are closely cross-indexed from marked copies of the publications. One set of prints is filed alphabetically, another numerically by negative number.

National Film Board of Canada Still Photo Library. Dan Alchuk. *Picturescope*, vol. 2, October 1954, p. 19-20.

A governmental archive, for immediate as well as for permanent use, with a broad base of organization to achieve flexibility of purpose. Classification and indexing are written up in useful detail. Reflecting the function of this collection are the story units and the archive on the work of Canadian photographers.

The National Geographic Society's Photographic Library. Caro Stillwell. *Special Libraries*, vol. 45, September 1954, p. 277-9.

The organization of an extensive photographic file specializing in the many aspects of human geography. Miss Stillwell describes the subject indexing on which the collection depends (540,000 cards).

The *New York Times* Picture Library. William J. Sloan. *Picturescope*, vol. 3, July 1955, p. 10.

Differing from the files of picture magazines, this is a library of two and one half million clippings, prints and photographs. These are arranged by numerical accession with a few exceptions. The subject indexing necessitated by this arrangement is described.

Photographic Library Procedures. Camilla P. Luecke. *Special Libraries*, vol. 47, December 1956, p. 455-61.

An abstract of a manual of procedures for the International Press Service Photographic Library, this guide gives step by step instructions. The direct subject approach is stressed. The handling of negatives, captioning, mounting and mailing of prints are included. A lucid factual introduction to work with photographs, recommended for those who are starting a collection. It is much to be regretted that the manual, the best of its kind, is not available in its entirety.

*Photojournalism; Pictures for Magazines and Newspapers*. Arthur Rothstein. New York: American Photographic Book Publishing Co., Inc., 1956.

Good reading about the use of photographs, the purpose that controls the planning of most press files. *Look's* photographic library is shown in pictures.

*Pictorial Journalism*. Laura Vitray. New York: McGraw-Hill, 1939, p. 402-21.

Describes a typical newspaper picture file and its organization.

Pictures; They Deserve a Good Filing System. Etna M. Kelley. *Photographic Age*, vol. 1, November 1946, p. 17-19; 42.

The photographic archive set up as part of the public relations department of the Standard Oil Company of New Jersey is described as ideal for other industrial files. It features the use of bound contact prints as an index to the original negatives and prints.

### Pictorial Card Indexes

The Index of Christian Art. William L. M. Burke. *Journal of Documentation*, vol. 6, March 1950, p. 6-11.

The entry in the photographic file in this collection is basically a pictorial index. The analysis of the subject indexing of these photographs is instructive for picture librarians.

A Picture Index. Dr. Otto Bettmann. *Wilson Library Bulletin*, vol. 13, April 1939, p. 536-7.

In the Bettmann Archive, a commercial picture reference service, an index card with a miniature print was made for each picture; the subject annotated, indexed and cross-indexed. Illustrated.

Reproducing Photographs on Index Cards. Alma Eggleston. *Special Libraries*, vol. 48, November 1957, p. 429.

Illustrated report on the latest form of pictorial indexing as adapted to the needs of the *Life* picture collection.

### History Of Picture Collections

A Brief History of the Picture Collection. John Austin Parker. *Wilson Library Bulletin*, vol. 30, November 1955, p. 257-8; 264.

On the growth of picture collections in public libraries; with a bibliography.

Pictures from Abacus to Zodiac. Romana Javitz. In *The Story of Our Time*, an Encyclopedia Yearbook. New York: The Grolier Society, Inc., 1955, p. 334-5.

Short survey of the role of pictures as part of recorded knowledge.

# Planning The New Library: The IBM Research Library

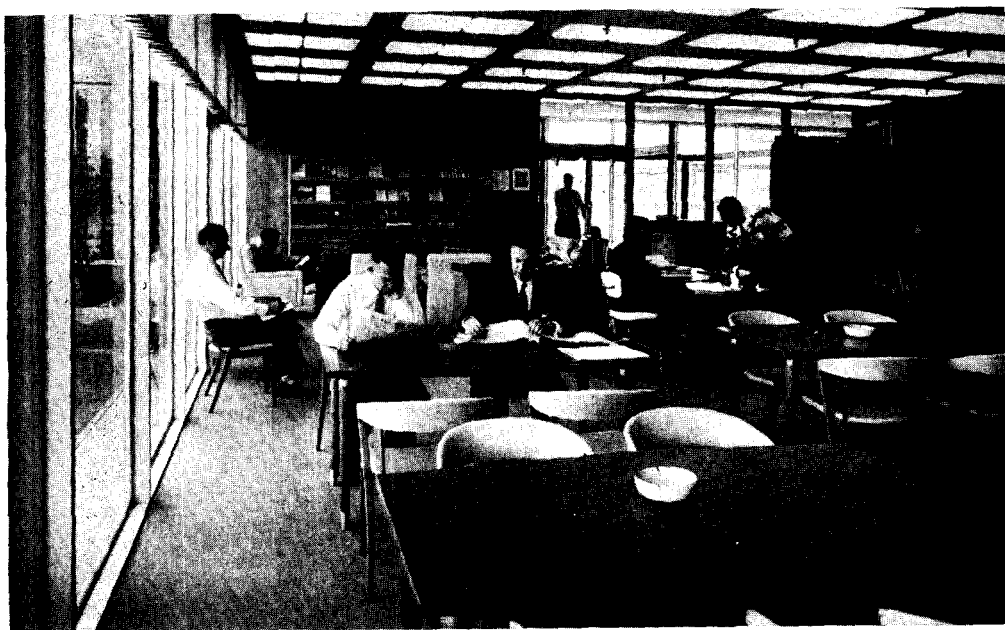
MARJORIE GRIFFIN, Research Librarian  
IBM Research Laboratory, San Jose, California

IN THE SPRING of 1956, after the usual flurry of rumors, the welcome news was announced that a new research laboratory building was to be built. There would be an entirely new library, and the librarian was to be consulted in its planning. At that time the IBM San Jose Research Library had been through six moves in four years in a rapidly expanding laboratory, and then, before there were definitive allotments of space or location, this new library was conceived. We were to plan, not with present needs in mind, but with considerations of changes in growth, complexity and work methods within at least the next decade.

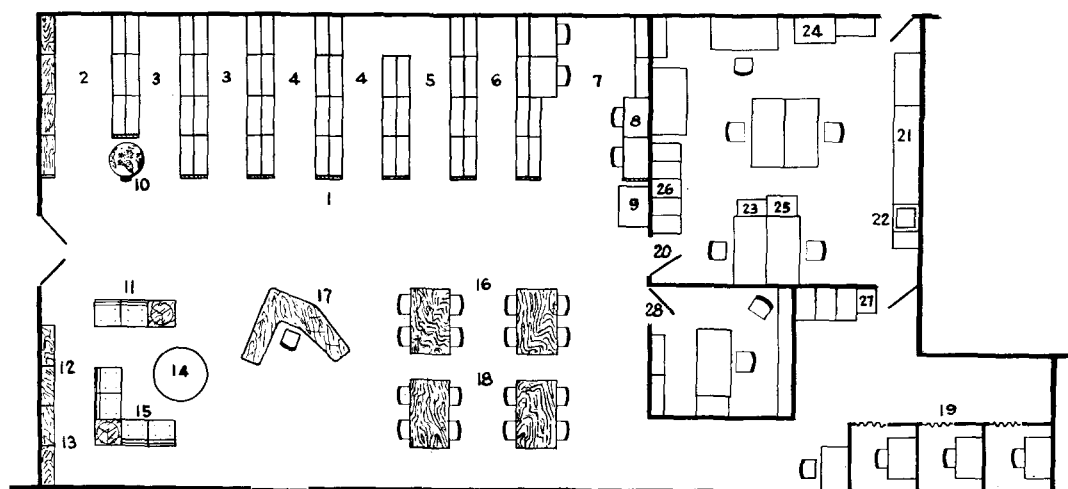
Visits to other new libraries in the region and to libraries in Pittsburgh, Boston and New York while attending the Special Libraries Association Convention in 1956 provided fruitful ideas on furniture, size of

workroom in relation to reading area, size of library in terms of number of personnel and budget in terms of holdings. Always the same query was made of each librarian: "If you were building another library, what would you plan differently?" It is inevitably true that one cannot foresee the changes in emphases and exacting demands of a laboratory which alter patterns of work. Consequently, there are always areas where improvements could be made in replanning. Appreciation to all the librarians who graciously showed their plans and answered my many questions is gratefully extended.

Immediately upon return from the SLA Convention, and still with no specific budget or physical allocation, the manager of basic research (under whose jurisdiction this library falls), three engineers, who were the most frequent users and the most interested



The study tables and chairs with the lounge area and periodical and newspaper rack to the rear with the information desk and stacks on the right.



Floor Plan Of The Library

- |                                      |                         |
|--------------------------------------|-------------------------|
| 1. READING AREA                      | 15. Club chairs         |
| 2. Reference                         | 16. STUDY AREA          |
| 3. Books                             | 17. Information desk    |
| 4. Current periodicals               | 18. Study tables        |
| 5. Reports                           | 19. Carrells            |
| 6. Periodicals, back issues          | 20. WORK ROOM           |
| 7. Abstract area                     | 21. Mail and work bench |
| 8. Carrell tables                    | 22. Sink                |
| 9. Catalog                           | 23. Automatic telephone |
| 10. Globe                            | 24. Verifax             |
| 11. LOUNGE AREA                      | 25. Book truck          |
| 12. Newspapers                       | 26. Files               |
| 13. Current nontechnical periodicals | 27. 3-M Printer         |
| 14. Mosaic table                     | 28. Office              |

in the library, and the librarian met to discuss ideas for the ideal library for 200 persons. The daily users of the library were asked to submit suggestions for a library that would be most useful for their needs.

At this point the librarian was asked to investigate sources for a library consultant. After interviews with several company representatives, Dorothy Cunningham of Cunningham Associates, San Francisco, was selected. Intracompany meetings were held with her and the committee of engineers to discuss user requirements and possible equipment. Miss Cunningham and the library staff met to discuss work flow, essential equipment for the workroom and improvements over the present situation.

Aware that the library would probably double its holdings in five years and that the number of laboratory personnel would in-

crease, we discussed each of the following areas completely: 1) the work area, 2) the book area, 3) periodicals, 4) vertical file and 5) reading area and lounge. The current needs and those to be expected in five to ten years were analyzed. The existing philosophy of service was evaluated by both engineers and staff. It has been and is our aim to make the library a "self-service" operation; therefore, availability of all sources of information in a central location was essential. We had to think in terms of the user and of the staff and in terms of step- and labor-saving devices; the planning had to be based upon providing efficient operation and service.

Each of the areas was planned and replanned many times. Let it not be thought that one layout was all we had to make; often changes in plans for the entire laboratory would affect the place of the library, and

our plans had to be changed to adjust to the new conditions. For instance, the budget was reduced after plans had already progressed. Such a reduction usually resulted in a reduction in the square footage available to us, and this in turn necessitated shifts in projected floor plans.

A rectangular library was chosen as more flexible than an L shaped one, and the library was finally allotted 2375 square feet. The size of the workroom was fixed at 100 square feet per person. This specification is known as Office Equipment Standard, but in retrospect, we should have known that we would outgrow this allowance. Regular office personnel, such as stenographers, do not need the extra tools necessary in a library such as book trucks, periodical slipping carts and reproduction equipment necessary for library processing. It now appears that the formula should have been 150 square feet or preferably 200 per staff member. It has also been proved that in a new library space in a workroom is outgrown first.

With ease of work flow in mind, we planned a work counter 12 feet long with storage cupboards below and partitioned shelves for sorting mail above. The blessing of a sink was finally ours. Each time a budget reduction loomed on our horizon the sink was the target, but persistent pleas that this was more important to library functioning than other more decorative features eventually were convincing. Daily usage has proved the value of the sink in saving the staff from

walking long corridors to washrooms in the process of cleaning reproduction equipment.

The office furniture of the old library was transferred to the workroom of the new. Adjoining the workroom, an office ten by ten feet was constructed for the librarian to insure one place in the library for private consultation. The reading area was to be first practical and easy to use and then aesthetically pleasing. Miss Cunningham and the librarian visited many furniture establishments and sat—experimentally—in dozens of chairs and finally picked a few likely samples that were sent to the laboratory to be tested by the prospective users, the engineers. Factors to be considered were appropriate height, which differs for study chairs and for lounge chairs, and degree of desirable back support, which also differs according to use. There were special requests for the lounge chairs to have depth for the comfort of long-legged engineers. Finally a modern Danish version of a captain's chair, Dux, was selected for placement around the study tables and upright Thonet chairs were chosen for the carrells and the abstract area; both types were covered with Naugahyde, which was chosen instead of leather because it is washable. The lounge chairs were custom made; they are club chairs, high backed, deep seated and very comfortable, also covered with Naugahyde.

Since in the old laboratory it was impossible for the engineers to have absolute quiet, three carrells, five by seven feet, were placed



Looking  
across the  
lounge area  
into the patio





A study carrell with quiet folding doors and vertical louvred blinds.

in the new library at the far end of the reading room. One wall of the library is glass facing a patio, and the carrells were placed along that wall. To ensure privacy, canvas vertical louvred blinds (Sun-Vertical) were installed; these can be easily turned for additional light or shade. Silent folding doors, "Modernfold," help maintain isolation from the reading room.

Observation had shown that seldom did more than two engineers study at one table, no matter how large the table. All our users suggested that the study tables in the reading room be small. A "modified surf board" design was the final choice—a wise one, it has been proved. The dimensions of the tables are 36 inches wide at the center by 60 inches long, 29 inches high with a one and one-fourth inch top; they are apronless and constructed of birchwood and stained teak. This size of table accommodates easily either two persons studying or any number up to six for informal conferences.

The study table chosen for the carrells is rectangular: 36 inches wide, 24 inches deep and 29 inches in height with a one and one-fourth inch top. It has a back splash at the rear of the table and has a pencil tray.

By the time the final dimensions of 2375 square feet, less than one half of the original allowance, were specified for the library, decision on the styles of chairs and tables had already been made. With the definite allocation

established, we turned our attention to the problem of shelving, both as to type and linear footage. Since one wall of the library was to be glass, there were few choices for the placement of the shelves. The advantages and disadvantages of wood versus metal shelving were weighed. Steel shelves seemed to be more appropriate for our type of library and the modern structure of the building. For the periodicals, divided shelves were selected. Periodicals take less room stacked vertically than stacked horizontally. The present book stock, the projected holdings in five years and the number of books usually out in circulation were estimated to determine the linear feet of shelving needed.

End panelling of birch stained teak helped unite the stack area aesthetically with the reading room. At the end of the stack area, shelves were replaced halfway from the top with four carrell table tops with two-tube shielded fluorescent lights above each. These formed the abstract area.

The lounge area is a simple arrangement of six club chairs, one range of three sections of wooden shelving containing three sloping magazine shelves and three flat shelves for newspapers and two lamp tables in birch stained teak. After the move, the library staff with assistance of two engineers made a four foot circular table in Italian mosaic in the library colors. This is a gracious addition and a conversation piece for this most-used area.

The pattern of usage of borrowers and the work flow of the staff had been decided; there now remained the decision of where to place the information desk. Eventually we decided on a halfway measure, equidistant from the stacks, entrance or workroom and not far from the card catalog. A modern free-form modular desk with file drawers and shelves was designed to fit our circulation needs at that time. It is birch stained teak and is a handsome addition to our library. A slipping cart for periodicals was made to match the desk for the convenience of the periodical assistant when she works at the information desk.

The following firms in California were responsible for furnishing the library: W. R. Ames in Milpitas for the metal book stacks, Drew Design of San Mateo for the technical

library furniture and M. G. West Co. of San Jose for the lounge furniture.

From the point of view of initial cost, maintenance and suitability for the laboratory decor, wood, cork, linoleum and carpeting floor coverings were investigated. Carpeting was chosen because it was less costly to maintain—the Waldorf Astoria found it more economical than polished wood or cork floors. Carpeting also has the desirable ability to absorb sound, and the staff find they are less foot-weary at the end of the day. Bigelow, all-wool, round wire loop carpeting was the final choice.

The lighting in the library is the same as that throughout the laboratory—recessed fluorescent "Visionaire" with rigid, metal-reinforced, translucent white vinyl diffusing panels. At desk height, the light illumination level is between 70-80 foot candles. With daylight through the glass wall, this is quite adequate lighting for library users.

The color scheme, chosen to harmonize with the decor of the laboratory, creates a pleasant, gracious atmosphere—green, white, bamboo-yellow and tangerine. The carpet is a greyed green, the metal shelves are a green close in tone but slightly lighter, the lounge chairs are white and the reading chair seats are covered with bamboo-yellow. The library opens onto an attractively landscaped patio equipped with tables and comfortable outdoor chairs. To eliminate glare through the glass wall, a short valance of natural linen hangs from the ceiling.

And now, in retrospect, what would we do differently if we were to replan the library?

1) Our library has a second emphasis it did not have two years ago, namely, that of mechanization. The library is not only a service function but is used by the engineering staff for experiments in information retrieval and in the mechanization of routines. Because of this, the work room has grown too small for staff and equipment. We would plan a machine room adjoining the work area where reproducing equipment, the key punch and the sorter could be kept. 2) We would plan more outlets for electrical fixtures. The library has felt this limitation both in the work room and reading room. 3) We would also seek additional space for filing cabinets and storage.

However, there will always be improvements to be made with any new library. In planning, the point is to be aware of the needs and to try not to repeat mistakes. The staff appreciates the pleasant surroundings, now that the frustrations involved in the planning are over. The users show their appreciation by making it an active, dynamic library with a traffic of approximately 250 users and visitors per day.

The library is approached through glass doors. As one enters he senses the relaxing atmosphere created through the spaciousness, color harmony and pleasant outlook onto the patio. We hope it is an atmosphere conducive to study, to browsing, to writing or to intensive reading.

#### VITAL STATISTICS FOR IBM RESEARCH LIBRARY, SAN JOSE

Total square foot area	2,375
Staff	6
Professional	2
Nonprofessional	4
Employees served at location	200
Services extended to other areas	2,000 employees
Average number of users per day	250
Volumes (books and bound periodicals) as of March 1959	5,435
Current periodical subscriptions	362
Vertical file drawers	9
Date of completion	October 1957
Planned by librarian and consultant	
Special facilities or equipment: Verifax, microfilm camera, 3-M printer, automatic telephone to record requests from daily paper	



Robert Browning Baker

## Marian E. Lucius Resigns As Executive Secretary

AS A PRACTICING special librarian and an active SLA member for 15 years, Marian E. Lucius came to SLA Headquarters in October 1953 with a solid understanding of both special librarianship and of SLA affairs. After earning her B.A. in history and M.A. in economics at the University of Rochester, she came to New York City to work for the Fiduciary Trust Company. In 1944 she became librarian of the Research Institute of America, a business advisory service, and two years later was selected librarian for Price Waterhouse & Co., an accounting firm for whom she worked until her appointment as SLA Executive Secretary. Miss Lucius is also a member of the New York Library Club, the Zonta Club of New York and the American Society of Association Executives. A travel enthusiast, she has spent her vacations touring the western United States, Canada and Europe, always with her camera and a good supply of 35mm color film.

*The 1953-54 SLA Executive Board that hired Marian Lucius as Executive Secretary never stopped patting itself upon its 12 backs for its judgment in recognizing her as easily the best qualified of the applicants for the position. She brought at once to the Association a familiarity with its development and workings, a sound knowledge of the principles of administrative and financial management, a fine sense of proportion and humor with which to balance its most besetting problems, and a capacity for friendliness that never for one moment swerved her from handling Association affairs impersonally and objectively. When I became President I knew her only as a hard worker on committees; we emerged from our year's experience together with the basis of an enduring friendship.*  
Ave atque vale.

MRS. LUCILE L. KECK, President 1953-54

Although the first year in any important job is always one of orientation and experimentation, Marian Lucius from the outset proved herself a competent administrator able to cope with the many internal and external complexities of an active, growing international association.

*During 1954-55 the Executive Board reaffirmed its policy that the Executive Secretary is "directly responsible for the administration of the Headquarters office, including its functions and activities." Miss Lucius very ably and diligently carried out our policies and with less than a year's experience assisted the new Board and President in many ways. With her constant cooperation and sense of humor, it was possible for the Board to fulfill its many obligations to the Association.*

GRETCHEN D. LITTLE, President 1954-55

In the busy year during which plans materialized for the publication of *Translation Monthly*, the presentation of the first SLA scholarship and the appointment of an Assistant to the Executive Secretary to handle the SLA Placement Service, Marian Lucius improved the procedure for keeping accurate, up-to-date membership records and helped edit *Special Libraries* during the months it was without an official editor.

*Marian Lucius was never a yes-man to any Executive officer of the Association. This was a distinct asset to me because it offered an objective view of both sides of a question. Whether or not she agreed, she always followed and executed faithfully the wishes of the Executive Board and the President. Her intrinsic sense of Association affairs, down to the smallest detail, guided me during a particularly difficult year in which Association dues were increased and the Advisory Council formally organized. Few realize how much of herself she gave to the Association; in her thoughts and efforts, her work for Association improvement never ceased.*

CHESTER M. LEWIS, President 1955-56

Recognizing the need for more efficient work and storage space, Marian Lucius planned a number of major alterations of the Headquarters office and supervised the distribution of two monthly journals, a growing list of SLA publications and a wide variety of free recruitment and promotional material.

*Marian's helpfulness in all matters, whether large or small, is noted with sincere appreciation. The problems of Association reorganization or the details of an agenda were met with equal wisdom, resourcefulness and efficiency. Her deep loyalty to SLA and alertness to the opportunities for its advancement made it a pleasure to work with her in seeking the wisest course to follow for progress. Her over-all view in combination with a high degree of thoughtfulness for the interests of the individual member has strengthened our Association. Above all, I desire to mention the continuing, valued friendship established in 1956-57.*

KATHARINE L. KINDER, President 1956-57

In addition to working with the Executive Board, committees, Chapters and Divisions on their various problems and projects, Miss Lucius promoted the Association by providing data for magazine articles and giving talks to groups of library school students.

*The President of Special Libraries Association is confronted from the beginning with problems which are many faceted and reach back into Association history. The Executive Secretary is the bridge to this past without which the President would find it difficult to function. In a very real sense Marian bridged this gap between the old and the new for me. Any accomplishments for 1957-58 are closely related to her excellent contributions during the year. It was a stimulating experience to have worked with her and a privilege to count her among my friends.*

ALBERTA L. BROWN, President 1957-58

The painstaking job of preparing for membership requirements based on training and experience and of other constitutional changes required long hours of discussion, correspondence and careful editing by the committees concerned and the Executive Secretary.

*Marian has contributed substantially to the growth of SLA during her five and a half years as Executive Secretary through her efficient and understanding administration of SLA Headquarters, her constant assistance to SLA members in the performance of their volunteer tasks and her effective strengthening of the Association in her public relations with outside organizations. I would like to add my very real appreciation to Marian for her generous assistance to me and her willingness to cooperate in whatever she was asked to do for SLA during this past year.*

MRS. MARGARET H. FULLER, President 1958-59

The many phases of the Association's 50th Anniversary placed extra demands on the time and energy of the Executive Secretary, but she participated fully in planning and taking care of many details involved in the celebration. Legal matters concerning the incorporation of the Association in New York State required thorough study as did the material needed for the Personnel Survey the Association is currently conducting and the administration of the new membership requirements. To all these extra as well as routine duties, Marian Lucius gave her thoughtful attention and best efforts throughout the years she served Special Libraries Association as Executive Secretary.

# Bill M. Woods

## Appointed Executive Secretary



AT THE ANNUAL BUSINESS MEETING, June 3, Mrs. Margaret H. Fuller, retiring SLA President, announced that the Executive Board had selected Bill M. Woods to succeed Marian E. Lucius as the Association's Executive Secretary.

Mr. Woods will come to New York in August from Washington, D. C., where for the past year he has been Head of the Processing Section of the Map Division of the Library of Congress. Previously, he was the map librarian and a faculty member of the University of Illinois for ten years. He received his B.A. in geography and English from the Peru (Nebraska) State Teachers College in 1945 and his B.S. in library science at the University of Illinois in 1947. After further graduate work in geography at the University of Nebraska, he returned to the University of Illinois where he earned his master's degree in library science in 1953.

A member of SLA since 1947, Mr. Woods has served on the Association's Translation Monthly and Nominating Committees and as secretary of the Advisory Council. He has also held various elective and appointive positions in the Illinois Chapter and has been particularly active in the Geography and Map Division of which he has been Chairman, associate editor of its excellent *Bulletin* and a frequent participant in Convention panel discussions and projects. At the recent Convention he was the joint recipient (with Ena L. Yonge) of the Division's Honor Award for "outstanding contributions to the field of special librarianship." Articles and reviews by Mr. Woods have appeared in *Special Libraries*, *Illinois Libraries*, *Library Journal* and *Professional Geographer*, and a major work on map cataloging will be published in the fall issue of *Library Resources and Technical Services*.

Mr. Woods is also a member of the Association of American Geographers, the Illinois Academy of Sciences, District of Columbia Library Association and three honorary societies—Beta Phi Mu, Kappa Delta Pi and Sigma Tau Delta. He was a member of the CNLA Subcommittee on Special Library Education for several years, taught a course on Maps and Cartobibliographical Aids at the University of Illinois Library School, directed the University's Map Workshop for two summers and has given numerous talks on maps and library topics to both professional and student groups.

Mr. Woods is married—to a former librarian—and has two children, Suzie, aged nine, and David, aged seven. He enjoys swimming and reading in his leisure time and is also interested in maps—personally as well as professionally—and dramatics.

With this sound and varied background in academic and special librarianship, Mr. Woods is patently well-qualified to administer the Association's many affairs and projects as it begins its second half-century of progress.

# Have You Heard . . .

## Legal Study Of Photocopying In Libraries

The Joint Libraries Committee on Fair Use in Photocopying has been awarded a two-year grant by the Council on Library Resources, Inc. to conduct a legal study of the problems of photocopying in libraries. The study will be made by the New York law firm of Webster, Sheffield & Chrystie. The Committee, composed of Edward G. Freehafer, Association of Research Libraries, Lowell A. Martin, ALA, and Robert S. Bray, SLA, was formed in 1957 to study the copyright problems of photocopying materials in library collections. A pilot survey to determine the photocopying services performed in libraries has already been made.

## Librarians Rank Sixth Among Professional American Women

Of the 19,671 names listed in the first edition of *Who's Who Of American Women* (A. A. Marquis, 1958), 943, or 4.7 per cent, of the women are librarians—and many of these are special librarians. The largest number of outstanding women are club, religious and civic leaders (2,918), and the breakdown continues as follows: college educators (1,666), writers (1,359), artists (1,309) and business executives not elsewhere classified (986). Physicians (895) and social workers (852) follow librarians. More than 50 per cent of the women listed are in the six leading categories, while the remaining 9,790 women represent over 29 vocational fields.

## Abstracting Federation Establishes National Office

The National Federation of Science Abstracting and Indexing Services, established in 1958 to improve the documentation of the scientific and technical literature of the world, has opened a national headquarters in Washington, D. C. The new executive secretary is Raymond A. Jensen, formerly OTS supervisory publications editor and abstract reviewer and selection officer in the Technical Information Division of the Library of

Congress. Two projects being undertaken by the Federation are the preparation of a Union List of Periodicals covered by the major abstracting and indexing services since January 1, 1957 and a subject, language and country analysis of scientific periodicals and monograph series produced throughout the world by scientific institutions.

## Historical Society Study Planned

The Council on Library Resources, Inc. has granted \$20,000 for a study of the role of the independent historical society in today's world. The study will be made by Dr. Walter Muir Whitehill, director and librarian of the Boston Athenaeum, and is sponsored by the Virginia Historical Society, the Historical Society of Pennsylvania, the American Antiquarian Society and the Massachusetts Historical Society. The study, which is expected to result in a published book-length report, will consider the status, problems and prospects of privately supported or controlled historical societies, with emphasis on their functions as important research institutions.

## Members In The News

LEE ASH, formerly editor of *Library Journal*, will join the Yale University Library's Selective Book Retirement Program on July 1 as editor and research analyst. The program, planned as a three-year study, is sponsored by the Council on Library Resources, Inc.

ETHEL FAIR has been awarded an honorary Doctorate of Humane Letters by Douglass College, the women's college of Rutgers. Since her retirement as head of the Douglass College Library School, Dr. Fair has served as lecturer and consultant at the American University in Cairo and as professor of library service at Atlanta University. She is presently reference librarian at Denison University, Granville, Ohio.

GERTRUDE SCHUTZE has been appointed to succeed Eleanor S. Cavanaugh as Manager, Library Services at Standard and Poor's Corporation, New York City.

### Washington, D. C. Chapter Directory

A new edition of the Washington, D. C. Chapter's *Handbook and Directory*, with an expanded listing of the library and reference facilities in the area arranged alphabetically by the best-known names of the organizations, is now available for \$1. The *Handbook* also includes the history and organization of the Washington Chapter and the SLA Constitution and Bylaws. Orders should be addressed to John M. Hetrick, Air Force Office of Scientific Research, Attn: SRLT, Washington 25, D. C. Checks or money orders should be made payable to Special Libraries Association, Washington, D. C. Chapter.

### Coming Events

NATIONAL NEWSPAPER WEEK, sponsored by the Newspaper Association Managers, Inc., will be held October 15-21, 1959. Having as its theme, "Your Newspaper . . . Freedom's Textbook," the industry-wide celebration is designed to spotlight the role newspapers play in protecting freedom of the press, of speech and of religion. For further information contact the Chairman, G. Richard Dew, General Manager, Pennsylvania Newspaper Publishers' Association, 2717 N. Front St., Harrisburg, Penna.

### Letters to the Editor

With regard to the article in the April issue of *Special Libraries* entitled "Must Special Libraries Be Parasites?" I wonder if they are. Mr. Sass appears to feel that, in general, special libraries make unduly heavy interloan demands on public and college libraries while withholding their own facilities from these larger institutions. Certainly, the interchange seems an unequal one, but is this proof of the parasitic nature of special libraries? Or, is it not, perhaps, merely an indication that the two types of libraries operate under different degrees of pressure—and that such pressures as they feel come from sources not having the same degree of authority over the library in both cases.

To put it crassly, a library that functions within a business or an industrial organization is not supported for cultural reasons but for its usefulness to the business that maintains it. It is under constant pressure from company officials and research personnel who need data in order to meet the demands of their own work. If the library does a good job in getting this material it will be rewarded in next year's budget; if it falls down, the company officials and research heads will remember that too. Driven by such compulsions, a special library must avail itself of every source of material.

The public library, on the other hand, is under no such motivation to fill the requests of its clientele. When the average citizen or student needs unusual data, his library may or may not get it for him, depending on the amount of work involved and the general efficiency of the organization—but no library heads are going to fall if the material is not procured.

During the time that I have worked on the staff of an industrial library that has an above-average technical collection, including some hard-to-get items, we have never received an interlibrary loan request from a public or college library, though we often have such requests from other special libraries. Had we been asked to lend material to public libraries we would have been delighted at the chance to repay the many courtesies we have received from them, and our management would have concurred most willingly.

Finally, before categorizing special libraries as "the beggars of the library world," let us remember that the industrial and business firms that support special libraries also pay a substantial share of the taxes that support public libraries and many college libraries. Surely, in view of the important economic function they are performing, they have as much right to use public library facilities as do puzzle fans, professional contest entrants and other more aimless individuals.

MRS. CHARLOTTE WILCOXEN, Librarian  
Continental Aviation and Engineering Corp.  
Detroit, Michigan

I am glad to see this sort of expression of opinion, but I can't help wondering whether Mrs. Wilcoxen really got the point I was trying to make. As I see it, her two major points are that special libraries *must* borrow heavily from other libraries and also that public and college libraries do not request interlibrary loans from specials in return. I thought I had made my position clear on this, since I indicated that special libraries should borrow more *from each other*, and I even quoted one librarian to the effect that they would be glad to lend to academic libraries if these libraries would only ask them for material. In other words, I think I emphasized sufficiently that the fault did not lie with specials alone but actually with both. However, I'll be glad to see if anybody continues the debate after Mrs. Wilcoxen's comments are published.

SAMUEL SASS, Librarian  
The William Stanley Library  
General Electric Company, Pittsfield, Mass.

### SLA FILM AVAILABLE FROM ALA

Distribution of SLA's print of the CBS television program "Are We Underrating Our Libraries" is being handled by the American Library Association's film library, 50 East Huron St., Chicago 11, Ill., from which it may be borrowed without charge.

# Off the Press . . .

## Book Review

INFORMATION SERVICE IN LIBRARIES. D. J. Foskett. London: Lockwood, 1958, 142p. \$2. (Hafner, U.S. Distributor).

In 11 chapters, each about a dozen pages, Mr. Foskett discusses most aspects of librarianship from origins, through indexing and reference service, to training and future developments. The value of the book is as a credo, and as such it is mildly provocative. However, the inclusion of "further readings" and the summary nature of the text indicate that, at least in part, the book was conceived as a master librarian's talk to the apprentice.

Now, if you prefer that novices be trained in the undiluted dogma of American librarianship, then by all means keep this little volume from them. Years of experience in public, university and special libraries have not dulled Mr. Foskett's impishness. He has a strongly articulated aversion to card files of all types, believes "author entries are not worth the time and trouble" in indexing technical literature and treats Dewey and L.C. with disrespect. Mr. Foskett casts his lot with the proponents of the classified catalog, preferably in book form, and believes that the future belongs to faceted, chain classification. He believes the "Co-ordinate [sic] Indexing of Mortimer Taube and his associates . . . is chiefly remarkable for the violence of the controversy it has set off in the U.S.A." and needs further objective evaluation. On most subjects, Mr. Foskett is content with a summary presentation of his credo and an equally summary discussion of the practices he rejects.

The most fully treated subject in this volume is the "great controversy" between and among British librarians and information officers. The controversy involves qualifications, training, duties and job titles. Mr. Foskett's basic assumption is that "however much it may be denied, all information services are ultimately based on library methods and materials." In fact, this book is in large part Mr. Foskett's rationalization of this basic assumption. Mr. Foskett then applies his assumption. A Master of Biology who indexes or searches information files is basically a "librarian." Or, in another context, a Master of Economics who retails fruits and vegetables is a greengrocer.

Mr. Foskett does not deny the value of "subject background" in many library situations but he does minimize that background in his attempt to establish "librarianship" as the unique aspect of information services. Using a similar approach one can rationalize the proposition that "librarianship" is basically a "clerical" function. Certainly the definition of a "clerical" function includes the maintenance and searching of information files and records. In some situations the control of informa-

tion files has become quantitatively and qualitatively complex. It is reasonable to expect that there will be situations where librarians and librarianship must evolve or die. Such was the fate of the "clerk." Mr. Foskett's book is an effort to rally the best of the old to meet new challenges.

J. A. CORDERO, Head  
Technical Records, Lederle Laboratories  
Pearl River, New York

## New Serials

ADVANCES IN SPACE SCIENCE, a new publication of Academic Press, Inc., will be released during the second half of 1959. Edited by Frederick I. Ordway, III, of General Astronautics Corporation, the publication will have an international advisory board. *Advances In Space Science* will be devoted to critical reviews in the whole field of astronautics with particular emphasis on the disciplines of mathematics, astronomy, geophysics, geology, geography and biology and will provide an opportunity for research workers to read critical presentations of developments in areas outside their specialities. The price for the first volume will be approximately \$12.

JOURNAL OF MEDICINAL AND PHARMACEUTICAL CHEMISTRY, edited by Arnold H. Beckett and Alfred Burger with an international advisory board of scientists, has just been published by Interscience Publishers, Inc. The journal will have a minimum of four issues in 1959 and will present original research and new developments in the field of the design and synthesis of medicinal and otherwise biologically-active chemicals, their metabolism and biological actions. The annual subscription rate is \$15.

THE MEDICAL LETTER ON DRUGS AND THERAPEUTICS, a four-page biweekly report intended to keep doctors informed of developments in drugs and drug therapy by critically appraising all new drugs, is being published by Drug and Therapeutic Information, Inc., 136 East 57th St., New York 22. A panel of pharmacologists and experts prepare and review all material, assisted by an advisory board of physicians and investigators. The annual subscription rate is \$12.50 covering 26 regular issues, occasional four-page special reports and a binder to hold all issues. There is a special \$5 rate for a four-month trial subscription.

SCIENCE INFORMATION NEWS, a bimonthly publication of the National Science Foundation, will report news of domestic, foreign and international activities in science communication and documentation, including research and development on information problems, establishment of new groups, data and reference centers, translation and pub-



lication programs, exchange and dissemination of published and unpublished documentary material, meetings and conferences and international programs and projects in the scientific information field. All interested persons are urged to send contributions to the Editor, *Science Information News*, NSF, Washington 25, D. C. The annual subscription rate is \$1.25 domestic, \$1.75 foreign, and orders should be addressed to the Superintendent of Documents, Government Printing Office, Washington 25, D. C.

### Addendum

The description of the new cross-referenced monthly index *Pilot* that appeared in the January 1959 SPECIAL LIBRARIES inadvertently omitted the publisher's name and address. The publisher of *Pilot* is Sol Grossman, President, Permutation Indexing, Incorporated, P. O. Box 25075, Los Angeles 25, California.

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### LIBRARIANSHIP

PAPERBOUND BOOK IN AMERICA: THE HISTORY OF PAPERBACKS AND THEIR EUROPEAN BACKGROUND. *Frank L. Schick*. New York: R. R. Bowker Company, 1958. 262 p. \$7.50.

Part I covers the history of paperbacks from 1639 to 1939 and serves as a general introduction to Parts II and III which give the recent developments from 1939 through 1957 and histories of contemporary paperback publishers respectively.

REVIEWS IN LIBRARY BOOK SELECTION. *Leroy S. Merritt, Martha Boaz and Kenneth S. Tisdell*. Detroit: Wayne State University Press, 1958. 208 p. pap. \$2.50.

An effort to consider objectively the status of book reviewing in the United States, particularly as it relates to the development of library collections. It contains a general analysis of all the reviews published by the major reviewing journals in an entire year, a more specific study of the reviews of best-sellers from 1944 through 1957, with a discussion of the principles and criteria of book reviewing, and an evaluation of staff book reviewing in large libraries.

USE OF BOOKS AND LIBRARIES, 9th ed. *Harold G. Russell, Raymond H. Shove and Blanche E. Moen*. Minneapolis: University of Minnesota Press, 1958. 100 p. pap. Apply.

This edition, including approximately 380 reference books and other bibliographic aids, has 24 new titles and 24 revised editions. Prices have not been changed from the 1955 edition except in the case of revised entries.

### BIBLIOGRAPHIC TOOLS

AMERICAN BIBLIOGRAPHY: A PRELIMINARY CHECKLIST 1801 TO 1805, 5 vols. *Ralph R. Shaw and Richard H. Shoemaker*, comps. New York: Scarecrow Press, Inc., 1958. \$27 set.

The first listing of American publications in the years 1801 through 1805. The five volumes include almost 10,000 titles. Further volumes in this series covering the years 1806 through 1819 will be published in 1959.

BIBLIOGRAPHY FOR THE TVA PROGRAM. *Bernard L. Foy*, comp. Knoxville: Technical Library, Tennessee Valley Authority, 1958. 52 p. pap. Apply. Items listed under categories with an appendix giving TVA films available for loan, TVA maps and publications and bibliographies for further reference.

BIBLIOGRAPHY OF FOOD: A Select International Bibliography of Nutrition, Food and Beverage Technology and Distribution 1936-56. *E. Alan Baker and D. J. Foskett*. New York: Academic Press; London: Butterworths Scientific Publications, 1958. 344 p. \$11.

Lists pamphlets and books on nutrition, food economics and food technology. Intended for food economists and food scientists.

BRITISH BROADCASTING: A Bibliography. London: The British Broadcasting Corporation, Broadcasting House, 1958. 56 p. pap. About 75¢.

A listing of British books on the policy, programs, finance, techniques (excluding engineering subjects) and government attitudes toward the BBC. Replaces *Books About Broadcasting*.

BUILDING CODES: A List of Selected References (Bibliography Series No. 3). Prepared by the Na-

## SLA Sustaining Members

The following organizations are additions to the lists of Sustaining Members published in previous 1959 issues of SPECIAL LIBRARIES and represent new applications received through July 15, 1959.

ARGONNE NATIONAL LABORATORY, Lemont, Illinois  
DREXEL INSTITUTE LIBRARY, Philadelphia, Pennsylvania  
FEDERAL RESERVE BANK OF NEW YORK, New York, New York  
GENERAL ELECTRIC COMPANY, Schenectady, New York  
LOCKHEED MISSILES & SPACE DIVISION, Technical Information Center, Palo Alto, California  
THE OHIO OIL COMPANY, Littleton, Colorado  
RAMO-WOOLDRIDGE, Los Angeles, California  
SUN ELECTRIC COMPANY, Chicago, Illinois  
WEST VIRGINIA PULP & PAPER COMPANY, North Charleston, South Carolina  
ZEITLIN & VER BRUGGE, Los Angeles, California

tional Housing Center Library under the auspices of the National Association of Home Builders. Washington, D. C., 1958. 136 p. Gratis. (Apply National Housing Center, 1625 L Street, N.W.) A bibliography of material which has appeared since 1950 on the home building industry. Building codes, construction requirements on national, state and local levels and court decisions are covered.

COMPREHENSIVE BIBLIOGRAPHY ON OPERATIONS RESEARCH: Through 1956 with Supplement for 1957. (Publications in Operations Research, No. 4.) Prepared by the Operations Research Group, Case Institute of Technology. New York: John Wiley, 1958. 200 p. \$6.50.

3,000 titles arranged alphabetically and cross referenced with ten-digit coded classifications which give clues to the contents. Also 40 special subject bibliographies.

GUIDE TO RUSSIAN MEDICAL LITERATURE. (Public Health Service Publication No. 602) *Scott Adams* and *Frank B. Rogers*, eds. Washington: National Library of Medicine, 1958. 96 p. pap. 40¢. (Available from Superintendent of Documents, U.S. Government Printing Office, Washington 25, D. C.)

In two parts, the first listing sources to the literature in both Russian and Western languages, as well as serials and literature in translation. Part II consists of three articles translated from the Russian on medical bibliography, libraries and the medical press.

SCIENTIFIC SERIALS IN AUSTRALIAN LIBRARIES. *Adelaide L. Kent*, ed. Melbourne: Commonwealth Scientific and Industrial Research Organization, Australia. 532 p. Apply.

A loose-leaf, alphabetically tabbed volume designed to supplement, amend and supersede the *Union Catalogue of Scientific and Technical Periodicals in the Libraries of Australia*, second edition, 1951. The present catalog will be kept up-to-date by amended sheets issued quarterly.

SELECTED BIBLIOGRAPHY SUPPLEMENT OF THE PORT OF NEW YORK AUTHORITY 1956-1958. New York: The Port of New York Authority, 111 Eighth Avenue, 1958. 24 p. pap. Apply.

#### MISCELLANEOUS REFERENCES

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The scientific basis of vacuum techniques and their application to research and industry and methods for obtaining and measuring high vacuum and ultra high vacuum.

STATISTICS OF EXTREMES. *E. J. Gumbel*. New York: Columbia University Press, 1958. 398 p., graphs. \$15.

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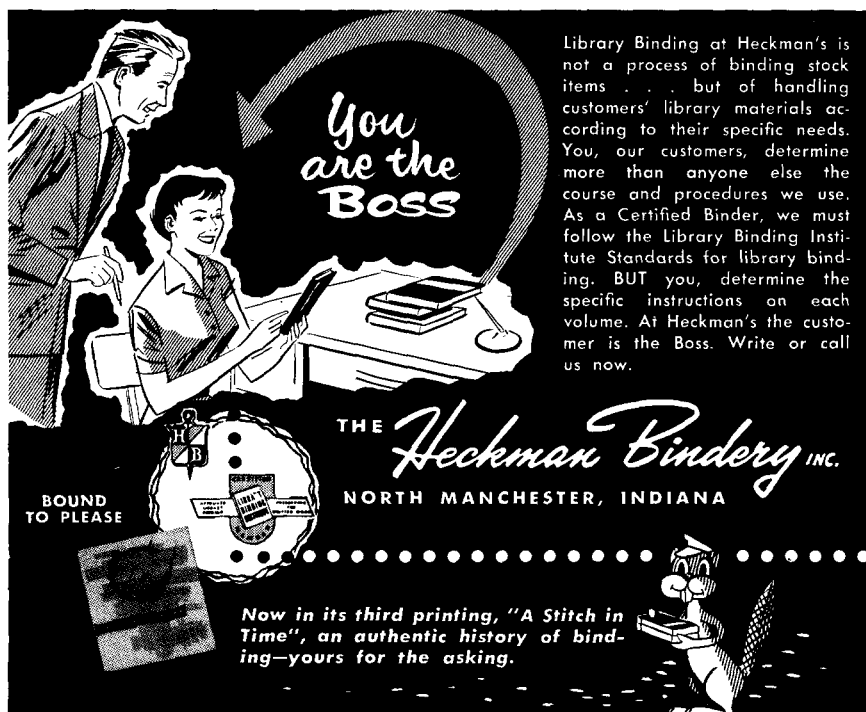
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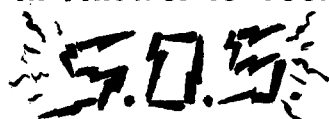
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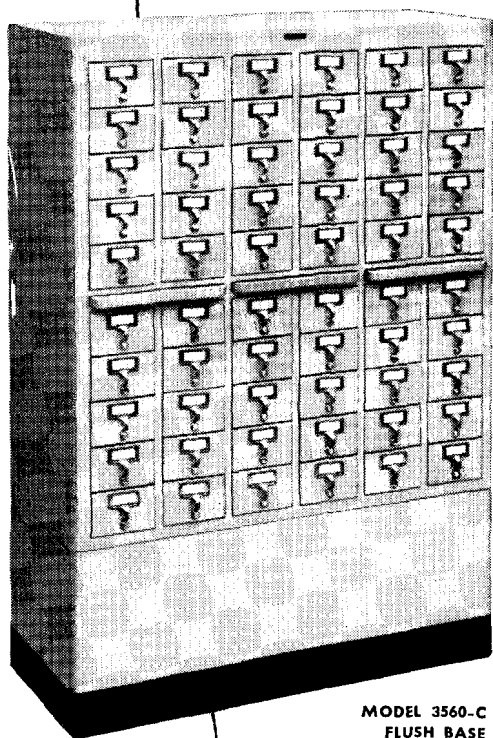
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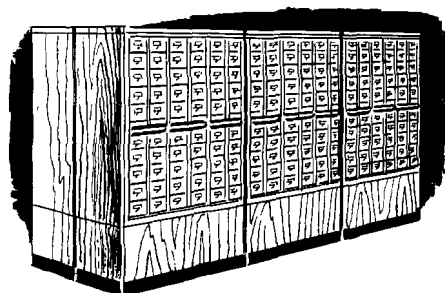
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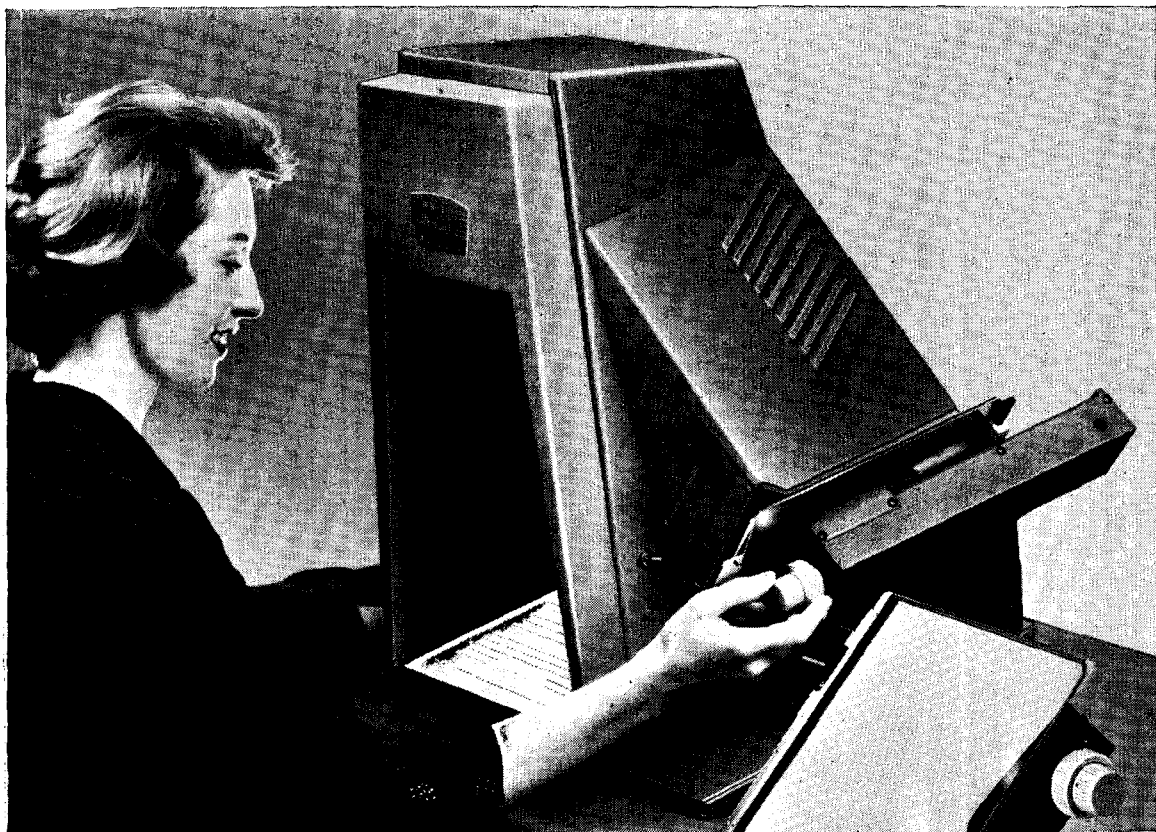
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