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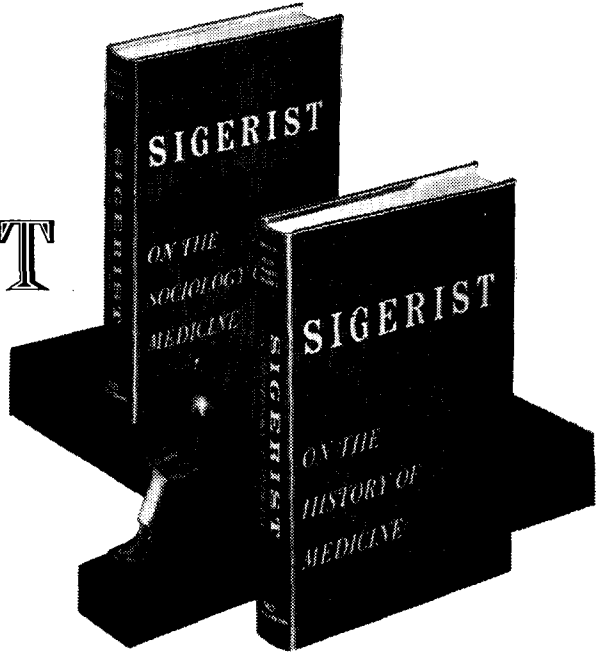
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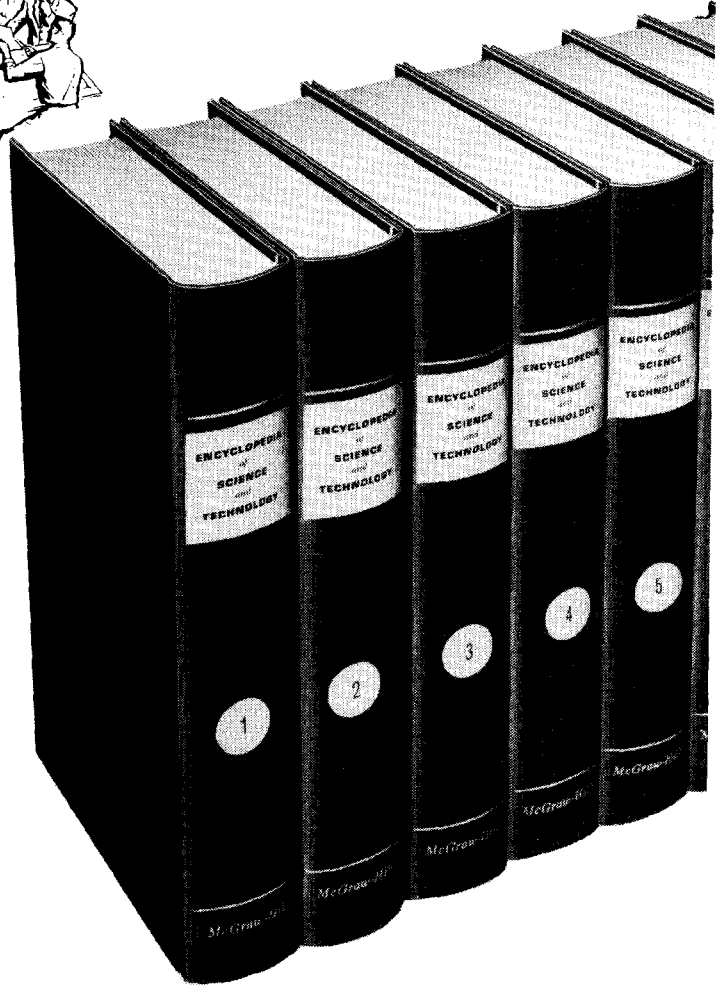
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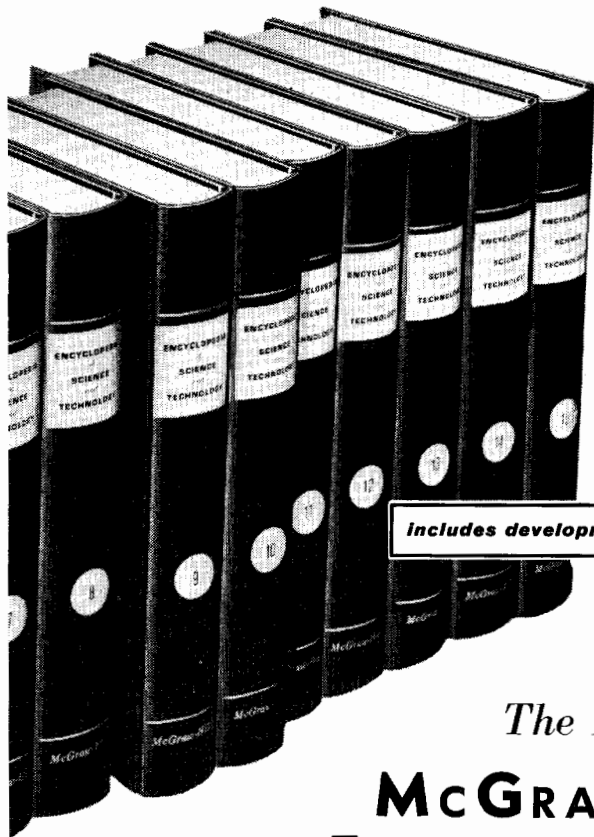
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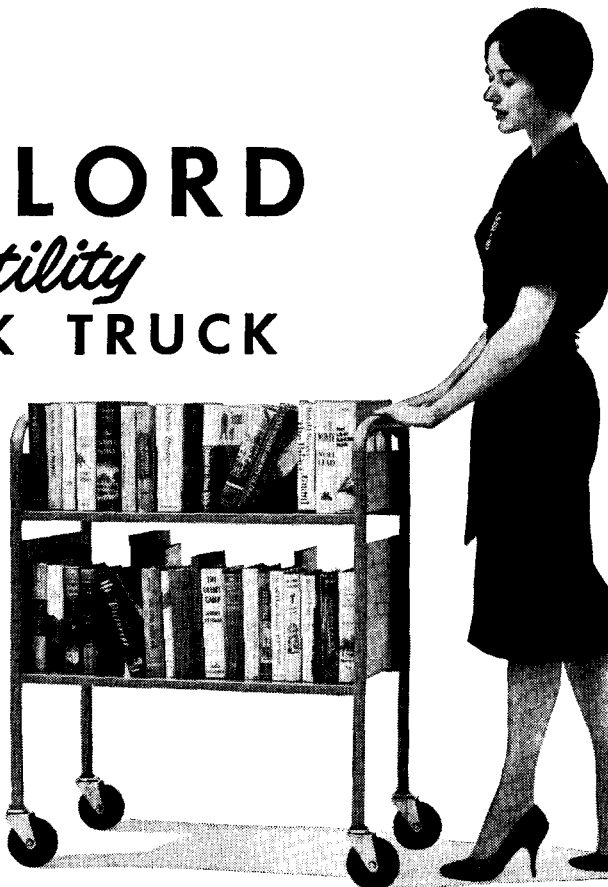
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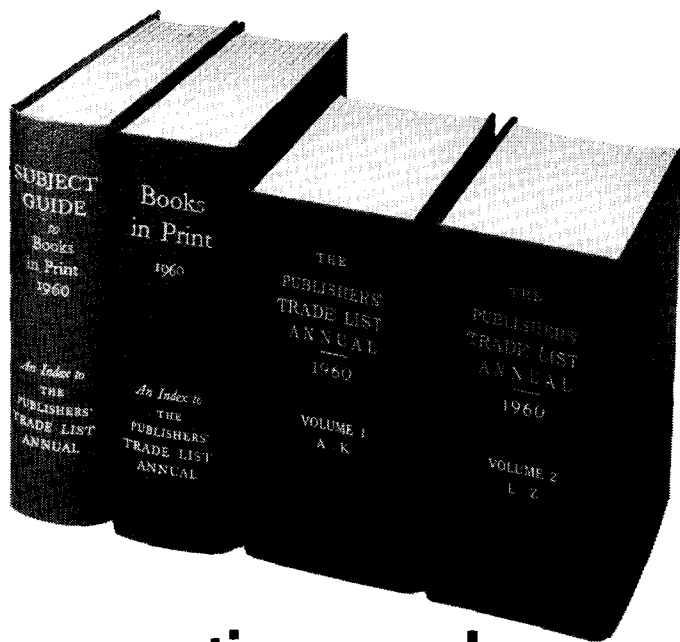


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SEPTEMBER 1960

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EVA LOU FISHER

Formerly Chief Librarian  
Lockheed Aircraft Corporation  
Missiles and Space Division

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Books and articles have been selected for each section for quick reading and reference whenever more detailed background is needed. Addresses and pertinent data on the cited journals are given in the Appendix.

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SPECIAL LIBRARIES

# SPECIAL LIBRARIES

*Official Journal*  
*Special Libraries Association*

Volume 51, No. 7

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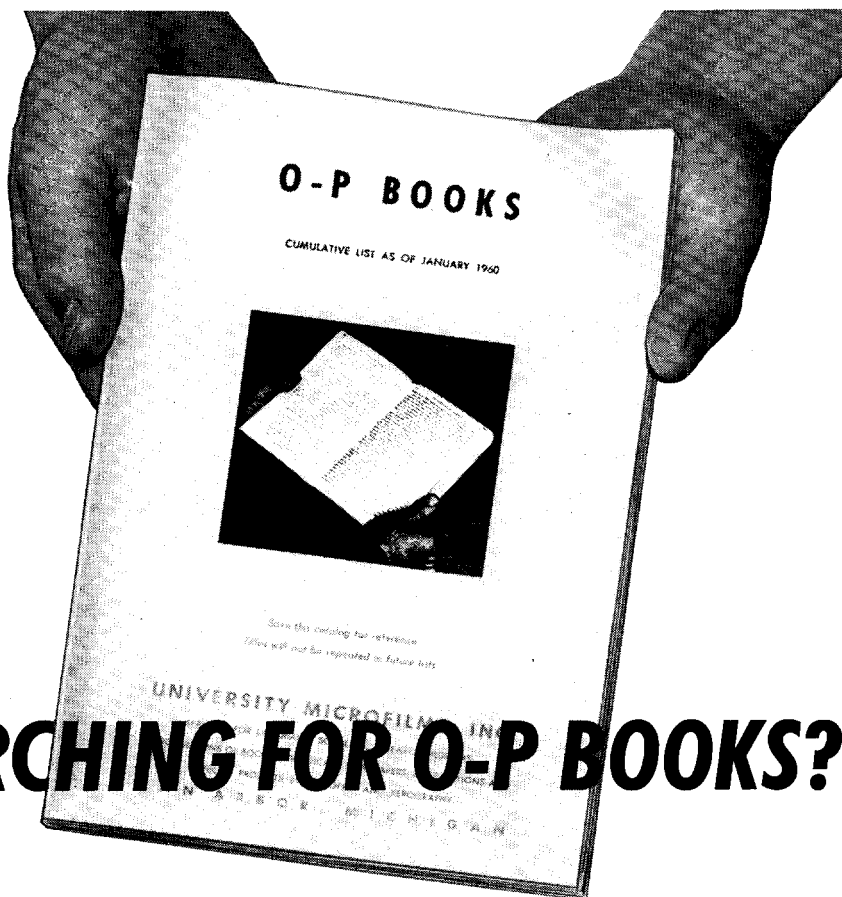
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SPECIAL LIBRARIES

# At Age 51 Is SLA Eligible for Membership in the Society of the Mind?

LEONARD J. MACMILLAN, Book Purchasing Department  
Boston Public Library, Boston, Massachusetts

WITH THE THEME "Fifty Plus One" and the keynote address "The Society of the Mind," the question of the title may be answered by the members who attended the 51st Annual Convention of the Special Libraries Association, at Cleveland, Ohio, June 5-8, 1960, in terms of how rewarding the Convention was to them as individuals.

"On earth nothing is great but man; in man nothing is great but the mind." After this quotation from Sir William Hamilton, Ralph M. Besse, President of the Cleveland Electric Illuminating Company, proceeded in his keynote address to probe the society of the mind. Paying tribute to special librarians as providing the finest service to an organization anywhere, Mr. Besse observed that the one thread running through the society of the mind is books. "College," said Mr. Besse, "is not enough in the field of culture, but mental training and a desire for acquisition of knowledge must be developed. Schools," he stated, "must do the job better in order for librarians to make libraries better. How? By programs of personal unsupervised study and the technique of reading."

The General Session on Monday morning provided a panel on "Information—Our Greatest Commodity." Bay E. Estes, Jr., Vice-President in charge of marketing, U. S. Steel Corporation, the opening panelist, spoke on the information needs of business and industry in a broadening field in the '60's and of the part played by the company librarian in bringing pertinent information to executives and in the exchange of material. Richard J. Anderson, Assistant to the Director, Battelle Memorial Institute, the next panelist, told us what will be expected of special librarians in the '60's. Among Mr.

Anderson's comments were the need for uniformity of size and tables of contents of journals. (As a self-styled expert in the per-versities of periodical publishers, this was a theme dear to my heart.) Dr. George A. Bowman, President of Kent State University, was the third panelist and spoke of the need for a broad education in the humanities and the social sciences in the training of librarians. Always a welcome speaker at SLA meetings, the fourth member of the panel was Dr. Jesse H. Shera, Dean of the School of Library Science, Western Reserve University. Dr. Shera sketched a history of training for special librarianship and the present educational needs.

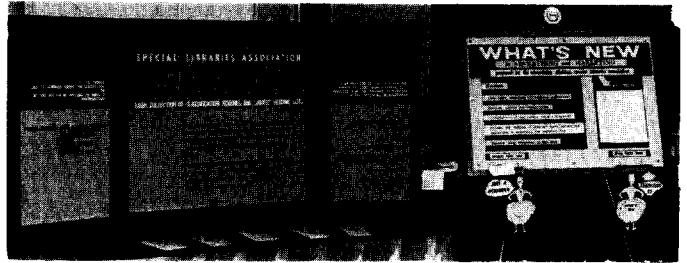
The General Session on Tuesday morning, June 7th, was sponsored by the Documentation and Science-Technology Divisions. This



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Newly-selected members of the Hall of Fame, Pauline M. Hutchison and Ruth Savord. Dorothy Bemis and Florence Bradley were unable to attend the Convention.

Exhibits prepared for the  
SLA Loan Collection of  
Classification Schemes and  
Subject Heading Lists and  
the Advertising Division's  
publication, *What's New in  
Advertising and Marketing*.



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was a panel discussion on the application of machines to library techniques. Your reporter found the section on the handling of periodicals particularly fascinating, although we fear the methods of making claims by machine are applicable only in the case of relatively small collections.

After President Burton W. Adkinson's annual report to the Business Meeting on Tuesday afternoon, the membership settled down to discuss the change in the bylaws with regard to the General Reserve Fund, which had been proposed by the Finance Committee. It appears to have been a great waste of time that we were allowed to debate for 50 minutes a matter that was unconstitutional and therefore could not be voted upon. The change in question proposed placing the administration of the General Reserve Fund in the hands of the Executive Board. Of course as Ruth Savord, with her usual keen perception, pointed out early in the meeting, a vote had to first be taken to abolish the existing bylaw regarding this Fund. Having eventually done this, change did mean progress, and we moved on to some of the other items on the agenda. However, as it was necessary to convert the meeting-room into the banquet-room, some matters were necessarily shelved. Time was found to install Winifred Sewall, Librarian, Squibb Institute for Medical Research, as the new President for the year of 1960-61. We are sure that all members convey best wishes to Winifred for a successful season.

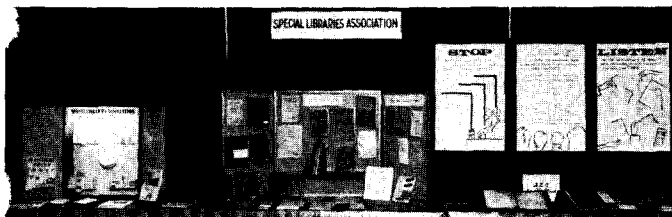
As usual, the various Divisions carried on intensive programs that were well attended and received. The many who were present at the Book and Author Luncheon enjoyed the address by Thomas Boardman, Chief Editorial Writer of the *Cleveland Press*. Mr. Boardman substituted for Louis B. Seltzer,

Editor of that paper, who was originally scheduled to speak but who had suddenly been called to Europe to accept a decoration from the government of Greece. Mr. Boardman was a most excellent choice as a substitute.

Four \$1000 scholarships for graduate study in librarianship were awarded, with the Mid-West gathering in three and the East one, as girls from Michigan, Ohio, Wisconsin and Massachusetts were the lucky recipients. This brings to 20 the total number of scholarships awarded since the inception of this program in 1955.

The Convention's opening event was a purely social one. This was a reception and tea given on Sunday afternoon by the members of the local Chapter at the Cleveland Public Library. Probably many members who arrived in Cleveland in mid-afternoon Sunday missed this enjoyable affair, for as we were leaving to attend it there were long lines of SLA'ers at the check-in desks at the hotel. However, the hundreds who attended were well-rewarded by the hospitality of the host Chapter and, in particular, that of the staff of the Cleveland Public Library. Tours of the library were conducted, and those of us who were not too leg-weary by this time were much impressed and gratified by the graciousness and patience of our guides and the efficiency of this great library.

The boat trip on Monday evening provided a fascinating glimpse of the Cuyahoga River and a tugboat captain's nightmare. We shall never understand how a skipper of a tug can maneuver large ore boats up or down that twisting river and not wind up with the bends. The start of this trip was somewhat delayed as we awaited the caterer with the box suppers. However, when we opened the boxes we all agreed that the suppers were



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The SLA booth featured displays of the Translations Center, SLA publications, publicity and book reviews and panels describing Technical Book Review Index.

worth waiting for. A slight note of dissension came from members aboard "Show Boat" who received their suppers and views wrapped in smog. The view of Cleveland from Lake Erie, while probably not as spectacular as that of New York from the Narrows, was nevertheless, one of scenic splendor.

The Annual Banquet on Tuesday evening was launched with the usual Convention-wide Dutch-treat cocktail party. This gave everyone a chance to congratulate the new Executive Board members and to commiserate with those who lost the election, or should I reverse my verbs? The banquet,

with Katharine Kinder as toastmistress and Dr. Lillian M. Gilbreth as featured speaker, proved as usual to be a meeting place of joyous good-fellowship and excellent food.

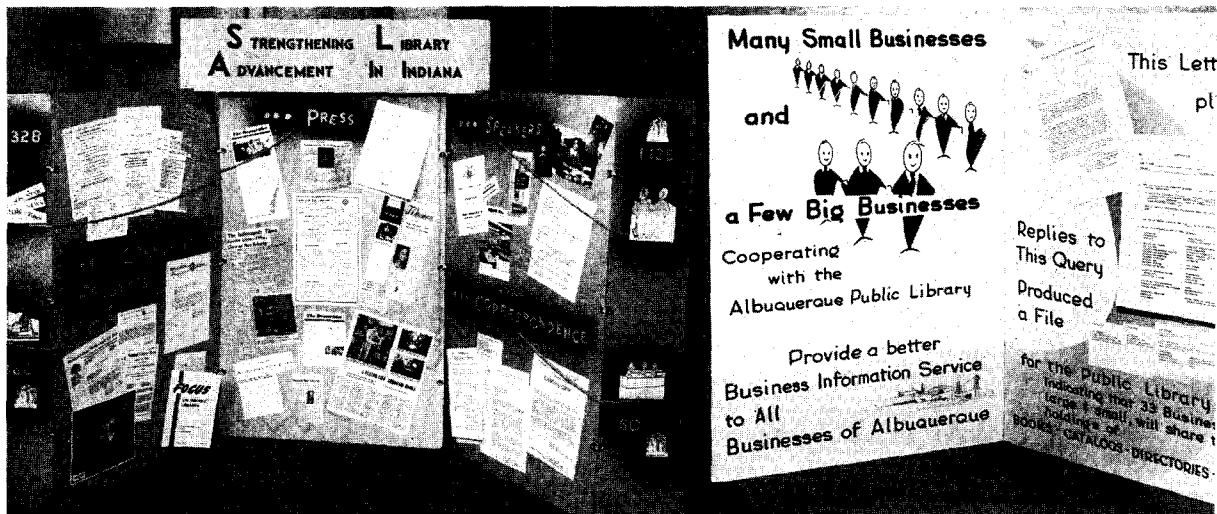
The many open houses of the various Divisions and Sections were focal points of laughter and good cheer on Sunday and, in some cases, other evenings.

To keep conventioners entertained between meetings, the host Chapter devised a most ingenious parlor game entitled "Where is the green box?" Each morning a carton covered with green paper was placed in a different section of the exhibit area, and the lucky few who eventually found it were al-



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The Banquet head table included members of the Executive Board, two 1960 Hall of Famers, the toastmistress, guest speaker, Convention Chairman, Cleveland Chapter President, Headquarters professional staff members and guests. Standing (left to right): Robert W. Gibson, Jr., Mrs. Robert W. Gibson, Jr., Howard Haycraft, Dr. Burton W. Adkinson, Anne L. Nicholson, Bill M. Woods, Kathryn E. Smith, Donald Wasson, Dr. George Drew, Alleen Thompson, William Budington, Ethel Challies, Roy Holleman and Ethel Klahre. Seated: Mrs. Burton W. Adkinson, Katharine L. Kinder, Lorraine Ciboch, Mrs. Margaret Fuller, Pauline M. Hutchison, Dr. Lillian M. Gilbreth, Ruth Savord, Winifred Sewell, Rose Vormelker, Alvina Wassenberg and Marian Patterson.



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### 1960 H. W. WILSON COMPANY CHAPTER AWARDS

The visual displays prepared by the Indiana Chapter (left) and the Rio Grande Chapter (right) shared the 1960 H. W. Wilson Company Chapter Award for the most outstanding promotion of special library services within the business community. Each Chapter received a check for \$50.

lowed to place their name and room number on a slip of paper and pop it in the green box, thus entitling the popper to a chance at one of many splendiferous door prizes. Imagine my surprise upon returning to Boston to receive a letter informing me that I was the lucky winner of a tie clasp!

There were numerous events close to the hearts of many of us; each of us probably has at least one memory to cherish. The posthumous granting of the SLA Professional Award to Rose Boots will be a highlight for many, and all will agree a well-deserved honor. But for your reporter the most heartwarming and long-to-be-remembered occasion was the proposal at the Business Meeting by Dr. Jolan Fertig that the Executive Board consider establishing a Ruth Savord Award, a scroll to be presented to a member or members who have labored strenuously in the SLA vineyard with little or no recognition of their efforts. To receive an award named after this grand lady would be a form of recognition that could bring pride to the most humble of us. The Association needs more Ruth Savords and more Dr. Fertigs; both are irreplaceable.

The one adverse comment heard (and this was almost unanimous) concerned the Sunday Evening Opening Session and the tele-scoping of the Convention to end on Wednesday. This strong feeling has considerable justification. Most people arrive sometime on Sunday and much of the time on that day is passed in renewing old acquaintanceships and reviewing the year's news with friends one has not seen since last year. It is therefore a rude shock to be wrenched away to attend a meeting.

We feel that the calibre of the meetings and members' behavior at them shows a maturity that qualifies us for membership in the society of the mind.

We cannot let the opportunity pass without a nod in the direction of the weather man, who after some showers on Sunday morning, provided near perfect weather for the remainder of the Convention. And thus, with thanks to the Cleveland Chapter for being perfect hosts, it's westward ho, and on to 'Frisco. Having sampled the blue waters of the Atlantic and Lakes Erie and Michigan in the last few years, we shall now test the Pacific. Hawaii, anyone?

# SLA Hall of Fame

Four SLA members were honored by election in 1960 to The Hall of Fame. This recognition is granted for outstanding contributions to the growth and development of the Special Libraries Association and is offered following completion of an active professional career or near the date of announced retirement.

## Dorothy Bemis

Former Librarian, Lippincott Library, Wharton School of Finance and Commerce, University of Pennsylvania, Philadelphia  
Former Assistant to the Director, University of Pennsylvania Libraries, Philadelphia  
Home address: 3414 Queen Lane, Philadelphia, Pennsylvania  
Chairman, Membership Committee, 1921-1922  
Chairman, Financial Group, 1923-1924  
President, Special Libraries Council of Philadelphia and Vicinity, 1929-1931  
Special Libraries Council of Philadelphia Executive Board, 1931-1935; 1937-1938  
SLA First Vice-President, 1933-1935  
Chairman, University and College Departmental Libraries Group, 1934-1935  
Chapter Liaison Officer, 1934-1935  
Director, SLA Trade Associations Projects, 1933-1934  
Member, Nominating Committee, 1936-1937

## Florence Bradley

Former Librarian, Metropolitan Life Insurance Company, New York, New York  
Home address: 30 Lounsbury Road, Croton-on-Hudson, New York  
Chairman, Insurance Group, 1923-1926  
New York Chapter Executive Board, 1925-1926; 1930-1931  
President, New York Chapter, 1929-1930  
SLA First Vice-President, 1929-1930  
Chairman, Membership Committee, 1929-1932  
Editor, *Special Libraries*, 1932-1934  
Member, Nominating Committee, 1936-1937  
SLA Special Representative to Joint Board of Publishers and Booksellers, 1940-1941  
SLA Honorary Member

## Pauline M. Hutchison

Librarian, Canada Life Assurance Company, Toronto, Ontario  
President, Toronto Chapter, 1940-1941  
Toronto Chapter Executive Board, 1941-1942  
Director-At-Large, Toronto Chapter, 1944-1945  
Vice-President, Insurance Division, 1949-1952  
Member, Convention Advisory Committee, 1952-1954  
Chairman, Toronto Convention, 1953  
Member, Scope and Correlation Committee, 1956-1957  
Member, Nominating Committee, 1957-1958

## Ruth Savord

Former Chief Librarian, Council on Foreign Relations, Inc., New York, New York  
Home address: 423 Orchard Drive, Santa Fe, New Mexico  
President, New York Chapter, 1928-1929  
New York Chapter Executive Board, 1929-1930  
Editor, *Special Libraries*, 1931-1932  
Chairman, Ways and Means Committee, 1932-1934  
SLA Executive Board, 1933-1934; 1935-1936  
SLA President, 1934-1935  
Chapter Liaison Officer, 1935-1936  
Chairman, Salary Survey Committee, 1937-1938  
Chairman, Special Committee on Government Documents, 1939-1940  
Chairman, Committee on Cooperation with Special Libraries in Latin America, 1940-1943  
Chairman, Constitution & Bylaws Committee, 1942-1944; 1948-1951  
SLA Professional Award, 1954  
Chairman, Constitution & Bylaws Committee, 1956-1957  
Author of *Special Librarianship as a Career*

## 1960 Scholarship Awards



PRUDENCE JEANNE SCHMIDT, Milwaukee, Wisconsin, graduated in June from Milwaukee-Downer College in Milwaukee, where she majored in chemistry. Miss Schmidt has worked in her college library and during the summer of 1959 in the Allen-Bradley Company Technical Library in Milwaukee. She also has a Teacher's Certificate in piano from the Wisconsin Conservatory of Music. Miss Schmidt expects to attend the Library School at the University of Minnesota.



MARTHA ANN BUCHER, Dayton, Ohio, received her A.B. in 1943 from the University of Dayton with a major in sociology. She has been head librarian of the Engineers' Club of Dayton, secretary to Command Librarian, Wiesbaden, Germany, librarian of George A. Pflaum, publisher, and is currently Librarian-Social Director, School of Nursing, Good Samaritan Hospital, Dayton. She will study for her M.S.L.S. at Columbia University School of Library Service.



VALERIE HUNTER BURNHAM, Springfield, Massachusetts, received her B.S. last June from St. Lawrence University, Canton, New York, with a major in mathematics and related subjects. She spent last summer working in the Research Library, Monsanto Chemical Company, Springfield. She will attend the Library School of McGill University.



GERI LYNNE CRAYNE, Lincoln Park, Michigan, received her B.A. from Wheaton College, Wheaton, Illinois, last June. She majored in literature and worked in the newly created archival department of the Wheaton College Library. Miss Crayne plans to attend the Library School of the University of Michigan.

# Professional Award to Rose Boots



THE SPECIAL LIBRARIES ASSOCIATION's highest award in recognition of an outstanding contribution to the field of special librarianship is the SLA Professional Award. This Award is not necessarily an annual one, but it is given only during those years in which the Association feels an individual has merited this honor by virtue of his achievements. It is with great pride, and, unfortunately, with real sorrow, that I would like to announce that the recipient of the SLA Professional Award for 1960 is Rose Boots.

Her sudden death was indeed a great shock to all of us, and we face a great loss of not only a devoted and loyal member of our Association, but also a great champion of our Scholarship and Student Loan Fund.

To illustrate her loyalty, I would like to quote from her reply to my letter asking her to serve as a member of the Elections Committee. "Although this is the most boring job I have ever done, I shall be glad to accept this appointment." This is the spirit which has characterized her work for SLA from the time she became a member.

Her distinguished library career is known to all of us, but one of her outstanding contributions has been the establishment of the Scholarship and Student Loan Fund. Not many librarians know that its originator was Rose Boots, who worked arduously for many years to sell her brain child to SLA. She proposed the idea of a Student Loan Fund to SLA in 1937 and offered to direct the raising of necessary money. The Student Loan Fund was established in 1938, and Rose served as its first Chairman. Due to her efforts, its goal of \$1,000 was reached in less than a week, but this was only a start. In 1941 she began a tireless campaign for the establishment of an SLA Scholarship and Student Loan Fund to assist those persons entering the special library field. This idea lagged for some time until Rose became a member of the Committee again in 1950-51, and its Chairman in 1952-53. By 1954 she had collected \$6,144, and the Scholarship Fund became a reality.

The first award was made in 1955, and since then SLA has been able to grant \$28,375 toward education in special librarianship. The fund which is known in library circles all over the world continues to grow, and the dream of Rose Boots has come true. It is a monument to her vision and a real boon to the advancement of special librarianship.

It is with great gratitude for her unselfish and unstinting endeavors that I announce the posthumous award of the SLA Professional Award to Rose Boots.

PRESIDENT BURTON W. ADKINSON

## A Summary of the Special Library Career of Rose Boots

**Positions:** Marvyn Scudder Financial Library, Columbia University, Librarian in Charge, 1933-1946; Merrill Lynch, Pierce, Fenner & Beane, Research Librarian, 1946-1948; Standard Brands, Inc., Research Librarian, August, 1948-January 1949; McGraw-Hill Publishing Company, Inc., Chief Librarian, 1949-February 25, 1960.

**New York Chapter:** Chairman, University & College Departmental Librarians Group, 1934-35; Executive Board, 1935-36, 1939-40, 1945-46; Vice-President & Editor of the New York Chapter *News*, 1937-38; President, 1938-39; Chairman, Nominating Committee, 1940-41; Member, Student Loan Fund Committee, 1941-43; Chairman, Student Loan Fund Committee, 1943-44; Member, Directory Committee, 1952-53; Chapter Consultant Officer, 1957-60.

**Association:** Chairman, University & College Departmental Librarians Group, 1935-37; Member, Convention Committee, 1936-37; Chairman, Student Loan Fund Committee, 1938-41, 1952-54; Project Chairman, Financial Group, 1941-42, 1945-46; Treasurer, January-June 1951; Member, Budget Committee, 1951; Member, Convention Advisory Committee, 1951-52; Member, Student Loan Fund Committee, 1951-52; Member, Photographic Reproduction of Documents Committee, 1953-54; Member, SLA Committee to Study the Future Organization and Contents of the Industrial Arts Index, 1954-55, 1956-57; Member, Elections Committee, 1955-56, 1959-60.

(EDITOR'S NOTE: See also the tribute by Janet Bogardus in *Special Libraries*, April 1960, p. 199.)



# Report of the President: Change: Will It Mean Progress?

DR. BURTON W. ADKINSON, President 1959-1960

CHANGE FROM CURRENT conditions is an aspect of life that should be recognized by individuals, organizations and nations. Some individuals and organizations accept this phenomenon of life as a challenge and have made change result in progress. Others have tried to keep the *status quo*, and this resistance to change frequently has resulted in retrogression. My question to the Special Libraries Association is: Will we, as members of an organization, accept the phenomenon of change as a challenge that will enable us to improve ourselves and our Association?

How did the founders of the Special Libraries Association view change? It is obvious that they insisted on change when they organized the Association in 1909. Each of us can identify changes that have enabled the special library movement to grow.

Our organization developed so that it has encouraged, for the past 50 years, the active participation of the administrator, the scholar and researcher, and the librarian. These three groups have exchanged ideas and information which have resulted in better techniques and improved tools for the use of special librarians and the entire library world. This interchange of information and ideas among the administrator, the scholar and the special librarian has made our Association members particularly sensitive to the needs of our users. Since generally our clientele have been groups which were well-defined and had specific needs, we have been able to identify their needs and demands and to tailor our services and tools accordingly.

How has our Association shown its responsiveness to the users' needs? First, by the compilation of sources of specialized information, such as union lists of serials, sources of commodity prices or sources of

business facts and figures. We also have developed tools for the organization of materials, such as special classification schemes and subject heading lists, and recently this collection of schemes and lists has been organized into an international information center. Earlier Association members developed techniques and bibliographic tools for the handling of maps, atlases and pictures. Our predecessors organized an information center on translations, and today we have a center supported by government, industry and scientific societies, which is world famous and is looked upon as a pattern for handling this unusual material.

Another aspect of our members' sensitivity to users' needs has been the development of studies and activities to identify strengths and weaknesses. These activities are illustrated by 1) the Federal Library Survey, which was conceived by this Association and now is being conducted by the Brookings Institution with financial support from the Council on Library Resources, and 2) the recent Personnel Survey completed by Price Waterhouse & Co. for the Association.

Activities to improve the personnel within libraries have been the goals of the recruitment program, the Association's scholarships and student loans—in which Special Libraries Association now has invested \$28,000—and our participation in the Joint Committee on Special Library Education.

## Future Changes Affecting Librarians

What changes does SLA face in the future? How shall we, as an Association, meet the challenge of these changes? The first change that is inevitable is growth in quantity, if not in quality. Estimates indicate that there were 50 special libraries in 1907, 1600 in 1947, 2500 in 1953, and

more than 4,000 today. Present membership in the Association is about 5300. As an aside, if there were two professional librarians in every special library who were members, the Association should have between 8,000 and 10,000 members. Is this not a challenge for us as individuals and as an Association?

However, we have set quality as our goal, not quantity. How do we achieve this? Is it by setting standards for Association membership or by concentrating on standards of performance? Is an Association recognized as having high professional standards because of difficult entrance requirements or does it earn respect as a professional society by the high standards of performance it requires of its members, committees and other organizational units?

Now I would like to turn to other events on the horizon which we as individuals and as an Association must accept.

The first is the continued explosive expansion of literature. You have heard that chemical literature, as based on counts made by *Chemical Abstracts*, is doubling every eight and one-half years. The Library of Congress collections in science and technology double every 15 years. There are many other indications of this explosive expansion, and there seems to be no letup in the growth curve. The rapidly increasing mass of information requires improved tools to control the bibliographic items, such as monographs, serials, pictures, maps and technical reports. The cataloging system and classification schemes, as developed by our predecessors, are beginning to show signs of strain under the increasing number of bibliographic items and the variety and form of content of these items.

Even more important is the increasing need for tools and techniques for searching for items of information within these bibliographic items. Much is being said about this problem. It is identified usually by the terms "storage and search" or "storage and retrieval" or "organization and dissemination of information" or



*Library of Congress*

**Dr. Burton W. Adkinson**

"documentation problem." We must all recognize that the current tools, which are the backbone of the information system of the world—namely, card and book catalogs, bibliographies, abstracts, indexes, and critical reviews—must continue for the immediate future to be the basic tools for the librarian and the researcher. We need to improve these tools as rapidly as possible. In addition, we must consider seriously the new mechanical and electronic devices that show promise of aiding in the handling of this increasing mass of information. We have all heard of the Rapid Selector, the Uniterm system, the Minicard system, the peek-a-boo systems and each of you can name many more. These systems and machines, including present day computers, still lack the adaptability necessary to handle the type of information librarians are required to organize, search and service. In fact, they lack flexibility; they lack capacity to handle large quantities of information; and they are often costly in terms of organizing the information for storage in a ready search. I think we might well compare the effectiveness of these present day systems in meeting our current needs as we might compare the automobiles and trucks of the early 1920's with the performance and ability of the present day motor vehicles.

We, as librarians, must endeavor to develop systems for the use of these machines as well as to encourage machine development along the lines most responsive to our needs.

In addition, we have to work toward the improvement of the reproduction and transmission of textual and graphic information. Big strides have been made in both electronic and photographic techniques. However, we still need a machine that can recognize the printed and manuscript characters on a page. Much is being done to find an adequate means of reading a page of a magazine and book and transforming it to electronic signals. We have heard of the photon, an attempt to speed up composition for printing. I don't know whether we are aware that today there are newspapers that are being composed in one city and transmitted by microwave to another city where an edition of the newspaper is printed almost simultaneously with the edition in the parent city. Yes, we are on the doorstep of exciting developments that we as librarians need to understand.

A final area I would like to mention is the progress that is being made in the analysis of languages. In development are systems using computers to organize ideas contained in textual material. An illustration is the mechanical translation research activity in this and other countries. Projects in the United States appear close to achieving a transposition of information from one language to another in a form to be of limited usefulness. We are also making rapid strides in the development of systems for using computers to index and a good beginning has been made toward abstracting. I would like to stress, however, that probably our systems for language analysis with computers is about in the same stage as were rocket motors in 1930. We knew then that we could send a rocket into the air, but much had to be done before rocket motors could be of any usefulness.

May we digress and consider the need for SLA to exert great energy to see that

change results in as rapid progress as possible for special librarianship as well as for all the information handling systems of the United States and Canada.

First, I wish to stress that special libraries are an important link in the communication chain of the commercial, scientific, technical, industrial and educational activities in the United States. Our country is in a struggle to maintain its world leadership. We must remember that coming out second in this contest means we have lost. Other countries both in the eastern and western "blocs" recognize the need for good informational and educational resources and facilities and are expending large amounts of financial and intellectual resources to improve both of these. Our Association must meet this challenge by putting forth all possible effort to improve our segment of these United States activities.

#### **Suggestions for Future**

In closing, I wish to make the following suggestions for the Special Libraries Association to consider:

First, let us concentrate on high standards of performance within our libraries and within the Association. If we do this, standards of membership will take care of themselves.

Second, we need to initiate new studies along the lines of the Federal Libraries Survey and the Personnel Survey. If we do not know our strengths and weaknesses, how can we improve?

Third, let us actively cooperate with other organizations to improve the present tools and to initiate activities to develop new and more powerful tools. We need to make known our needs to the scientific societies, government agencies and other organizations that prepare the tools on which we base our services, such as catalogs, abstracting services and indexes etc. We also need to work with organizations that are interested in exploring and developing new and more powerful approaches to the organization, storage, search and dissemination of information.

Fourth, I urge that the Association and its members become familiar with new devices and techniques. This does not mean that each of us needs to know the internal operation of such devices or to be able to develop such devices, but we all know how to use the automobile, camera, telephone and television, and we know the limits of each device's performance characteristics. In the same manner we need to know the new systems and mechanisms that are being developed for handling textual information. Machines are a way to relieve us of many tiresome routines and free us so that we can concentrate on intellectual activities.

Fifth, our Association has placed considerable stress on education. This is shown by our recruitment activities and our very effective scholarship and student loan program, but do we realize that this Association has no committee to consider the educational needs of the people we wish to hire?

Finally, I recommend that we consider strengthening our Headquarters. A strong Headquarters means better direction and sustained performance in our Association, Division, Committee and Chapter activities. We only need to review our effective publications program and improvement in the Placement Service to realize how strong Headquarters support can give the continuity and direction that is needed for an activity. We need to strengthen our Consultant Service. Our scholarship and student loan program could be improved if our Headquarters could give this some attention, and our public relations program would be immeasurably improved if Headquarters could effectively furnish information on special libraries activities and resources.

In conclusion, I wish to stress that each of us must recognize that we, as well as our Association, will change. May we dedicate ourselves to the proposition that change will mean progress.

## Report of the Annual Business Meeting

ETHEL S. CHALLIES, Secretary

THE ANNUAL BUSINESS Meeting of the Special Libraries Association was held at the Sheraton-Cleveland Hotel, Cleveland, Ohio on June 7, 1960. The meeting was called to order at 2:30 o'clock with President Dr. Burton W. Adkinson presiding. Rena Hall Ely acted as the reporter, and Mrs. Perry A. Cooley as Parliamentarian.

Dr. Adkinson particularly thanked those who participated in Association activities during the past year. In his annual message (published in its entirety elsewhere in this issue), the President took as his topic "Change: Will It Mean Progress?"

The Treasurer, Anne L. Nicholson, reviewed the financial statement of the Association for the fiscal year ended September 30, 1959, which was published in the January 1960 *Special Libraries*. She also reported on the March 30, 1960 figures and the special appropriations approved by the Executive Board over and above the budget for 1959-1960. Tables compiled

showing growth in the cost of operations exclusive of special funds, proved that Association services per member have doubled since 1946 without significant change in membership.

Donald Hotaling, Chairman of the Finance Committee, presented a background report on the Association's General Reserve Fund, noting the ceiling of \$50,000 voted in 1951 had been exceeded. Mr. Hotaling then moved, "That the responsibility for the management and policy of the General Reserve Fund be transferred to the Executive Board in accordance with Bylaw 2, Section 1 of the Constitution." An amendment to this motion, "Provided this action will not allow for the complete elimination or reduction of the General Reserve Fund below the \$50,000 limit," was moved by Phoebe F. Hayes and seconded by Agnes O. Hanson. The original motion was ruled illegal by the Parliamentarian.

Ruth Savord then made the motion. "That we retain the \$50,000 limit on the General Reserve Fund and that any funds received from interest or any other source, hereafter be added to the general funds of the Association and that the present excess over \$50,000 be added to the general funds of the Association." This motion, seconded by Doris F. Zimmermann, was ruled out of order by the Parliamentarian who stated that such a motion could not be made until the action voted on June 21, 1951 was rescinded. Thus Ruth Savord moved and Mrs. Florence H. Armstrong seconded a motion, "That this meeting reverse its action of June 21, 1951, plus any amendments made at other meetings." The motion was carried. It was then moved by Miss Savord and seconded by Doris F. Zimmermann that the motion as previously worded be passed. The motion carried.

Dr. Adkinson read the following telegram, "Happy to inform you directors of the H. W. Wilson Foundation, a charitable and educational foundation, established by the late Mr. and Mrs. H. W. Wilson, have authorized contribution of \$2,000 to the SLA Scholarship Fund," signed Howard A. Haycraft. Mr. Haycraft was asked to rise and accept the thanks of the Association.

Scholarship winners for 1960-61 were announced by Jo Ann Aufdenkamp. Robert W. Gibson Jr., Convention Chairman, reported that registration as of noon was 1,241. Because of the lateness of the hour, there was not time for reports from other Committee Chairmen.

Upon motion made by Agnes O. Hanson and seconded by Eugene B. Jackson, it was voted to adopt the official resolutions

acknowledging the contributions of the Convention speakers, the Convention Committee, members of the Cleveland Chapter, the libraries in the area who held open houses and all others whose assistance assured the success of the Convention.

It was moved by Dr. Fertig and seconded by Eleanor Lyons that the Executive Board consider the establishment of a new award called the Ruth Savord Award to be given annually to a person, persons or group who has done outstanding service in organizing Association activities. The motion was adopted.

The following message received from Walter Forster was read by Dr. Adkinson: "It was moved, seconded and approved that the Business and Finance Division protests the opening of the Convention on Sunday, and in future wants a four-day Convention beginning on Monday."

The report of the Elections Committee was read by the Chairman, Gwendolyn Jones, following which the President announced the election of new officers and directors. Dr. Adkinson introduced incoming President Winifred Sewell, First Vice-President and President-Elect Eugene B. Jackson, Second Vice-President Paul L. Knapp, Secretary Mrs. Jeanne B. North, Treasurer Olive E. Kennedy and Directors Sara A. Aull and Mrs. Elizabeth R. Usher. A standing vote of thanks was given outgoing members of the Executive Board.

Winifred Sewell, in accepting the Presidency, reiterated the increased recognition of information as an important resource, expressing confidence that SLA will be even stronger in 1970.

The Meeting was adjourned at 4:30 o'clock.

## SLA Sustaining Members

The following organizations are additions to the lists of Sustaining Members published in previous 1960 issues of *Special Libraries* and represent new applications received through August 19, 1960.

BACHE AND COMPANY, New York, New York  
NEW YORK PUBLIC LIBRARY, New York, New York  
PACIFIC LIBRARY BINDING COMPANY, Los Angeles, California  
PRENTICE-HALL, INC., Englewood Cliffs, New Jersey

# Report of the Treasurer

ANNE L. NICHOLSON

THE ANNUAL AUDITED financial statement for the fiscal year of the Association, which ended September 30, 1959, was formally presented in the January 1960, *Special Libraries*. The estimate of a budget deficit of \$15,000 here a year ago materialized only to the extent of \$2,300. This happy situation was due in large measure to the fact that the greater part of the Personnel Survey expenditures did not come within the 1958-59 fiscal year after all, the net on serial publications was greater than budgeted and the 50th Anniversary Hall of Fame expenditures less. The sad consequence is that this year's expenditures will be greater than originally planned.

Although the operating surplus built up in earlier years is decreasing, the Association remains in good financial condition. Its assets on September 30, 1959, were \$13,000 larger than a year earlier and general operating expenses \$17,600 more, for a total of \$130,500 excluding special funds. The General Reserve Fund increased by some \$1,500 to \$50,879.72. The other special funds in general remained within \$500 of their figures of a year earlier, except for the Translations Center Fund. An additional \$10,000 was received there for services rendered to the Department of Commerce over that reported in June 1959. The cost of operating the Center rose to \$40,663 from \$27,239; total receipts increased to \$51,692 from \$39,972. The balance on September 30, 1959, was \$45,308.29.

For the six months ending March 30 of this year, the Association's income was larger than in the year before by some \$4,700 and expenditures were \$9,400 greater, largely due to \$6,100 spent on the Personnel Survey. Assets on March 30, 1960, totalled \$239,479.94, and accumulated operating surplus, exclusive of special funds, decreased by some \$2,600 to \$112,716.94. During this period the SLA Birthday Fund for the John Cotton Dana Lectures has remained at \$190; the

Eleanor S. Cavanaugh Scholarship Fund increased by \$77.80 to \$2,380.31. The Translations Center Fund balance was \$30,895.37, that of the General Reserve Fund \$51,277.35. Gifts to the Scholarship and Student Loan Fund were \$360 greater than in the same period a year ago, but the increased granting of scholarships decreased the Fund balance to \$9,764.06. The increase in new nonserial publications this fiscal year has brought that Fund's balance up to \$27,469 as of March 30. \$21,350 of that balance is in a savings account. Since March 30 a grant of \$24,000 has been received from the National Science Foundation for the operations of the Translations Center and \$34,105 for the Translations Survey project.

To obtain a clearer picture of the financial status of the Association, some tables were compiled showing the growth in cost of SLA operations, exclusive of special funds. The resulting picture is interesting. We are an Association whose membership since 1946 has remained constantly around 5,000 plus or minus 10 per cent, with a slow trend towards the upper limit of that range. Yet during those 13 years, our costs have risen 200 per cent and income 165 per cent. The income from serial publications has increased 32 per cent. Headquarters staff has doubled, yet the salary portion of expenses has been constant at around 35 per cent, and the dues portion of income at around 67 per cent. It seems as if Association services per member must be twice what they were in 1946, and I wonder if we should expect further increases in services if we cannot show a better growth in membership.

My term as Treasurer has come to an end, and I want to thank you for the privilege of serving in that capacity. It has been wholly a pleasure and not onerous, I assure you, because the real paper work is done at Headquarters by the Executive Secretary, Mrs. Shoemaker, head of bookkeeping, Mrs. Maky and the rest of the very loyal staff to whom I say many, many thanks.

# Resolutions of Appreciation

## Adopted at the Annual Meeting

Resolutions Reference Committee, Agnes O. Hanson, Chairman

WHEREAS, in this year of "Fifty-Plus-One" the Association has been guided and represented, at home and abroad, by a President who has served with dignity and distinction, mindful of the accomplishments of the past and attuned to the challenges of the future, now therefore BE IT RESOLVED that the Association hereby expresses its sincere gratitude to its 1959-60 President, Dr. Burton W. Adkinson.

BE IT RESOLVED: That in its awareness of the time spent in the planning and the execution of the Fifty-First Annual Convention, the Association recognizes its debt to:

The Convention Chairman, Robert W. Gibson, Jr. who worked and lived Convention the past two years; Battelle Memorial Institute for its generosity in making this possible and for its many additional services; the Executive Committee, and the Convention Committees whose Chairmen were: Exhibits, Helen M. Skowronska; Hospitality, Ella Tallman; Information, Mary Frances Pinches and Helen M. Focke; Local Arrangements, Scott J. Buginas; Meals and Banquet, Mrs. Lulu B. Hardesty; Printing, Ralph L. Darby; Publicity, Dr. Jesse H. Shera; Registration, Emma Boyer; Transportation and Tours, Winifred K. Slenker; Convention Secretary-Treasurer, Mrs. Elizabeth B. Burrows, all of whom contributed to the smooth running of the Convention;

The Convention Advisory Committee, Gretchen D. Little, Chairman;

The Cleveland Chapter whose members have provided arrangements and hospitality for this Convention and the Convention-wide Tea, Alfreda Burrows, Chairman, sponsored jointly by the Cleveland Chapter and the Convention Committee; The Board of Trustees and the Administration of the Cleveland Public Library for making its facilities available for the Convention-wide Tea, and tour of library subject departments; its Public Relations Department for executing exhibits and featuring SLA in the library's weekly radio program;

General Bookbinding Company for its tour and transportation;

The Lamp Development Department of General Electric Company, Nela Park, for the tour of its Lighting Institute, transportation and hospitality; National Aeronautics & Space Administration, Lewis Research Center, for providing a tour of its installations;

The Documentation Center, Western Reserve University, for being open to visitors throughout the Convention;

The Ohio Bell Telephone Company for providing

the SLA monogrammed portfolios;

Lillian D. Hausrath for compiling, the Stenographic and Designing Units of The Illuminating Company for preparing and the Goodyear Tire & Rubber Company for publishing the *Cleveland Chapter, SLA, Directory of Special Libraries*, for members and conventioners;

Rabbi Morton Levy for the invocation at the first general session;

The Cleveland West Technical High School Orchestra, Joseph A. Lanese, Director, for providing music;

Ralph S. Locher, Director of Law and Acting Mayor, for his welcome from Cleveland;

Ethel S. Klahre, Cleveland Chapter President, for the welcome from the host Chapter;

Ralph M. Besse, the keynote speaker at the opening session, for his encouraging talk on the importance of development of progressive reading habits and of education in the potentialities of the library; Winifred Sewell, who presided at the second general session, and the speakers on the panel, Information—Our Greatest Commodity: Bay E. Estes, Jr., Richard J. Anderson, Dr. George A. Bowman and Dr. Jesse H. Shera;

Herbert S. White, moderator of the third general session, and the speakers: Walter A. Kee, Anne McCann, William H. Richardson, C. G. Stevenson and Marjorie Griffin, who presented practical punch card and documentary control systems in use in individual special libraries;

Dr. George E. Drew for his invocation at the Banquet;

Katharine L. Kinder, who presided as toastmistress with grace, sincerity and felicity of expression;

The ballerina and musicians from the Lithuanian Dancers who delighted the audience;

Rose L. Vormelker who introduced the speaker;

Dr. Lillian M. Gilbreth, speaker of the evening, who interpolated in her richly warm and many-faceted discourse, managerial and job satisfaction guide lines that can serve as guides for the future; Mrs. Perry A. Cooley, Parliamentarian, whose aid was much appreciated;

Richard Barger, Convention Manager, and the entire staff of the Sheraton-Cleveland Hotel for their courteous assistance;

Beatrice Amersbach, Cleveland Convention and Visitors' Bureau, for her cooperation;

Bill M. Woods, Executive Secretary of Special Libraries Association, for his outstanding performance not only during this Convention but throughout his first year of office, and all members of the Headquarters staff for their able assistance and excellent individual contributions.

# Report of the Advisory Council

WILLIAM S. BUDINGTON, Chairman

MEETINGS OF THE Advisory Council were held at Chicago, Illinois, in February, and at the Annual Convention in Cleveland, Ohio. Continued effort was directed toward stimulation of Council members in the consideration and submission of discussion topics. In the Fall of 1959, the Chairman distributed a statement on the function of the Advisory Council and the responsibilities of its members in recognizing problems appropriate to Council deliberation. It was strongly urged that such problems be stated in writing with sufficient background and alternatives to make possible the advance distribution of such documentation and study prior to meetings. A significant number of these proposals were presented to the February meeting. While no formal recommendations were submitted to the Executive Board, it was felt that assistance was provided to Committees, Divisions and Chapters in various problem areas.

For the February issue of *Special Libraries*, the Chairman prepared a brief article on the Advisory Council, intended to bring to the general membership notice of the current policies and functions of the Council. After the February meeting, a follow-up statement was sent to Council members urging early consideration of topics for the June meeting, with a time schedule for processing such proposals.

Stimulation and support of Council activity is also being effected through attendance by the Chairman at the schools for incoming officers. The purpose is to describe to them the work of the Council, emphasizing that the basis of its existence lies in the active liaison role which each of them plays as an officer of the Association.

With increasing activity and responsibility, the Advisory Council should play a more substantial and valued part in Association business. It may be foreseen that more than one session will be required at the annual meeting and that with such additional scheduling, the principle of exclusive occupation

of a time period will be abandoned in Convention planning. At the Mid-Winter Meetings, thought may also be given to the holding of Association committee meetings. In a sense, the sessions of the Science-Technology Division Advisory Committee are a present example. Other professional associations have found such working sessions in the middle of the year to be essential to productive effort; function by correspondence often leaves much to be desired.

An active Advisory Council will also require increasing amounts of time and skill on the part of the Chairman and Secretary. As in many offices, familiarity with duties and problems is gained only by the end of a year; with a one-year term, competence is lost with the inevitable turnover. It is recommended that the Executive Board request the Constitution and Bylaws Committee to consider the following substance of an amendment: that the Second Vice-President be elected one year in advance of taking office, being designated during the intervening year as Secretary of the Advisory Council. During this year, he can assist the Chairman in accepting and editing proposals, in preparing the minutes of the Advisory Council meetings and in such other duties as may be appropriately assigned. He would not be concurrently a member of the Executive Board. Thereby, his term as Board member and Advisory Council Chairman would be considerably strengthened.

## Recommendation:

That the Executive Board request the Constitution and Bylaws Committee to study the desirability of setting a two-year tour of duty for members elected to the office of Second Vice-President, the first year to be served as Secretary of the Advisory Council (without Board membership) and the second year as Advisory Council Chairman and Second Vice-President.



# Report of the Executive Secretary

BILL M. WOODS

SPECIAL LIBRARIES Association has had a busy year! As the Association began its 51st year the words of the keynoter for the 50th Anniversary Convention were in the minds of the Association: "Let us continue to bring information to the active doers and continue to put knowledge to work, not with the mind and tools of yesterday, but with the mind and tools of tomorrow!"

SLA Headquarters and the capable staff of 13 persons working with the Executive Secretary exists for several reasons. 31 East 10th Street provides a permanent mailing address for the Association. Membership services—placement, publication, information—are provided. Coordination between various units of the Association is provided. Contact with others presently or potentially interested in special librarianship is provided. Improvement and expansion of each of these functions are suggested. Systematic consideration of each area should be the concern of the newly organized Goals for 1970 Committee.

31 East 10th might well become the regular mailing address for more Committees and Divisions of the Association. Improvement of the facilities for providing information on special librarianship has been proposed and should be considered seriously during the year ahead. To better coordinate the work of the several Association Committees, regular liaison between each Committee and Headquarters through a staff member is suggested. Headquarters and Committees must know what the other is doing if they are to provide service that is needed. A go-ahead to expand the public relations function of Headquarters has already been given.

What on the other hand have been the accomplishments of SLA in this first year of its second half-century?

## Membership

It is gratifying to be able to report an increase in membership both over the 1959 and the 1958 totals. On May 20, 1960, the

membership of the Association was 5,215. This compared favorably with 5,063 on this date in 1959 and 5,209 in 1958, before the adoption of the new membership standards. The principal increase was in the Associate membership, exactly 100 more than a year ago; and under the present standards all new Associate members will qualify for Active membership within a few years. The increase in Student memberships was also noted. There were two more Sustaining members than in 1959.

A three-year comparison of membership follows:

	1958	1959	1960
Active	3,399	3,926	3,897
Associate	830	809	909
Affiliate	—	3	13
Student	106	132	195
Life	37	38	39
Emeritus	41	42	49
Honorary	14	14	12
Sustaining	18	99	101
Institutional	764	—	—
Total	5,209	5,063	5,215

During the first five months of 1959 the Association accepted 374 new members and 232 during the remainder of the year, a total of 606. In 1958 the comparable figures were 580 through May, 410 from June to December, a yearly total of 990.

A review of new memberships in 1959 by class follows:

Active	180
Associate	169
Affiliate	3
Student	139
Life	2
Emeritus	6
Sustaining	107
Total	606

In the first five months of 1960, 461 new members were accepted; dues have been received from 429 persons. In the same period 39 applications have been denied, 15 by the

Admissions Committee, 29 by Headquarters. A breakdown of the denials shows that 18 were refused because the applicant lacked sufficient applicable experience although presently employed in a special library; 18 because the applicant was not employed in a special library under the definition accepted by the Association; and three persons were unemployed. The applications of nine are pending.

The Sustaining membership was envisioned as a principal source of income with some 200 supporting organizations. In 1959 107 Sustaining memberships were held. Of that number, 15 were not renewed for 1960. Five have resigned their membership, three with the intention of renewing in alternate years. Of the remaining, two are likely still to be renewed. One additional Sustaining membership has been paid since May 20 and one or two others are imminent.

It is apparent, however, that an aggressive membership campaign is necessary if the number of Sustaining members is to be increased. The suggestion that non-profit organizations be given special dues consideration merits further study.

Upon recommendation of the Executive Secretary, the Executive Board voted to liberalize publication benefits for Sustaining members so they might receive appropriate Chapter and Division publications in addition to current books published by the Association. They will also be allowed to select books with earlier imprints.

Processing of membership applications was facilitated by the addition to the Headquarters staff of a Membership Records Clerk. Some confusion exists regarding the procedures followed in the processing of applications; therefore, a review might be helpful. On the day an application is received it is acknowledged by card. If after review by the Membership Records Clerk and the Executive Secretary the applicant is accepted, within ten days or less he will receive a letter of welcome and an invoice for the appropriate dues. If dues are paid immediately, within two weeks persons designated to receive notification of all membership changes (usually the Membership Chairman) in the

appropriate Chapter or Division will receive a card adding the new member to the rolls. In those instances where a decision by the Admissions Committee is needed, a further short period, two or three weeks, should be allowed for the three-member Committee to review the application, check references, etc. When an application is denied, a copy of the denial letter is sent the Membership Chairman in the appropriate Chapter. Presidents of Chapters nearest a Sustaining member receive the name of the member and a letter describing privileges that might be extended.

Income from dues for the six-month period, October 1, 1959-March 1, 1960, was up \$1,300 over the same period in 1958-59. Actually this represents a slight decrease in income per member as the number of Associate members was greater in 1960 and their dues produce less income than do Active memberships.

The personal membership application was revised to avoid unnecessary confusion and to ask more explicitly for certain information. The need to know the business affiliation and position of all Association members is made apparent from time to time. Therefore, it is recommended that the 1961 dues invoice ask for the title and employer for each member and that the invoice be revised to provide a place for this information.

### Personnel Survey

This year marked the completion of the SLA Personnel Survey. The first proposal for a survey was made in a report prepared by the Assistant to the Executive Secretary for presentation before the Executive Board on February 15, 1958.

General supervision of the Survey, conducted by Price Waterhouse & Co., was provided by the Personnel Survey Committee. The Assistant to the Executive Secretary coordinated the various efforts, assisted by others on the Headquarters staff. Findings were then published in the March 1960 *Special Libraries* and separately as a 28-page pamphlet.

The Survey is the most comprehensive in its field, reporting on 2,311 special librarians

and 1,137 special libraries in the United States and Canada. Salary information is reported by geographic area, type of organization, education, job classification and experience. Further information on job benefits, education and duties is given.

Comments from participating organizations have been encouraging. Both constructive criticism and praise have been received: one comment was, "Salary administrators could learn much from a study of your survey. It is truly professional;" another, "It has assembled information of interest and value."

Actual value of the Survey to the Association will be measured in the future. A recommendation first made in the February 3 report of the Executive Secretary is repeated here. Advisability of continuing the life of the Personnel Survey Committee by making it a Standing Committee should be considered. This action seems desirable in order to provide a clearinghouse for the collection of relevant personnel information and its dissemination to the membership and to others, to provide a stimulus for research on other personnel matters of vital concern to special librarians and finally, to plan for periodic surveys of a similar nature. An immediate project of the Committee would be a review of the kinds of organizations and the reasons they gave for not participating in the 1959 Survey. Support of future studies through cooperation with other agencies or through a foundation grant should be considered.

#### Consultation Service

The continuing interest in the Consultation Service is shown by the 77 written referrals Headquarters has made to Chapter Consultant Officers during the year. In addition, a significant number of referrals were made by telephone and in interviews. Regularly the Executive Secretary and the professional staff at Headquarters confer with management representatives, both on general and specific problems of special library service. A number of foreign visitors interested in American methods in special librarianship were interviewed.

#### Placement Service

The Association Placement Service is often the initial contact between management and special librarianship. Through simple requests for personnel information, opportunities arise to provide additional information about the varied functions of SLA, activities of its members and the professional qualities of special librarians. One employer who visited Headquarters recently reported that the material and information he had received and the services offered were causing a mild revolution in his company's plans for a research library staffed by a professional librarian.

Members of the Association in the market for new positions and employers requiring librarians may register their interests and needs with the Headquarters Placement Service and with Chapter Employment Chairmen in all Chapters except New York.

Although the number of applicants and positions available do not change appreciably from month to month, the annual statistics show considerable activity. As of April 30, 1960, there were 370 applicants and 138 positions listed. During the period from May 1, 1959, through April 30, 1960, 263 members registered for placement and 403 new positions were listed. 310 personnel interviews were conducted.

The actual number of recorded placements made through referrals from SLA Headquarters during this period numbered 80, while 110 others in the placement files reported they had secured new positions and 285 other employers reported they had filed positions. How many of the two latter figures were Headquarters-initiated is undetermined and time did not permit a follow-up. Placement by the Chapters totaled 109, with 48 of that total credited to the Southern California Chapter.

Directly and indirectly much of the informal placement activity emanates from the SLA Placement Service both at Headquarters and through the Chapters and through members of the Association. Many comments from members and from employers express appreciation of the Service. It should be repeated that there is no charge

for use of the Service. Some members though have shown appreciation by contributing to the Scholarship and Student Loan Fund. Perhaps more employers using the Service should be encouraged to avail themselves of the Sustaining membership.

The following table includes figures for 28 Chapters (Illinois and Washington, D. C. not reporting, New York has no Employment Chairman, San Diego figures are included in Southern California):

form and were submitted to the Committee on *Special Libraries* for consideration. After a busy summer of reading and evaluating, the Committee and the Editor accepted 35 of the papers for publication in the journal, a considerably higher percentage than has been accepted during the past four years. Many dealt with various aspects of the same subject and grouped themselves naturally into subject issues, such as those on international documentation activities, profes-

**PLACEMENT ACTIVITY**

May 1, 1959-April 30, 1960, compared with the same period 1958-1959

	Headquarters		Chapters		Total	
	1958-59	1959-60	1958-59	1959-60	1958-59	1959-60
New Positions	405	403	305	354	710	757
Positions Listed 4/30	139	138	152	126	291	264
New Applicants	294	263	344	429	638	692
Applicants Listed 4/30	318	370	198	169	516	539
Placements	103	80	100	109	203	189

**PLACEMENTS BY SALARY 1959-1960**

	Headquarters	Chapters	Total
\$ 3,000- 4,000	—	8	8
4,000- 5,000	22	30	52
5,000- 6,000	21	31	52
6,000- 7,000	11	16	27
7,000-10,000	8	10	18
10,000 and over	3	—	3
Temporary and part-time	15	5	20

**Special Libraries**

The importance of *Special Libraries* as the publication medium for special librarianship and documentation is increasingly more apparent. The need for an expanded journal, from 44 pages, resulted in an increase in pagination to 48 with the July-August 1959 issue. The 50th Anniversary Convention Proceedings issue, September 1959, of 92 pages was the largest ever. A further increase in paging seems desirable before long if demands for more advertising, more Association news, more book reviews and book notices are to be met.

*Contents*

Of the 66 speeches, workshops and panels on the program of SLA's 50th Anniversary Convention, 42 were prepared in written

sional standards and work measurement, map copyright, problems and planning for the future of special libraries and microforms. The March issue on military libraries and librarianship was planned and prepared with the cooperation of the Military Librarians Division. In July-August members of the Texas Chapter supplied four articles on the pros and cons of library committees. Contributions to the "Planning the New Library" series, bibliographies, reports on meetings, developments in photoreproduction and other items were solicited by the Editor.

In addition to Convention papers, the Committee and Editor read and approved more than three dozen manuscripts submitted by authors, and accepted about one-third for future publication. Convention papers accounted for half the major articles

published, while the other 50 per cent were solicited from individuals, reprinted from Chapter or Division bulletins or accepted from voluntary contributions.

In answer to a complaint that articles in *Special Libraries* are unduly weighted toward the fields of applied and pure science, the following tally of major articles published in 1959 was made.

Science-Technology literature and libraries	5
Other subject literature and libraries	11
General articles on librarianship	18
Documentation and electronic data processing	11
"Planning the New Library" series	7

Reprints were prepared for 29 authors and the Personnel Survey was prepared as a preprint of the March 1960 issue.

#### Circulation

Circulation of *Special Libraries* reached an all-time high with 6,540 for the March 1960 issue. The average monthly circulation for the period July 1959 through June 1960 was 6,327, compared to 5,925 a year ago. The number of paid subscriptions has increased by 120. These April 30 comparisons are reported: 1957—965; 1958—980; 1959—1,082; 1960—1,202. In addition to members and to subscribers, 826 single issues have been sold for an income of \$619.50.

#### Advertising

Income from advertising for fiscal 1959 exceeded the budgeted figure by \$1,751.50. Total advertising income for 1959 was \$10,751.50, compared with \$9,289.52 in 1958. From July 1959 through May 1960 the income from advertising totaled \$11,578.10, including \$295.10 from the sale of classified line ads, comparing favorably with \$9,993 and \$234.50 a year ago.

Rates in *Special Libraries* were increased 10-15 per cent in January 1960. The full effect of the increase will not be felt until next year, since in the interest of good will, the old rates were extended to regular advertisers for the first half of 1960. The advertising campaign conducted proved successful in obtaining a number of new contracts and one-time advertisements. Display "help wanted" ads increased from 31 a year ago to 48. The mailing list of potential

advertisers (and Convention exhibitors), nearly 600 publishers, dealers and suppliers, was revised and put on Addressograph plates permitting such promotional campaigns more frequently.

#### Publications

The Association has good reason to be proud of its recent publications program as its three latest books have been widely reviewed and praised, both by specialized journals and those in the library field.

In *Science, Translators and Translations: Services and Sources*, a project of the Georgia Chapter and edited by Frances E. Kaiser, was called a "very timely and useful guide." *Catholic Library World* called it "a storehouse of useful data for everyone whose activities involve, directly or indirectly, translations." *The Library Association Record* commented that "SLA is to be congratulated on a very useful production." Constance Winchell included *Translators* in her "Selected Reference Books of 1958-59" in *College and Research Libraries*, and Helen Focke listed both *Translators* and *Picture Sources* in her "Reference Books of 1959" in *Library Journal*. Twenty-four reviews of *T&T* are known to have appeared.

*Picture Sources: An Introductory List*, edited by Helen Faye and a project of the Picture Division, was such an immediate success that a second printing was needed six weeks after publication. Orders poured in from advertising agencies, art directors, printers, television stations, publishers, journal editors, free-lance artists and others who had probably never heard of SLA. An enthusiastic reviewer in *Western Printer & Lithographer* wrote, "This is a remarkable book and the reviewer would personally be happy to pay three times the price asked. It is one of those 'how did we ever get along without it' items." *Image* commented, "That the Picture Division has fulfilled its intent there can be no doubt. Succeeding efforts should be interesting indeed and should do much to raise the standards of work in pictorial media." *Publishers' Weekly* called the work "a useful reference volume" and *Advertising Requirements* wrote "The Special

Libraries Association has done the harassed art director or advertising man a notable service." To date tear sheets of 43 reviews have been received.

Late in January the Business and Finance Division's project, *Sources of Commodity Prices*, edited by Paul Wasserman, was published and already reviews and notices are appearing. *Library Journal's* review concluded, "This reference work must, of course, be in every business library collection," while *Purchasing Week* started its review, "Purchasing agents will find this work an invaluable aid in locating current commodity prices." A reviewer in *American Business* commented, "This book reflects the ingenious labors of a large and hard-working committee." In less than four months nearly 700 copies have been ordered.

It is noteworthy that all three publications are enjoying wide sales among non-librarians and non-special librarians and that their usefulness, authenticity and completeness are impressing users with the importance of special librarianship. They are serving as excellent public relations media for the Association as does every well-performed service. Extensive direct-mail advertising campaigns were conducted for each book with more than 5,000 blurbs mailed to potential purchasers in each particular field of interest. *Picture Sources* was advertised in the Christmas issue of *American Artist*. Exchange ads for SLA publications appeared in six library journals and publications. Three recent books were exhibited in the Combined Book Exhibit at the 36th Annual Conference of the Catholic Library Association in April and four were exhibited during the joint ALA-CLA Montreal Conference in June 1960.

The *Personnel Survey* was issued in pre-print form as a 28-page pamphlet. Distribution of 6,540 copies was made in the March 1960 *Special Libraries* and the pamphlet was sent gratis to 1,264 Sustaining members and to participating organizations.

Several more promising publications are imminent. *A Checklist for the Organization, Operation and Evaluation of a Company Library*, compiled by Mrs. Eva Lou Fisher, is ready for distribution. The Metals Division's

*Guide to Metallurgical Literature* has been completed and is ready for final editing before being issued as SLA Bibliography Number 3. The Petroleum Section's *Sources of U. S. Petroleum and Natural Gas Statistics* and the Rio Grande Chapter's *Dictionary of Report Series Codes* are expected to be finished by the end of the year. Seven other publications are in a recognizable state of compilation.

Although a new edition of *Technical Libraries* is in preparation, reprinting in May was necessary to meet orders for this long-time best seller. More than 300 copies have been sold in the past year. The stock of *A Brief for Corporation Libraries* is nearly gone; a new edition is needed badly!

In line with present Association policy to pay sponsoring Chapters and Divisions royalties (30 per cent of net profits), during 1959 the Insurance Division received \$21.71 for *National Insurance Organizations in the United States and Canada*, the Georgia Chapter \$21.13 for *Translators and Translations*, and the Picture Division \$34.21 for *Picture Sources*.

During the year permission was given for University Microfilms to reprint single paper copies of the *Numerical Index to the Bibliography of Scientific and Industrial Reports, Volumes 1-10, 1946-1948* and the *Union List of Technical Periodicals, 3d edition*. Permission to reprint *Libraries for Research and Industry: Planning and Equipment* was denied. Royalties of \$3.84 (10 per cent of sales) were received from sales of an earlier title, *Classification and Cataloging of Maps and Atlases*.

Committee and author manuals spelling out in considerable detail the duties and lines of responsibility of the Nonserial Publications Committee, Headquarters staff, author and sponsoring group and the procedures for submitting, preparing, accepting, producing and publicizing a nonserial publication were prepared.

Total publication sales for 1959-1960 (May 1-April 30) were 4,652 copies for an income of \$15,430; 1,701 copies, \$9,806 income in 1958-1959. If orders continue at this pace beyond the summer of 1960 addi-

tional personnel will be required to process them.

report. Thirteen press releases were issued from Headquarters during the past year.

RECENT PUBLICATION STATISTICS  
Sales Since Publication to April 30, 1960

	Date Published	Copies Printed	Copies Sold	Other Copies Dis- tributed	Profit or Loss
<i>Loan Collection</i>	March 1959	750	522	125	\$ -420.11
<i>Translators and Translations</i>	May 1959	3,010	1,684	138	599.14
<i>Picture Sources</i>	July 1959	2,532	1,433	115	1,427.47
<i>Commodity Prices</i>	Jan. 1960	1,500	305	67	-2,089.18
<i>Personnel Survey</i>	March 1960	1,830	96	1,264	-1,129.04
<i>Technical Libraries</i>	July 1951	5,077	4,402	526	15,870.04

**Public Relations**

A two-part report was submitted to the Executive Board in September 1959 by the Association's public relations counsel, Executive Research, Inc. Part I presented recommendations for a campaign to gain support for the Association through Sustaining memberships. Long-range recommendations for an Association public relations program was dealt with in Part II. Copies were supplied to members of the Board and the Advisory Council as background for discussion at the Chicago meetings. At this meeting the Executive Secretary was authorized to employ an additional Headquarters staff person to assist with the public relations program of the Association. Plans in this connection are being formulated.

As the public relations program is being developed, this question is being kept in mind: Isn't the best public relations for the special librarian successful, imaginative performance on the job and the best public relations for Special Libraries Association a forceful, dynamic service program effected through Committees, Chapters, Divisions and the Headquarters staff?

If the developing public relations program is to be successful, Headquarters must be kept informed what Committees, Chapters, Divisions and members are doing and planning. Only with close cooperation will coordinated public relations be achieved.

It is a little difficult to identify public relations and for that reason numerous PR activities have been described elsewhere in this

They announced new Association officers, scholarship and Hall of Fame winners, publication of the Personnel Survey, formation of the 32d Chapter of SLA in San Diego, grants to the Translations Center and other reportable news. All releases were sent to the library press media list and many went to trade or professional journals and local newspapers. Many were used in their entirety; others were extracted or rewritten. Copies of the releases and the resulting publicity were displayed in the SLA Convention exhibit.

The media list for publicizing SLA activities and publications has been updated and expanded. With the cooperation of Division Chairmen, journal titles in subject areas were checked, new titles added and others dropped. Addressograph plates have been made for the list which now totals over 700 selected journals. A basic library press list of 130 national, regional and state publications plus the news services and important general media has been compiled as has a small list of educational journals to receive releases on the scholarship program.

Judging from the clippings received at Headquarters, the Louisiana, Texas, Montreal and Greater St. Louis Chapters and the Petroleum and Paper and Textile Sections were particularly successful in their publicity efforts.

Assistance was given to numerous writers and editors interested in telling some part of the special library story. Material on special librarians, special libraries, special librarian-

ship and Special Libraries Association was supplied to writers for a national metals industry periodical, a Sunday magazine supplement, a management news letter, a leading young women's magazine and an industrial research journal. An author was found for a story to appear later this year in a management magazine. Material on special librarianship as a career was assembled and edited for several career publishers.

Contacts with other organizations were originated or renewed. Among those of special interest and not mentioned elsewhere was attendance by the President-Elect and the Executive Secretary at a Congress of Management Oriented Associations. Called by the Systems and Procedures Association, this meeting explored areas of common interest among associations and considered ways of keeping one another better informed.

The individual member of SLA is best prepared to keep his own management informed of special librarianship. The Executive Board and Headquarters are alert to the advantage of contact with associations representing all variety of interests of management and user groups. In this connection the Association, through the Executive Secretary, maintains membership in the American Society of Association Executives and the New York Society of Association Executives. Meetings with The Management Institute at New York University and with New York officers of the Systems and Procedures Association discussed possible areas of cooperative effort.

As a sixth in the series of brochures describing SLA broad activities, a four-fold pamphlet describing facilities of the Translations Center was prepared in May. The publications list, Books and Journals, was revised in October and again in January. The one for the Loan Collection of Classification Schemes and Subject Heading Lists was expanded, the Placement Service brochure reprinted and the general blue brochure, Activities and Organization, was revised. A sixth describes the Consultation Service. The need for descriptive material on the Association's Divisions and Sustaining membership

has become evident, and additional promotional pieces are planned.

National Library Week as a ready-made vehicle for telling the complete library story—including the special library story—is called to attention. Headquarters provided 7,080 bookmarks to members requesting them. An NLW slogan was used for several weeks on all Headquarters originated mail. Exhibit material was supplied to a number of Chapters for use during the Week. All special librarians are urged to use National Library Week in another year to promote their own activities.

With the advice of the *Technical Book Review Index* Committee, an exhibit describing this long-time service journal of SLA was prepared for showing at the Cleveland Convention. Both the Translations Center and the Loan Collection prepared exhibits depicting their services.

An Association exhibit was displayed in a ground floor window of the Headquarters building. The Executive Secretary assisted in arrangements of an ICA sponsored program for Japanese technical information specialists.

Communication with Association members included three issues of the *Bulletin* and "News from SLA Headquarters" in each of the 1960 issues of *Special Libraries*. Occasional memoranda were sent Chapter Presidents and Division Chairmen, Chapter and Division Bulletin editors and Chapter Employment Chairmen. Members of the Advisory Council were supplied minutes of Executive Board and Council meetings.

### Convention

Two visits to Cleveland were made by the Executive Secretary in connection with the 1960 Convention. Sale of exhibit space and program advertising is the responsibility of the Executive Secretary. An invitation to exhibit was sent to over 600 prospective exhibitors. Although originally provision was made for 44 booths at the Cleveland Convention, a total of 54 booths (45 exhibitors) were sold. In addition, the SLA exhibit included displays of the Translations Center, the Loan Collection, *TBRI*, a Headquarters display of publications and publicity and the



U. S. Book Exchange. Total income from the sale of booths was \$6,030 and \$500 for 11 pages of Convention program advertising. An extensive year-round contact with potential exhibitors is planned. The Executive Secretary attended the June 2-3 meetings of the National Association of Exhibit Managers in Cleveland on June 3.

Negotiations have been completed for several future Conventions: 1965 in Philadelphia, 1966 in Minneapolis and 1967 in New York. A visit was made to Philadelphia and to several New York hotels in this connection.

#### Translations Center

One of the principal activities of Special Libraries Association is the Translations Center at the John Crerar Library, Chicago, and supported during the fiscal year October 1959-September 1960 under contract with the Office of Technical Services (\$24,000) by grants from American Iron and Steel Institute (\$5,000) and the National Science Foundation (\$58,105). \$34,105 of the latest NSF grant is for support of a "Survey of Translation Activities in Universities, Societies, and Industry, in the Fields of Science and Technology" under direction of the Center's Chief.

The Executive Secretary visited the Center in February. Responsibility of SLA Headquarters toward the Center is not clearly defined; however, the Executive Secretary functions as the principal financial officer receiving all income and approving all expenditures. The Center is now more correctly called the Translations Center to reflect the interest in translations, not in translating.

#### Loan Collection

In the period August 1, 1959-May 31, 1960, 58 requests for classification information were referred to the SLA Loan Collection of Classification Schemes and Subject Heading Lists. Availability of the guide to the Collection and expansion of the descriptive brochure have simplified handling of such requests. The Executive Secretary met with the Special Classifications Committee and the Assistant Curator in February. An

exhibit of the Collection has been prepared for display at the Cleveland Convention. Headquarters cooperated with the Committee and the ALA Classification Committee in the mailing of a press release soliciting contributions to the Collection from subject specialists in several fields.

#### Technical Book Review Index

The Executive Secretary met with the TBRI Committee and the Editor at a February meeting in Pittsburgh. Plans for an exhibit and a subscription campaign were discussed. The exhibit was used at the Cleveland Convention along with a subscription flyer. *TBRI* also was included in the Combined Periodical Exhibit at the ALA-CLA Montreal Conference in June 1960.

Subscriptions to *TBRI* reached a new high of 1,680 with the February 1960 issue. Average issue distribution in 1959-1960 was 1,589, an increase over the 1,505 in 1958-1959.

#### Recruitment

An unbelievably large amount of recruitment material is supplied both in single copies and in quantity to students, parents, librarians, teachers, guidance counselors, career days, state and nation-wide recruitment programs, in connection with National Library Week and for meetings of educators and counselors.

The principal recruitment item, *Putting Knowledge to Work*, was reprinted, and 8,200 copies were distributed gratis or at a small charge. The display leaflet, *Make Your Career in a Special Library*, was distributed freely including 800 copies to the ALA recruitment representatives. Other recruitment material was supplied in lesser quantities.

#### Scholarship and Student Loan Fund

Headquarters participates several ways in the work of the Scholarship and Student Loan Fund Committee. Contributions of \$4,576.95 to the Fund during the period May 1, 1959 to April 30, 1960 were received. \$1,488 was contributed by members and friends of the Association (\$580.55 in memory of five recently deceased members).

Contributions were received from nine corporations for a total of \$860. Thirteen Chapters sent \$1,110.50, two Divisions \$110 and one Section \$100.

Payments were made to seven scholarship winners; details of loans of six students were handled.

Interest in the scholarship program continues to increase. Press releases announcing the program and announcing winners were prepared. Announcements of the 1960 program were sent to 1,520 college deans and presidents. Requests for scholarship and loan applications totaled 282 (39 were received after the February 15 deadline), compared to 207 requests in 1959.

### Charter

Final action on the dissolution of the Rhode Island Corporation of Special Libraries Association and incorporation in New York State was effected on November 24, 1959, when the resigned Executive Secretary was officially dismissed as receiver for the Rhode Island Corporation.

### Meetings and Visits

In addition to visits and meetings previously mentioned, the Executive Secretary attended the 25th Anniversary dinner of the New Jersey Chapter, three meetings of the New York Chapter, a meeting of the Cleveland Chapter and a luncheon of Philadelphia Chapter officers. With the Assistant to the Executive Secretary and the Editor he discussed Headquarters operations before the New York Sci-Tech Group. He hosted at Headquarters and talked to the New York Geography and Map Group and attended its Saturday meeting at Yale University, and attended two meetings of the New York Advertising Group, including the May meeting which he addressed.

Other attendance at New York Chapter activities included a meeting of the Sci-Tech Group Committee on Science and Technology Resources, an Advisory Council meeting, a Biological Sciences-Hospital Group meeting reporting on the 1959 SLA Convention, a Recruitment Committee session reporting on the Personnel Survey, three midtown

luncheons and meetings of the Insurance, Museum and Publishing Groups.

Along with Mrs. Margaret H. Fuller, the Executive Secretary attended Council of National Library Associations meetings in Washington and Philadelphia. At the latter session he was elected a CNLA trustee for four years and a member of the *American Library and Book Trade Annual* and Program Committees.

With President Adkinson and SLA's Z-39 representative, Mrs. Anne J. Richter, he attended a General Conference on Standardization of Library Supplies and Equipment, called by the American Standards Association. He attended a meeting of the ASA PH-5 Committee and the Joint Libraries Committee on Fair Use in Photocopying, substituting for Chester M. Lewis.

In March he addressed a Drexel Institute Graduate School of Library Science session on "Who Can Become a Special Librarian?" He served on an ad hoc advisory Committee on *Library Literature* called by the H. W. Wilson Company. Additionally the Executive Secretary attended a regional meeting of the Medical Library Association, the Eastern College Librarians' Conference, a Library Public Relations Council dinner, a National Library Week luncheon and reception, a New York Library Club reception, the Second Annual Congress for Librarians at St. Johns University, a Brooklyn College Area Studies Conference, an all-day seminar at the World Affairs Center, an American Iron and Steel Institute luncheon for steel librarians and the 100th Anniversary Academic Convocation of the Cooper Union.

The Assistant to the Executive Secretary participated in a panel discussion on Library Employment Trends and Practices, sponsored by the New York Advertising Group, and in April lectured to the class in Special Libraries at Pratt Institute and later reviewed personal resumes students had prepared. She represented the Association at a tea given by the Library Committee of the National Board of the YWCA.

The Editor acted as foreman of the jury judging public relations films of non-profit organizations at the American Film Festival

sponsored by the Educational Film Library Association, the Symposium on Marketing Research sponsored by the Chemists' Club, a press conference and meeting of the Technical Services Committee of the New York Library Association and several meetings of the New York Chapter of the Society of Technical Writers and Editors.

All three of the professional staff attended the all-day Seminar on Library Management sponsored by the New York Chapter.

#### Headquarters Office

Appearance of the Headquarters Office was improved as a result of the redecorating completed in July 1959. A general office clean-up was conducted on April 21 when necessary shifting and rearranging of publication stock and supplies was accomplished. A new Thermofax was purchased for general office use, a new mailing room table was acquired for this expanding activity and other new office furniture was provided for the increase in the Headquarters staff.

#### Archives and Library

Research conducted in connection with the 50th Anniversary celebration of SLA revealed the need for a reorganization of the Association archives. Upon recommendation of the Archives Committee, the Executive Board in September approved plans for such a project. Remarkable progress has been made under the supervision of Genevieve Ford. Some 450 hours of temporary part-time help plus the part-time assistance of one regular staff member has been devoted to the program. Most of the work was completed by the end of the summer, leaving final aspects to be completed by the regular staff in 1960. It would seem though that assignment of a permanent staff member to the archives and file work is the only way to insure integrity of the work already done.

A modest beginning on the reorganization of the Headquarters library has been made but not until staff and budget are available can any real accomplishment be expected.

#### Personnel

Several personnel changes were made during the year. Marian E. Lucius, Executive

Secretary since November 1953, resigned on August 31, 1959, to assume a position later with the Rockefeller Institute in New York. She was replaced on August 1 by Bill M. Woods, Head, Processing Section, Map Division, Library of Congress, and before then, Map and Geography Librarian at the University of Illinois.

Mrs. JoAnn Beths was appointed to the new position of Membership and Placement Records Clerk in October. Ann H. Robinson, Editorial Assistant, resigned on May 14 to be married. The part-time position of Mailstock Clerk was held by several persons. The incumbent is Michael Marotta.

Nineteen temporary employees have been used for special assignments during the year. Job descriptions were written for several positions and salary ranges defined for all staff positions. An Employee Handbook was prepared by the Assistant to the Executive Secretary and distributed to the staff.

#### Addressing Service

The Addressing Service provided by the Association through use of the membership list provides a service both to the member and to the user of the Service. The SLA list has an excellent reputation and is much sought after. Sale of the Service has been a continuing source of income, \$2,048 during the past year compared to \$1,413 a year ago.

Addressing service for 14 of the 16 Divisions and for two Sections was provided. This use accounted for a total of 60 runnings for sending bulletins and ballots. In addition, 61 other runnings were recorded including those for the New York Chapter, one Group within this Chapter, and the commercial interests noted earlier. The regular runnings for *Special Libraries*, *TBRI*, the *Bulletin* and the Association ballot were made.

Members of SLA are a mobile lot with ever-changing interests. The Addressograph Department has made changes on 1,120 mailing plates since last June. Each of these changes involved a minimum of two plates and in those instances where a member belonged to more than one Division as many additional plates as extra affiliations were

required. SLA's 5,337 members (as of December 31, 1959) held 5,980 Division memberships. (One member belonging to 13 Divisions changed his address, requiring that 14 plates be corrected and 37 cards be made; one member has had seven changes of address since last October; another member belongs to a different Division each year.) Further, as a result of these 1,120 changes, 9,964 cards showing the before and after had to be made and routed to the appropriate Chapter and Division and for filing in the Headquarters files. In addition plates (two for each) were made for the 693 new members enrolled during the same period. 2,463 cards were made and routed for the new members.

Accomplishments of Special Libraries Association during the past year have not been small. In conclusion, it should be repeated that Headquarters exists to assist Officers, Committees, Chapters and Divisions to make further accomplishments possible and to provide continuity necessary to make SLA an even more dynamic professional association.

#### Recommendation

It is recommended that the 1961 dues invoice ask for the title and employer for each member and that the invoice be revised to provide a place for this information.

(EDITOR'S NOTE: This recommendation was approved by the Executive Board on June 5.)

## Special Libraries Association Membership

June 30, 1960

CHAPTERS	HONORARY	LIFE	EMERITUS	SUS-TAINING	AFFILI-ATE	ACTIVE	ASSOCI-ATE	STU-DENT	TOTAL
Alabama	—	—	—	—	—	43	15	—	58
Baltimore	—	—	—	—	—	37	8	3	48
Boston	—	—	3	—	—	163	67	11	244
Cincinnati	—	—	—	—	—	66	17	—	83
Cleveland	—	—	2	—	—	117	19	11	149
Colorado	—	—	—	—	—	44	9	1	54
Connecticut Valley	2	—	3	—	—	62	23	—	90
Georgia	—	2	1	—	—	60	17	2	82
Greater St. Louis	—	—	1	—	—	47	6	—	54
Heart of America	—	—	—	—	—	25	5	1	31
Illinois	1	1	2	—	1	252	38	16	311
Indiana	1	—	1	—	—	55	14	2	73
Louisiana	—	1	—	—	—	32	4	—	37
Michigan	—	3	1	—	2	128	37	10	181
Minnesota	—	—	1	—	—	64	17	4	86
Mon:real	1	—	1	—	—	108	27	—	137
New Jersey	1	3	1	—	1	144	29	21	200
New York	2	4	17	—	6	910	159	57	1155
Oak Ridge	—	—	—	—	—	40	4	1	45
Oklahoma	—	—	—	—	—	25	2	—	27
Philadelphia	2	5	2	—	1	224	51	11	296
Pitt burgh	—	—	3	—	1	99	21	6	130
Puget Sound	—	—	—	—	—	47	10	3	60
Rio Grande	—	—	—	—	—	27	14	1	42
San Diego	—	—	—	—	—	27	4	1	32
San Francisco	—	1	2	—	—	168	47	4	222
Southern Calif.	2	—	—	—	—	178	49	14	243
Texas	—	—	—	—	—	72	8	4	84
Toronto	—	—	1	—	—	99	34	1	135
Washington, D. C.	—	17	5	—	3	349	120	10	504
Western New York	—	2	1	—	—	112	23	5	143
Wisconsin	—	—	—	—	—	36	18	4	58
Unaffiliated									
U.S. & Canada	—	—	1	103	—	45	3	1	153
Outside U.S. & Canada	—	—	—	—	—	23	5	—	28
TOTALS	12	39	49	103	15	3298	924	205	5275

# Report of the Division Relations Committee

HELEN LOFTUS, Division Liaison Officer

Annual reports were received from all divisions.

## Division Activities

As might be expected, the story of Division activities during the past year, as it has been for most years, is one of contradictions. On the whole, the picture is a bright one of enthusiastic participation in Division activities and interest in Association affairs. Twelve of the 16 Divisions were represented at the Mid-Winter Advisory Council meeting.

There are, however, some gray areas of disinterested and apathetic Division membership. For those Divisions having difficulties, there are dedicated members within each Division who are determined to keep the Division on its feet. Size of Division membership seemingly is not the determining factor, since the larger Divisions as well as the smaller Divisions are reporting difficulties. The Chairmen of four divisions—Social Science, Biological Sciences, Hospital and Museum—have expressed concern over the low ebb in Division activities; however, without exception, plans have been made for stimulating membership interest through outstanding Convention programs and the development of projects. The Social Science Division's program for rejuvenation is a long-range one based on building interest at the Chapter level. In this way, it is hoped that new interests and faces will be brought into the national scene.

Several Divisions have reported difficulties in finding members to serve as Division officers. For certain Divisions this seems to become a bigger problem with each passing year. There is no one thing that can destroy a Division quicker than one year in which Division officers do not function. There is no easy solution to this problem.

It has been said that the hallmark of a profession is the development of a distinctive form of literature. There are several Divisions that are making valuable contributions to this end: the Science-Technology Division with its many publications over the years; the Insurance Division with its recent contribution *National Insurance Organizations in the United States and Canada* and *Sources of Insurance Statistics* soon to be published and *Insurance Book Reviews*; the Advertising Division's *What's New in Advertising and Marketing*; the Picture Division's best seller *Picture Sources: An Introductory List*; the Business and Finance Division's *Sources of Commodity Prices and Handbook of Commercial, Financial and Information Services*; and the Geography and Map Division's soon-to-be-published *Cartographic Research Guide*. In addition to these publications, the

Military Librarians, Transportation, Business and Finance and Metals Divisions have published or are planning to publish union lists of periodicals or bibliographies relating to their particular subject interests.

## Financial Status

As the result of the financial reporting procedures instituted this year, a more accurate evaluation of the financial status of each Division is possible. On the whole the Divisions have adequate funds to carry out routine activities such as correspondence and publishing of Division bulletins. Three divisions, Business and Finance, Hospital and Insurance, did not receive allotments from Headquarters this year because funds in their accounts exceeded the recommended maximum balance, which is set at three times the annual allotment.

Two Divisions requested and received financial assistance. The Geography and Map Division received \$125 to help finance the cost of typing and reproducing material for its bulletin. The Metals Division received \$150 to help defray the cost of setting up and operating a booth at the National Metals Congress. All other Divisions received their normal allotments.

## Bulletins

All Divisions now publish a news bulletin. All but one publication is distributed free to Division members. The Business and Finance Division's bulletin is available on subscription to members and non-members. Five Divisions distribute their bulletins free to members and on subscription to non-members.

Mailing costs for bulletins average between 20-25 per cent of a Division's annual allotment. Where production assistance in the form of typing, duplicating and assembling is not available from a member's company, bulletin expenses range from 36 to 95 per cent of the Division's annual allotment. Communication with Division membership is the most expensive Division activity.

## Membership

Nine Divisions show a gain in total membership during the year, ranging from an increase of one member for the Transportation Division to an increase of 30 members for the Science-Technology Division. The Documentation Division had the greatest percentage increase in membership—a 40 per cent increase. Six Divisions show a

loss in membership; the Social Science Division suffering the greatest loss of 28 members. The Hospital Division membership remained the same.

Three Divisions, Advertising, Publishing and Picture, have expressed some concern over the effect of the new membership requirements on Division membership; however, the Picture Division anticipates future growth because of the increased emphasis being placed upon pictures. The Transportation Division is also predicting an increase in membership because of the increased attention being directed toward transportation problems in the United States today.

The Military Librarians and the Documentations Division are the only Divisions whose membership exceeds their 1958 membership figure.

#### Membership Brochure

In response to an expressed need for information regarding Division activities, publications and projects when talking with prospective members, the Division Relations Committee, with assistance from the Division Chairmen, has compiled this information for each Division. A copy of the material has been sent to the Executive Secretary and the Chairman of the Membership Committee for their review. A brochure will be prepared and distributed in the near future for use by the Chapters in their membership activities.

#### Highlights from Division Reports and Membership Totals

**ADVERTISING (255):** Under the capable leadership of its Chairman, Esther Kalis, the Division has had an active and profitable year. The Chairman proudly reports that the Division is not only solvent but made money during the past year. The Division is looking to the future with a session at the Cleveland Convention devoted to a discussion of the present status of the Division and the planning of future projects for the group. A revitalized publication, *What's New in Advertising and Marketing*, whose continued existence was in jeopardy a year ago, now has 200 subscribers, 37 of them non-members of SLA. An Advertising Division Membership Directory was compiled during the year and sent to the entire membership. The Division's Methods and Display Workshop Manuals, which are available on loan for a small fee, continue to be popular with a long waiting list of borrowers.

**BIOLOGICAL SCIENCES (370):** Margaret E. Hughes, Chairman, has been faced with the difficult task of stimulating interest in Division activities following a year of inactivity. The preceding Chairman left the Division without a Convention program in Atlantic City or a slate of officers to carry on activities of the Division. As the result, the Division officers this year have directed their efforts toward the development of an exceptionally good Convention program in an effort to create new interest among its membership. A Membership Directory was published and dis-

tributed. The Division is taking an active part in the work of the SLA Committee on Special Classifications. The official Division publication, *The Reminder*, was revived and published twice during the year.

**BUSINESS AND FINANCE (553):** Under the guidance of Walter E. Forster, Chairman, the Division has undertaken a revision of the *Handbook of Commercial, Financial and Information Services*. The highlight for the Division during the year was the publication of *Sources of Commodity Prices*. The current project is a bibliography of articles on weeding. The Division *Bulletin*, a quarterly subscription publication, has 153 subscribers.

**DOCUMENTATION (249):** Dr. I. A. Warheit, Chairman, reports a 40 per cent growth in Division membership during the past year, reflecting a growing interest in documentation and the associated problems of library mechanization. The main activity of the Division has been concentrated on educating its membership in the practical aspects of mechanization. The Cleveland Convention program, which is intended to be an introduction to mechanization, is to be followed in 1961 with a program on specific applications of machines for information retrieval in small and medium-size libraries. In 1962, the larger installation will be covered. Out of these three Convention programs, it is hoped that a series of operating manuals may be prepared, which will be practical guides for installation of mechanized systems in libraries.

**GEOGRAPHY AND MAP (138):** Nordis Felland, Chairman, reports that the Division publication *Cartographic Research Guide* should be ready for final editing and coordinating early in 1961. The Division's interesting and stimulating *Bulletin* now has 100 subscribers scattered throughout the world. The Division has two active groups in New York and Washington.

**HOSPITAL (158):** The fortunes of the Division have been at a low ebb for the past five years. As the result of the determined leadership of its Chairman, Elva Roche, new life has been put into the Division during the past year. An excellent Convention program has been planned for Cleveland, and plans are underway for the 1961 Convention. The *Bulletin* has been revived, and a membership roster was distributed for the first time in several years. Plans are being made for developing an index of nursing literature in cooperation with MLA, CLA and ANA. Although the membership as a whole has demonstrated little interest in Division activities of recent years, the situation is improving as the result of the concerted efforts of a few interested and enthusiastic members.

**INSURANCE (117):** Under the enthusiastic leadership of its Chairman, Marian G. Lechner, the

Division has had a most productive year. The Division's publication project, *Sources of Insurance Statistics*, is expected to be completed and ready for publication sometime in 1960. *National Insurance Organizations in the United States and Canada* has been returning profits to the Division for the past two years. *Insurance Book Reviews*, first published in 1933, continues to be a profitable publication for the Division. An annual compilation of life insurance companies' officers has been undertaken for the benefit of Insurance Division members only. It is hoped that compilation can be expanded to include fire and other multiple-line companies at a later date. These compilations will be exchanged only between participating librarians.

**METALS (242):** Mrs. Moira Jones, Chairman, reports that the Division has had an active and stimulating year. The Division held its tenth annual Fall Meeting in conjunction with the National Metals Congress and Exposition with good results. Although the Duplicate Exchange project was inactive during the past year, plans are being made for its reactivation. Five new bibliographies were added to the Bibliography Series. Publicity releases were sent to 16 weekly publications and newspapers for the Fall Meeting, and a news release on the Metals Division Cleveland Convention program was sent to 150 publications. The Division's publication project, *Guide to Metallurgical Literature*, has been completed and it is hoped that it will be published sometime in 1960.

**MILITARY LIBRARIANS (226):** Florine Oltman, Chairman, reports an active and profitable year. The annual Military Librarians Workshop was held at the U.S. Naval Line School, Monterey, California. The Public Relations Committee planned and coordinated the papers for the *Special Libraries* issue on military libraries. Members participated in preparing data for the *Union List of Foreign Military Periodicals*. Several classification schemes and subject heading lists have been contributed by military librarians to the SLA Special Classification Collection.

**MUSEUM (173):** Mrs. M. Eileen Rocourt, Chairman, expresses concern over "the lack of interest in the Division and its activities . . . on the part of the vast majority of its members." Cohesiveness and singleness of purpose seem to be lacking, making it difficult to find projects of interest to the entire membership. The continued existence of the Division is dependent upon a small group of faithful and enthusiastic members. Sixteen new members joined the Division during the past year; however, there was a net loss of five in total membership. Although there are no active projects at the present time, it is hoped that a proposed survey of membership interests will indicate a possible project of mutual interest. News releases were sent to local papers regarding participation of Division members in Convention programs.

**NEWSPAPER (138):** Chester A. Sanger, Chairman, through the appointment of a Standards Committee has stimulated membership interest in investigating areas within a newspaper library where standards might be applied. A Division meeting at the Cleveland Convention was devoted to a discussion of the Committee's report and the development of plans for future activities in this area. Division membership has been stimulated through the distribution of the Division *Bulletin* not only to members but to newspaper librarians all over the country. As the result, there has been a gain of seven members over a year ago. In addition, a recruitment flyer plus a copy of the Division's Convention program was sent to newspaper librarians within the Cleveland area who are not members of the Association.

**PICTURE (121):** Mrs. Alice P. Hook, Chairman, has given the Division inspired leadership during the past two years. She predicts a healthy future growth for the Division because of the increased interest being manifested in pictures throughout the world. Currently the Division is experiencing some difficulty because many of the people involved in the picture subject field are not necessarily librarians and therefore do not qualify for membership. The Division's publication *Picture Sources: An Introductory List* has become the Association's best seller. *Library Journal* included it in its list of "Outstanding Reference Books of the Year." The Division is presently engaged in the development of specific statements of standards relating to "The Ethics of Picture Loans."

**PUBLISHING (159):** Marjorie L. Buck, Chairman, reports that three issues of the Division *Bulletin* were published last year plus a membership directory. The exhibition booth at the Convention was continued as a Division project as well as the popular Book and Author Luncheon. The Division planned, arranged and directed an Institute on Indexing Periodicals at Columbia University. The Division continues to promote the development of publishing standards through active participation on the Z-39 Committee of the American Standards Association.

**SCIENCE-TECHNOLOGY (2093):** Under the capable leadership of Charles K. Bauer, Chairman, Division activities have been stimulated and expanded during the past year. Several new committees have been appointed, and new projects have been undertaken. These include the ASTIA Coordination Committee, the Awards Committee, NSF Coordination Committee, Procedures Committee, Projects Committee, Sections Coordination Committee, Special Classification Committee and the development of a World List of Aero/Space Journals.

The Division's bylaws have been revised; the Division's Handbook of Procedures is in the process of being rewritten and brought up-to-date;

*Sci-Tech News* has undergone a complete revision in form and layout.

*Scientific Meetings* now has 437 subscribers and is considered to provide the most comprehensive coverage of any calendar presently being published.

It is the hope of the Division Chairman that the Division can in the future act as a spokesman for its members on professional problems that might arise involving the organization and dissemination of technological information both nationally and internationally.

**SOCIAL SCIENCE (520):** The Chairman, Clifford Johnson, reports that the past year has been primarily a holding operation for the Division. During the past several years the Division has experienced a declining interest on the part of its membership and an accompanying decline in total membership. Two sections, Industrial Relations and Public Administration, were disbanded in 1958. The Social Welfare Section is virtually inactive leaving the International Relations and History Section to carry on. Diversity of interests and types of libraries is felt to be the basis for the Division's difficulties. Much difficulty is experienced also in finding people to serve as Division officers. A program for revitalizing the Division was undertaken two years ago with some measure of success becoming evident during the past year. The emphasis has been placed on building interest first at the local or Chapter level, which will then lead to bringing new interests and faces into the national scene. The New York and

Washington Chapter Groups have been active this year and have demonstrated the validity of this approach. Another aspect of the rejuvenation program is stronger Convention programs. Plans for the San Francisco Convention are already being made.

**TRANSPORTATION (67):** Mrs. Margaret S. Sullivan, Chairman, reports that the year 1959-1960 has been one of steady progress for the Division. Because of the increased attention being directed toward transportation in the United States today, the Division is anticipating and planning for a growth in membership. A Union List of Transportation Serials has been compiled of the holdings of the Division's member libraries. A Transportation Subject Heading List is being developed and is expected to be ready for publication in 1961. In addition to the Division *Bulletin*, a membership directory was distributed during the year. Members are being encouraged to write articles that may be used in *Special Libraries* or other business and technical journals.

#### Summary

This has been a year of activity and progress for most of the Division Chairmen. It has been a year of struggling and frustrations for others. However, everyone of them has made a contribution to their Division and to the Association. Without exception there has been an expression of enthusiasm, interest, and plans for bigger and better things for their respective Divisions. They deserve a vote of thanks from all of us.

## Report of the Chapter Relations Committee

RUTH NIELANDER, Chapter Liaison Officer

#### Committee Work

As Chapter Liaison Officer I assisted President Adkinson in arranging his visits to 16 Chapters.

Two sections of the Chapter Manual were revised and sent to Chapter Presidents last fall. The section on Chapter Finances is now under revision and should be completed early this summer.

Two surveys were made this past year at the request of the Executive Board. One covered Chapter finances and one requested information from Chapters on their activities in relation to librarians in their areas who were now ineligible for membership.

#### Chapter Activities

Perhaps the most notable event during the past year was the formation, after five years of planning, of SLA's thirty-second Chapter, the San

Diego Chapter, which was installed by Dr. Adkinson on April 18. Under the leadership of Roy Holleman, President, the thirty-second Chapter is off to a healthy, active start.

Thirty of the remaining thirty-one Chapters submitted an annual report, and, as always, an interesting variety of activities were described.

Special projects are, I believe, the lifeblood of any Chapter and most Chapters have at least one major project each year. Connecticut Valley sponsored a six weeks' course in library procedures, which was attended by 14 students. Indiana held a very successful two-day Institute on Channels of Communication for Special Libraries in cooperation with the Indiana University Division of Library Science. 128 persons attended from Ohio, Illinois, Michigan, Wisconsin, and Indiana. Rio Grande is winding up its work on the Report Series Dictionary, which has proved to be a mon-



umental task. New York again held a one-day Seminar on Library Management, enthusiastically attended by 225 SLA members from New York, New Jersey and Connecticut Valley Chapters.

Union Lists of Serials were completed with great sighs and much rejoicing by Illinois, Greater St. Louis and New Jersey Chapters. New Jersey reports a profit of over \$1600 on its project. Heart of America's is nearing completion, and Oak Ridge has decided to publish a supplement rather than an entire new edition.

Texas Chapter cooperated financially and otherwise in sponsoring the Petroleum Section Forum on Abstracting and Indexing of Petroleum Exploration and Production Literature. Southern California and Rio Grande both completed Chapter Manuals this year. Boston and New Jersey celebrated anniversaries and used the occasion for special ceremonies and publicity. Colorado sparked a lively meeting on Standards for Special Libraries and, as a result, drafted a digest of proposed standards. Pittsburgh sponsored a series of six workshops on library techniques and management, attended by a total of 201 members.

Minnesota Chapter cooperated with the Minnesota Library Association, in manning a booth at a three-day career festival attended by hundreds of students who showed much interest in librarianship. Michigan succeeded in putting some humor into the subject of information retrieval at a workshop meeting. It was done in the form of a play. Our two Canadian Chapters, Montreal and Toronto, reported active stimulating programs but no special projects last year. Georgia published a booklet, "Opportunities for Graduate Study: Library Schools of the South," and continued to display its well-known recruitment exhibit, *Put Yourself in the Picture*.

Convention host Chapters generally shelve projects for at least a year, but Cleveland took time out to work with the Council on World Affairs on the establishment of a World Affairs Reference Service. A Chapter Who's Who was completed by Louisiana, and its recruitment project was unique—it established an annual trophy award for the most outstanding Teenage Library Club in Louisiana. It also plans to recognize the outstanding student in Louisiana State University Library School. Alabama completed a Checklist of Medical Periodicals in Alabama Libraries, and Oklahoma published *Current Subscriptions to Russian Scientific Journals* in Oklahoma Libraries.

Western New York tape-recorded the sessions of a two-day *Conference on Increasing the Effectiveness of Special Libraries* and is considering publication. Illinois Chapter continued its probe of special librarians, their personal and professional characteristics and the factors that influence us in choosing our career.

The Consultation service appears to be thriving, and a majority of the Chapters reported considerable activity with new libraries becoming a reality. It is difficult to measure accurately the re-

sults of this service since in many instances a seed is planted that does not actually bear fruit for a number of years.

It is practically impossible for me, in a brief report, to convey the feeling of enthusiasm, the sense of accomplishment, the tremendous scope of activity which is pictured in these 30 annual reports. One fact, however, I believe deserves special comment. Chapter after Chapter records greater attendance at meetings this past year, and this seems to me to be a significant and healthy sign pointing toward continued growth and success of our Association.

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#### FIRTH AND RANDALL HONORED BY SCIENCE-TECHNOLOGY DIVISION

At the Business Meeting of the Science-Technology Division, June 8, 1960, Chairman Charles K. Bauer presented certificates suitable for framing to the recipients of two newly-created Sci-Tech awards.

The Award of Merit was bestowed upon Margaret Asquith Firth "in recognition of her devotion and distinguished service to the Science-Technology Division and to the field of science-technology librarianship in general."

The Publication Award was given to Gordon Emerson Randall "in recognition of his outstanding accomplishments in editing *Sci-Tech News* and his continued efforts to make this publication a worthy tool for communication between members of the Science-Technology Division."

Miss Firth is librarian of the Research Division of the United Shoe Machinery Corporation, Beverly, Massachusetts. Mr. Randall, formerly manager, Technical Information Branch, ARO, Inc., Tullahoma, Tennessee, is now manager, Research Library, IBM Research Laboratories, Yorktown Heights, New York.

The Executive Board will hold its Fall Meeting on September 29 and 30, 1960 at the Gramercy Park Hotel in New York City. The 1960-61 budget will be considered at that time.

# 1959-1960 Committee Reports

## By Committee Chairmen

### Admissions

The Admissions Committee has completed its second year of service. Its duties consist of eligibility decisions and interpretation of membership standards for applicants for membership in Special Libraries Association which cannot readily be determined at Headquarters. The Committee has held two meetings during the past year. In addition the President called a meeting in September to discuss a series of problems presented by the Executive Secretary. Since the time was limited and participants in the discussion did not have copies of the problems for study before the meeting, it was impossible to reach firm decisions.

The Admissions Committee took these problems under advisement and presented a proposal to the Advisory Council suggesting some form of local membership at the Chapter level for applicants who do not qualify at the time application for membership is made but who will qualify at a later date. After considerable discussion, it was decided that the Chapter Liaison Officer be requested to survey the Chapters regarding the extent of the problem.

The Committee plans to conduct a campaign this Fall, the purpose of which will be to acquaint the present permanent Associate members with the advantages of Active membership.

#### Survey of Membership Problems at Chapter Level

At the Executive Board and Council Meeting in February, the decision was made to survey the Chapters regarding the problem of unqualified members at the local level. Ruth Nielander, Chairman of the Chapter Relations Committee, made this survey. A questionnaire was sent to all 31 Chapters; a total of 19 replied. The following Chapters did not reply: Baltimore, Boston, Cincinnati, Colorado, Connecticut Valley, Louisiana, Michigan, New York, Oak Ridge, Philadelphia, Pittsburgh and San Francisco.

The Committee can only assume that the above mentioned Chapters have no problems in the administration of the standards for membership. However, it would prefer complete statistics for the final tabulation.

Nineteen Chapters or 61 per cent replied. Of this number, 15 Chapters indicated no problems and four noted that problems were being encountered. These later fall into two categories: 1) Chapters in sparsely settled and/or made up of widely dispersed libraries so that there seems to be the need to include librarians not in the special field for reasons of professional association and growth; 2) Government libraries.

There is also the general problem of employees in libraries who do not qualify under the membership standards. It is interesting to note that in many Chapters efforts are made to hold the interest of such persons by inviting them to Chapter meetings, sending them the Chapter bulletins, etc. At the opposite pole is the unfortunate attitude that the Chapter can do nothing because of the membership standards.

The Admissions Committee does not feel that 61 per cent is an adequate return on which to base recommendations. There may have been mitigating circumstances that prevented 12 Chapters from replying, but we would like them to have a second chance. The Committee is planning to meet again before the Fall Executive Board Meeting and would like to have a more complete return on which to base final recommendations.

#### Recommendations

1. That the Chapter Liaison Officer send out a second questionnaire to the above mentioned Chapters.
2. That this matter be announced at the Chapter Breakfast during the Convention in Cleveland.

ALBERTA L. BROWN

### Advisory Committee on Statistics for Library Services Branch, U.S. Office of Education

The Advisory Committee on Statistics for Library Services Branch, U.S. Office of Education, was formed in May 1959 at the request of John Lorenz, Director of the Library Services Branch.

One meeting was held on June 1, 1959, during the Atlantic City Convention at which representatives of the Library Services Branch briefed the Committee on the work of the Branch, its proposal to include special libraries in its normal data collecting activities, the problems involved and the assistance that the Advisory Committee could give.

It was agreed that the results of the SLA Personnel Survey, then in progress, would provide an excellent starting point since its coverage of special libraries was essentially the same as that of the projected Office of Education survey. Since the issuance of the Survey there has been no opportunity for a meeting of the Committee; however, at the 1960 Convention sessions are planned looking toward the formulation of a course of action and study which we trust will prove profitable both to the Association and to the Office of Education. While no tangible progress has been made

during the year, your Chairman has kept in touch with Library Services Branch thinking on the matter and can report that, while beginnings have been slow, there are encouraging prospects that statistical data useful to special librarians and administrators will eventually become available.

RUTH FINE

## Archives

The celebration of the 50th Anniversary of the Association brought to light much historical data. This emphasized the fact that while the necessary information was at Headquarters, it often required a good deal of research to make use of it. With this in mind the Archives Committee inspected the files and learned that a large part of the contents was of a nonpermanent type with much duplication. Twenty-one letter-file cases were completely filled and, in addition, 15 or more cartons of unsorted material were found. Storage space was at a premium.

It was therefore apparent that a limited staff and pressure of other work had delayed the weeding and the proper maintenance of correspondence and other files.

Accordingly, the Committee promptly presented a report to the Executive Board, recommending the following Procedure: 1) Establishment of the type of records to be retained permanently and the type and retention time of those to be discarded; 2) That the services of a paid archivist be obtained for a reworking of the files, which would include the segregation of truly archival material. With the approval of the Board, work was started in November 1959, on a part-time basis; assistance was rendered whenever possible by a member of the regular Headquarters staff and later augmented by part-time hourly help.

The Committee is pleased to report that the preliminary phase of the work is expected to be completed by the end of June. As of May 15, 449 hours had been spent on the project, plus the part-time assistance of one regular staff member. It is hoped that by the end of 1960 the regular staff may have the time to complete the following additional projects, all of which have been started: 1) Biographical data on members collected from scattered committee and other records; 2) A card record by author and subject of all available papers and articles written by members; 3) Expansion of the picture collection in relation to publicity on Conventions and other meetings.

### Recommendation

In order to prevent a recurrence of the past situation, the Archives Committee submits the following recommendation: That the Executive Board authorize the addition of sufficient help at Headquarters to maintain the present set-up of the files.

HELGA LENDE

## Awards

The Science-Technology Division wishes to establish two awards and hopes the Executive Board will give its approval so that the awards may be presented at this 1960 Convention. An Award of Merit is to be presented to a member of the Division for outstanding service to the Science-Technology Division and to science-technology librarianship. A Publication Award is to be presented to a member of the Division for an outstanding publication in the science-technology field.

The Awards Committee recommends the establishment of these awards, particularly in view of the precedent established by the Geography and Map Division Honors Award. (EDITOR'S NOTE: On June 5 the Executive Board approved the establishment of the two Science-Technology Division awards.)

The Committee would like to bring to the attention of the H. W. Wilson Company Chapter Award Committee the concern of the Awards Committee over the requirement of a display type of entry. The Wilson Committee has been most cooperative in explaining its reasons for the requirement, but the Awards Committee feels that the possibility of judging for poster ability rather than content is always present and would like to bring this possibility to the attention of the Wilson Committee.

The Awards Committee is concerned with possible confusion between the name "Awards Committee" and the term "SLA Professional Award Committee." We would like to recommend that the Committee on Committees be charged to make a study to suggest more distinct names for the two committees.

MARGARET A. FIRTH

(EDITOR'S NOTE: This recommendation was also approved at the June 5 Executive Board Meeting.)

## Committee on Committees

The Committee on Committees has considered the membership and duties of all Standing Committees for which no definition has been approved. Each member drafted a definition for one or more committees with suggestions from the Chairmen. These statements were discussed at a meeting of the Committee at Headquarters on March 18, at which all members were present.

The Committee recommends for Executive Board consideration the following definitions:

### Admissions Committee

The Admissions Committee shall be a Standing Committee of three members appointed from the Association membership at large for overlapping terms of three years, each member to serve as Chairman in his third year. The Committee shall decide the eligibility of membership applicants in all disputed or borderline cases referred to it by the Ex-

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ecutive Secretary. Decisions shall be based on qualifications for membership as set forth in Article II of the Constitution and qualifying procedures approved by the Executive Board.

#### **Nonserial Publications Committee**

The Nonserial Publications Committee shall be a Standing Committee of three members appointed for overlapping terms of three years, each member serving as Chairman in his third year. The Publications Officer shall be an ex-officio member. The duties of the Committee shall be to establish policy governing the nonserial publications program; to evaluate proposed nonserial publications and make recommendations to the Executive Board for approval; to give encouragement and advice on useful publication projects; to consider needed publications and seek qualified individuals or groups to prepare them.

All proposed nonserial publications shall be submitted to the Nonserial Publications Committee, with the following exceptions: 1) Publications under the jurisdiction of other Committees that are part of the Publications Committee or other Association Committees; 2) Publications assigned by the Executive Board to Headquarters or other subunits of the Association; 3) Chapter and Division publications financed entirely by the subunit and designed primarily for distribution to its members.

The Committee may offer suggestions and advice to other Association groups preparing publications.

#### **Professional Standards Committee**

The Professional Standards Committee shall be a Standing Committee of five members appointed for overlapping terms of two years. The duties shall be to recommend and review standards of professional qualifications for membership. The Committee shall also draft library standards that may be used for measuring the organization, resources and services of special libraries.

#### **Consultation Service Committee**

The Consultation Service Committee shall be a Standing Committee of five members, from the same geographic area if possible, appointed for overlapping terms of two years. The duties of the Committee shall be to establish policy and supervise the Consultation Service.

The Committee shall coordinate the work of the local Consultation Committees. It shall rate and approve, subject to Executive Board ratification, applications for the roster of Professional Consultants. The Committee shall initiate publicity and work with Headquarters, other Committees, Chapters and Divisions in promotion of the service.

#### **Special Libraries Committee**

The Special Libraries Committee shall be a Standing Committee of three members appointed

for overlapping terms of two years. The Committee shall meet at the call of the Chairman or Editor who shall be an ex-officio member. The duties of this Committee shall be to advise on the editorial policy of *Special Libraries*, defend this policy when necessary, review articles submitted and advise on the general content.

#### **Technical Book Review Index Committee**

The Technical Book Review Index Committee shall be a Standing Committee of three members appointed for overlapping terms of three years each. The members of the Committee shall be from the Pittsburgh area, and one member shall be on the staff of the Technology Department of the Carnegie Library. This Committee shall determine policy, review the work and advise the Editor of *Technical Book Review Index*.

#### **Translations Center Committee**

The Translations Center Committee shall be a Standing Committee of five members appointed for overlapping terms of two years. This Committee shall maintain current acquaintance with all aspects of scientific and other translation problems as they concern members of the Association, and inform the Executive Board of actions necessary to protect the interests of members as changes occur in the scope, techniques and practices of scientific translation.

The Committee shall be responsible for development of the broad program of the Center; render guidance to the Translations Center contractor; determine whether all provisions of the contract are being fulfilled; prepare and justify the annual budget for the Center.

The Committee shall cooperate with other interested groups in helping personnel working in the English language to gain maximum access to material originally issued in other languages.

MRS. HARRIETTE L. WILLIAMS

(EDITOR'S NOTE: All the above definitions were approved by the Executive Board on June 5.)

## **Constitution and Bylaws**

The general study of the Association organization has been continued by gathering information on the practices of other professional societies having both subject and geographic units. This has been rewarding to the extent that variety of example confirms the need for SLA to develop a plan best suited to its own particular interest and objectives. In addition, data on nominations and elections during the past ten years was assembled from Association records as a logical point of departure in considering need for revised procedures. Recent "Letters to the Editor" have been helpful in gaining knowledge of membership opinion on the acceptability of a single slate and appropriate representation of Divisions and Chapters on the

Executive Board. In order to have the benefit of many more views on these matters, a list of basic questions was prepared for discussion by the Advisory Council.

Several referrals to the Committee pertained to membership qualifications. A plan suggested by the Executive Secretary for increasing the privileges of Sustaining membership was encouraged and endorsed. Statements relative to the eligibility requirements for Association and Affiliate membership, received by the Chairman of the Advisory Council from Georgia, Greater St. Louis and Rio Grande Chapters, were reviewed and combined into a single presentation for the June 6 meeting. Constructive and forward-looking discussion of the fundamental issues involved will aid this Committee and others in determining justification for amendment of the Constitution.

KATHARINE L. KINDER

## Consultation Service

The Consultation Service Committee has met approximately once a month since June 1, 1959.

After the discussion of the Consultation Service at the Executive Board meeting, February 11, 1960, the Consultation Service Manual was revised incorporating the suggested changes. This revised manual has been submitted to the Executive Board for its approval.

The Committee felt that more publicity was needed on SLA's Consultation Service. It was decided to submit a suggestion to a leading national business magazine for an article. At present the idea is under serious consideration by such a magazine, and we are awaiting a definite reply.

The Committee felt the need for increasing the number of approved professional consultants. With the approval of the Executive Board, an advertisement publicizing this need is appearing regularly in *Special Libraries*.

Attached are the statistics taken from the reports of the Chapter Consultant Officers. The 30 Chapters reporting have received 116 inquiries concerning the Consultation Service, resulting in 76 consultations with 27 inquiries still pending. From these consultations, 28 new libraries have been started. The Committee has received seven requests for the services of professional consultants.

Since the establishment of the Consultation Service in March 1957, the Chapters have handled 211 consultations resulting in 53 new libraries.

The Committee is trying to keep the material in the consultant's kit up-to-date. In some cases it is difficult to obtain a suitable replacement for the older material. Therefore the Committee recommends that the Executive Board suggest to the Nonserial Publications Committee that Alma Mitchell's *A Brief for Corporation Libraries: A Guide for Their Operation and Management*, be updated. (EDITOR'S NOTE: This is being considered.)

## REPORTS OF CHAPTER CONSULTANT OFFICERS May 1, 1959—May 1, 1960

	INQUIRIES	CONSULTATIONS	INQUIRIES PENDING	NEW LIBRARIES STARTED
Alabama	0	0	0	0
Baltimore	0	0	0	0
Boston	6	4	1	2
Cincinnati	2	0	0	0
Cleveland	5	5	1	1
Colorado	1	0	0	0
Connecticut				
Valley	2	0	0	2
Georgia	1	1	0	0
Greater				
St. Louis	4	2	2	1
Heart of				
America	0	0	1	0
Illinois	8	8	0	2
Indiana	10	6	5	1
Louisiana	2	2	0	0
Michigan	4	3	1	1
Minnesota	4	3	1	2
Montreal	3	1	1	0
New Jersey	1	1	0	1
New York	10	9	1	0
Oak Ridge	0	0	0	0
Oklahoma	2	2	0	0
Philadelphia	8	4	3	1
Pittsburgh	4	2	2	1
Puget Sound		No Report		
Rio Grande	0	0	0	0
San Francisco	7	6	4	1
Southern				
California	7	5	2	0
Texas	1	1	0	1
Toronto	12	4	0	5
Washington,				
D. C.	6	4	0	4
Western				
New York	2	0	1	0
Wisconsin	4	3	1	2
Total	116	76	27	28

Because of the fact that the revised Manual must be printed and mailed, we request a supplemental appropriation of \$50.

MRS. FLORENCE H. ARMSTRONG

## Convention

The 51st Annual Convention of the Special Libraries Association was held at the Sheraton-Cleveland Hotel, June 5-8, 1960. Over 1200 members, guests and exhibitors attended the Convention as the following registration statistics show:

CHAPTERS	
Alabama	10
Baltimore	12
Boston	45
Cincinnati	34
Cleveland	119
Colorado	7
Connecticut Valley	18
Georgia	9

SPECIAL LIBRARIES

Greater St. Louis	12
Heart of America	7
Illinois	82
Indiana	19
Louisiana	4
Michigan	66
Minnesota	18
Montreal	24
New Jersey	36
New York	171
Oak Ridge	13
Oklahoma	5
Philadelphia	55
Pittsburgh	44
Puget Sound	6
Rio Grande	6
San Francisco	18
Southern California	22
Texas	9
Toronto	27
Washington, D. C.	84
Western New York	43
Wisconsin	14
Unclassified and non-members	118
Exhibitors	108
<hr/>	
Total	1265
Refunds	14
<hr/>	
Registered	1279

DIVISIONS

Advertising	50
Biological-Sciences	36
Business and Finance	103
Documentation	14
Geography and Map	17
Hospital	14
Insurance	27
Metals	58
Military	25
Museum	22
Newspaper	30
Picture	14
Publishing	20
Science-Technology	458
Transportation	11
Social Science	41
Unaffiliated	217
<hr/>	
	1157
Exhibitors and refunds	122
<hr/>	
Total	1279

**Executive Committee**

After my appointment as Convention Chairman, my first problem was to organize an Executive Committee comprised of: Ethel Klahre, Federal Reserve Bank of Cleveland; Agnes Hanson, Cleveland Public Library; Elizabeth Burrows, Federal Reserve Bank of Cleveland; Miss Meredith Wright, National Carbon Research Laboratories; Lois Brock, General Tire and Rubber Company; Rose Vormelker, Forest City Publishing Company; Dr. Jesse Spera, Dean, School of Library Science, Western Reserve University. You will note that my

committee included a dean of a library school in the Convention locale, a Past-President of SLA and a Past-Convention Chairman as well as the current Cleveland Chapter President.

The Executive Committee planned the Convention in a total of seven meetings. This is a much smaller number of meetings than has been usual with Executive Committees. There were two reasons for the limited number of meetings: first, the Committee members were all busy people and wished to accomplish as much at one meeting as possible; second, the Convention Chairman was not located in the Convention city which precluded too many trips on his part.

The Convention Executive Committee decided rather early in its planning that we would attempt a three-day Convention. There was a strong opinion among the members of the Committee that the Association should strive for a shorter Convention and one that was "packed" with good meetings. Their feeling was that many companies' technical personnel were not attending their professional conventions for any greater periods of time than two or three days. There are, of course, some complications in trying to telescope the activities of the Association into such a short period. For instance, it does prove somewhat of a hardship on Divisions that are made up of Sections. It is also very difficult for individuals engaged in committee work to find time for their committees to meet. However, in spite of these problems we decided to go ahead with our original decision and have a shorter Convention. Probably the deciding factor that encouraged us to go ahead with our plans was the many comments we had been hearing from members of the Association who expressed the desire for the shorter meeting. Accordingly, this recommendation was submitted to the Board and accepted by it. We also felt that the main reasons behind Post-Convention meetings were that perhaps Convention programs had been weak and some Divisions felt they needed additional time for topics of merit. We attempted to plan general sessions that would be of pertinent interest. The Executive Committee went one step further and recommended to the Executive Board that there be no provisions for Post-Convention sessions in order to encourage Divisions to strengthen their programs within the Convention period.

To take the middle ground between Association members who advocate more general meetings and those who advocate more Division meetings, the Committee decided to divide the three days equally between Association and Division meetings.

**Committees**

The following committee chairmen were appointed: Local Arrangements—Scott Buginas; Tours and Transportation—Winifred Slenker; Exhibits—Helen Skowronski; Hospitality—Ella Tallman; Registration—Emma Boyer; Printing—Ralph Darby; Meals and Banquet—Lulu Hardesty; Pub-

licity—Jesse Shera; and Information—Mary F. Pinches.

It was felt that monitoring was a definite part of Local Arrangements, so we did not make it a separate committee but rather a subgroup. We did follow the suggestion of previous Convention Chairmen that we have a Committee for Printing. This Committee was made up of members in the same city as the Convention Chairman. Other Convention Chairmen will probably not have this problem, but since the Convention Chairman needs to approve a great portion of the printing, it was deemed necessary to have the work done close at hand.

During the course of the Convention year, the Chairman of the Banquet Committee resigned. It seemed as though there was a great deal of duplication between this Committee and Meals as well as the Executive Committee. Consequently, we added the responsibilities to those of the Meals Committee. This worked out so well that we would recommend the same idea for future Conventions. There really is not very much for the Banquet Committee to do as the program is the responsibility of the Executive group.

There were two meetings of the Committee Chairmen with the Executive Committee so that each group could be informed of the progress of the other.

Likewise, there were two meetings of the Division representatives with the Executive Committee. We found that we did not have Cleveland members in all of the Divisions who could and would act as Division representatives. Accordingly, representatives were appointed for those Divisions. There is one problem with Division representatives that should be clarified. Some Divisions expect the local representative to prepare much of the program. It should be re-emphasized that these individuals are to act in a liaison capacity. In the cases where the Executive Committee had to appoint a representative, any additional responsibility is certainly asking too much.

#### **Program**

The first Convention-wide function was a tea on Sunday afternoon sponsored jointly by the Cleveland Chapter and the Convention Committee. The Cleveland Chapter had expressed a desire to entertain the Convention during the early program planning. It seemed as though it would not be possible because of the shortened length of the Convention. However, the Executive Committee felt that the function for first conventioners should be expanded into a Convention-wide event; therefore, the tea was the result of a joint effort. Over 500 people attended this opening session, which was held in the new Science Technology-Business Information Building of the Cleveland Public Library. The Library opened all of its facilities and conducted tours of the various areas. The Eastman Reading Garden was also opened

and presented a pleasant place for conventioners to meet their friends. The tea was in honor of first conventioners, Past-Presidents and members of the Hall of Fame.

The Convention officially started with an opening session on Sunday evening with President Burton W. Adkinson presiding. The keynote address, "The Society of Mind," by Ralph Besse, President of Cleveland Electric Illuminating Company, emphasized the importance of special libraries and their future importance especially in the field of documentation. Mr. Besse pointed out that although the trend was toward mechanization, the machines can only be as effective as the people who operate them. Consequently the librarians should pick up the challenge of helping to educate people to their place in the community of the future. This challenging speech set the tone for the remainder of the Convention and followed through with the theme of the Executive Committee, "Fifty Plus One." This theme had intended to convey the idea that now that we are 50 years old and have concluded our fiftieth anniversary celebration, it is time to pause together, reflect on where we have progressed and to begin working on these issues for more effective presentation of our story. Over 600 people attended this opening session, which started with the "Star Spangled Banner," "God Save The Queen" and a pleasant group of selections by the Cleveland West Tech High School orchestra.

The first general work session on Monday morning covered the topic "Information—Our Greatest Commodity." The four speakers were chosen to represent various approaches to the problem and included Dr. Jesse Shera, Dean, School of Library Science, Western Reserve University, and Dr. George A. Bowman, President, Kent State University, expressing how the educators are meeting the problem. Bay E. Estes, Jr., Vice President, Marketing, U. S. Steel Corporation, and Richard J. Anderson, Assistant to the Director, Battelle Memorial Institute, expressed the importance of information to them and what is needed to digest the increasing flow of information. This session was attended by 870 who seemingly thought the topic was a timely one.

Division meetings were held Monday noon and afternoon. Most of the Divisions held their business meetings at this time in order that they would be finished before the Association's Annual Business Meeting the following afternoon.

A boat trip (our most successful Convention-wide tour) up the Cuyahoga River covered Monday evening's dinner hour. 340 tickets were sold, and the limit was reached early Monday morning. More tickets could have been sold but we were limited by the caterer, who could not keep adding more box lunches (fried chicken).

Monday evening was reserved for the Advisory Council Meeting. As has been the custom from previous Conventions, nothing else was planned

during this meeting. If the Council is to assume the purpose it should have in regard to the Association as a whole, a much greater emphasis should have been placed on the importance of this meeting. All conventioners should be encouraged to attend, as it is a definite opportunity for them to hear what the Association is thinking on matters that are of definite interest to the Association as a whole.

Tuesday was scheduled as Association Day, starting with the morning General Session on "Applications of Machines to Library Techniques," which was jointly sponsored by Documentation and Science-Technology Divisions. When Divisions are planning programs such as this joint effort, which would be of interest to the Convention as a whole, the Convention Committee suggests that these Divisions sponsor it as a Convention-wide meeting. Approximately 760 attended the meeting, which attests to the wide interest on this subject. The panel, headed by Herbert S. White, Federal Systems Division, International Business Machines Corporation, Kingston, New York, included: "Handling of Periodicals," Anne McCann, Squibb Institute for Medical Research, New Brunswick, New Jersey; "Circulation Control," William H. Richardson, Sandia Corporation, Albuquerque, New Mexico; "Document Control of Classified Material," C. G. Stevenson, Technical Information, General Electric Company, Richland, Washington; "Punched Card Catalog," Marjorie Griffin, Advanced Systems Development, International Business Machines Corporation, San Jose, California.

The Annual Business Meeting was scheduled for Tuesday afternoon. This was perhaps our biggest mistake in programming. The time allocated for Association business was not long enough. A better schedule would have been to reverse the morning and afternoon events. By starting at nine in the morning, we could have had a three-hour meeting and allowed an overrun of half an hour. It is always difficult to predetermine what report might evoke a response from those attending. Likewise it is hard to know what might be brought up as new business; however, unless there is something of unusual Association interest a half day ought to suffice.

The idea of the Convention-wide Dutch treat cocktail party prior to the Banquet apparently has met with outstanding success. The event was very well attended and beyond the objective of the social aspect of the party, it does gather most of those attending the Banquet together so that when it is time to begin they can be ushered in relatively simply. I believe our attendance of 666 was the largest for any Special Libraries Association Banquet. The Committee can only assume that this large group was to a great extent interested in the main speaker, Dr. Lillian Gilbreth. It is quite likely that if speakers of such unusual interest are present at future banquets, we will have to re-

use the upper estimate of Banquet seating. The Committee had certainly estimated a much lower attendance and was not prepared for the "horde" that wanted to attend. Although we were forced to set the limit at 666, even more tickets could have been sold. The entertainment (another Convention surprise by the Convention Committee) did add a different flavor to the proceedings and again helped to set the stage for a fine Banquet speech.

Wednesday was devoted entirely to Division programs. Several of the Divisions had all-day tours.

#### **Convention-wide Tours**

Four Convention-wide tours were scheduled for the 1960 Convention in addition to the boat trip previously mentioned. There was not a great deal of interest in these tours, which was partly due to the conflicts in scheduling. However, in recent Conventions some of these tours have been canceled. It is possible that unless a tour is something on the order of the boat trip of this year, Convention-wide tours are something that should be looked at with a jaundiced eye. It is difficult even in a four or five day Convention to schedule tours that will not conflict with some Division function.

#### **Exhibits**

The Executive Committee feels we were extremely fortunate in selling so many exhibitors' booths (54, not including SLA's, which included five exhibits). As far as I know this is the largest number of exhibitors the Association has ever had. This was certainly due to the efforts generated at Headquarters. The large sale of space necessitated opening up several other areas on the Convention floor in addition to the area set aside for booths.

#### **Recommendations and Suggestions**

1. I cannot emphasize too strongly that it is important to become well acquainted with the contact at the Convention hotel. This is a job for the Convention Chairman. Our hotel appreciated the fact that it was not bothered by each and every Committee Chairman, representative and what have you. Furthermore, it makes the total job of coordination much easier for the Chairman.
2. Organize questions so that you do not have to contact the hotel every other day. Although we think our Conventions are all important during the time we are working on them, they are just another one in the book. It is a good idea to have several meetings early with the hotel to iron out as many of these questions as possible prior to the opening of the Convention. Such things that should be discussed are types of equipment the hotel can or will supply or if it has a source outside that can be used.
3. Determine how gratuities are to be handled for the extras that are encountered along the way. In general the practice should be discouraged as it



can get out of hand. This year the head houseman was given a sum to divide among his men; however, this was less than a fourth of the amount given at the previous Convention.

4. Determine early what the deadlines will be for the guarantees on meal functions. This is a tricky problem. The hotel will have to have a guarantee of between so many, such as 180-190. This figure is arrived at by a combination of considerations: 1) prior to the Convention, by the number who attended a similar function at the previous Convention, and 2) after the Convention has started, how many tickets have been sold at the time the guarantee is made. Probably more tickets cannot be sold, even should there be the demand, than the upper figure and you will be billed for at least as many as the lowest figure. I am mentioning this problem as it is important for the Convention Chairman to keep on top of the ticket situation. Others might run into the same problems I did this year of selling out the Banquet early in the Convention and selling out on a total number of tickets for Monday noon luncheons early Monday morning.

5. Probably the most important job during the Convention is that of the Treasurer. This is a difficult job, which is primarily active during the Convention and afterwards when settling up the bills and balancing expenses and receipts.

6. Future Chairmen could be aided by the formation of an Association Convention Program Committee. The Convention Chapter really has enough to do with the mechanics of running a Convention without having the planning to do also. If this Program Committee were to be really effective, it should work ahead two or three years. They would plan the theme of the convention and the general sessions. All else would remain the local Chapter's responsibility, as it is now.

7. The Convention Manual needs an extensive revision, even though this was done in 1958. Nearly half of the pages contain procedures that are either no longer followed or have been modified in some way.

8. I would suggest combining the duties of the Banquet Committee with the Meals Committee. I would also recommend that a Printing Committee be established.

9. Conventioneers should be encouraged to state their first Division preference. It may be noted from the accompanying breakdown of attendance that over 200 stated no Division affiliation. These figures are important to the following year's Chairman in making estimations for seating at meal functions and meetings.

Now that there has been adequate time to sit back and reflect on the job of Convention Chairman, I am sure that it is not as difficult or inconvenient to work from outside the Convention city as many people thought it would be. This distance necessitated the Chairman's organizing what needed to be done and trying to accomplish it

during the limited number of meetings the Executive Committee wished to have. It was not always possible for the Executive Committee members, Committee Chairmen or the Convention Chairman to just pick up the telephone and talk to each other when an idea struck them. This may have forced the Cleveland Convention to be organized in more detail than previous conventions.

I would like to take this opportunity to thank all of the Chapter members whose names have not been mentioned but without whom the Convention would never have been accomplished. I would also like to thank the Headquarters staff for their aid whenever an emergency arose.

ROBERT W. GIBSON, JR.

## Convention Advisory

The Convention Advisory Committee held one meeting on February 12. At this time the length of Conventions was discussed. The three-day Convention was tried in Atlantic City and in Cleveland as a result of requests for a short Convention. The Committee believes the question should be discussed in an Advisory Council meeting after each Division and each Chapter has had sufficient time to bring the question to the attention of their members through their bulletins and by discussion in business meetings.

The Committee discussed Division finances at Conventions and advises a change in the handling of Division allotments.

Divisions should be able to use their allotments for professional programs in any way they wish. An itemized account should be submitted to the Convention Treasurer for reimbursement. This suggestion has been referred to the Executive Board. (EDITOR'S NOTE: At its June 5 meeting the Executive Board asked the Committee to formulate specific recommendations for presentation at the Fall Board Meeting.)

Other items discussed included notations to be added to the manual for expediting the business of a Convention.

GRETCHEN D. LITTLE

## Copyright Law Revision

For the past year the activity of the Committee has been confined to the collection of materials relating to the Copyright Law revision.

The status of Copyright Law revision activities was recently forwarded to the Chairman by Joseph M. Rogers, Chief of the Copyright Cataloging Division.

The Committee has no recommendations at this time but does call the Executive Board's attention to the last paragraph of the status report which suggests that "it would seem desirable, therefore, that library association committees begin to give attention to desirable methods of reaching association-wide positions on those problems of special

interest and of presenting their recommendations to Congress."

JOHN P. BINNINGTON

## Development of Promotion Techniques

To further the professional aspects of the Association, this Committee has studied the feasibility of establishing a Library Demonstration Center.

A proposal has been prepared as a result of conversations and correspondence with members of the library profession. Our objectives are to: 1) provide a reference center for informational inquiries which are received at the Association's headquarters; 2) organize a demonstration unit for the display and comparison of library equipment, methods and procedures; 3) make this unit available to management representatives, librarians and library schools; and 4) facilitate the work of the Association's Consultation Service. We feel that financial support for some parts of this program can be obtained from outside sources.

A Library Demonstration Center will be a major factor in the Association's public relations effort to sell librarians to management and, consequently, to increase the Association's income from sustaining memberships.

DR. FRANK E. MCKENNA

## Elections

Ballots for SLA Officers and Directors were counted May 19, 1960. Of the 2586 ballots received, 23 were eliminated as invalid, leaving a total of 2563 ballots valid and counted. Votes were cast as follows:

President: Winifred Sewell, 2334  
First Vice-President: Eugene B. Jackson, 1558  
Paul Wasserman, 994  
Second Vice-President: Paul L. Knapp, 1344  
Robert W. Gibson, Jr., 1170  
Secretary: Mrs. Jeanne B. North, 1372  
Mrs. Irene R. Campbell, 1149  
Treasurer: Olive E. Kennedy, 1351  
Mrs. Eleanor B. Allen, 1165  
Director: Sara A. Aull, 1706  
Mrs. Edith T. Atkinson, 787  
Director: Mrs. Elizabeth R. Usher, 1288  
Natalie N. Nicholson, 1250

GWENDOLYN JONES

## Finance

The Finance Committee presented the budget for the fiscal year October 1, 1959 through September 30, 1960 to the Executive Board at its meeting in September 1959.

In line with amplification of the duties of the Committee by the Executive Board in February

SEPTEMBER 1960

1960, that the Committee shall be responsible for development of plans to assure the financial stability of the Association, the Committee has considered this year the policy and investment of the General Reserve Fund. In order to facilitate future management of the Fund, because the \$50,000 ceiling set up for it by the June 1951 Annual Business Meeting had been exceeded and required action, and in order to give the Fund the same management as all funds have under the Constitution's Bylaw II, Section 1, the Finance Committee recommended that the responsibility for the management and policy of the General Reserve Fund be transferred to the Executive Board. (See *Special Libraries*, volume 51, April 1960, page 214 and report on Annual Business Meeting in this issue.)

Further study has been underway relative to management of the Fund for the purposes of maintaining the purchasing power of the 1948 investment of \$31,000 and of increasing its capital growth and therefore yield at a faster rate than in the past 20 years.

The services of Price Waterhouse & Co. are recommended for the auditing of the accounts of the Association.

DONALD O. HOTALING

## Foundation Grants

No annual report.

## Headquarters Personnel

The Headquarters Personnel Committee met twice during the 1959-1960 year. Four members of the Committee were present at the September 22, 1959 meeting and all five members were present at the May 10, 1960 meeting.

During the year the Committee reviewed the SLA Headquarters personnel salary ranges approved by the Executive Board in February 1957. For two reasons—first the increased cost of living but even more important to the Association, the desire to recognize the loyal and excellent services of employees with long service—the Committee recommended to the Executive Board that the top level of all ranges be raised. The Executive Board approved the recommendation. The Committee also reviewed and approved the proposed Employee Handbook prepared by the Assistant to the Executive Secretary.

Job descriptions for the new position of Membership and Placement Records Clerk and the revised position of Editorial Clerk were reviewed and approved. The salary ranges for both positions were recommended to and approved by the Executive Board.

The Committee was requested by the Executive Board to present a detailed report of average time consumed on each phase of work in producing an

issue of *TBRI*. This report, obtained from the Chairman of the Technical Book Review Index Committee, was filed for future reference.

MRS. MARGARET H. FULLER

## International Relations

The Jointly Sponsored Program for Foreign Librarians has acquired the first invitation to a foreign librarian from a special library. The Committee is pleased that Linda Hall Library, in April 1960, sent an invitation to a Belgian librarian. Final arrangements have not been completed, but it is encouraging to have a special library participating in the program. There had been some foreign special librarians who worked under this program, but their host libraries were large university or public libraries. The International Relations Committee hopes that the April invitation from Linda Hall Library is the beginning of increased participation of special libraries in this program.

*Special Libraries* has included interviews with foreign librarians under this program, particularly those who might qualify as special librarians. An excellent example of these articles appeared in the May 1960 issue, "Meet A. R. Meera Bai."

Twenty-three librarians working in 20 American libraries participated in the Jointly Sponsored Program since its founding in 1956. Sixteen of the librarians have returned to their home countries. Seven are in the United States at the present time: WANG SING-WU, Director, Taiwan Provincial Taipei Library, Taipei, Taiwan, China, is now at Cleveland Public Library.

MISS SARANGAM HEM TROUTCH, Chief Librarian, U. S. Information Service Library, Phnom Penh, Cambodia, is now at Osterhout Free Library, Wilkes-Barre, Pennsylvania.

MISS MOREA VELDSMAN, Librarian (Grade II), Municipal Library, Cape Town, South Africa, is now at the Minneapolis Public Library.

LEE CHOON-HEE, Catalog Librarian, National Assembly Library; Instructor, Yonsei Univ. Library School, Seoul, Korea, is now at the Riverside Public Library, California.

MISS A. R. MEERA BAI, Assistant Librarian, Madras Medical College, Madras, India, is now at Denison University Library, Ohio.

MISS ELISA GOUBESSIAN, Librarian, Faculty of Architecture, University of Cordoba, Cordoba, Argentina, is now at the Massachusetts Institute of Technology.

MISS NORMA SEGRE, Chief Librarian, Kingston and St. Andres Parish Library, Kingston, Jamaica, is now at the Stockton Public Library, California.

The Department of State is preparing a communication to its posts abroad announcing the continuation of the Jointly Sponsored Program for Foreign Librarians during FY 61.

With the help of SLA Chapters, the Committee encouraged the attendance of foreign librarians at

the Convention in Cleveland. A memorandum to all Chapter Presidents requested that foreign librarians in the area be urged to attend the Convention. To emphasize the interest of SLA in their attendance, the registration fee was waived for foreign librarians who had been studying or touring in the United States or Canada. A Foreign Librarian Liaison Center was established in the hospitality area of the Convention.

An International Relations Committee newsletter is being sent to all library associations abroad as a means of encouraging interchange of professional knowledge. In 1957 and 1958 this newsletter was sent to associations and to foreign librarians who had studied or visited in the United States. This list of individuals had grown enormously and professional and personal addresses were almost impossible to keep up to date. The mailing of the 1960 newsletter to individuals is being discontinued. It is the opinion of the Committee that SLA's main channel of communication on professional matters rests upon our continuing contact with library associations abroad.

LUCILE DUDGEON

## Membership

In the reports for this past year, the Chapter and Division Membership Chairmen were asked to state various problems, if any, that have been encountered during the year and any suggestions they have on how to remedy these problems.

From the various reports received, it seems there are three problem areas that need to be considered: the slowness of communication between Headquarters and the Membership Chairmen, the hiring of non-professional librarians in professional positions and the membership requirements.

The Chairmen feel that they are kept in the dark for too long a period of time about the results of their efforts to gain new members. They have no way of knowing whether or not they have been successful in their efforts. Perhaps a form of some kind could be devised to acknowledge receipt of applicants' applications and sent to *both* the applicant and to the Membership Chairmen. This would alleviate the problem and would also save time and the embarrassment of calling on someone about membership who was awaiting to hear if he had been accepted. Then too, if the local Membership Chairmen knew the names of people being considered for membership, they could send meeting notices to them and invite them to meetings as a guest of the Chapter, so applicants would not feel left out in the interim. The Membership Chairmen should then receive word, immediately, when an applicant has been accepted as a member. If he has been denied membership, this fact, plus the reasons for denial, should go immediately to the Chairmen, as this could help in future contacts.

A further suggestion along the lines concerns notification about Sustaining members to Membership Chairmen of the Chapter most concerned.

Even though Sustaining members are not "members" in the true sense of the word, they are still listed under "types" of membership, and word concerning them should be sent to Membership Chairmen. It is felt that it would help the Chairmen to know which companies or organizations in their areas have taken out this type of membership since it would eliminate the embarrassment of asking an already contributing agency for more money. (Since writing this report, it has been learned that such a notification is now going to the Chapter Presidents.)

All these ideas are merely suggestions for Headquarters and are not recommendations, since it is known that the Headquarters staff is trying to work out some of these problems at the present time.

The hiring of non-professional librarians for professional positions does not come under the jurisdiction of the Membership Committee. However, since this problem is being encountered by the Membership Chairmen more and more frequently, it is mentioned in this report so that it might be passed on to the proper committee for further study.

SLA has now "lived" with the new membership requirements for over a year, and it is now possible to begin to evaluate their success or failure.

It is the general feeling of the Membership Chairmen that the membership requirements are a definite success and everyone seems proud to be associated with a group having such high standard. However, it is felt that some sort of consideration be given the many Chapters which do not have a large industrial population and are rather limited in recruiting new members, since they can only be drawn from public or state libraries, college and university libraries and persons who are not librarians but are engaged in a field of research. At present these areas are not included in the membership requirements.

Many of the smaller Chapters feel that unless the membership requirements are relaxed a little to allow for some of these people, that there is no chance to recruit new members in their locales since all who are eligible are already members. It is their feeling that this will eventually lead to "local" memberships within the Chapters and, of course, this would defeat the purpose for which the new requirements were set up.

It is felt that a further study of these areas of membership might be suggested to the proper committee for consideration.

All of the above is by no means a criticism, but rather a pre-entation of the problems encountered by Membership Chairmen in acquiring new members this past year.

The Membership Chairmen have been working with the handicap of having to redefine their aims and to find new methods of approaching members, since the way this had been done for many years is no longer applicable. The fact that membership

is increasing is a credit to the job they have done by meeting these new problems head-on and finding ways of overcoming them and providing our Association with the high quality of membership it now requires.

MRS. JEANNETTE M. LANE

(EDITOR'S NOTE: Since June 1959, membership applications have been acknowledged on the same day they are received. When an applicant has been accepted for membership and has paid his dues, the persons designated by the appropriate Chapter and Division to receive membership information—usually the Membership Chairmen—are notified. Copies of denial membership letters have been sent to the Membership Chairmen of the Chapters concerned since February 1960. All changes in a member's status are reported weekly to appropriate Chapters and Divisions. Since February of this year Chapters have received notifications about Sustaining members in their areas.)

## Nominating

For report, see *Special Libraries*, vol. 50, November 1959, page 434.

## Nonserial Publications

We have 11 active projects underway at this time. Eva Lou Fisher's *A Checklist for the Organization, Operation and Evaluation of a Company Library* received final Board approval in May and is ready to be published. The Metals Division's *Guide to Metallurgical Literature* is in the hands of the Committee for final review. Lucille Jackson Strauss informs us that sections of *Technical Libraries* should be arriving for review in September.

Several projects are inactive, and we are attempting to reactivate or cancel them. We have requested Board approval to cancel Mary Grinnell's *Recent Bibliographies of Medical Interest* (Project 122), at her request. (EDITOR'S NOTE: The Board approved the cancellation of this project.)

Four projects were rejected by the Committee, although some were of decided value for less general distribution.

Details of each project are recorded on the attached table.

The Committee's reorganization is complete, and the automatic succession of the third-year member to the chairmanship will begin at this time with the retirement of the present Chairman.

A new Author's Manual has been developed through the combined efforts of the Committee, the Publications Officer and the Executive Secretary. In conjunction with it, a Committee Manual has been written which includes the Author's Manual and additional information necessary only for Committee members. This combined publication was in the hands of the Board on June 5 for review and suggestions, and approval was given.

There has been a fine response to our recent publications, in both sales and critical reviews. Copies of reviews are on file at Headquarters for perusal. Both *Translators and Translations* and *Picture Sources* were included in Helen Focke's

list of outstanding reference books of 1959 in the April 15, 1960, *Library Journal*, page 1514, and *Sources of Commodity Prices*, published in January, has received good notices.

JEAN WESNER

## Nonserial Publications Committee Project Status Report

Project Number	Project Title	Sponsoring Division, Chapter, Author or Editor	Preliminary Approval	Action; Remarks
104	Sources of Commodity Prices	Business and Finance P. Wasserman	Sept. 1958	Published January 1960.
109	Subject Headings List for a Transportation Library	Transportation B. Hickok	May 1957	List being revised at this time.
110	Guide to Cartographic Research	Geography and Map W. Ristow	Nov. 1955	Progressing
111	Subject Headings for Audio-Visual Materials	Lois Gauch		Investigating
113	Guides to Published Series of College and University Engineering Research Departments in United States	J. Bobb	1955	Pending
115	50-Year Index to <i>Special Libraries</i>	Jeanne North	May 1957	Pending
120	Technical Libraries, rev. ed.	L. Strauss	May 1957	Progressing. Sections of manuscript should be arriving for review in September.
123	Subject Headings List in Chemical Engineering	Chemistry Mary F. Pinches	May 1957	Progressing
126	Source List for Libraries in Advertising and Related Fields	Advertising	Sept. 1957	Pending
127	Guide to Metallurgical Literature	Metals E. Tapia	Oct. 1957	In hands of Committee for final review.
135	Special Libraries: How to Plan and Equip Them	New York Chapter C. Lewis	June 1959	Final editing underway.
137	Checklist for Organization, Operation and Evaluation of a Company Library	E. L. Fisher	Sept. 1959	Final approval. Will be published in September.
138	Research Tools for AEC and Government Scientific Reports	E. Fishbein	Rejected	Will consider a future edition for publication.
139	Sources of U.S. Petroleum and Natural Gas Statistics	Petroleum Section M. Rocq	July 1959	Progressing rapidly.
140	Sources of Insurance Statistics	Insurance E. Ferguson	Sept. 1959	Progressing rapidly.
141	SLA Personnel Survey	SLA Personnel Survey Committee		Printed in <i>Special Libraries</i> March 1960. Available also as a separate.
142	Aeronautics and Astronautics	C. Bauer (C. D. Rife, comp.)	Rejected	Incomplete. Anticipated Library of Congress list will cover same field more thoroughly.
143	Foreign Studies and Public Administration Programs in North American Institutions	M. H. Sable	Rejected	Similar projects are being considered by subsidized groups. Subject somewhat beyond our field of interest.
144	Russian Reference Shelf	R. Neiswender		Of interest. Revisions to be made before author seeks official approval.
145	Union List of Military Periodicals	Military Division	Rejected	Of limited interest.
146	Handbook of Commercial, Financial and Information Services, rev. ed.	Business and Finance M. McNierney	April 1960	Work underway.

## Personnel Survey

The 1959 Personnel Survey resulted from a February 1958 proposal of the Executive Secretary for a Special Libraries Association Salary Survey. The Executive Board approved a study along the lines suggested and authorized the appointment of an Advisory Committee to work with members of the Headquarters staff responsible for supervision of the project. Planning, organization and preparation of the materials required about 14 months.

In late May 1959, samples of the questionnaire and job sheet were sent to the head librarian in some 2,000 organizations. A covering letter encouraged cooperation and asked assistance in establishing the mailing list by supplying the name of the personnel director or other officer in the organization responsible for library personnel matters. Opportunity was given to indicate desire for exclusion of the organization from the survey. If no answer was received from the librarian, the survey material went automatically to the personnel director.

Mailing of the invitation to participate and the forms was handled by a commercial mailing house under the supervision of Price Waterhouse & Co. The original closing date of July 10 for return of the forms was extended slightly to permit a follow-up mailing.

By the end of November, data had been tabulated, permitting discussion of the results and preparation of the report. Two drafts were submitted for review and comment of the Committee during December. The final report, received January 11, 1960, was published in the March 1960 issue of *Special Libraries*. A reprint was made available to each participant, and additional reprints were offered for sale at the price of \$1.

The Committee acknowledges the cooperation of Price Waterhouse & Co., the Nonserial Publications Committee and the *Special Libraries* Committee. Kathryn E. Smith, Assistant to the Executive Secretary, was directly responsible for supervision of the project and contributed in great measure to its success.

### Mailing List

Determining how many and which organizations should be invited to participate in the survey was an early consideration. Desire for an adequate return led to decision that the largest possible number of special libraries be represented. The most reasonable exclusions were college, university and public libraries since salary data on them were already available. After the area of inquiry had been established, the procedure for assembling the list of addressees was considered. No ideal record was available. The *Directory of Special Libraries*, published in 1953, was out of date, and review of membership records revealed that about 2,000 SLA members use home rather than business addresses. Ultimately, all available sources were used in preparing the mailing list.

Because of the problems faced by Miss Smith in this task, it is suggested that provision be made for a more reliable list before the next survey is undertaken. The mailing list used for the 1959 survey has been retained, and perhaps some system can be evolved to keep it current. Other possibilities are these: 1) Ask Chapters to cooperate by sending Headquarters a list of all known special libraries in their area; 2) Send a card with the dues notice to those librarians using home addresses asking for place of employment and position held; or 3) Provide space on the dues notice where employment information would be requested and supplied regularly.

### Questionnaire and Job Sheet

In preparing the questionnaire and job sheet, major objectives were: 1) Deciding what information about special librarians was needed; and 2) Providing inquiry forms which could be completed readily by the participants. Advice on both matters was sought from authoritative sources. Prior to printing, the forms were reviewed with a representative of Price Waterhouse & Co. to eliminate any problems in tabulating which could be anticipated.

For purposes of comparison it will be advisable to collect the same basic data in future surveys. This will not, however, preclude additions and improvements in areas where experience has demonstrated need for clarification and refinement.

In Question 1, KINDS OF BUSINESS, 123 organizations and 294 librarians are represented under the category, Education, Scientific, and Charitable Organizations. The size of this group in relationship to others suggests that Scientific be a separate caption. Similar consideration might also be given to the listing under KIND OF LIBRARY. Expanding the lists will require reasonable precaution. If the total number of librarians represented by the heading is limited, individuals may become identifiable in the salary tables.

Replies to Question 3, APPROXIMATE NUMBER AND TYPE OF EMPLOYEES USING THE LIBRARY, could not always be tabulated. A similar question, HOW MANY EMPLOYEES ARE SERVED BY THE LIBRARY? answered by checking units of numbers might have been more successful.

Very few participants asked for a clarification of the term, "Professional." In the future, a definition may be used, or reference made to lists of Job Titles and Duties as shown in Items A and B. In connection with this, the following statement appearing toward the close of the Price Waterhouse Report is of interest: "Although the questionnaire and job sheet forms did not define a professional librarian, it would appear from the data received that a fairly uniform view is held generally as to what constitutes a professional librarian."

Item A, JOB TITLE, yielded such a diversity of replies that devising a classification based on personnel supervised became necessary. Greater uni-

formity of response might have been achieved by a suggested list of job titles arranged for checking. Before the next survey is undertaken, there might be merit in asking Price Waterhouse to furnish information on the replies as received. A review of these would be helpful in creating the headings for the job title list and in addition would be interesting to study in relationship to standards.

Item B, DUTIES OF POSITION AND APPROXIMATE AMOUNT OF TIME DEVOTED TO EACH, brought questions from several participants. The very nature of special libraries complicates the matter. When a staff is small, many duties are performed by each librarian, and the question was difficult to answer even with approximation. As a remedy it has been suggested that the duties be described in more comprehensive terms and that a percentage of time be shown by the participant rather than asking use of a device requiring conversion to 1, 2, 3, 4, and 5 answers. Since tabulating the data was time-consuming and costly, the question should be revised. Attention might also be given to the true need for data on the amount of time allocated to each duty. Perhaps only an indication of which duties are performed would serve intended purposes adequately.

No meaningful classification could be devised for reporting data on Item C, TITLE OF SUPERVISOR. As in Item A, a list of job titles to be checked by the participant might have yielded better results. If on review, it is determined that the intent is principally to derive information on the place of the library in the organization as a whole, the appropriate location for this inquiry may be the questionnaire rather than the job sheet form.

All salary data could be used with the exception of that on salary ranges. As stated in the report, response was limited and actual salaries exceeded range maxima in some classifications. It is known that other surveys have been successful in obtaining information on ranges from a selected list of organizations. SLA may, therefore, be able to achieve this objective in future surveys.

#### **Additional Data**

Several additional combinations of data have been suggested: 1) Average, minimum and maximum salaries for each job classification in each kind of library; 2) Salaries in relation to number of employees served and/or size of library staff; and 3) Salaries in terms of both highest degree and length of experience. Most information needed to prepare tables along these lines, and various others, is available from the 1959 survey forms. Despite the fact that time and money placed a limit on the extent of the present report, all accumulated data can still be used profitably for further, supplementary study.

Requests were also received for inclusion of detail on clerical and secretarial positions in future surveys.

#### **Publication**

Publication in *Special Libraries* with reprints for participants and sale was less expensive than a separate booklet produced in sufficient quantity for distribution to the membership. The possibility of making only a summary version generally available was rejected because of belief that each SLA member should have the benefit of the complete report. Further, by rewriting and reinterpretation there was a danger of losing the objective view which is a highly desirable feature of the report.

#### **Costs and Time Element**

The principal cost was \$6,000 for Price Waterhouse & Co. service, a figure of \$1,000 less than actual time charges. This expense, although in excess of original estimates, is thought justified in light of increased participation and accurate presentation of the results. Experience has demonstrated that future survey costs can be reduced by pre-numbering the forms to correspond with a number assigned to each addressee and precoding the items on the questionnaire and job sheet. Such steps may also be expected to expedite handling and shorten the interval of time between the closing date for returns and completion of the report.

Amounts of \$850 and \$325 were provided from the Publications Fund for printing the report in *Special Libraries* and for reprints. With the present survey report as an example, it should be possible in the future to make more detailed plans for publication and obtain tentative estimates of cost in advance. With the 1959 survey very little firm decision could be reached until the final report was complete.

#### **Publicity**

Press releases were prepared at SLA Headquarters in June 1959 and March 1960. The first announced the survey project and the second reported publication of the results.

Some further communication will be necessary to fulfill the objective of stimulating more intensive and extensive research. This might be accomplished by again directing the attention of library schools, SLA members and other groups to the 1959 Personnel Survey and adding information that Price Waterhouse will supply needed data from their file, that a small charge will be assessed for machine running and that inquiry regarding availability should be addressed to SLA Headquarters. An extension of this possibility might rest in offering money from the Scholarship and Student Loan Fund to aid individuals wishing to use some of this unpublished data for research purposes.

#### **Future Planning**

Review of the 1959 Personnel Survey Project, belief in the need for periodic studies to provide comparative data, recognition of the planning time required and clear definition of some specific interim activities confirm the desirability of establishing a Standing Committee responsible for special

library personnel matters as suggested by the Executive Secretary in February.

The Committee on Committees, lacking benefit of the above recent opinion, could not present an official recommendation for the June meeting. Therefore, it is noted for record that the 1959 Personnel Survey Committee will concur with a proposal for such action.

The following program is outlined for consideration by the Standing Committee when established:

1. That periodic surveys collecting the same basic data be made at intervals of five years, the next one to be conducted in 1964.
2. That thorough study be given to all possible improvements in the mailing list, the inquiry forms and the final report.
3. That revisions in the questionnaire and job sheet be developed in cooperation with the Professional Standards Committee to assure that data is accumulated in needed areas.
4. That letters received from organizations stating reasons for not participating be reviewed for information and guidance.
5. That, if practicable, money be allocated annually to the 1964 salary project to avoid demand for a very large sum in the survey year.
6. That comparative studies with salary surveys of other professions and various types of research projects be encouraged and implemented.
7. That every effort be made to derive maximum benefit from the 1959 Personnel Survey results by identifying areas of usefulness in other Association programs.

KATHARINE L. KINDER

## Photographic Reproduction

The Committee on Photographic Reproduction has kept abreast of new developments in microfilm, Microcard, microprint and other photoduplication processes. It has kept informed of new equipment and techniques in this area and supplied information to the membership.

### Activities

The following activities were carried on:

1. Maintained the file of trade literature and correspondence information on the state of the art.
2. Supplied information to the Editor of *Special Libraries* for publication under the title, "Developments in Photoreproduction."
3. Brought current the "Bibliography on Documentary Reproduction" through December 1959. It is planned to continue this on an annual basis.
4. Participated in two programs, held by the New Jersey Chapter and by the New York Chapter, on the subject of photoreproduction.
5. Distributed 25 copies of the publication, *A Guide to Microfilming Practice*. This publication, prepared by the ALA Committee on Photoduplication and Multiple Copying Methods, was reprinted

by the SLA Photographic Reproduction Committee, 1956.

6. A number of requests for information were handled, including some from foreign libraries.
7. The Chairman attended several trade demonstrations and also the annual meetings of the Society of Reproduction Engineers and the National Microfilm Association. A paper presented by the Chairman at the NMA Convention described the use of microforms in special libraries and the need for more information from manufacturers and suppliers. The suggestion was made that a Consumer's Information Bureau should be established within the organization of the National Microfilm Association.

### Recommendation

The Committee recommends that the Association give its support, by information through this Committee, to the ARL Study, Bibliographical Control of Microforms.

The study, sponsored by the Association of Research Libraries, is a six-month study of the subject, primarily of the following topics: methods of cataloging or recording microforms in libraries; the feasibility of a current bibliography of microforms; the relationship of microform bibliography to the bibliography of the original works, including subject bibliography; the problems and desirability of a union catalog of microforms; and the possibility of "cataloging-in-source" for microforms. Groups aiding the project are the American Historical Society, American Library Association's Subcommittee on Micropublishing Projects and committees of the National Microfilm Association and the Society of American Archivists.

The reasons this recommendation is made are:

1. The future of microforms in special libraries is assured; therefore we have an interest in their bibliographical control.
2. Any conclusions or recommendations which may come out of this study should reflect the thoughts of those in special libraries as well as those of other groups, since all groups would be affected by the out-put of commercial publishers.

In conclusion the Committee wishes to state that it welcomes correspondence from the membership of the Association.

LORETTA J. KIERSKY

(EDITOR'S NOTE: At its June 5 meeting the Executive Board approved the recommendation that SLA cooperate with the ARL Study in whatever ways possible.)

## Professional Standards

The Professional Standards Committee met in New York City on October 1, 1959, and March 23, 1960. The Chairman also met twice with the Admissions Committee and twice with President Adkinson, at his request, and others concerned with standards in order to discuss problems that have



arisen in connection with the SLA membership requirements.

During the year the Committee studied standards of other library associations, the reports of the standards discussion groups at the Atlantic City meeting in June 1959 and also general information, published and unpublished, dealing with library standards.

Agnes Brite made an analysis of the published standards for public, college, school and hospital libraries. In general, it is the opinion of the Committee that although it is of unquestioned interest to know what is covered in the standards of other library associations, there is not very much in them which can be adopted for special libraries.

Mrs. Martha O'Leary analyzed the discussion group reports, of which there were 36, and her analysis was published in *Special Libraries*, March 1960. These reports fully justified the Committee's hopes that it could obtain guidance from the membership if there were an opportunity provided for discussion of standards for special libraries. The reports show that the membership is eager to have the standards work progress and they also point the direction in which it wants the work to go.

Margaret Kehl made available from her personal files material bearing on library standards; this material, published and unpublished, which she accumulated in the course of her teaching career, was an important source of information.

#### Standards for Special Libraries

As a result of study and discussion, the Committee recommends that steps be taken to codify special library standards, to be known as "Objectives and Standards for Special Libraries." These objectives and standards should apply to company and association libraries that are independently operated and are not part of a larger college or public library system, since specialized departments of college and public libraries will follow existing standards already established for such libraries.

The standards should consist of the following:

##### 1. OBJECTIVES OF THE LIBRARY

This should be a statement of the function of the library in broad terms, the relation of the library to the organization it serves and the place of the library in the structure of this organization. Emphasis is to be placed on the importance of having the library report directly to a level of authority at which basic policy decisions can be made.

##### Sources of Information:

Existing charters of well-established libraries.

##### 2. SERVICES NECESSARY TO CARRY OUT THE STATED OBJECTIVES

This should be a list of services that an organization may expect from an efficiently operated library. It should not include behind the scenes services such as book preparation, etc. but informational services provided directly to personnel either on request or on the initiative of the library staff.

##### Sources of Information:

An excellent start was made by the Professional Standards Committee under the chairmanship of Linda Morley when, in its 1940 Report (*Special Libraries*, July-August, 1940, page 215-7), it presented a list of services "given in response to requests." This list should be expanded to include those services given on the librarian's own initiative. It should also be brought up to date to cover services which have come into the picture within the past 20 years, e.g., document handling. The expansion of the 1940 list should probably be done on the basis of a survey.

##### 3. COLLECTION

Since special libraries that are part of college and public libraries will be guided by existing standards and practices covering these libraries, any standard covering collections for special libraries will have to be written with company and association libraries in mind. It should contain a statement on the possible forms of literature the special library should consider as sources of information, for example, books, journals, pamphlets, reports and archive material. It should also contain a general statement on coverage; for example, that in addition to material on the subject matter of specific interest to the organization the library serves, there should be general reference sources the magnitude of which would depend on factors such as the proximity of other libraries. Actual titles for specific subject areas would have to be obtained from existing bibliographies. The Committee believes that Divisions and Sections should be responsible for compiling standard lists of books and periodicals in their fields and that such lists be supplemented regularly.

##### 4. STAFF

This section should state that the librarian should meet the membership qualifications of SLA as Associate or Active member, and with these qualifications should have professional status in his organization. The minimum staff should consist of one librarian and one clerk, and as the library increases in size the staff should increase proportionately.

##### Sources of Information:

ALA Board on Personnel Administration. *Descriptive List of Professional and Nonprofessional Duties in Libraries*. Chicago: American Library Association, 1948.

Fry, E. B. *Library Administrative Practice in Pittsburgh* Chapter, Special Libraries Association, 1950.

Herner, S. and Heatwole, M. K. *Establishment of Staff Requirements in a Small Research Library* (ACRL Monograph No. 3). Chicago: American Library Association, 1952.

Jackson, L. *Technical Libraries*. New York: Special Libraries Association, 1951.

##### 5. SPACE AND EQUIPMENT

It should be stressed that in order for a library to function with maximum benefit to an organiza-

tion, it must have adequate space, be centrally located and have good lighting and ventilation.

*Sources of Information:*

Baker, M. O. How to Start a Small Technical Library. *Special Libraries*, vol. 46, March 1955, p. 103-8.

Hertz, D. B. *Theory and Practice of Industrial Research*. New York: McGraw-Hill, 1950, p. 290-1.

Hilligan, M. P., ed. *Libraries for Research and Industry* (SLA Monograph No. 1). New York: Special Libraries Association, 1955.

Jackson, L. *Technical Libraries*. New York: Special Libraries Association, 1951.

Sale, R. C. General Considerations for Physical Layout of a Special Library, 1946 [not published].

These references also contain information on library equipment; a promising source for the latter is the current ALA Library Technology Project, which is studying standards for library supplies and equipment.

#### 6. BUDGET

This should contain a statement to the effect that it is the librarian's responsibility to prepare the budget and operate within it so far as is possible. The total sum allotted to the library will, of course, be decided by management, and the services as well as the quality of the library's resources will be determined by this total.

There are two aspects to budget standards—the total budget and the allocation of parts of the budget for various needs.

*Sources of Information (Total Budget):*

Baker, M. O. How to Start a Small Technical Library. *Special Libraries*, vol. 46, March 1955, p. 103-8.

Jorgenson, W. E. and Carlson, I. G. Building an Effective Technical Library. *Science*, Dec. 22, 1950, p. 736-8.

Mees, C. E. K. and Leermakers, J. A. *Organization of Scientific and Industrial Research*. New York: McGraw-Hill, 1950, p. 286.

*Sources of Information (Division of Budget):*

Hausdorfer, W. Special Libraries Budgets. *Special Libraries*, vol. 39, July-Aug. 1948, p. 179-84. (Emphasis on proportion of salaries to total budget.)

Jackson, L. *Technical Libraries*. New York: Special Libraries Association, 1951.

The outline above is only a skeleton, of course, and the Committee makes no recommendation concerning the method of preparation of the complete standards. It could be left to the Committee itself to come up with a standard in final form; however, since the time of its members is limited, this would undoubtedly result in delay. It might be well to consider paying a qualified special librarian, perhaps a retired SLA member, to work on the project. It has been suggested that foundation funds might be available for this purpose. The Committee leaves this decision to the Board.

The Committee wishes to acknowledge the work of other SLA groups in the standards area. The

Military Librarians Division issued an annotated bibliography on library standards, compiled by Dr. James G. Hodgson. The Newspaper Division also has a standards project in progress, and the Colorado Chapter studied the subject and made recommendations to the Committee. This kind of activity is an important contribution to the eventual establishment of standards for special libraries.

#### SLA Membership Requirements

The Committee is fully aware that there has been critical discussion of the recently established membership requirements. This is a natural and healthy reaction to a major change in the Association's constitution. However, this criticism must not be construed as a reason for any hasty action. The membership requirements were established after a great deal of open discussion and subsequent approval by an overwhelming vote of SLA members.

One of the points under discussion is the requirement that applicants for SLA membership who have a college degree and no library school training must have a minimum of two years experience and applicants without any college degree must have seven years experience before they can become Associate members. It is argued by some that during the time that the necessary experience is being gained, the prospective member has no way of keeping in touch with the Association activities. The Committee believes that before any action is considered in this area there should be a thorough appraisal of the magnitude of the problem; nobody really knows how many individuals are affected or how serious the situation is. Indications are that only a small proportion of potential members now have to wait longer than two years for Associate membership. The recent SLA Salary Survey indicates that only about 20 per cent of members participating had no degree at all. The probability is that among new applicants this percentage would be even lower. In any case it should be possible to solve the problem, if it is one, without changing the membership requirements. The Committee is of the opinion that it can be solved on the Chapter level. Individuals who are not eligible for membership without additional experience could subscribe for Chapter publications and could attend Chapter meetings as guests. They could thus keep in touch with the Association during the waiting period.

The Committee strongly urges that no watering down of our standards be contemplated on the basis of isolated instances of dissatisfaction; any such instances must be placed in their proper perspective and judged against the benefits that the entire profession stands to gain from professional membership requirements.

#### Dues for Sustaining Members—Nonprofit Institutions

It has been suggested that nonprofit institutions be allowed to obtain Sustaining memberships at a reduced fee. The Committee is of the opinion that

this is worth considering but believes that the decision is not within the scope of its authority. It, therefore, refers this matter to the Board.

SAMUEL SASS

## Public Relations

In the belief that an SLA-sponsored Library Demonstration Center could be of major importance in the public relations effort of the Association, the Public Relations Chairman's main activity during this year has been to work with the Committee on the Development of Promotion Techniques in the preparation of a plan for such a Center. A Library Demonstration Center for the use of management planners and architects as well as librarians would almost certainly help to sell SLA and its members to management and therefore increase the Association's income from Sustaining memberships.

At the Executive Board meeting on June 9, the Development of Promotion Techniques Committee Chairman requested permission to try to obtain initial funds for the establishment of the Center in the name of SLA from outside sources. This permission was granted. If funds are found to be available, a comprehensive plan for the Center will be presented to the Board.

### Meetings

At a meeting of the Public Relations Committee on June 6, members discussed: 1) the effect of the Association's new application requirements on potential members; 2) the need for individual members' attention to public relations opportunities in their own organizations and communities, such as following up on newspaper and periodical articles which related to libraries; and 3) the proposed Library Demonstration Center.

The Chairman served on a special committee to evaluate the work of Executive Research, Inc., the Association's public relations counsel. She participated in several meetings devoted to public relations and to Sustaining memberships called by the President, the First Vice-President and President-Elect, the Executive Secretary and the public relations counsel.

At the Executive Secretary's referral, she discussed possible radio and television programing about special librarians with a National Library Week representative.

### A Suggestion

It is suggested that an organization chart of the Association's public relations committees and their functions be prepared. This would list all committees from the Chapter and Division levels up to the President and Executive Secretary. Such a chart would help to effect closer liaison and thus a stronger public relations program among these committees, as well as define the scope of each.

CATHARINE HEINZ

## Publications

As requested by the Executive Board, the Publications Committee has continued its study of publishing the Annual Convention papers as a monograph. After discussions with Mary Allison and two printers, the Committee was able to prepare a cost estimate for the publication. A brief cost analysis follows:

	1,000 copies	2,000 copies
Printing and binding	\$3,010	\$ 3,920
Editing	4,000	4,000
Packing and mailing	300	600
Handling	750	1,500
Miscellaneous	200	200
	\$8,260	\$10,220

This estimated cost indicates the publication could be issued by the Association at a selling price of approximately \$10.

On January 21, 1960 the Publications Committee made the following recommendations to the Executive Board:

1. That, based on the above cost figures, the publication of Convention papers as a monograph be considered.
2. That the Committee on *Special Libraries* be asked to study the effects that such a publication might have on the publishing program of *Special Libraries*. (EDITOR'S NOTE: See report of Special Libraries Committee in this issue.)
3. That a body other than the Publications Committee be polled to determine if sufficient support can be obtained to insure the practicality of such a publication.

In reference to the third recommendation, the Executive Board suggested that the matter be brought before the Advisory Council at its meeting during the Annual Convention to obtain an indication of support or lack of support for the publication.

JOHN P. BINNINGTON

## Recruitment

Observation of Association recruitment activities and interests during the present year has noted the continuing concern with this problem. A number of Chapters have undertaken ambitious projects, holding special "student" nights, meeting with placement officers and counselors and carrying out publicity and contact work as in previous years. The Association Committee has studied three problems, making recommendations at various levels:

1. *Evaluation of recruitment literature*: On file at Headquarters were copies (in greater or lesser number) of some 14 pieces, in addition to the SLA booklet, "Putting Knowledge to Work." Sets of these were distributed to all Committee members for study and recommendation. The con-

sensus provided for guidance of the Executive Secretary suggested discard or nonreplenishment of seven and revision and/or reprinting of seven.

2. *Representation to the North Carolina recruiting project*: Partially financed by a grant and administered by the North Carolina Library Association, this project is intended to test on a pilot scale the efficacy of deliberate recruitment activities using personal contact, literature and other means. The Committee Chairman recommended to the Executive Board of the Association in February that an overture be made to the NCLA, pointing toward establishment of liaison with their steering committee to insure effective use of the special library story. The Executive Secretary established contact with the NCLA President and with the Chairman of the Council on Librarianship, the official body in the project. A roster of SLA members in that area was supplied for their use; the Chairmen of two of the project committees are SLA members. It appears that SLA will have some participation, although not yet on a designated basis. At the moment, recruitment of recruiters is a problem, as is provision of further supporting funds.

3. *John Cotton Dana Lectureship*: At the Fall 1959 meeting of the Executive Board, an Ad Hoc Committee made various recommendations, part of which were accepted. The Recruitment Committee was then requested to study the status and future of the Lectureship and make recommendations. Members were circularized, and several statements contributed. Publicity during the present year was small, and only two tentative inquiries were made, neither culminating in a lecture. It is recommended that several steps be taken early in the coming year to put the Lectureship on a going basis:

A. Prepare a statement for distribution to all accredited library schools and to all Chapters, outlining the purpose of the Lectures and the mechanics for obtaining a lecturer.

B. Give further publicity to this opportunity in *Special Libraries* and by releases to other professional journals.

C. Prepare a suggested broad outline to give speakers selected an idea of the program, though not requiring them to follow it. Availability of literature for the lecturer to distribute should be pointed out.

Until some experience with the Lectures is gained, their future will be difficult to evaluate. The present fund can support seven speaking engagements, which will provide this experience. It is unlikely that a further drive is in order for contributions; however, it has been suggested that the income from the Life Membership Fund, now unassigned, be devoted to this undertaking. It is not recommended that such action be taken until the above experience demonstrates a continuing demand and acceptance for the series.

Of the six potential activities envisioned in last year's annual Committee report, only one has

been undertaken—coordination with recruitment activities of other associations. It is with humility, therefore, that two additional candidate-projects are recorded, for such future engagement as may be possible:

1. Regional meetings of personnel and placement officers. Considerable interest on the part of these persons was generated by attendance of a librarian at such a regional meeting. His later recommendations are in the Chairman's files for study.

2. Recruitment pamphlets from nonlibrary sources. A number of publishers of vocational and counselling literature issue booklets on library work. It has been suggested that considerable interest may be engendered and promotion achieved by offering to assist in preparation or reexamination of these booklets. Special libraries thus gain publicity; the publishers pay the cost.

#### Recommendation

That the Executive Board approve and direct the Recruitment Committee to carry out implementing steps in the program of John Cotton Dana Lectureships, including publicity to schools and journals and suggested outline for lecturers.

WILLIAM S. BUDINGTON

(EDITOR'S NOTE: The Executive Board approved this recommendation at its June 5 meeting.)

## SLA Professional Award and Hall of Fame

This Committee met in February in Chicago during the Executive Board and Advisory Council meetings. Four persons were chosen to receive the Hall of Fame Award: Dorothy Bemis, Florence Bradley, Pauline M. Hutchison and Ruth Savord.

The Committee voted to present the SLA Professional Award to Rose Boots. Miss Boots passed away shortly afterward, and the Committee recommended that the Award be presented in the form of a memorial at the opening session of the Convention in Cleveland. The Committee recommended that the money usually spent for the silver tray be given to the Scholarship and Student Loan Fund in memory of Rose Boots.

ALBERTA L. BROWN

## Scholarship and Student Loan Fund

#### Scholarship Fund

The contributions to the Scholarship and Student Loan Fund for the year ending April 30, 1960, exceeded \$4600, more than \$2000 above the previous year's total. Individual and memorial donations reached almost \$2600. Chapters, Divisions and Sections contributed over \$1100. Con-

tributions from organizations increased by \$300 to a total of \$860.

Despite increased contributions, the Fund's cash balance decreased somewhat more than \$1800 during the year, and at year end the cash balance alone totaled approximately \$8900. The Fund's total resources—its cash balances together with loan funds outstanding—were \$10,987.06 at year end.

FINANCIAL STATEMENT  
MAY 1, 1959 TO APRIL 30, 1960

<b>Contributions</b>	
<i>Individual members</i>	\$ 907.45
<i>Memorial donations</i>	
In memory of Mrs. Ruth Parks (\$100 from Illinois Chapter)	213.00
In memory of Mrs. Claire Ferguson (from Cleveland Chapter)	25.00
In memory of Alma C. Mitchill	55.00
In memory of Isabell Bronk	25.00
In memory of Rose Boots (\$100 from New York Chapter)	1,370.00
	<hr/>
	\$ 1,688.00
<i>Organizations</i>	
Upjohn Co.	\$ 100.00
Doherty, Clifford, Steers & Shen- field, Incorporated	10.00
Bell Telephone Laboratories	100.00
Ford Motor Co.	50.00
Squibb Institute for Medical Re- search	50.00
Time, Inc.	100.00
Standard Oil Co. (California)	100.00
Atlas Powder Co.	250.00
E. I. duPont de Nemours & Co.	100.00
	<hr/>
	\$ 860.00
<i>Chapters</i>	
Cincinnati	\$ 100.00
Connecticut Valley	40.00
Georgia	15.00
Greater St. Louis	178.25
New Jersey	53.25
Pittsburgh	150.00
Puget Sound	25.00
San Francisco	50.00
Washington, D. C.	75.00
Western New York	200.00
Wisconsin	25.00
	<hr/>
	\$ 911.50
<i>Divisions</i>	
Insurance	\$ 60.00
Social Science	50.00
	<hr/>
	\$ 110.00
<i>Sections</i>	
Pharmaceutical	\$ 100.00
	<hr/>
<i>Total Contributions</i>	\$ 4,576.95

Total interest earned	\$ 347.07
Repayments on loans	600.00
	<hr/>
Total additions to fund	\$ 5,524.02

SUMMARY	
Cash balance, May 1, 1959	\$10,713.04
Scholarship and Student Loans	7,350.00
	<hr/>
	\$ 3,363.04
Additions	5,524.02
	<hr/>
Cash balance in fund	\$ 8,887.06*
Loans outstanding	2,100.00
	<hr/>
<i>Total Fund</i>	\$10,987.06

\*Includes interfund transfer of \$23.00 from General Fund to Scholarship and Student Loan Fund, April 1960 contribution to be transferred May 1960.

**Loans**

Three loans were granted during the year, and one is currently pending. The Committee has received several inquiries as to the availability of funds during 1960-61. The total available for loans is now \$4000 (this was increased from \$2000 on June 4, 1959). This year the amount lent will almost reach the one-year-loan limit of \$2000.

**Scholarship Awards**

As a result of publicity sent out by Mary Allison, the Committee received 55 applications for scholarships for 1960-61. Of the 44 eligible applicants, four withdrew after processing was completed. Several of the applicants received scholarships from other sources and several of them will be taking advantage of work-study programs offered by library schools. Five applications were received from citizens of foreign countries.

Since all the candidates were well qualified, the Committee's selection of winners was difficult. SLA members, through their Chapter Presidents, cooperated by reporting on their personal interviews with the applicants. The painstaking and considerate evaluations they and some college and university librarians presented to the Committee greatly aided us in reaching our decisions, and we are truly grateful for such assistance.

The Committee, with the approval of the Executive Board, has awarded four \$1000 scholarships for the year 1960-61 to: Gari Lynne Crayne, Lincoln Park, Michigan; Valerie Hunter Burnham, Springfield, Massachusetts; Martha Ann Bucher, Dayton, Ohio; and Prudence Jeanne Schmidt, Milwaukee, Wisconsin.

The alternates are: Dora Ann Jones, Lemmon, South Dakota, and Mary-Jane B. Tunis, Albany, New York.

The first winner originally selected withdrew because he had accepted a work-study assistant-

ship at the University of Michigan, and the original first alternate also withdrew because she had accepted a \$1500 Carnegie Fellowship to Peabody Library School.

#### Previous Scholarship Winners

*Mrs. Marjorie Wright Schaal*, one of the scholarship winners for 1959-60, was married in the fall of 1959, and since she was no longer attending library school full time, she returned her money. *Miss Lois Anderson*, the first alternate, was contacted, and since she was in library school at the University of California, she was awarded the \$1000 for 1959-60.

*Nadine Harkins*, who previously had received a special grant for two summer sessions, will complete work for her degree from the University of Denver in 1960.

*Mrs. Elizabeth Burch*, who also received a special grant, will continue her studies at the University of Minnesota in the summer of 1960. She continues in her job in the U. S. Department of Agriculture Library.

Of the other 1959-60 winners, *William O. Baum* will finish library school in August and beginning September 1960 has accepted a job as International Documents Librarian at Stanford University. *Stephen Torok* is returning to Youngstown University as assistant administrator. *Lois Anderson*, *Ruth Ruzicka* and *Marcella Abner* have not as yet accepted positions. The first two will not complete their studies until the end of the summer sessions.

#### Scholarship Applications

With the increase in applications for the SLA scholarships from year to year, the work load is exceptionally heavy for the Chairman and her Committee. There were 25 applications in 1958, 32 in 1959 and 55 in 1960. It is almost necessary that some of the work on processing the applications be handled by Headquarters. Besides reducing the work load for the Chairman, greater continuity could be achieved by also having someone at Headquarters assist the Chairman by providing continual guidance and direction for the whole program. In this way we could also compare our program with those of library schools in an effort to determine the most effective way of meeting the financial needs of aspiring special librarians with the funds available.

JO ANN AUFDENKAMP

## Special Classifications

A meeting of the Committee was held at Western Reserve University, Cleveland, on February 9, 1960. A summary of action resulting from this meeting follows.

*List of Holdings:* The desirability of preparing either a supplement to the list of holdings or a complete new edition was discussed, and it was

decided to refer this to the Nonserial Publications Committee. This Committee has since informed us that the present edition will probably be exhausted about the end of the year. No decision has been taken with regard to a new edition or a supplement.

*Consultation Service:* Mr. Woods' suggestion that copies of the list of holdings be included in the Chapter consultants' kits was referred to Florence Armstrong, Chairman of the SLA Consultation Service Committee. With her Committee's approval, copies have been mailed to all of the consultants.

*Division Evaluation:* During the year requests were sent to all Divisions of SLA to appoint representatives who could work with our Committee in soliciting new material for the Loan Collection in the Division's subject field. All but two Divisions have now appointed such representatives. A meeting of these representatives was held on Sunday evening, June 5, to discuss ways and means of furthering this project.

*Materials to be Solicited for Donation:* Last October a list of 109 titles that would be useful additions to the collection was compiled by Bertha Barden and Barbara Denison. Much of this material would need to be purchased, but it was decided that the first step would be to write to the publishers asking for a donated copy. Frederica Weitlauf was appointed to compile a list of the addresses of the publishers of these classification schemes so they could be solicited for complimentary copies. This work is under way.

*Convention Exhibit:* It was decided that an exhibit should be prepared for the SLA booth at the June meeting, this exhibit to be in a form that could be used subsequently for other displays. Barbara Denison was appointed a committee of one to have this exhibit prepared at a budget of about \$50.

*Publicity:* A suggestion from Mr. Woods was that a special story on the Collection should be prepared for *Special Libraries*. The Chairman agreed to take this responsibility, the details and timing of the story to be worked out with Miss Allison, Editor of *Special Libraries*.

The Committee has no recommendations to submit to the Executive Board at this time.

MRS. MARJORIE R. HYSLOP

## Special Libraries

The Committee met six times during the Association year, at intervals suggested by the Editor. In addition to the decisions to be made regarding the inclusion of specific papers and information, several questions of basic policy of the Association journal were examined by the Committee. None of these requires a formal recommendation at this time or from the Committee, but the thinking of the present Committee is set down here for the record.

### Subject Matter Policy

A selection of manuscripts to be accepted or solicited is necessary because much more is available than is now published. Space in *Special Libraries* is and should be intelligently limited. We should also consider the existence of the several other library journals of general and specialized scope. Therefore, it is thought to be the particular duty of our journal to publish the valuable papers most pertinent to special libraries. Aside from literary quality, which the Editor can often improve, the criteria for selection are:

1. The ideas expressed must be deemed to be "professional;" that is, they should not be inimical to the standards and ideals of information service the Association leadership is striving to uphold and improve.
2. The subject matter should be directly related to special librarianship. An article, bibliography or listing may be useful to a small number of members and be a valuable and proper selection. On the other hand, a contribution may be of such special subject interest that it should be submitted to a trade or technical journal that will reach interested outsiders as well as our own subject specialists. Again, an article of general interest to all members may properly not be chosen because it is also of general interest to non-special librarians and falls, therefore, into the province of other library journals. Even further afield, a manuscript may be an article of inspiration or comment on current events that is of equal value to many outside the library world and should reach publication in journals of general content.
3. The total publication effort of the Association must be kept in view so that submissions which would be more suitable as separates are referred to Nonserial Publications Committee, and perhaps some materials are suggested for inclusion in Division Bulletins.
4. Criticism and controversy about official Association actions are not suitable for the main body of our journal. There are other channels for such matters to reach the membership, notably the Letters to the Editor column. Because the body of literature built up by our journal represents the Association to its own members and to outsiders, now, and 20 or 50 years from now, we should take care that we present as fair and positive a picture as possible.
5. Care must be taken that material that is promotional of a commercial product or service is not accepted uncritically. Some new developments are of great value to the profession, and articles about them by professional members, not by the promoters, may be acceptable. The Editor may, of course, use such information from manufacturers in news notes.

### Proceedings Publication Policy

At the request of the Executive Board, and the original instigation of the Publications Committee,

our Committee examined the possible results of discontinuing the policy of publishing the Association's Annual Convention papers and proceedings in *Special Libraries*, with a view to issuing the Proceedings as preprints or a separate volume. The following points bear on a decision to publish outside the journal:

1. Separate publication would receive smaller circulation, since *Special Libraries* goes to about 6,500 and a proceedings volume is proposed in a quantity of 2,000 copies. In addition to members, about 1,300 subscribers now receive the papers that are published in the journal.
2. A separate volume or preprints would not be indexed as widely as the papers published as journal articles now are. *Library Literature*, for example, has not made a policy of noting conference proceedings or papers.
3. Convention papers now make up about 40 per cent of the principal article content of *Special Libraries*. Omitting them under present conditions would, of course, result in a much less valuable journal. This is not to say that the journal could not survive or even improve by the eventual omission. The potential of professional thought not now tapped could contribute to produce a collection of professional literature of better balance than at present.
4. The chief hindrance to separate publication is the lack of editorial staff. The Editor cannot possibly take on the work of soliciting and planning fresh content to replace the Convention papers as well as prepare the separate Proceedings. At times, for example during May, the Editor has no assistant. Provision for continual and augmented editorial assistance is a prime condition for an increase in the publications program.

### Incorporation of the Bulletin

The Committee feels that the convenience of the Headquarters staff, the desires of the members and the relative speed of notification by the *Bulletin* or by *Special Libraries* are the factors in a decision to continue the *SLA Bulletin* or to incorporate it in some way with issues of *Special Libraries*. We feel that the contents of the *Bulletin* are suitable matter for *Special Libraries*; in fact some of it is published therein as "News from SLA Headquarters." If a reduction in publication and mailing costs could be effected, the change seems desirable. If a recommendation is made and supported by the Headquarters staff, the Committee on *Special Libraries* also will support it.

### Subscription Price

The matter of the subscription price was not considered by the Committee this year but probably should be by the next Committee. Miss Allison mentioned that the price has not increased since 1947 and suggested that an increase of \$1 from \$7 to \$8 may be in order.

The members of this Committee have gained enjoyment and professional background from working with Mary Allison, Marian Lucius and Bill Woods, and with the literature and feel grateful for the privilege.

MRS. JEANNE B. NORTH

## Technical Book Review Index

The *Technical Book Review Index* began its twenty-sixth volume in 1960. As indicated in our progress report of February 3, 1960, *TBRI* is compiled in the Technology Department, Carnegie Library of Pittsburgh. The library provides work and storage space, desk, typewriter, files and other facilities needed by the Editor. Since the Technology Department has added a number of new periodicals in the fields of physics, chemistry, engineering and technology, a much larger number of journals is available for indexing than ever before. This expanded coverage should strengthen *TBRI*.

The total number of subscribers fluctuates from month to month. Our peak month was March 1960, with a total of 1,732 subscribers. In February there were 1,395 and in April 1,495. On the average, it would seem that *TBRI* is now supplied to about 500 more subscribers than in 1956. This is a healthy sign.

Volume 25, published in 1959, totalled 204 pages, including the author index, and appeared in ten monthly numbers. The works of approximately 1,135 authors were indexed.

During 1959, the postage rates for domestic second class mail were increased to two cents per pound along with an increase from two cents to three cents per copy on foreign mail. In January 1960, second class mail rates were raised to 2.3 cents per pound.

During the year the *TBRI* Committee prepared complete job descriptions for the Editor and the Editor's Assistant as requested by Margaret H. Fuller, Chairman, Headquarters Personnel Committee. These descriptions were broken down to show in detail the average time required for each phase of work in producing an issue of *TBRI*.

A definitive statement of the *TBRI* Committee's scope, function, duties, membership and purpose was prepared for Sara M. Price and the Committee on Committees.

A complete breakdown of subscribers to *Technical Book Review Index*, by state and type of library or institutions, was compiled by the Editor, Mr. Martin. Only subscribers in the United States were studied. This report was made to determine, if possible, what groups were *not* utilizing *TBRI* as a book selection and evaluation tool. It is the hope of the Committee that publicity might be directed towards certain groups so that more libraries might become aware of *TBRI* and then become subscribers.

From the survey it is immediately apparent that many county and medium-sized public libraries

are not using *TBRI*. Another weak spot seems to be the college and university libraries. The *Statistical Abstract of the United States, 1959* indicates there were 1,436 universities, 909 liberal arts colleges and 387 junior colleges in the country in 1958. Of the junior colleges, only 15 could be identified among our present subscribers, and only 207 universities and 114 colleges. The percentage of subscriptions by the university and college group seems small. Apparently considerable publicity is needed to acquaint librarians, teachers and others in these institutions with *TBRI* and its usefulness.

Also it appears that a surprisingly low percentage of industrial libraries are subscribers. This would indicate that more publicity within the SLA itself is needed to acquaint members with *TBRI*.

The *TBRI* Committee recommends that the SLA Headquarters staff be authorized to:

1. Make a more detailed study of the groups of subscribers shown in the breakdown, and then prepare and mail the necessary publicity material to acquaint prospective users with the purpose, features and advantages of using *TBRI* as a unique selection and evaluation aid for technical books. Perhaps it would be possible to include a representative page or pages of an issue with the promotion material.
2. Prepare a flyer, somewhat similar to the one used to promote SLA's Consultation Service, for general distribution and general publicity purposes.
3. Prepare a publicity exhibit which could be used at the SLA and ALA Conventions, National Metals Congresses and at other suitable professional meetings.

DANIEL R. PFOUTZ

(EDITOR'S NOTE: In accordance with these recommendations, Headquarters arranged for the preparation of a three-panel display of *Technical Book Review Index*, which was first exhibited at the Convention in Cleveland and is now available for bookings at other appropriate technical and professional meetings. An advertising flyer and promotional campaign for new subscribers are being planned.)

## Translations Center

This has been a year of transition for the Special Libraries Association's Translations Center at The John Crerar Library. The volume of business conducted by the Center dropped as was anticipated from the lowered number of SLA-originated items in *Technical Translations* mentioned in our last annual report. 1960 issues of *Technical Translations* included sharply increased numbers of SLA-originated items, and Lillian Hamrick's group at the Office of Technical Services, U. S. Department of Commerce, maintains now but a working backlog of such material.



Not only are requests for Translations Center services returning to former levels, but an additional encouraging factor is the recently announced grant for \$34,105 from the National Science Foundation for a "Survey of Translation Activities in Universities, Societies and Industry in the Fields of Science and Technology" for a period of one year. This survey will be personally conducted by the Chief of the Translations Center. A substantial increase in acquisitions is bound to follow this important project.

The Committee is grateful for Richard Davis's contributions as Chief of the Center and noted with regret his resignation on October 2, 1959. Mrs. Ildiko D. Nowak carried on in the difficult transition period until Donald W. Ramsdell's entry on duty on December 16.

A valuable forum for the exchange of information about the scientific translations program were the meetings of interested parties at The John Crerar Library on September 10, 1959, and at the Office of Technical Services in Washington on February 3, 1959. Committee members, responsible representatives of the National Science Foundation and the Office of Technical Services, plus representatives of the contractor (The John Crerar Library) were able to compare statistics, make realistic estimates and review areas needing additional emphasis. Your Committee feels that the earnest efforts of these groups will, if continued in the same spirit, result in a national translation service reflecting to the credit of all.

At one point during the year the question was raised as to the permanence of the Center. Assurance was given that the Committee consider it an important activity that must continue and be expanded. The Committee trusts that the financial support from the Association, important government agencies, technical organizations and other sources will continue to be made available in future years. A step forward was the announcement that the contractor, The John Crerar Library, has included plans for new quarters of the Center in its new building on the grounds of the Illinois Institute of Technology. An allowance of 1440 square feet will allow growth for five years' expansion following which microfilming of old files will have to be considered. The new quarters will be ready in early 1962 and will contribute materially to the efficiency of the Center.

Present staffing at the Office of Technical Services requires some limitations on the material to be listed in *Technical Translations*. Their presently adopted standard is that material translated prior to January 1940 (irrespective to the date of the original article) will not be listed.

Committee members pointed out the value of all translations being under bibliographic control and were pleased when OTS announced plans for an informal supplement to *Technical Translations* that will include such older material and be prepared by summer temporary assistants.

Publicity on scientific translations continues to appear at the instigation of one or more of the

organizations mentioned in this report. An unusual instance was the printing of a letter in *Publishers' Weekly* from a publisher giving notice of his intention to use a translation from the Russian of a four-volume work more than two years hence.

The enrichment of the resources of the Center include such steps as purchasing 450 older translations from the British Iron and Steel Institute at one shilling each and the employment of temporary clerical assistants to prepare author lists to earlier translation tools published by the Center and the Library of Congress.

The cumulative index of volume I to *Technical Translations*, issued by OTS to July, 1959, was recently received and included author, subject, journal and translation number indexes. OTS hopes to have the index to volume II out during the late summer, which should mean additional requests for listed materials from the Center.

A new brochure describing the services of the Center was published by the Association prior to the Cleveland Convention, at which a new Translations Center display was also presented. Donald W. Ramsdell, Chief of the Center, was present and met a large number of members.

There is no shortage of new proposals in the scientific translation field. One of the most intriguing heard by your Committee was that the Soviet Union publications were willing to include English abstracts at the beginning of each periodical article if the Western nations were willing to include Russian abstracts before each of their articles. This example is mentioned to illustrate the broad horizons and the continuing interest that scientific translations will have in the future.

Your Committee is grateful for the financial support rendered this Center by the Office of Technical Services, U. S. Department of Commerce, and the Office of Scientific Information Services of the National Science Foundation, and the previously acknowledged grant of the American Iron and Steel Institute.

Latest statistics on the services of the Center include:

Total acquisitions	4,985
Translations verified and sent to OTS	2,784
Translations accessioned by SLA	284
Number of quotations sent out	731
Number of requests received	6,686
(Not available	1,528)
(Orders filled	5,158)
<i>Translation Monthly</i> subscriptions	53
<i>Author List of Translations</i>	17
<i>Supplement to the Author List</i>	17
<i>L. C. Bibliography of Translations</i>	360

#### Recommendation

It is recommended that the Executive Board of the Special Libraries Association consider the SLA Translations Center as a permanent element in its professional service program to special libraries and their patrons.

EUGENE B. JACKSON  
SPECIAL LIBRARIES

(EDITOR'S NOTE: The Committee's recommendation was approved by the Executive Board at its June 5 meeting.)

## H. W. Wilson Company Chapter Award

The Judges for the H. W. Wilson Company Award met at the Sheraton-Cleveland Hotel on June 5, 1960.

Those present were Sara Price (for Jerrold Orne), Mary Jane McDonald (for Kenneth Fagerhaugh), Helen Loftus (for Elizabeth Owens), Gretchen Little (for Else Schulze) and Rose Vormelker (for Betty Joy Cole), Acting Chairman.

Four Chapters—Boston, Cleveland, Indiana and Rio Grande—had submitted entries. The material submitted was presented in visual form with accompanying written reports. All fell within the area of the project suggested by the Chapter Relations Committee as the subject for the 1960 Award: namely, "A project promoting special library service in the business community." (This might be accomplished through such groups as civic organizations, professional clubs, state or regional associations as well as the business schools in colleges and universities.)

The entries all represented a great deal of effort and the Judges go on record heartily congratulating the Chapters who are obviously engaging in community activities to make special libraries and special librarianship more widely known and recognized.

The final decision of the judges was that two of the entries represented effort way beyond "the call of duty," and therefore recommended that the Award be divided between the Indiana Chapter and the Rio Grande Chapter.

Indiana, covering the entire state, made contacts through the press, speakers at various types of organizations, detailed answers to letters of inquiry and through participation in community projects such as book fairs and employment forum conferences on the aging. All in all, nearly 600,000

people were "exposed" to special libraries, a great proportion of whom were business men and women and students of business.

The Rio Grande Chapter engaged in a project promoting cooperative use of the special library collections within the Albuquerque area. They sent letters to a number of small businesses and a few large businesses suggesting the cooperative use of their facilities so far as books, periodicals, trade and other directories were concerned. As a result, there has been placed on file at the Albuquerque Public Library a record of subjects on which books and other materials available in 33 specific firms may be used cooperatively. This is in effect a development comparable to a Union List—a project well known in library fields.

### Recommendations

The Committee also went on record to make the following recommendations:

1. That Chapters be encouraged to continue the good work thus started, even though the Award could not be split further. Every entry represented an activity that should be continuing.
2. That more emphasis be put on the availability of the H. W. Wilson Company Award.
3. That more Chapters be urged to participate in projects suggested for it.
4. That a thorough study be made of this method to inspire incentive.
5. That some criteria for making the Award be established.

It was suggested further that a comprehensive resume of SLA Awards be published, for there are many limited to Divisions and not generally known. Perhaps there should be more awards; perhaps fewer would serve the purpose of SLA better. In any event, it was felt that more should be known about all SLA awards.

ROSE L. VORMELKER

(EDITOR'S NOTE: The Executive Board has requested the Awards Committee to study these recommendations.)

## Necrology 1959-1960

Special Libraries Association remembers those deceased since June 1959

MRS. JEAN WOOD ALEXANDER, Southern California Chapter

PAUL STUART ALLEN, New York Chapter

ROSE BOOTS, New York Chapter

GRACE CULLEN, Philadelphia Chapter

FREDERIC M. FALCONER, San Francisco Chapter

JOHN MICHAEL KILLION, Minnesota Chapter

KATHARINE MCDIARMID, Unaffiliated

THEODORE MILLER, Minnesota Chapter

MRS. MILDRED G. MISLER, New York Chapter  
ALMA CLARVOE MITCHILL, New Jersey Chapter

BRYANT NICHOLS, Boston Chapter

MRS. RUTH PARKS, Illinois Chapter

ARTHUR H. PARSONS, JR., Baltimore Chapter

MR. LESLIE A. PRODAN, Toronto Chapter

MRS. WILHELMINA L. REEVES, Cleveland Chapter

MAUDE M. SMITH, Toronto Chapter

# 1959-1960 Reports of Special Representatives

## American Association for the Advancement of Science

The SLA representative attended the annual meeting of the AAAS held in Chicago, Illinois, December 26-30, 1959, and participated in the AAAS Council Meeting. A number of controversial problems came up for spirited discussion. Of particular interest to SLA members was a proposal advanced by the AAAS Committee on Council Activities, and strongly supported by your representative, which would in effect permit the establishment within the AAAS Council of a number of special study committees to review specific problem areas deemed of interest to the AAAS. Some suggested areas for special committee study included improvement and standardization of scientific publications, abstracting and translating services, interdisciplinary communication and international scientific communication. No special committees were actually established due to considerable opposition by the AAAS Executive Board. It is quite likely, however, that favorable action will be taken in some of these problem areas during the Council Meetings next December.

JOHN SHERROD

## American Association of Colleges of Pharmacy Joint Committee on Pharmacy Libraries

With the aid of a grant of funds from the Smith, Kline and French Foundation, five members of the Committee were able to meet in Philadelphia on April 20-21, 1960, where they were guests of Smith, Kline and French Laboratories. The Committee wishes to express its very deep appreciation to these two organizations for their generosity without which it would have been again impossible to have a meeting this year. A major portion of the Committee's work depends upon the mutual stimulation of ideas and basic planning that can be accomplished only through periodic personal contact among the members. Present were Dr. George E. Osborne, Chairman, College of Pharmacy, University of Rhode Island, representing the American Association of Colleges of Pharmacy; Mrs. Martha J. K. Zackert, librarian, Southern College of Pharmacy, and Marjorie Wannarka, librarian, Creighton University College of Pharmacy, representing the Medical Library Association; and James L. Olsen, Jr., Smith, Kline and French

Laboratories, and Mrs. Mildred P. Clark, Winthrop Laboratories, representatives of Special Libraries Association. The second AACP member, Dean David W. O'Day, University of Wyoming, was unable to attend.

Since the Committee has seen a number of its projects come to fruition and others fall by the way-side for a variety of reasons, this meeting was in the nature of a reorganization for a fresh start. While several ideas and projects were discussed in some detail, no report on these can now be made.

A main objective of the Committee is to bring into closer relationship all possible activities of the pharmacy groups of SLA and MLA. As one means of establishing better liaison between the groups, the Committee suggests that copies of the annual and other reports of each group be exchanged, perhaps five copies of each issue being sent to each chairman by her opposite member for distribution and use as deemed best. While many librarians are members of both SLA and MLA and thus receive reports of both groups, the formal exchange of reports is felt to be a useful routine.

Another suggestion that might lead to closer cooperation between the two groups is the holding of joint sectional meetings, as for example in the New York and Chicago areas. To our knowledge, there are no regular sectional meetings of the Pharmaceutical Section of SLA, despite the fact that occasional very successful meetings have been held, for example the winter meeting at Warner-Lambert Research Institute, Morris Plains, New Jersey, one year ago for the New York-Philadelphia pharmaceutical librarians. It is the Committee's feeling that occasional gatherings of this type will serve to stimulate between-Convention interest among members of SLA and will create added solidarity if MLA members are also among the participants. However, this Committee can do nothing but suggest the idea. It appears that no library school will offer a course in pharmaceutical librarianship this summer, although it had been thought that one would be given by the Graduate Library School of the University of Chicago. However, Dean Dalton of the School of Library Service of Columbia University reports that its course in pharmaceutical librarianship, given in the summers of 1957 by Mrs. Irene M. Strieby and of 1959 by Winifred Sewell, both former members of this Committee, is now considered a permanent part of the curriculum, to be repeated at intervals when the need seems present. The earliest possible date for the next course is the summer of 1961, or possibly it may be included in the spring program of 1962 or later. The Committee notes happily this outcome of one of its first and most desired objectives.

Some years ago an extremely useful survey was conducted by the Pharmacy Group of MLA of the books and periodicals in specified sciences held essential for pharmacy college libraries. This culminated in a checklist published five years ago (*American Journal of Pharmaceutical Education*, vol. 19, 1955, p. 480-99) by a committee headed by Mrs. Elizabeth Johnson. The Joint Committee was able to provide for a further 100 reprints when the supply was exhausted. The Committee strongly feels that this list should be revised promptly because of the expansion in the periodical literature and new texts in the relevant sciences during the past six years. It hopes that some means will be found, either by the original compilers or by another group of MLA members, to provide an early revision or a second edition of this important list.

The Committee notes with continued interest the efforts being made by a commission of the International Pharmaceutical Federation to establish a fortnightly bulletin of abstracts of pharmaceutical literature. In preparation for the bulletin, Miss Sewell compiled a World List of Pharmacy Periodicals as a basis for selecting journals for abstracting in the proposed bulletin. Considerable interest has been expressed in publication of the world list itself by individuals from pharmacy colleges in particular. Since the pressure of Miss Sewell's duties as SLA President for 1960-61 will preclude her devoting time to preparing the list for publication, an able co-author should be found for final checking and preparation of the manuscript for prompt publication.

The Committee acknowledges with gratitude the cooperation of those who have aided its work and looks forward to greater productivity in its activities relating to the literature of pharmacy.

JAMES L. OLSEN, JR.  
MRS. MILDRED P. CLARK

## American Documentation Institute

The American Documentation Institute held two meetings on February 18, 1960 and March 30, 1960 in order to organize the U.S. National Committee for the International Federation for Documentation (FID). The purpose of this meeting was to establish a broadened base of representation from within the United States for the FID. ADI had been the United States' representative since 1947. Now it was proposed that a committee of the National Academy of Sciences—National Research Council take over the responsibility.

With the proposed expansion of FID, the member nations agreed to increase their support with the United States and the USSR each contributing upwards of \$15,000. The National Science Foundation has agreed to supply the major part of this contribution initially, but it is hoped the societies represented on the NAS-NRC U.S. National Committee will assume a greater responsibility.

A draft constitution for the U.S. National Committee was drawn up. The membership of this committee is to be composed of society and government representatives. A subcommittee is to consider the societies to be represented. The committee will deal with international questions and interests in documentation and will serve as a sponsor and clearinghouse for requests for United States participation in international documentation activities.

The following societies and government agencies were represented at the organizational meetings: American Association for the Advancement of Science, American Chemical Society, American Council of Learned Societies, American Documentation Institute, American Institute of Physics, Council of Biological Editors, Engineers Joint Council, National Academy of Sciences—National Research Council, National Federation of Science Abstracting and Indexing Services, Social Science Research Council, Special Libraries Association, Library of Congress, National Library of Medicine, National Science Foundation, U.S. Atomic Energy Commission, U.S. National Bureau of Standards and U.S. Patent Office.

DR. I. A. WARHEIT

## American Library Association Resources and Technical Services Division, Acquisition Section, Reprinting Committee

Although there have been no meetings of the Committee during the past year, the new Director and Editor of the Reprint Expediting Service, Karl Brown, has been active in coordinating libraries' suggestions of titles for reprinting and publishers' announcements of books newly reprinted. One result has been the initiation of a new series of reprints by the University of Chicago Press.

Mr. Brown is in a position to give advice and assistance to special groups interested in reprinting their out-of-print publications. For this, and to suggest titles in any subject fields for possible reprinting, special librarians can write to the Reprint Expediting Service, Box 46, Madison Square Station, New York 10, New York.

JOHN P. HERLING

## American Standards Association Sectional Committee on Photographic Reproduction of Documents, PH-5

The proposed American Standard Specifications for micro-opaques was approved in a letter ballot and transmitted to the sponsor of the Committee,

the American Library Association, with a recommendation for favorable action. The feasibility of investigating scratch-resistant coatings for microfilm was discussed at the May 20, 1960 meeting.

A great amount of the work coming before the main sectional committee is undertaken initially by its subcommittees. Subcommittee PH-5-1, the Subcommittee on Micro-transparencies, submitted to the sectional committee for letter ballot a Proposed American Standard Dimensions for 100-foot Reels for Processed 16mm and 35mm Microfilm. This committee is also investigating microfilm reading machine illumination or screen brightness as well as the quality of micro-transparencies.

Subcommittee PH-5-2, the Subcommittee on Micro-opaques, is working on a proposed standard for micro-opaque readers as well as the image quality, image stability and base stability of micro-opaques.

Subcommittee PH-5-3, the Subcommittee on Documents Readable without Optical Devices, is considering the question of standards of readability pertaining to color and shading.

Liaison is being maintained with the International Organization for Standards in related areas.

CHESTER M. LEWIS

## Sectional Committee on Library Work and Documentation, Z-39

The Z-39 Committee held a meeting on November 20, 1959, the only meeting of the past year since its spring meeting had to be postponed. However, it has been quite active.

At the meeting it was recommended that, due to the growing interest in the standardization of supplies and equipment, a separate sectional committee be formed to handle this aspect of library work. Such a committee would include representatives of manufacturers. On March 21 a general conference was held of representatives of Z-39 and manufacturers of library supplies to propose that ASA establish this new sectional committee, which will be known as Z-84, under the sponsorship of the American Library Association. Its work will be centered at the Library Technology Project at ALA headquarters in Chicago.

Since Z-39 is now under the Miscellaneous Standards Board of the ASA, it was further proposed that a Standards Board on Library Work and Documentation be established. This suggestion is being explored by a planning committee.

There was considerable discussion on the subject of library binding. Although it was voted to approve a standard for library rebinding, this standard was later withdrawn by its sponsor, the Library Binding Institute, when the proposed standard on prebinding was not acted upon, since agreement could not be reached, and since the Council on Library Resources was interested in sponsoring a program for further study. Paul Howard has repre-

sented the SLA in meetings called by the Council on Library Resources.

Among the various subcommittees that submitted reports at the November meeting were Abbreviations for Periodicals, James Wood, Chairman; Abstracts and Synopses, Anne McCann, Chairman; Layout of Periodicals, Ivan Given, Chairman; Library Statistics, Marion Bonniwell and Henry Dubester, Co-chairmen; Proof Corrections, Karl Brown, Chairman; Terminology, Jerrold Orne, Chairman; Transliteration, C. Summer Spalding, Chairman.

This year Z-39 has approved an International Recommendation on the Transliteration of Greek into Latin Characters.

Dr. Jerrold Orne, University of North Carolina, attended the meeting of International Standards Organization, Technical Committee 37, Terminology, in May in Berlin, and Henry Dubester, Library of Congress, and Mandalay Grems of IBM attended the Eighth Plenary Meeting of International Standards Organization, Technical Committee 46, Documentation, in London in June.

MRS. ANNE J. RICHTER

## Council of National Library Associations

The Council of National Library Associations met on December 4, 1959 at the Mayflower Hotel in Washington, D. C. and on May 6, 1960 at Drexel Institute of Technology Library in Philadelphia.

The 1960 edition of *American Library and Book Trade Annual* (formerly *American Library Annual*) includes an expanded table of contents and a five-year index. Continued support of this annual was requested, and a new committee of three, one of whom is Bill M. Woods, was appointed.

Mrs. Wessells, Chairman of the Ad Hoc Committee on Visiting Foreign Librarians, presented the Committee's interim report, which included a recommendation that a Joint Committee on Visiting Foreign Librarians be established. The purpose of such a committee is:

"To insure better communication concerning visiting foreign librarians and to assist in making their visits more effective, the Joint Committee will: 1) work with national and local representatives in coordinating the existing programs for guiding, advising, and providing hospitality for foreign librarians and foreign visitors interested in libraries, and 2) establish and conduct a national center, which will collect from all available sources and disseminate to local referral centers or other appropriate agencies pertinent information regarding visits of groups and individuals interested in libraries and librarianship in this country."

The following motions were passed:

1. That a Joint Committee on Visiting Foreign Librarians be established.
2. That CNLA recommend to the Joint Commit-

tee that it set up a referral center and that CNLA empower the Joint Committee to establish a referral center.

3. To accept the statement of purpose of the Joint Committee.

The Chairman of ASA's Z-39 Committee, Robert E. Kingery, reported on a number of developments in standardization of interest to libraries.

For the first time, Z-39 was able to send official representatives to technical committee meetings of the International Organization for Standardization.

*American Standard Basic Criteria for Indexes, Z-39. 4-1949* continues to be a best seller.

The Library Binding Institute's standard for re-binding was approved by the members of Z-39, but there was objection to the standard for prebinding. As the Library Binding Institute does not wish to have them established separately, both standards were returned to it for further study.

Mr. Kingery reported that a new ASA Sectional Committee on Standardization of Library Supplies and Equipment was to be established. The scope of the project includes "definitions, specifications, dimensions, and methods of testing in the field of library supplies and equipment, exclusive of machine storage and retrieval."

An International Subcommittee composed of all Z-39 Subcommittees and the Chairman of Z-39 makes it possible for the United States viewpoint on standards to be submitted to the International Standards Organization within the time limits set.

The report of the United States Book Exchange, presented by Alice Ball, included a request for approval to proceed with plans for a western branch of USBE. CNLA voted to endorse the application of USBE to the Council on Library Resources, Inc. for a grant of \$94,500 to start a western branch of USBE in San Francisco.

The rejection by the Council on Library Resources of the proposal for an Inquiry into the Utilization of Manpower in Libraries, developed by the Joint Committee on Library Education and submitted by CNLA, was discussed. It was voted that CNLA empower its Chairman and the Chairman of JCLE to pursue whatever action is necessary to implement revision and to secure favorable consideration of the manpower study.

Bill M. Woods was appointed to a committee to develop a program for next year's CNLA meetings.

The CNLA officers for 1960-1961 are: Alphonse F. Trezza, Chairman; James D. Mack, Vice-Chairman; Louis D. Sass, Secretary-Treasurer; Elizabeth Ferguson, Sanford V. Larkey, Bill M. Woods, Trustees.

MRS. MARGARET H. FULLER  
BILL M. WOODS

## CNLA Joint Committee on Library Education

The Joint Committee on Library Education met in Philadelphia on May 5. Reports of the several

associations answering the roll call reflected general interest in standards, certification and related library personnel matters.

Actions taken subsequent to rejection of the JCLE Manpower Project by the Council on Library Resources were reviewed. Following discussion it was voted that the Chairmen of JCLE and CNLA should confer with Verner Clapp in an effort to determine specific reasons for the decision of CLR and investigate the basis on which a new proposal might be entertained.

The report of the Subcommittee on Special Library Education is expected to be ready during the summer of 1960.

The following officers were elected: Chairman, Julius J. Marke; Vice-Chairman, Paul Dunkin; Secretary-Treasurer, William A. Gillard; Executive Committee Member, Katharine L. Kinder.

KATHARINE L. KINDER

## Interassociation Hospital Libraries Committee

No annual report.

## Joint Committee on Librarianship as a Career

Primary involvement of the representative during this year was service as Chairman of the Nominating Committee for the Joint Committee. Several months of work culminated in acceptance of nominations for the four vacancies to be filled.

Business meetings were held at the American Library Association Conference at Washington in June 1959 and the Midwinter 1960 meeting in Chicago. As in previous years, no noteworthy projects were reported. The handbook on library careers appears to have been dropped, due to the considerable work involved and the publication of other similar literature during the year.

A Committee on the Future of JCLC presented a thoughtful report at the January 1960 meeting. A review of its history saw JCLC as an initiator and prime mover of activities now largely functioning through member associations. While continuing occasional issuance of its *Clearinghouse Newsletter*, JCLC has played a lessening role on the national library recruiting scene. Some 70 associations were members this year: ten national, 47 state, four provincial, four regional, four school and two local. Organization is loose, with scanty attendance at meetings and no appointment of representatives by several member associations. Restriction of membership to national associations was seen as a strengthening move, since most of the others are subsidiary or affiliated. Future status lies either as an independent organization (with or without incorporation or secretariat service by ALA), or as one sponsored by the Council of National Library Associations. Present fiscal support,

in the form of membership dues, is barely enough to cover expenses of the *Newsletter*. The Survey Committee recommended continuance of JCLC on present lines for two more years; during this period, member associations would be queried on their opinion on JCLC function and value and on cooperative activities relating to non-library groups that might be initiated under JCLC aegis.

WILLIAM S. BUDINGTON

## Joint Committee on the Union List of Serials

This Committee has continued to sponsor the work on the third edition of the *Union List of Serials* this year. On June 4, 1959, the Council on Library Resources granted \$244,650, which made this program possible. This third edition, when issued, together with the *New Serial Titles'* ten-year cumulation (due next year) and the *NST* current numbers, will provide bibliographic control for serial information. In order to make *NST* as valuable as possible this Committee asked each JCULS representative to write to certain members of his association soliciting their contributions on new serials. Your representative wrote letters to 44 SLA members asking that they report serial information to the *NST* office at the Library of Congress. These SLA members were selected on the basis that they were not now reporting and that they were believed to have a special contribution to make to this publication. Selections were made from listings in the *Directory of Special Libraries*, published in 1953. The *New Serial Titles* office in the Library of Congress will be happy to have any others who may have valuable serials to report to volunteer to do so. Valuable in the sense used here means not only that the serial be of some substance but that it will be particularly valuable to *NST* if the serial has not been previously reported.

There are no recommendations from the Committee for action by SLA.

MRS. RUTH H. HOOKER

## Joint Libraries Committee on Fair Use in Photocopying

The Committee met three times during the past Association year. The present representative replaced Robert S. Bray after the second of these meetings and was represented by SLA's Executive Secretary at the third.

The Committee, with its counsel, Webster, Sheffield and Christie, is continuing its studies in the photocopying field, financed by a grant from the Council on Library Research. Studies of orders for copies of research materials in libraries have been made.

A tabulated IBM study of orders for photoduplicates made at the New York Public Library covered some 2,298 orders. This was undertaken to ascertain if a pattern or guide could be determined.

Generally the work of the Committee has been directed to the "single copy" problem. Liaison is maintained with other groups working in this field.

CHESTER M. LEWIS

## Library Binding Institute

There has been no contact with the Library Binding Institute during the year. However, marked progress has been made in the matter of developing standards for binding for special libraries as well as other types of libraries.

SLA and ALA are jointly sponsoring a study (financed by the Council on Library Resources) that will be put into operation in September. The study will consist of an inquiry to determine the types of binding requirements existing in various types of libraries, a program of testing to establish performance standards, specifications and acceptance tests identified as being most important. Finally, standards, specifications and acceptance tests will be drafted, based upon the findings of the study.

The project is being administered by ALA in conjunction with the Library Technology Project. The first phase of the study will be conducted by Stephen Ford of the University of Michigan and Bill Foley of the University of California—a librarian and a binder.

PAUL HOWARD

## Library of Congress, Advisory Committee on Public Law 480

One meeting of the Committee was held on November 16, 1959 for discussion purposes.

Since the House Appropriations Committee has not allowed funds for the Public Law 480 program, either for the fiscal year 1960 or 1961, there has been no action taken by this Committee nor is any anticipated at this time.

MRS. RUTH H. HOOKER

## National Academy of Sciences-National Research Council Advisory Board of the Office of Critical Tables

As the Association's representative on the Advisory Board of the Office of Critical Tables a number of communications were received in the last 12 months. They are available for loan to SLA members.

Two are papers from the National Bureau of Standards: Dr. Allen V. Astin's talk, "How

Critical are Critical Tables?" presented at the Symposium on Thermal Properties of Gases, Liquids and Solids, Purdue University, February 1959, and Dr. Irl C. Schoonover's "The Research Frontier" *Saturday Review*, May 2, 1959, p. 58. The National Bureau of Standards proposes to develop, grow or purchase the purest single crystals for a bank from which they will be lent on request to research laboratories for materials research.

Various items of interest were disclosed in the December and April *OCT Newsletters*. The Executive Committee of the Office of Critical Tables authorized a study of the feasibility of a substance index. Alternative methods of writing and arranging formulas are being investigated. A system of classification for physical and chemical properties was outlined in developing the three-letter code devised for properties. Provision of such a central index is one of the functions of the Office.

A revision is under way on the out-of-print National Bureau of Standards Circular 500, "Selected Values of Chemical Thermodynamic Properties," for 1962 publication. The Bureau has reprinted the 1949 volume I of *Atomic Energy Levels*, by Charlotte E. Moore, and is also reprinting Dr. Moore's *A Multiplet Table of Astrophysical Interest* (1945).

A nuclear magnetic resonance spectral data catalog has been added to the American Petroleum Institute Research Project 44 and to the Manufacturing Chemists Association parallel Research Project on Properties of Chemical Compounds at Carnegie Institute of Technology, Pittsburgh. Dr. Alfred Danti of the API-MCA staff there has prepared the Raman and nuclear magnetic resonance Information for Contributors reports; those for the mass, infrared and ultraviolet spectral catalogs are in preparation. Both projects carry the same title for their catalogs but they do not duplicate compounds.

The continuing critical tables of basic scientific data from these two Research Projects, API's Data on Hydrocarbons and Related Compounds and MCA's Properties of Chemical Compounds are also supplementary. The former gives critically selected numerical data on hydrocarbons and certain of their oxygen, nitrogen and sulfur derivatives while the latter will in time cover data on the physicochemical properties of all known inorganic and organic substances except hydrocarbons and certain related compounds. (B. J. Zwolinski and F. D. Rossini. *Science*, Dec. 25, 1959, p. 1743-6.)

The Office has issued a preliminary 62-page *Directory of Continuing Numerical Data Projects: A Report to the Advisory Board of the Office of Critical Tables*. Under an arrangement by classes of properties, physicochemical, crystallographic and mineralogical, nuclear physics, thermophysical, spectroscopic and comprehensive projects, it condenses information on the organization and administration, scientific qualities, and publication procedures of over 30 projects. When it is published

this guide will be especially valuable to special librarians for its complete listings of the publications of each project. It will be kept up-to-date as another function of the Office. For catalogers' information, thermophysical properties are defined in the introduction as a term coming into common use to include "thermodynamic and transport properties involved in physical change."

The *Directory* does not include the recently established project sponsored by the Defense Department's Advanced Research Projects Agency at the Thermal Laboratory of the Dow Chemical Company. The data compiled there will include the thermodynamic functions over a wide range of temperature of the elements of the first two rows of the periodic table and compounds of those elements.

Illustrative of the two other functions of the Office of Critical Tables, to stimulate and coordinate the preparation and compilation of critical tables and to develop uniform standards for their presentation, are two conferences: Conference on Chemical Compounds of Certified High Purity, held at the Academy in June 1959, and a Gordon Conference on Information Processing for Critical Tables of Scientific Data, held at New Hampton, New Hampshire, June 20-24, 1960. The Office sponsored the latter to bring together leaders in the documentation of numerical data of the physical sciences for a discussion of the problems involved in the evaluation, processing, compilation and publication of such data.

Professor DuMond has revealed to OCT that a new least-squares re-evaluation of the interconsistency of existing information on the fundamental constants of physics and chemistry is planned by DuMond and Cohen for the near future.

ANNE L. NICHOLSON

## National Book Committee

For the third consecutive year, the Special Libraries Association has participated in the observance of National Library Week. As a national public relations campaign for all types of libraries, National Library Week has offered individual members the opportunity to place SLA's story of library service before the public. This has been accomplished at the Chapter level and through the efforts of individual members.

The 1960 report of National Library Week makes note of the "greater interest and participation of special libraries . . . with activities planned to focus the attention of the business community upon the value of the services of special libraries to the community and to create an awareness of these special collections as community assets."

SLA's Representative for the 1961 National Library Week observance will be Edward G. Strable.

MARY C. DUNNIGAN



# United Nations Nongovernmental Organizations Observer

No annual report.

## United States Book Exchange

In the course of the fiscal year 1959-60, your representative to the USBE participated in five meetings as a member of the Board of USBE as indicated below. The status of your representative as a Board member was changed at the annual meeting on March 18, 1960 when he became Vice-President of the corporation by election. His third year as a Board member will be filled by Jack Dalton of Columbia University.

*September 18, 1959:* The fall Board meeting of the USBE took place in Washington at the Library of Congress. Its principal purpose was to discuss the implementation of the recommendations in the USBE survey. A number of formal reports were heard, and the recommendations of the survey were discussed in detail. A Special Committee on Implementation of the Survey Recommendations was appointed with Jerrold Orne as Chairman, Foster Mohrhardt and Ed Waters as members.

*October 2, 1959:* A special meeting of the Committee on Implementation. This group made plans for carrying out certain of the recommendations of the survey. It approved the investigation of the possibility of a West Coast branch of USBE by Alice Ball, to be carried out in the late Fall.

*January 28, 1960:* The USBE Board meeting was held in Chicago in conjunction with the mid-winter ALA meeting. The treasurer's report was heard and approved. The American Theological Library Association was accorded membership. Alice Ball made a formal report on her West Coast investigations.

*March 18, 1960:* The annual Board meeting took place in Washington at the Library of Congress. This meeting was fully attended by all member organizations and for the first time by new members, American Documentation Institute, American Theological Library Association, the National Library of Medicine and the U. S. Department of Agriculture Library. Annual reports on 1959-60 operations were received. New officers elected were Henrietta Perkins, President; Jerrold Orne, Vice-President; Ruth E. Blanchard, Secretary; and Samuel Lazerow, Treasurer.

*April 4, 1960:* A special meeting of the Board and the Committee on Implementation was called to review the application of USBE to the Council on Library Resources for a grant to initiate the West Coast branch. The idea of a West Coast branch is firmly accepted, and all present efforts are being bent towards securing the initial funding to make it possible.

Your representative wishes to express his appreciation for the opportunity to represent the Special Libraries Association and to participate in the activities of the steadily growing organization which is the USBE. He feels that SLA's representation and collaboration with this operation is important to all of its members and shows every sign of becoming increasingly important as a resource center for the membership. He also considers it an honor to serve the USBE, first as a Board member and now as an officer, and will cheerfully accept the advice of any member of the Association which may be helpful in improving the work of USBE.

DR. JERROLD ORNE

## METALS DIVISION FALL MEETING

The Fall Meeting of the Metals Division will take place October 20-22, in the Bartram Hotel, Philadelphia, during the National Metals Show. A two-day Metallurgical Course given by instructors from ASM Metals Engineering Institute will be featured this year.

The first session, on October 21, will be a "Review of Fundamental Concepts of Metallurgy." The Saturday session, October 22, will be a "Survey of Advancing Frontiers in Metallurgy." The former will cover just what the name implies; the latter, the relationship between metal properties and requirements as a function of low and high temperatures and unusual metallurgical requirements for missiles, reactors, etc. In addition registrants will receive five Metals Engineering Institute lessons and some specially prepared sheets assembled for this course which will cost \$25. for two days and \$15. for one day (either day).

Although the course is being given especially for the Metals Division, anyone attending the show may take it by registering in advance with Mrs. Katherine Faber, International Nickel Co., Inc., 67 Wall Street, New York 5, New York. Checks must be included with registration.

The Fall Meeting begins on Thursday, October 20, when members will be free to visit the Metals Show from 10 A.M. until after lunch. The afternoon program will be on the Joining of Metals followed by a joint dinner meeting of the Philadelphia Council and the Metals Division. The Metals Division will have a luncheon on Friday, October 21, and will hold open house that evening.

# SLA Official Directory 1960-1961

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INSURANCE: Mona Martin, The Great-West Life Assurance Company, P.O. Box 3048, Winnipeg, Manitoba

METALS: Dr. Frank E. McKenna, Supervisor, Information Center, Central Research Department, Air Reduction Company, Inc., Murray Hill, New Jersey

MILITARY LIBRARIANS: Frances L. Carey, Assistant Director of Libraries, U.S. Naval War College, Newport, Rhode Island

MUSEUM: Mrs. Kate Trauman Steinitz, The Elmer Belt Library of Vinciana, 1893 Wilshire Boulevard, Los Angeles 57, California

NEWSPAPER: David A. Rhydwen, *The Globe and Mail*, 140 King Street, West, Toronto 1, Ontario

PICTURE: Franziska Gay Schacht, Picture Collection Department, New York Public Library, 5th Avenue at 42nd Street, New York 18, New York

PUBLISHING: Mrs. Eleanor F. Steiner-Prag, R. R. Bowker Company, 62 West 45th Street, New York 36, New York

SCIENCE-TECHNOLOGY: Herbert S. White, Manager, Engineering Library, IBM Corporation, Box 120 CPO, Kingston, New York

SOCIAL SCIENCE: Clifford R. Johnson, Ford Foundation, 477 Madison Avenue, New York 22, New York

TRANSPORTATION: Helene Dechief, Research and Development Department, Canadian National Railways, Room 101, 355 McGill Street, Montreal 1, Quebec

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ENGINEERING: Louis Canter, 514 Pacific Avenue, Solana Beach, California

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PETROLEUM: Maryann Duggan, Magnolia Petroleum Company, Field Research Laboratory, P.O. Box 900, Dallas 21, Texas

PHARMACEUTICAL: Mrs. Katherine C. Owen, Warner-Lambert Research Institute, Morris Plains, New Jersey

PUBLIC UTILITIES: Mildred E. Stone, Ebasco Services, 2 Rector Street, New York 6, New York

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RECRUITMENT: Marguerite K. Moran, 13 Longfellow Drive, Colonia, New Jersey

SCHOLARSHIP AND STUDENT LOAN FUND: Jo Ann Aufdenkamp, Federal Reserve Bank of Chicago, P.O. Box 834, Chicago 90, Illinois

SPECIAL CLASSIFICATIONS: Mrs. Marjorie R. Hyslop, *ASM Review of Metal Literature*, American Society for Metals, Metals Park, Novelty, Ohio

SPECIAL LIBRARIES: Mary Bonnar, Burroughs Wellcome and Co., Scarsdale Road, Tuckahoe, New York

TECHNICAL BOOK REVIEW INDEX: Daniel R. Pfoetz, Carnegie Library, Pittsburgh 13, Pennsylvania

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### Special

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CONVENTION: Paul Kruse, Golden Gate College, 220 Golden Gate Avenue, San Francisco 2, California

CONVENTION ADVISORY: Robert W. Gibson, Jr., Information Management Division, Battelle Memorial Institute, 505 King Avenue, Columbus 1, Ohio

COPYRIGHT LAW REVISION: Chester M. Lewis, *The New York Times*, 229 West 43rd Street, New York 36, New York

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FOUNDATION GRANTS: Robert W. Gibson, Jr., Information Management Division, Battelle Memorial Institute, 505 King Avenue, Columbus 1, Ohio

GOALS FOR 1970: Mrs. Louise Field, The Twentieth Century Fund, 41 East 70th Street, New York 21, New York

HEADQUARTERS PERSONNEL: Dr. Burton W. Adkinson, Office of Science Information Service, National Science Foundation, 1951 Constitution Avenue, Washington 25, D. C.

NOMINATING: Alberta L. Brown, 1307 Warren Place, Kalamazoo, Michigan

PERSONNEL SURVEY: Katharine L. Kinder, Johns-Manville Research Center, Manville, New Jersey

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RESOLUTIONS REFERENCE: Beverly Hickok, Institute of Transportation and Traffic Engineering, University of California, 1301 S. 46th Street, Richmond, California

SLA PROFESSIONAL AWARD AND HALL OF FAME: Mrs. Margaret H. Fuller, American Iron and Steel Institute, 150 East 42nd Street, New York 17, New York

H. W. WILSON COMPANY CHAPTER AWARD: Mrs. Elizabeth Owens, Union Electric Company, 315 North 12th Boulevard, St. Louis 1, Missouri

## Special Representatives

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE: John Sherrod, Chief, Science Division, Library of Congress, Washington 25, D. C.

AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY. JOINT COMMITTEE ON PHARMACY LIBRARIES: Mrs. Mildred P. Clark, Winthrop Laboratories, 1450 Broadway, New York 18, New York

James L. Olsen, Jr., 22 Cotton Road, Levittown, Pennsylvania

AMERICAN DOCUMENTATION INSTITUTE: Grieg Aspnes, Cargill, Inc., 200 Grain Exchange, Minneapolis 15, Minnesota

AMERICAN LIBRARY ASSOCIATION, RESOURCES AND TECHNICAL SERVICES DIVISION, ACQUISITIONS SECTION, REPRINTING COMMITTEE: John P. Herling, Engineering Societies Library, 29 West 39th Street, New York 18, New York

AMERICAN STANDARDS ASSOCIATION, PH-5: Chester M. Lewis, *The New York Times*, 229 West 43rd Street, New York 36, New York

AMERICAN STANDARDS ASSOCIATION, Z-39: Mrs. Anne J. Richter, R. R. Bowker Company, 62 West 45th Street, New York 36, New York

AMERICAN STANDARDS ASSOCIATION, Z-39 SUB-COMMITTEE ON MACHINE CODING AND INDEXING: Dake Gull, 541 Beall Avenue, Rockville, Maryland

AMERICAN STANDARDS ASSOCIATION, Z-85: Gordon E. Randall, General Delivery, Yorktown Heights, New York

William H. Simon, 231 Fountain Street, New Haven 15, Connecticut

Bill M. Woods, Executive Secretary, Special Libraries Association, 31 East 10th Street, New York 3, New York

COUNCIL OF NATIONAL LIBRARY ASSOCIATIONS: Dr. Burton W. Adkinson, Office of Science Information Service, National Science Foundation, 1951 Constitution Avenue, Washington 25, D. C.

Bill M. Woods, Executive Secretary, Special Libraries Association, 31 East 10th Street, New York 3, New York.

CNLA JOINT COMMITTEE ON LIBRARY EDUCATION: Katharine L. Kinder, Johns-Manville Research Center, Manville, New Jersey

INTERAGENCY COUNCIL ON LIBRARY TOOLS FOR NURSING: Paul Stoddard Amos, Hotel Latham, 4 East 28th Street, New York 16, New York

INTERASSOCIATION HOSPITAL LIBRARIES COMMITTEE: Elizabeth A. Stein, 171 East 216th Street, Cleveland 23, Ohio

JOINT COMMITTEE ON LIBRARIANSHIP AS A CAREER: Marguerite K. Moran, 13 Longfellow Drive, Colonia, New Jersey

JOINT COMMITTEE ON THE UNION LIST OF SERIALS: Mrs. Ruth H. Hooker, 3385 Highview Terrace, South East, Washington 20, D. C.

JOINT LIBRARIES COMMITTEE ON FAIR USE IN PHOTOCOPYING: Chester M. Lewis, *The New York Times*, 229 West 43rd Street, New York 36, New York.

LIBRARY BINDING INSTITUTE: Paul Howard, 2755 North Wyoming Street, Arlington 13, Virginia

LIBRARY OF CONGRESS ADVISORY COMMITTEE ON PUBLIC LAW 480: Mrs. Ruth H. Hooker, 3385 Highview Terrace, South East, Washington 20, D. C.

NATIONAL ACADEMY OF SCIENCES, ADVISORY BOARD OF THE OFFICE OF CRITICAL TABLES: Anne L. Nicholson, Research and Development Laboratories, Pennsalt Chemicals Corporation, P.O. Box 4388, Philadelphia 18, Pennsylvania

NATIONAL BOOK COMMITTEE: Edward G. Strable, J. Walter Thompson Company, 410 North Michigan Avenue, Chicago 11, Illinois

UNITED NATIONS NONGOVERNMENTAL ORGANIZATIONS OBSERVER: Clifford R. Johnson, Ford Foundation, 477 Madison Avenue, New York 22, New York

UNITED STATES BOOK EXCHANGE: Dr. Jerrold Orne, 529 Dogwood Drive, Chapel Hill, North Carolina

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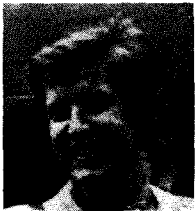
## NEW POSTAL REGULATIONS

Libraries may mail unbound, as well as bound periodicals, at the Library Materials Rate and this rate also will apply to materials mailed by cooperative processing centers, according to an amended version of H.R.4595, which was passed and signed into law (Public Law 86-644) on July 14. The bill also legalizes the interpretation of the present law by the Post Office Department which permits the shipment of books weighing less than 16 ounces at the first pound rate.

# News From SLA Headquarters

## Public Relations Program

The increasingly-apparent need for a sustained public relations program as part of its regular and continuing activities has prompted the Executive Board to establish a Publications and Public Relations Department at the Association's Headquarters office. In addition to supervising the publication of the Association's professional journal and specialized reference books, the new Department will endeavor to encourage the formation of new special libraries, gain more support and recognition for existing libraries, publicize the services of SLA and recruit qualified young people for the profession. Mary L. Allison, Editor of *Special Libraries*, has been named Publications and Public Relations Director.



Mary L. Allison

Although a native of Maryville, Missouri, Miss Allison grew up in Wellesley, Massachusetts, where she attended the public schools. Upon graduation from Mount Holyoke College in 1947, with a B.A. in history, she worked briefly in the Readers' Service Department of P. F. Collier & Son and then for two years in "The Weekly Record" Department of *Publishers' Weekly*. Following a six-month tour of Europe, Miss Allison became a free-lance editor and writer. In addition to serving as Evaluation Editor of the Educational Film Library Association, she undertook a variety of assignments from the Grolier Information Service, R. R. Bowker Company, several encyclopedia publishers and the New York office of the National Film Board of Canada, for whom she set up a television film library. Her published works include *The EFLA Redbook of Audio-Visual Equipment* (Educational Film Library Association, 1953), *Supplement* (1955), *A Guide for Evaluators of Films and Filmstrips* (with Emily Jones and Edward Schofield, UNESCO, 1956) and *Controversial Mark Hopkins* (with E. Latta, Greenberg, 1953). In December 1955 Miss Allison

joined the professional staff of SLA as the Association's Publications Officer and Editor of *Special Libraries*.

Justine E. Woehrle, formerly Assistant Editor of *Sugar y Azucar* and *Popular Gardening*, has been appointed Publications and Public Relations Assistant. The new Editorial Clerk is Theresa Basman, who is working for her B.A. in English at Queens College.

## 1961-62 Scholarships

The Association is offering three \$1000 scholarships for the academic year 1961-62 to be used for graduate study in special librarianship leading to a degree at an accredited library school in the United States or Canada. College graduates working in a special library, or with experience in a special library, or recent college graduates or college seniors wishing to enter the special library profession are eligible. Qualifications include a definite interest in and aptitude for special library work, high scholastic standing throughout college, financial need and provisional admittance to an accredited library school. Applications may be obtained from the Executive Secretary at Association Headquarters, and all applications must be received by the Chairman of the Scholarship and Student Loan Fund Committee at the Headquarters address by *February 15, 1961*.

A Student Loan Fund is also available to provide financial assistance to individuals who wish to carry on graduate professional study in special librarianship at an accredited library school in the United States or Canada.

## Japanese Learn About SLA

Under the auspices of the International Cooperation Administration, a 12-man team of Japanese concerned with facilitating the flow of scientific and technical information toured the United States from May 19 to June 21 for the Japanese Technical Information Processing Study. As part of their program in New York City, Mrs. Margaret H. Fuller, librarian and Past-President of SLA, explained the function of Special Libraries Association.

# Have You Heard . . .

## MLA News

The Medical Library Association honored five members at its annual Convention in Kansas City, Missouri. Honorary memberships were extended to Mrs. Eileen Cunningham, Janet Doe, Mary Louise Marshall, L. Marguerite Prime and Mrs. Irene M. Strieby, all of whom have also been active in SLA.

MLA has been granted \$24,000 by the Rockefeller Foundation in further support of the Association's foreign fellowships in medical librarianship. The new grant brings the total received for this program since 1948 to \$111,500.

## Council on Library Resources Grants

Plans for a full-fledged study of library circulation methods, under the immediate supervision of the Technology Project of ALA, have been announced by Verner W. Clapp, president of the Council on Library Resources, Inc. The study will be conducted by George Fry & Associates, a Chicago firm of management consultants, with technical assistance from Gerald Gold and an advisory committee. The Council has assigned an amount not to exceed \$77,250 for the services of the management firm, in addition to sums for the committee's and other expenses. Four areas of work will be investigated: book preparation for circulation, registration of borrowers, charging and discharging of books and processing of overdue books. Preparation of a manual, which will enable each library to evaluate its book-charging system, is planned.

Mr. Clapp also announced plans for an inquiry into the bases for planning micro-filming and other scholarly photocopying projects. The American Council of Learned Societies is sponsoring the inquiry which is being financed by a \$28,888 Council grant. Dr. Born, head, Manuscripts Section, Descriptive Cataloging Division, Library of Congress, will be the chief investigator. He will be assisted by an advisory committee and will be in consultation with interested

constituent societies of ACLS and others. Proposals for general principles and standards for photocopying projects and a discussion of the problems involved in foreign acquisitions are expected to be featured in Dr. Born's report, as will lists of foreign collections that should be copied in the interest of American universities' research programs, with suggestions for priority. The inquiry complements the previously announced study of the bibliographical control of microforms, sponsored by the Association of Research Libraries and also supported by a Council grant.

\$18,926 has been granted to ALA for the support of the first step in plans for a study directed toward the improvement of performance standards for library binding. SLA will jointly sponsor this study, which will be under the direction of ALA's Library Technology Project, of which Frazer G. Poole is director, with the advisory assistance of the ALA Bookbinding Committee, with representation from the SLA. The first portion of the study, which is expected to take four months, will conclude with the development of a testing program for establishing performance standards for each of the principal categories of binding identified, and will serve as the agenda for future phases of the study.

## Members In The News

RICHARD A. DAVIS joined the faculty of the Graduate School of Library Science at Drexel Institute of Technology, Philadelphia, as assistant professor of Library Science, on September 1, after being librarian of the Laboratories for Applied Sciences at the University of Chicago. Mr. Davis was formerly Chief of the SLA Translations Center.

ELSIE GARVIN, formerly librarian for Kodak Research Laboratories of the Eastman Kodak Company, has retired after 40 years of service. Long active in the Science-Technology Division, Miss Garvin helped organize the Western New York Chapter in 1945 and she served as its President from 1952-53.

CHARLES G. GROS has joined the Remington Rand Univac Military Division, St. Paul, Minnesota, as chief librarian. Formerly, he was head librarian at the U. S. Navy Mine Defense Laboratory, Panama City, Florida.

#### \$45,000 Carnegie Grant to ALA

ALA has received a \$45,000 grant from the Carnegie Corporation of New York to establish standards for state libraries. A research staff will survey 50 states through questionnaires. The survey will provide basic information on all state agencies providing library services, including archives, extension, historical, law, legislative reference, and public documents. The standards will be presented at the 81st conference of ALA in 1962.

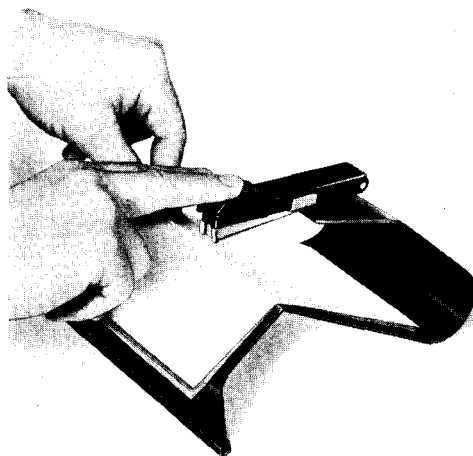
#### Southern Library Schools Surveyed

A special edition of the Georgia Chapter's April *Bulletin* was devoted to "Library Schools of the South, Opportunities for Graduate Study." The issue contains much information concerning courses offered in the field of librarianship, professional staffs available, degree requirements, library school facilities and approximate costs. Copies may be obtained for a slight charge (one to nine copies, 50¢ and ten or more, 40¢ each) from the Sales Agent at the Chapter, Box 577, Emory University, Atlanta 22, Georgia.

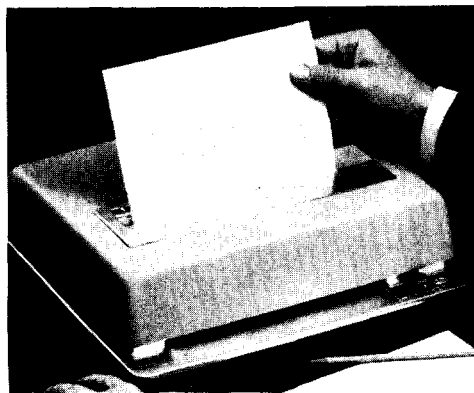
#### Standards for Library Equipment and Supplies to be Studied

At a June meeting the American Standards Association's newly created Sectional Committee Z-85 for standardization of library supplies and equipment undertook a broad program of user standards for the professional librarian. Three subcommittees were formed to work on 1) library steel book-stacks, 2) furniture, including wood shelving and wood and metal furniture and 3) supplies. Fifteen national, non-commercial organizations were represented at the meeting, as were 19 companies whose products serve the library field. The project is sponsored by ALA, and the Director of its Library Technology Project, Frazer G. Poole, is chairman of both the ASA Sectional Committee and Subcommittee 1.

#### New Aids for Special Librarians



The Bostitch B8S saddle stapler is an inexpensive, handy tool for repairing saddle-stitched journals and pamphlets, assembling reports or bulletins and binding folded sheets into many types of booklets. The roll-up feature at the bottom permits stapling of pages or paper up to 12 inches in width. The machine loads easily with a strip of preformed staples with  $\frac{1}{4}$ -inch legs and will staple booklets, dummies, folders, programs, reports and similar items of 8 to 128 pages of medium-weight stock. A rubber foot in front protects desk tops. This stapler, which performs binding jobs ordinary desk staplers cannot do, retails at \$13.60 and is made by Bostitch, Inc., 2015 Briggs Drive, East Greenwich, Rhode Island.



Minnesota Mining and Manufacturing Co. is producing a compact, light-weight Thermo-Fax copying machine called the "Courier." Designed for desk-top use, the



machine operates on the same completely dry, all-electric copying principle as the other three Thermo-Fax models. The new unit weighs only 25 pounds, measures 14½ by 12½ inches, is 4½ inches high and sells for \$199. Operated by a single control, the machine accommodates a new bond-weight white copy paper recently developed by the company as well as any of the seven colored or special copy papers available. More information may be obtained from Department S9-515, 3M Company, 900 Bush Avenue, St. Paul 6, Minnesota.

#### Coming Events

AMERICAN DOCUMENTATION INSTITUTE will meet at the Hotel Claremont, Berkeley, California, October 24-27. Details are available from Lawrence A. Harper, Department of History, University of California, Berkeley 4.

The Seventh INSTITUTE ON ELECTRONICS IN MANAGEMENT, Current Developments in Automatic Data Processing Systems, will take place October 31-November 4, at the Downtown Center, The American University, 1901 F Street, N.W., Washington 6, D. C. Workshop sessions will be devoted to Equipment Analysis and Selection, Procedures and Systems Design, Problems and Aids in Programming and Personnel Selection, Training and Classification. The tuition fee, which includes distributed background materials, is \$90. For further information and to enroll write Lowell H. Hattery at the above address.

The Fourth MILITARY LIBRARIANS WORKSHOP will be held October 5-7, with headquarters probably at the Arva Motor Hotel, 2201 Arlington Boulevard, Arlington, Virginia. Its theme will be "Automation Techniques at ASTIA." A social hour will be held the evening of Wednesday, October 5.

The Thirteenth Annual SOUTHWESTERN INSTITUTE OF RADIO ENGINEERS CONFERENCE AND ELECTRONICS SHOW, will be held in Dallas, April 19-21, 1961. Conference Headquarters will be the Baker Hotel; the technical program and exhibits will be lo-

cated in the new Dallas Memorial Coliseum. For further information write P. O. Box 7443, Dallas 9, Texas.

The SOCIETY OF AMERICAN ARCHIVISTS will hold its 24th Annual Meeting at the Hotel Somerset in Boston, October 4-7. As part of the formal program, the Committees on Business Records, Church Records and Records Management are sponsoring the Third Annual Workshop and Seminar, October 5, which will consist of panels and general discussions of practical problems of concern to the three committees. Further details may be obtained from the SAA Secretary, Dolores C. Renze, 332 State Services Building, Denver 3, Colorado.

#### Library School Course

The Graduate Library School of the University of Chicago will offer a course in "Special Librarianship" during the autumn quarter, October 4-December 16. The instructor is Edward G. Strable, librarian of J. Walter Thompson Company, Chicago. The course, which is available through the University (Downtown) College as well as on the regular academic schedule, will discuss problems, attitudes, techniques and materials of particular pertinence to the special library. For further details write: Graduate Library School, University of Chicago, Chicago 37, Illinois.

#### Letters to the Editor

At the Annual Business meeting of the Special Libraries Association in Cleveland, I voted *no* on the proposal to retain the \$50,000 reserve fund limit, etc. I did this despite the fact I believe very firmly that the Association should have a reserve fund. But it seemed unrealistic to me to keep the ceiling at \$50,000 when the present value of the dollar would make the amount worth \$25,000. If the present operating costs of the Association approximate \$75,000, we would be operating on one-third of the cost to the Association in today's present economy.

Surely I would expect operating cost to be pared to the bone at every turn if we fell upon hard times, and I hope we don't. But I doubt if we could make up two-thirds of our operating cost and still not curtail some very worthwhile projects.

EVELYN BUTLER, Librarian  
The School of Social Work  
University of Pennsylvania, Philadelphia

SPECIAL LIBRARIES

# Off the Press . . .

## New Biological Reference

Academic Press has released the first volume of a five-volume text and reference work entitled *The Bacteria*, edited by I. C. Gunsalus and Roger Y. Stanier. The volumes will deal respectively with structure, metabolism, biosynthesis, growth and heredity. In its entirety, the work will provide the first comprehensive source of modern information about the general biological properties of bacteria. Volume one is priced at \$13, and there is a ten per cent discount on orders for the complete set.

## IBM Manual

International Business Machines Corporation is publishing *The IBM Circulation Control System at Brooklyn College Library* by Henry Birnbaum, the college's chief circulation librarian. The system described uses IBM transaction cards and IBM call cards to permit mechanical filing and withdrawing of call cards from the circulation loan file. Copies of the manual will be available at local IBM sales offices.

## JASA Decennial Index to be Published

The third decennial index of *The Journal of the Acoustical Society of America*, containing author and subject indexes to papers published in JASA and to contemporary papers published elsewhere and listed in JASA and inventor, subject and numerical indexes to acoustical patents reviewed in JASA, will be published late this summer. The 1100-page index will have only one printing. Inquiries concerning price and other information should be addressed to the Acoustical Society of America, 335 East 45th Street, New York 17, New York.

## SLA Authors

SELLERS, ROSE Z. Israel's New Library School. *Wilson Library Bulletin*, vol. 34, no. 8, April 1960, p. 589-90.

SHERA, JESSE H. Theory and Technique in Library Education. *Library Journal*, vol. 85, no. 9, May 1, 1960, p. 1736-8.

SIMON, BEATRICE V., co-author. Tournee des Grands Ducs a la Canadienne. *Library Journal*, vol. 85, no. 12, June 15, 1960, p. 2349-352.

SCHICK, FRANK L. The Future of Paperbacks. *Library Journal*, vol. 85, no. 10, May 15, 1960, p. 1863-5.

SMITH, HANNIS S. Public Library Statistics, 1959: Introduction. *Minnesota Libraries*, vol. 19, no. 9, March 1960, p. 232-4.

WAGNER, FRANK S., JR. A Dictionary of Documentation Terms. *American Documentation*, vol. 11, no. 2, April 1960, p. 102-19.

SEPTEMBER 1960

## CLASSIFIED ADVERTISING

Positions open and wanted—50 cents per line; minimum charge \$1.50.

### POSITIONS OPEN

ASSISTANT ART LIBRARIAN, Art Library, Smith College, Northampton, Mass. To help reorganize library of 12,000 volumes and 35,000 photographs for clientele of 900. Primary responsibility classification of books and photographs. Library training, some knowledge of History of Art, and typing ability desired; experience not essential. Salary open. Usual staff benefits including Faculty Club, one month vacation plus week during Christmas and Spring vacations. Four College cultural and social life. Open September 1st. Apply to: Miss Phyllis A. Reinhardt, Librarian, Hillier Art Library, Smith College, Northampton, Mass.

ENGINEERING-SCIENCE-LIBRARIAN to head Engineering-Chemistry-Physics Library forming part of ideally located Northwestern University Library. Holdings: 50,000 vols. Staff: 6. Book & Per. budget: \$34,000. Requirements: Engineering and/or chemistry-physics background; 5th year L.S. degree; substantial library experience; administrative ability; technical book knowledge; reading knowledge of French and German. Initial Salary: \$7,500-9,000, depending upon background and experience. Work week: 37½ hour. Benefits: A month's vacation. Group Insurance; Hospital, surgical, medical disaster, and accident insurance. Social Security, T.I.A.A. after age 30 and two years of service (optional after age 25 and two years service). Apply to: Box B 40.

FINE ARTS (1) Head Librarian: Require Library Science degree. One foreign language, preferably German or French. Opportunity to employ professional skills in administration, research, book selection, cataloging. Good purchasing budget, one assistant, clerical help. Salary minimum \$5,500. Blue Cross, Blue Shield, Social Security, retirement plan. Generous sick leave, one month vacation. (2) Assistant Librarian: Require art history background. One foreign language, preferably German or French. Opportunity for professional skills in research, cataloging. Salary minimum \$4,200. Blue Cross, Blue Shield, Social Security, retirement plan. Generous sick leave, one month vacation. Write William Hutton, Assistant Curator, Toledo Museum of Art, Toledo, Ohio.

LITERATURE CHEMIST: Our Agricultural Research library needs a person with a B.S. in library science and a minimum of two years in the field of chemistry or a degree in chemistry to assist the Chemistry Group with nomenclature problems, to represent the Agricultural Division on the Chemical Nomenclature Committee, and to conduct literature searches. For further details please write to Mr. M. J. Duggan, Personnel Relations Supervisor, Agricultural Division, American Cyanamid Company, P. O. Box 672, Princeton, New Jersey.

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**MEDICAL LIBRARIAN.** To head library in large midwestern medical school. Library also serves biology and chemistry departments. Staff of 6; processing done centrally. Faculty status, 4 weeks vacation, TIAA after 3 years' service, social security, life and medical insurance, tuition-free course work. Fifth year degree in library science plus medical library experience required. Salary commensurate with qualifications. Also Catalog Librarian with knowledge of Spanish for Pius XII Memorial Library. Apply to: James V. Jones, Director of Libraries, Saint Louis University, St. Louis 8, Missouri.

**REFERENCE LIBRARIAN:** Career position in New York advertising agency library for woman 25-35 with Library Science degree and business and/or advertising library experience. Must have initiative, resourcefulness and ability to work well with people. Salary commensurate with qualifications. Liberal benefit program. Write Box B 42.

**TWO PROFESSIONAL** openings in large midwestern state university library: (1) Cataloger, \$5,500; (2) Assistant Reference Librarian, \$5,000. Fifth year degree in librarianship required. Faculty status, one month's vacation, TIAA after one or three years' service (depending on rank), social security, life and medical insurance plans. Collection of half-million volumes emphasizing science, engineering and agriculture. Staff of 126 (29 professionals). Excellent facilities. Apply to John H. Moriarty, Director, Purdue University Libraries, Lafayette, Indiana. Please give resume of education and experience, and send small passport-type photograph.

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## POSITIONS WANTED

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**WOMAN, MS,** 8 years experience business and technology field, desires responsible library position. New England area preferred. Write Box B 43.

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## FOR SALE

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Chemical Abstracts, unbound 1919-1957, \$800; Jour. Amer. Chem. Soc., unbound 1920-1955, \$200. Grant Willey, 408 Ravine Park Drive, Lake Forest, Ill.

## TECHNICAL LIBRARIANS

Leading research Laboratories located 30 minutes from New York City has openings for two supervisors in the Technical Library: (1) Reference Librarian and (1) Head of Technical Processes. Library degree required. Technical training and experience highly desirable. The main subject fields are physics, electronics and electrical engineering. Liberal employee benefits. Submit resume to:

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500 Washington Ave. Nutley 10, N. J.

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Requires Library Science graduate with some academic training in chemistry.

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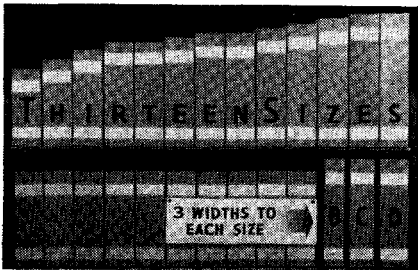
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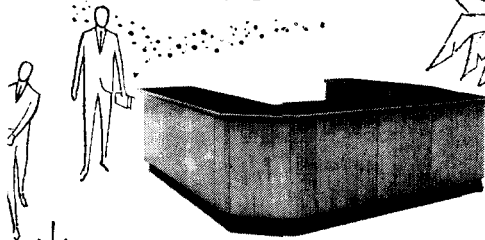
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