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# SPECIAL LIBRARIES

MARCH 1961, Vol. 52, No. 3

Union Lists: Two Chapter Case  
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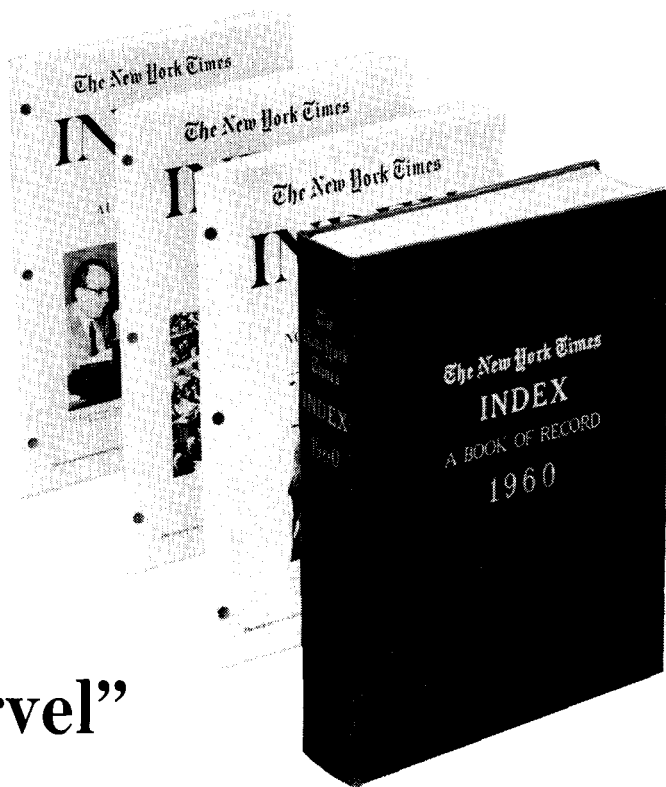
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### SUBJECT CATALOGUES

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E. J. COATES, F.L.A.

1960 (reprinted 1961), 186 pp.

\$3.30 (To members of the Library  
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The contributions of Cutter, Kaiser and Ranganathan to alphabetical subject cataloguing are considered; subject indexes to classification schemes are examined, Ranganathan's chain procedure outlined, and the role of classification and chain procedure in alphabetical subject and dictionary cataloguing discussed. Finally, an attempt is made to lay down the elements of search strategy for dealing with enquiries addressed to subject catalogues.

### THE LITERATURE OF THE SOCIAL SCIENCES

AN INTRODUCTORY SURVEY AND  
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PETER R. LEWIS, F.L.A.

1960 (reprinted). xx, 222 pp.

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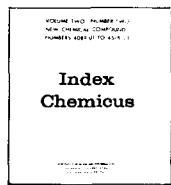
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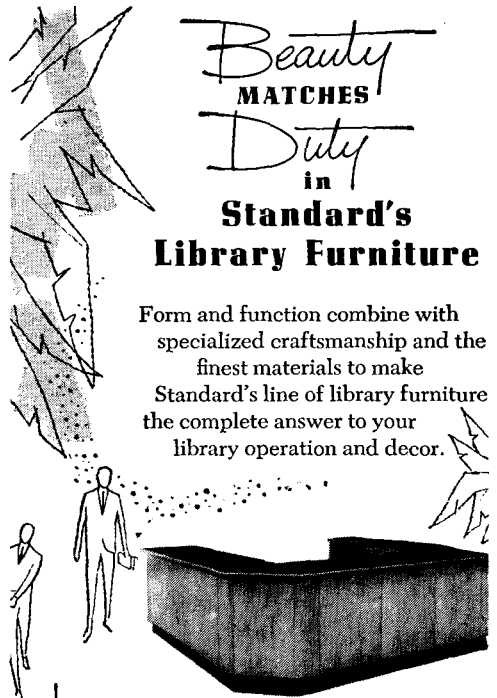
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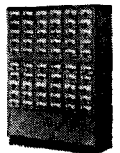
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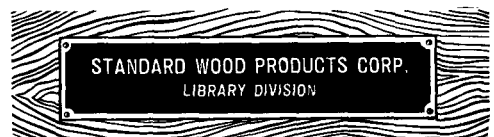
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Volume 52, No. 3

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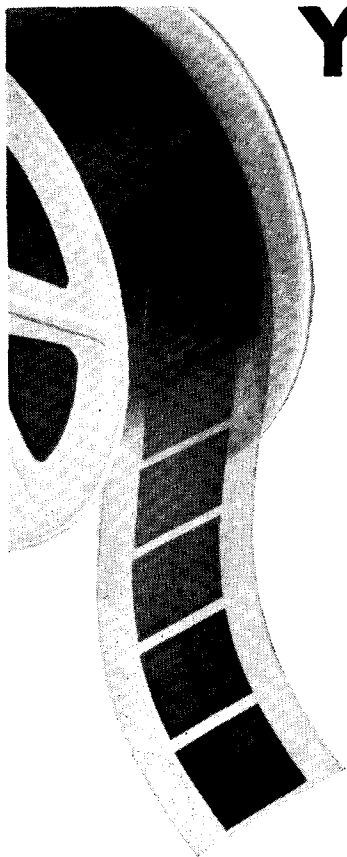
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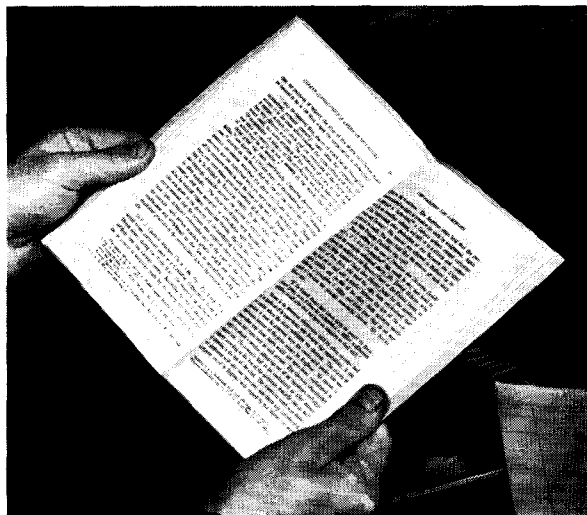
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# A Successful Union List Project

RICHARD C. GREMLING, Literature Service Associates, Bound Brook, New Jersey  
F. E. McKENNA, Supervisor, Information Center, Central Research Laboratories,  
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THE *Union List of Serials in New Jersey* represents the cooperative spirit of all types of libraries in the State of New Jersey. A primary consideration in the establishment of this publication was the promotion of an area of continual cooperation among New Jersey libraries, irrespective of size, subject specialization or geographical location.

For years there had been need for a union list of the serial holdings of libraries in the state because of the steadily increasing number of specialized collections. The New Jersey Chapter of Special Libraries Association had been concerned with this need for several decades and during the 1940's collected the serial holdings of 43 special libraries. In 1949 this collection, in the form of a card file, was deposited at the Newark Public Library, but even this was not adequate to meet the spiraling growth of specialized collections in the state, since it provided no formal updating process and was not available for reference at the point of need.

The ever-increasing burden on the larger libraries in the form of requests for photocopies and interlibrary loans has been frequently emphasized in recent years. In recognition of this burden, the SLA New Jersey Chapter undertook a careful study of current needs and anticipated problems. This study resulted in the establishment of the *Union List of Serials in New Jersey*.

This paper describes the preliminary market surveys, cost estimates, methods for reporting the serial holdings of the cooperating libraries, editorial policies and publication schedules.

## Arguments For and Against Union Lists

Some arguments can be advanced against the establishment of a regional union list. Such arguments and the corresponding counter-arguments are:

### CON

References to the projected republication or reprinting of Gregory's *Union List of Serials* and the more comprehensive coverage proposed for *New Serial Titles*.

### PRO

Any improvements in the existing nationwide union lists cannot decrease the burdens of interloans and photocopies because nationwide lists cannot include the multitude of small specialized collections. Therefore the major interloan burden is placed once again on the larger libraries.

### CON

The inability of a small library to purchase a copy of the finished list.

### PRO

If a small library has a limited budget, it cannot purchase the more expensive, broad geographical coverage union lists. Our aim was to publish a union list with broad subject coverage for our own region at a price which would be within the means of our smallest libraries.

### CON

The time required for each cooperating library to list its holdings.

### PRO

Frequently the serials records in any library, large or small, are in a state of disrepair. The contributors could therefore combine the reporting of their holdings and the rehabilitation of their serials records. Once records are in order, reporting holdings becomes a minor labor.

Our considerations in favor of a regional union list included: 1) an *aid* to small li-

EDITOR'S NOTE: Mr. Gremling is editor of the *Union List of Serials in New Jersey*; Dr. McKenna was business manager of the first edition of the *Union List*.

braries with limited serials holdings, 2) *elimination* of misdirected inquiries to other libraries, 3) a *guide* to the subject areas of the nonserial holdings of the cooperating libraries, 4) a *retention* signal during weeding operations, 5) an indicator for the *consolidation* at one location of broken serial holdings of a number of libraries, 6) bibliographic *identification* of references (even when no loan is required) and 7) an *acquisition guide*.

### Contributing Libraries

The over-all feasibility of a union list project depends on the number of contributing libraries. The cost of individual copies of the union list in its final published form will depend both on the format chosen and on the number of subscribers.

Accordingly, questionnaires were sent both to potential contributors and to potential subscribers. Questionnaires were, of course, sent to libraries where staff members were members of the New Jersey Chapter, but it was also felt that the broadest coverage (within limits defined in the next paragraph) would be the most valuable. Questionnaires were also sent to members of the New York and Philadelphia Chapters whose libraries are located in New Jersey, universities, colleges and seminaries in the state, medical and hospital libraries and the larger public libraries.

Examination of the existing union list card file showed that the holdings of libraries having less than 125 serial titles (not necessarily current subscriptions) would probably be included in the holdings of the larger libraries. However, contributions of apparently rare titles from the smaller libraries were solicited, even though the more common titles held by that library might not be included.

The requirements established for the contributing libraries were:

1. The library shall be located in the State of New Jersey.
2. The library shall agree to make the listed titles available by one or more of the following methods: duplication services, interlibrary loan or personal visits, but the last alternative was acceptable only if the title

was the *only* one located in the state and neither of the other two services was available.

3. Each contributor must specify his limitations (if any), as to interlibrary loan codes, charges for duplication services and so forth so that these limitations could be included in the directory section of the published list.

### Editorial Considerations

Often union list projects languish because of the heavy work load at one time for preparing holdings lists by contributors and by the great volume of work for the editor at one time. Moreover, a union list published in monograph form has a high rate of obsolescence, particularly when specialized collections with a high rate of change are included.

Two mutually contradictory problems exist: 1) the maintenance of current records of the serial holdings, and 2) the reporting and editing of holdings by volunteer help. Therefore, the *Union List of Serials in New Jersey* was planned and published as a *serial itself*. This method spreads the work for contributing libraries and simplifies the editorial operations. Most important, publication in a loose-leaf form provides for continued reliability and completeness of coverage in future years.

The decision to issue the union list in serial form, of course, was subject to certain hazards. The most serious was a possibility that a contributing library would report a title at the incorrect letter of the alphabet if the library's serials holdings were recorded in a non-standard manner, e.g., *American Medical Association—Journal* might be reported with the letter J. It would then be too late to incorporate this entry in letter A, which would have been published several months earlier. To minimize such oversights on the part of the contributors, a checking copy was prepared. The checking copy was actually a printed compilation of the 1949 card file. Although this checking copy was incomplete, it did serve as work sheets for the contributors (and the editor), and it did alert contributors to some of the possible oversights.

One of the most important considerations in the compilation of a union list is the definition of the serials to be included. For purposes of this union list, a serial must meet ALL qualifications of the following definition:

1. Material must be published periodically and/or issued in successive parts, and
2. Material is not to be superseded by forthcoming editions, and
3. Material must have a definite system of consecutive numbering, and
4. Material must have no stated or logical ending predetermined.

This definition automatically excludes:

1. Publishers monograph series; and
2. Progress reports of individual projects or contracts.

As a means of balancing the editorial work and the quality of content, this union list also excludes the following:

1. Newspapers;
2. Government documents not considered serial documents (for example, *Journal of Research of the National Bureau of Standards* or *Monthly Labor Review* is included, but near-print statistical reports are excluded); and
3. Material with no permanent reference value, e.g., movie magazines, fan magazines, etc., fiction, loose-leaf business services, internal house organs and single isolated issues when it has been previously determined to attempt no orderly acquisition of the title.

The editorial committee also reserved the privilege to exclude any item without notice to the contributor, e.g., fragmentary holdings when more complete files were more available in other contributing libraries. If a common title was reported by most of the contributors, space was conserved by including only a sufficient number of contributors to insure a thorough geographical coverage of the state. Our basic philosophy was to indicate a broad utility for as many titles as possible; this union list was not considered a means of "advertising" the holdings of contributors.

## Production Schedule

Smooth operations of the editorial office depended on explicit instructions to be followed by all contributors. The instructions issued to contributors appear in Appendix A. Although a relatively small number of typists were involved, explicit instructions were also issued for their use. These typing instructions insured a uniform format on the 5 x 8 inch cards from which the offset mats were prepared; the typing instructions appear in Appendix B.

Contributions, deadlines, editing and publication dates were scheduled so that approximately one letter of the alphabet was issued each month during a 24-month period from July 1958 through June 1960. Each section was issued in loose-leaf form to facilitate further revisions in the future.

One alphabetical section of the checking copy was sent to each contributor once a month, starting with A in February 1958. The checking copies with corrections, deletions and new entries were due at the editor's desk one month later, i.e., A in March 1958. To maintain the publication schedules, the editor reserved the privilege of excluding any contributions received after the announced closing date. Six weeks were allowed for editorial compilation and verification of titles reported; five weeks for production (typing and preparation of cards); three weeks for printing and one week for mailing. Thus the letter A was issued in July 1958. Some of these time periods may appear to be unusually generous, but initially all work, including typing but not printing, was on a voluntary basis by Chapter members. This schedule has been reduced to an eight-week cycle with the advent of the second edition.

During the first year the projected schedule could not be met with volunteer typists, particularly in the typing of letters with many titles. As more income was received from additional subscriptions, we were able to pay for the typing of the second half of the union list. This arrangement then allowed us to resume the original publication schedule.

Production of the printed copy after editing, typing and proofreading was accom-



plished in eight stages: 1) alphabetizing of the title cards and the cross-reference cards, 2) overlaying and taping the cards in their final columnar sequence, 3) adding of page numbers and instructions for the printer, 4) preparing medium-run, paper offset mats by Xerography, 5) printing, punching and collating of pages, 6) final checking of printed pages, 7) mailing in envelopes pre-addressed by plates and 8) separating and re-filing the cards in anticipation of a second edition.

A single title card is shown in Figure 1, and a column of taped cards ready for the printer is shown in Figure 2. The page layout adopted was two-columns on even-numbered pages and one-column on the odd-numbered pages. Thus the left vertical half of the odd-numbered pages could be used for inserting appropriate notations by the subscribers.

#### Production Costs and Estimates

The checking copy prepared from the 1949 card file also served as a partial basis for estimates for the publication costs. The 1949 checking copy listed 3,616 titles on 629 pages. We estimated that the 1958-1960 edition would contain about 6,400 titles and would require about 950 pages (one-column per page). When completed, the 1958-1960 edition listed 9,160 titles on 745 pages (one-column per odd-numbered page and two-columns per even-numbered page). The savings in pages was accomplished primarily by a 30 per cent reduction by Xerography during printing and by changing the column format. Some additional income was obtained by selling advertising to back-number dealers and subscription agencies and

JOURNAL OF ABNORMAL AND SOCIAL PSYCHOLOGY 1(Apr 1906)+	
*Bell-M	49-53mf; [40]54+
Drew	[3,24]-[26,34];mf44+
Fairleigh	45-49,52+
Rider	45+
Rutgers-N	22+
Teachers-T	[19-23]25-34,36-45,47+
*Upsala	36+
Formerly JOURNAL OF ABNORMAL PSYCHOLOGY	

Figure 1: A Sample Title Card Typed on a 5 x 8 Inch Card.

JOURNAL OF AIR LAW AND COMMERCE 1(1930)+			
Rutgers-L-C 1+			
*Rutgers-L-N 1+			
JOURNAL OF ALLERGY 1(Nov 1927)+			
Giba	10+	Ortho	15+
Merck	18+	*Warner	11+
JOURNAL OF AMERICAN FOLKLORE 1(Apr 1939)+			
Drew	[2-4]-[6-8]-[10-19]		
Orange	1953+		
Montclair	1936-1937		
JOURNAL OF AMERICAN HISTORY 1-29(1907-35)†			
Drew	1-6		
JOURNAL OF ANALYTICAL CHEMISTRY OF THE USSR 7(1952)+			
*Bell-M	9+		
Pic	[10]+		
English translation of JOURNAL ANALIT- CHESKOI KHIMII, which see also			
JOURNAL OF ANIMAL SCIENCE 1(Feb 1942)+			
Giba	4+	*Nopco	1+
Cyanamid-P	12+	Ortho	1+
Merck	1+		
JOURNAL OF ANTI-BIOTICS 2-5(Oct? 1947-1948)†			
Merck	1-5		
Ortho	7-8		
Formerly JOURNAL OF PENICILLIN, which see			

Figure 2: A Column of Overlaid Cards Stripped Up for the Printer and Indicating the Variety of Entry Forms.

also by selling extra copies of the checking edition at a reduced price before the 1958-1960 edition was completed.

Preliminary announcements and questionnaires for both potential subscribers and contributors were mailed to 241 libraries in December 1957. Seventy-one replies (30 per cent) were received before the deadline in January 1958; these included 49 contributors and 62 subscribers. The project was initiated on the basis of these replies and in hopeful anticipation of further affirmative replies.

On the basis of the questionnaires we cautiously extrapolated the potential subscribers

to 80. Because this union list was to be a continuing operation and not only a once-through A to Z publication, the print run for each letter of this first edition included sufficient copies (65) to be used as checking copies for a subsequent second edition. The cost of these additional copies had to be included in the subscription price.

Then, discarding caution, we added an additional 55 copies for future subscribers. Thus the total print run was for 200 copies.

Cost estimates in 1958 for the two-year period, 1958-1960, were:

COST ESTIMATES	
200 copies of 950 pages (475 sheets)	
Xerography	\$760.00
Paper	218.50
Offset	950.00
Collation	142.50
Punching	19.00
Envelopes	120.00
Address plates & service	35.00
Postage	150.00
Supplies (cards, tape, etc.)	95.00
	<hr/>
Total	\$2,490.00

From this total and by assuming a maximum of 80 subscriptions, we calculated a cost of \$31 per copy per subscriber for the two-year period. But, continuing our precautionary tactics, the subscription price was set for only one year rather than for the entire two-year period to guard against possible increases in costs.

Our worries were groundless. At the end of the first year subscribers had increased so that the print run had to be increased from 200 to 225 copies. The letters A to L of the 1958-1960 edition are now out-of-print but are again available as the second edition.

The average cost for each step during the two-year period (1958-1960) is given below.

UNIT COSTS	
Xerography (including charge for paper mat)	\$0.80/page
Paper (20 lb. substance)	\$2.00/1,000 ± 15%
Offset Printing	\$0.75 first 100
	plus \$0.25 each additional 100
Collation of Pages	\$1.50/1,000
Punching (2-holes)	\$0.10/1,000/holes
Typing Cards	\$2.50 hr., approximately 30 cards an hour

The reader who is quick in arithmetic will conclude that this project was, and is, a financial success. That is correct—to a point, because the unexpected “profits” from the first edition are being used to pay for all typing services and part of the editorial services for the second edition (1960-1962). We expect that the second edition will be even a more professional publication than the first, because the contributors can concentrate completely on the accuracy of their reported holdings.

#### SUMMARY OF TITLES AND PAGES

Section	1949 Edition		1958-1960 Edition		Total Cost†
	Pages	Titles	Pages*	Titles	
Introduction & Directory	7		12		\$ 171
A	98	550	88	1,018	215
B	29	178	50	485	117
C	49	288	64	796	140
D	10	66	12	171	30
E	29	162	29	346	68
F	22	131	21	246	46
G	10	64	16	210	35
H	11	62	20	249	46
I	39	223	47	547	100
J	33	196	33	464	79
K	5	50	8	96	30
L	9	60	18	231	64
M	36	225	55	779	196
N	33	205	54	702	186
O	11	61	16	222	68
P	44	243	63	781	226
Q	5	25	5	52	24
R	34	194	24	334	109
S	44	253	31	421	128
T	25	140	25	332	94
U	13	67	12	141	42
V	5	25	6	86	34
W	15	84	21	274	98
X	1	0	1	0	3
Y	2	11	4	53	33
Z	10	53	10	124	75
Total	629	3,616	745	9,160	\$2,457

\* 2 columns per odd-numbered page, 1 column per even-numbered page.

† Including envelopes, address plates, advertising, etc.

### Additional Benefits

One measure of the utility of this project is a classification of the types of contributing libraries and the types of subscribing libraries.

	CONTRIBUTORS	SUBSCRIBERS
Industrial	32	55
Hospital	2	10
University and College	14	30
Public	7	21
Government (not public)	3	5
Other	2	5
	60	126

Another measure of the utility of this project is the geographical distribution of the subscribers by state: New Jersey (Members—59, Nonmembers—41), Alabama—1, Delaware—1, District of Columbia—5, Indiana—1, Maryland—1, Massachusetts—1, Michigan—1, Minnesota—2, New Mexico—1, New York—5, Pennsylvania—5, Texas—2.

The successful conclusion of a project is not the true measure of its value. The generation of further utilitarian objectives is a far more important yardstick. Two projects have been generated for the New Jersey Chapter by the existence of the *Union List of Serials in New Jersey*:

1. The first is the obvious continuation of the union list in a second edition for the period 1961-1962.\*
2. The second is the appointment of an ad hoc committee to study the acquisition of certain serials on a cooperative basis by New Jersey libraries.

For the first time the major holdings of serials in the State of New Jersey appear in one union list. Although many important and, in some cases, rare titles are listed, other important titles are not held in this area. The special libraries of the New Jersey Chapter hope to define a plan for the cooperative

\* Subscription information may be obtained from the business manager for the second edition: Frances I. Vierling, Librarian, Knoll Pharmaceutical Co., 377 Crane Street, Orange, New Jersey.

acquisition of the titles important for the activities of their parent organization.

Are special libraries parasites? Our experience in the compilation of the *Union List of Serials in New Jersey* indicates that they are NOT! A project of such magnitude necessarily succeeds as a result of the combined efforts of many individuals and many organizations.

### APPENDIX A

#### Union List of Serials for New Jersey Instructions for Contributing Information

- I. ALL MARKING on the checking copies will be done in RED. Please PRINT.
- II. DELETIONS (Previous contributors only)  
Draw ONE line through your code and/or holdings. Do NOT eradicate other parts of the entry. Scan EACH entry to insure deletion of holdings you do not now possess.
- III. CORRECTIONS
  - A. Make all possible corrections, e.g., dates, spellings, etc.
  - B. To change holdings, draw ONE line through incorrect figures and make insertions. Change years to volumes or issue numbers when applicable.
- IV. ADDED INFORMATION
  - A. For ESTABLISHED ENTRIES
    1. To add your holdings to an existing title, insert your code and volumes held in space available.
    2. Changes involving "death" of an existing title shown as current should show series, volume, issue number and date of final issue.
    3. If title merged into an existing title, add the following x-reference in the margin:  
Merged into (give PARENT title in caps)
    4. If title changed but numbering remains continuous, add the following x-reference in the margin:  
Continued as (give NEW title in caps). Add "which see" if you hold the new title.
  - B. For NEW TITLES
    1. Enter official titles in full caps in margin. (Filing is word-by-word.) Parts of compound titles will be shown on separate lines using the established system of hyphens. Conflicts will be resolved by inserting TOWN of issuing agency in caps at point of conflict.
    2. When possible, show series, volume, issue number and date of first issue under THIS title.

3. If this title is a change from a previous title and numbering remains continuous, add the following x-reference:  
Formerly (give OLD title in caps).  
Add "which see" if you hold the old title.
4. Add your code and volumes held.

#### V. ARCHIVE COLLECTIONS

To aid other libraries with acquisition and weeding programs, each contributor is requested to indicate those holdings which will be held into the foreseeable future. To indicate such archive holdings place a RED X preceding your code under *each* such entry.

#### VI. HOLDINGS CODE

- A. Current+ indicates you regularly hold AT LEAST the latest issue. (Note: this category was dropped because interlibrary loan codes recommend that currently available issues should not be requested.)
- B. Last year+ indicates you hold AT LEAST those issues published within the last 12 months.
- C. Last 5 years+ indicates you hold AT LEAST those issues published within the last 5 years. (Note: Since these are MINIMUM holdings, no OTHER "time-limit" designations will be shown.)
- D. In entry heading, SERIES NUMBERS will be shown when known rather than "os" or "ns." Number will be abbreviated as "no." Volumes require no letter "v." unless combined with a series.
- E. MICROFILM will be shown as mf; MICROCARD as mc, e.g.,  
1-10 mc; 11+ or  
1-10; mc; 11+ or  
1-6, 9 mc; 7-8, 10+
- F. COMMAS indicate breaks; HYPHENS indicate inclusive; SEMICOLONS can be used to indicate series breaks, change to microfilm, etc., e.g.,  
1-3, 5, 7-8 means 4 and 6 are missing
- G. + indicates complete and currently received from last number shown, e.g.,  
10+ is a complete set from volume 10 to date.
- H. [ ] square brackets indicate incomplete holdings, e.g.,  
1-[4]-5 indicates parts of volume 4 wanting  
1-[10, 12] 14+ indicates parts of volumes 10 and 12 are wanting. Volumes 11 and 13 are not held.  
1-[30-101]+ indicates parts (including whole volumes) of a long run are missing.  
Note: Do NOT use double punctuation, e.g.,  
1-[5]-6+ can be written 1-[5]+  
1-[5], 7+ can be written 1-[5] 7+

- I. [+] indicates titles received currently without guarantee (gifts), e.g.,  
1-[3]-[5-7]-[11]-12[+] or 1-[4+]

## APPENDIX B

### Union List of Serials in New Jersey Directions for Typing

USE PICA TYPE

USE 5 x 8 INCH CARDS

TYPE ALONG 5 INCH SIDE OF CARD

1. Start typing on second line from top of card. Set *right* and *left* margins at 5 spaces from edge of card. (Asterisks will be typed in margin; that is, 4 spaces in for left margin.)
2. Entire title is to be typed in full caps. Double space after last line of title. Type only first three letters of months; no period following month.
3. Second part contains library code symbols (example: Airco) which are to be typed even with left margin. The right column of library code symbols is to be typed 20 spaces in from left margin (or 25 spaces from end of card).
4. Holdings figures (example: 1+) are to be typed 11 spaces from left margin (or 16 spaces from edge of card) for left column. Holdings figures for right column begin at 12 spaces in from middle column (or 37 spaces in from edge of card). In typing holdings figures, do *not* leave any spaces after commas, before or after plus signs, hyphens or parentheses.
5. Columns are to be alphabetized vertically—not horizontally.
6. Third part is a cross reference. Double space after final library code symbol to type cross reference. Start at left margin. Titles mentioned in cross references are to be in full caps.
7. In cases of multiple (indented) entries (dashes) continue typing on same card. Do NOT use 2 cards unless typing will go below 1 inch from bottom edge.

When multiple entries require more than one card, do NOT repeat the original entry on secondary cards. Be sure these cards remain in alphabetical order.

The abbreviations are:

number	no.	(notice no capital N)
where { series	s	(lower case)
needed } volume	v	(lower case)

Parentheses are not to be used where square brackets are indicated.

If double vertical is not available, use [. Then backspace and strike ] to produce []. Do not attempt construction of this symbol from slant bars.

A semicolon should separate series entries in the "history" entry only.

# Union List: A Case Study in Meeting Local Mutual Needs

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IN THIS REPORT, I would like to demonstrate a manifestation of a new enlightened approach to librarianship by describing a study now underway in the New York area by the Social Science Group of the New York Chapter.

Since most industrial, governmental and other organizations maintain some sort of library, a good deal of duplication becomes almost inevitable. Space in New York City is at an all time premium, and the cost of storing little used materials is astronomical. What is the answer?

The obvious answer is, of course, an Eastern Seaboard copy of the Mid-West Interlibrary Loan Center. This, though badly needed, will take years of planning, much capital, experience and know-how. Barring this, what is next best? The Social Science Group felt that the answer lay in enlarging interlibrary loan facilities in the New York City area.

Since librarians in the social sciences have little money to work with, they cannot buy everything and must rely on the vast resources of the special and public libraries in the city. To do this adequately, one must know what these resources are. Though the present union lists are adequate for universities, their use is minimal for special libraries. For instance, many of the libraries listed with the Union List have either no interlibrary loan system, like New York Public Library, or a limited one, like Columbia University. Thus to find out that a periodical is available and then learn it cannot be borrowed, is not very helpful. It was decided

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Based on a paper presented before the Social Science Division, June 6, 1960, at the 51st SLA Convention in Cleveland, Ohio. Mr. Rappaport is now librarian at Cravath Swaine & Moore in New York City.

that what was needed was a Union List of Serials in the Social Sciences in the Greater New York Special Libraries.

After much thought it was decided we should aim high and try to persuade as many libraries to cooperate as possible. We felt that if we sent a letter to libraries asking for a list of their periodical holdings, we would be met in most cases with a good deal of silence. Evelyn Kirkland of Brooklyn Public Library suggested that instead we send a list of titles and ask libraries to use it as a basis for a checklist of periodical holdings. This was one of those wonderful, simple, workable, obvious, but never-before-thought-of ideas, and the project would still be but a thought if it had not been for Miss Kirkland.

## Compiling Title List

Since no complete up-to-date listing of social science periodicals was available, we had to work out a method for compiling one. The area encompassing the social sciences is broad, and any list of available titles would be in the thousands. It was necessary, of course, to limit this in some way.

First we decided to include only titles in English, unless a periodical was a multi-lingual one. Then we decided (and this was most important) that only periodicals indexed in indices selected by the committee would be included in the final checklist. The indices (*PAIS*, *International Index*, *Readers Guide to Periodical Literature*, *Industrial Arts Index*, *Business Periodicals Index*, *Applied Science and Technology Index*, *Psychological Abstracts* and *Education Index*) were checked for the years 1958 and 1950, and a complete listing was made on cards of all titles found in these indices' lists of indexed periodicals. In the case of *BPI* and *Applied Science and Technology*, only the

bound volumes available at the time of our selection were used.

Many worthwhile titles, if they were not indexed during that period, were not included, but in spite of this defect, a list of about 4,000 titles was compiled. The Committee was composed of librarians from many disciplines—psychology, industrial relations, international relations, education, public administration, public relations—and sat around a table for hours at a time, week after week, arguing and debating the value of including or excluding particular titles.

To do this systematically, we established criteria for inclusion by general subject areas, regardless of an individual title's importance—that is to say, a periodical falling within the scope of our interest (which we defined) was included automatically. This pruned the list immediately, and then we went over the remaining titles and determined their worth. This was not an easy job for many titles were extremely esoteric—titles such as the *Andean Airmail and Peruvian Times* appeared, and it was unlikely that any of us ever handled it or knew what the periodical covered or was worth.

In most cases, if a title was very obscure but was the only title covering a given subject or area, it was included. The problem of inclusion and exclusion of titles proved tedious and difficult but was a very important part of the project. All in all the final list totaled some 1,500 titles. This made a 19-page checklist, which I am sure frightened away a good many possible contributors.

After completing the selection of titles, it was decided to compile complete bibliographic information about each title, i.e., publisher, place of publication and date of first issue (title changes were not included because we listed title under latest name). This proved too long a task, and in the end we listed only titles in the checklist, with an explanation that complete bibliographic information would be included in the final publication. This worked satisfactorily. To have listed full bibliographic information would have tripled the size of the checklist and would probably have frightened off everyone.

### Checklist Coverage

The next step in the project was deciding what we wanted libraries to tell us. Did we want complete holdings or did we want only current holdings? We compromised and asked libraries to indicate their runs if they keep back files. We specifically instructed them not to list missing single issues—we only wanted back file runs. In order to make sure that everyone understood the instructions, we prepared an instruction sheet with specific examples of how the checklist was to be filled out. An abbreviated version of this instruction sheet was typed on the top of each page of the checklist to make doubly sure of the impossibility of misinterpretation.

The checklist was sent to libraries listed in *Special Libraries Directory of Greater New York*. We selected libraries in any way connected with the social sciences, excluding advertising libraries since they have their own group in New York and we felt they might want to do their own list some day. The final selection totaled 375 libraries, although many are so small that they could not be expected to have anything of major importance to contribute to the project. We have received approximately 140 responses with about 120 completed questionnaires.

After all this work is finished, what will we have accomplished? For the first time we will have a list of periodicals in the social sciences and know where they can be found. It was our belief that many titles would not be in any of the libraries surveyed, but this has proved not to be the case. From a quick glance at the returns, it looks as if there will be very few such titles.

Given something concrete to work with, a project with a purpose and a chance of fulfillment, the librarian of today *will* cooperate. Cooperation in such a project is beneficial to all. The harassed librarian looking for that elusive journal may now be able to find at a glance who has it.

**NATIONAL LIBRARY WEEK**  
**April 16-22, 1961**

# Bibliography on Reproduction of Documentary Information January-December 1960

LORETTA J. KIERSKY, Librarian, Air Reduction Company, Inc., Murray Hill, New Jersey  
Chairman, SLA Photographic Reproduction Committee

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SPOTTED

● As National Library Week approaches, stories and articles on libraries and librarians are appearing with greater frequency. **Today's Living** for January 22 carried "The Library is a Many-Splendored Place," which described the special collections of the New York Public Library. ● Earlier the New York Times published an illustrated feature on NYPL's famous Picture Collection and paid tribute to "gimlet-eyed and resolute librarians" who "refuse to give up" a search for a desired picture (many of these are members of SLA's Picture Division). ● The **American Weekly** for January 22 contained "The Zaniest Library," a humorous piece exposing some of the bizarre goings-on at Fifth Avenue and 42nd Street, such as the thief who specializes in stealing shoes kicked off by co-eds studying in the Main Reference Room. ● And finally even the comic strips have gotten into the act . . . "Rex Morgan M.D." has an attractive red-headed librarian who is a whiz at finding reference material for doctors and after her glasses fell and broke, remarked glibly, "Climbing these ladders is the occupational hazard of a medical librarian." ● At the opening session of the 25th Annual Conference of the Graduate Library School of the University of Chicago, Karl J. Weintraub, assistant professor of history at the University, commented that many current problems can be traced to shrinking world distances and predicted that librarians will have to "stock up on census material for Baluchistan as well as Nyasaland, monthly bank statements of the First National of Tananarive as well as Timbuktu, dictionaries for Malay and Swahili, and, who knows, guidebooks to Minsk, Pinsk, Omsk and Tomsk." He said further that increased acquaintance with foreign languages must replace the backwardness of the United States in this regard. ● Mr. Weintraub would no doubt be encouraged by a Progress Report on National Defense Education Act that states, "A Foreign Language Program Research Center survey reveals that foreign language enrollments in 1958-59 are gaining over 1954-55 in most states. Of the 27 states reporting, two show losses, but three are virtually unchanged; but the other 22 states and the District of Columbia show gains."

# Planning the New Library: Union Carbide Corporation Business Library

JEAN E. FLEGAL, Librarian

Union Carbide Corporation Business Library, New York City

**T**HE UNION CARBIDE Corporation Business Library is a new library for a new building. Operating under Management Services, it serves as a general business information center to the administrative offices of the Corporation, and its divisions and subsidiaries, located at 270 Park Avenue in New York City.

Union Carbide employs approximately 4,500 people in the home office. There are some 26 divisions and subsidiaries operating in the United States and Canada. While Union Carbide is usually classified as a chemical company (second largest in the United States), its products actually fall into five major groups: chemicals, plastics, industrial gases, metals and carbon products. The Corporation is also engaged in various activities in the field of nuclear energy. Most of the Corporation's products are not seen in everyday life, because they are the raw materials of industry rather than finished consumer goods. However, some products are familiar to you: EVEREADY batteries, flashlights, and garden products; PRESTONE anti-freeze and car-care products; PYROFAX gas and gas appliances for cooking and heating; KRENE plastics; DYNEL textile fibers; LINDE star sapphires; and "6-12" insect repellent.

Before 1960, when Union Carbide moved to its new headquarters, there had been no library to serve all of the administrative offices. Since the offices were located in 12 different buildings in midtown New York, many specialized departmental and individual libraries, information centers and collections developed. These small units, only some of which were supervised by librarians, cooperated in every possible way to serve all who asked for help, wherever they might be located in the administrative offices. Many employees did not know about the services of these units or became discouraged with the complexity of trying to decide where to go for help.

At the beginning of 1956, when plans for the new office building were in the early stages, enough interest had been aroused to include plans for a general business library for all employees at 270 Park Avenue. To satisfy an immediate need in some departments, and to gain experience in the reading interests of the employees, a "Business Bookshelf" was started during 1957. Every two months about 100 people from certain selected departments were sent annotated lists of the books that had been added to the bookshelf and were available for borrowing.



The old Records Center,  
temporary library  
quarters  
for five months.

This bookshelf formed the nucleus for the Business Library book collection.

In the period from 1956 to April 1959 I was asked to help with the Business Bookshelf and also to consult with Management Services and the architects on plans for the new library. I had been librarian with the Union Carbide General Purchasing Department since early in 1951 and continued in this capacity until April 1959, when I was asked to give full time to planning the new Business Library. This is the first case I have heard of in the history of special libraries where a company had the foresight to give a librarian an opportunity to devote full time to planning a new facility. The planning included layout, furniture and equipment, staff, assembling and organizing collection, moving and operation.

#### Layout, Furniture and Equipment

A 40 x 60 foot space on the ninth floor in an interior location central to both the low (Madison Avenue) and tower (Park Avenue) portions of the building was allotted to the Library. Operation Business Library, with only 2,400 square feet of space was a very small part of Operation 270 Park Avenue, the new office building. The whole building, as well as interior furnishings, was designed by Skidmore, Owings & Merrill, architects, with Rodgers Associates doing office layout work.

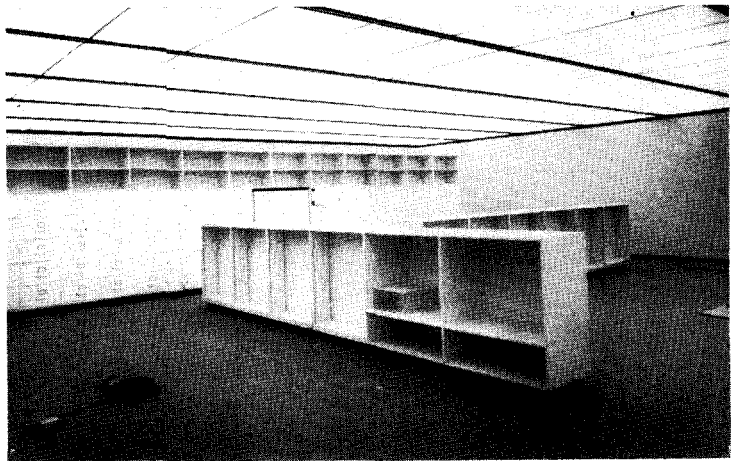
As soon as we were assured that our space would be 40 x 60, we started to plan our

floor layout. This part of the planning, I believe, was the most important of all, and we spent much time making layout after layout. At this stage, we were concerned with three aspects of library operation: 1) traffic pattern of the staff and materials; 2) traffic pattern of users; and 3) quiet and undisturbed areas for users of the library.

We first submitted the floor plan for the library to Rodgers Associates, who agreed with the basic plan. The plan was then discussed with the architects, who designed the shelving and interior furnishings in a style compatible with that of the entire building. Our basic plan was preserved, although certain architectural concepts for the newly designed building as a whole presented the following problems:

1. The entire building was designed on five-foot modules, which meant that any uprights had to be fastened at five-foot intervals and all divisions of space had to be on this dimension. Therefore, standard three-foot shelving could not be used in the library. A workroom could be either five or ten feet wide—nothing in between.
2. Steel pillars, 2½ x 3 feet, were holding the building up. Two of these Atlas-like columns stood firm in the space assigned to the library.
3. The honeycomb steel construction between floors provided space for tubes for all utility lines again on the neat five-foot modular arrangement. This makes for ease of changing telephones and electrical outlets when it be-

The library under construction, showing the built-in shelving, files and map case.





**"Opening Day," showing the solidly-lighted ceiling, carpeted floor and shelving setting off the reading sections and the periodical shelves.**

comes necessary to rearrange offices. It also makes any special reinforcement of floors possible only at great expense. Therefore, any concentration of weight had to be avoided in the library plans.

4. Solidly-lighted ceilings left soundproofing to carpeting, even in the workroom.

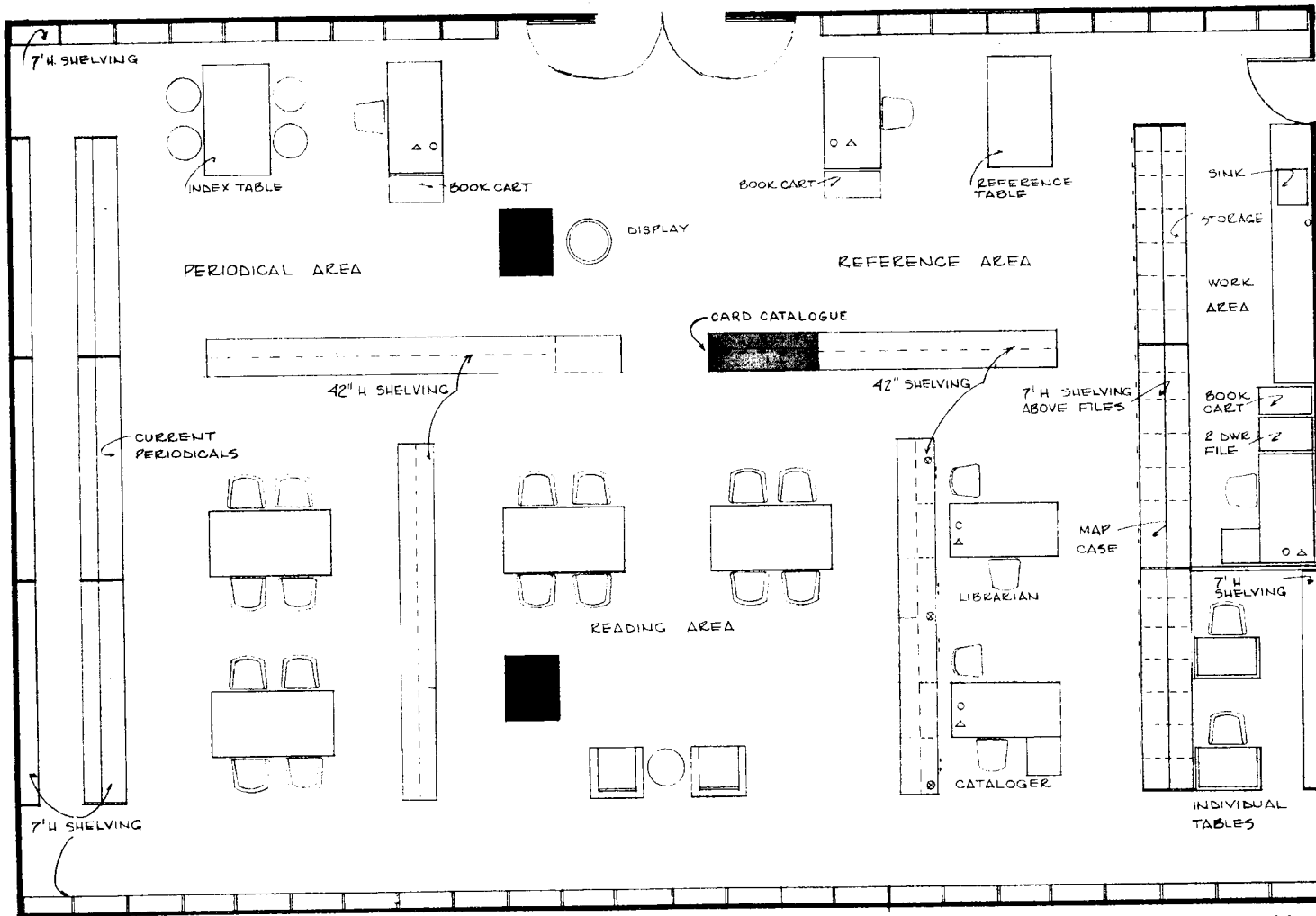
"Small part" or no, the Business Library received patient attention from the architects. After several meetings we all came to agreement on the interior furnishings to conform with the rest of the building, to be attractive and, at the same time, to be convenient and comfortable for the users and a pure delight for the staff.

The file cabinets and all shelving, including the periodicals display, are white. Cherry wood panels stand between each 2½-foot section of shelving. This was a cooperative project of Remington Rand and a contractor-carpenter. At present only four shelves are being used around three walls of the library. Expansion will be provided by addition of one shelf above and one below the presently used ones.

The double low shelving was specially built of wood, painted white. This houses a standard 60-drawer wooden card catalog, also painted white. One side of the low shelving facing the librarian's and cataloger's desks has closed cabinets where current work may be stored out of sight.

The row of 18 five-drawer steel file cabinets (half legal and half letter size) is separated into two equal sections by a map file. The cabinets are encased in a wooden frame, with two bookshelves built above the file cabinets facing the library and storage space for supplies on the reverse side facing into the workroom. On the other side of the file cabinets is not only the workroom area but a small study room, where users of the library may leave their materials if they are working on a long project, and where they will be undisturbed by the library traffic.

Desks, reading tables and the occasional tables have cherry-stained wood tops to match the wood-shelving panels. The legs are of stainless steel and the sides are of black lacquer used in many other parts of the



Floor plan and layout of the Business Library occupying 2,400 square feet of the ninth floor in the new Union Carbide Building. Scale: 1/4 inch = 1 inch

building. Chairs at the tables are of tan leather. Reading chairs and the staff members' desk chairs are of black leather. Low book trucks are built of cherry to match the other furniture.

The workroom, with its own entrance near the mail room on the floor, has a stainless steel sink and counter with storage space below. This provides space for the operation and cleaning of a book-copying machine and for the drying rack, paper cutter, hole punch and other processing materials. A desk-height, two-drawer file cabinet, with plastic top to match the workroom desk, provides filing space for the library records and extra work space for opening mail and marking books.

### Staff

The first addition to the Business Library staff was Mary Maie Richardson, who, in April 1959, started to train with the Union Carbide General Purchasing Library to be prepared for her assignment as reference librarian when the new library opened. In June of the same year Mrs. Suzanna Lengyel joined the staff as cataloger. The staff now consists of three professional librarians with library degrees from Columbia University. Two clerical positions are unfilled.

### Assembling and Organizing Collection

For one month after joining the staff, the cataloger visited other business libraries to survey the different classification schemes being used. She decided to use a modified Dewey Decimal system, which will be described in the May-June issue of *Special Libraries*, and to use Library of Congress printed cards.

About this time, we prepared a booklet describing the facilities of the new library. We made a series of some 35 verbal presentations to department and division management representatives, asking them to give the new library any books and other materials they thought might be suitable. The materials accepted would be cataloged and prepared for the new library shelves in advance of the move. Any books they were planning to keep in their departments but which could be borrowed by other people would be recorded

by the cataloger in a union catalog of all books in the 270 Park Avenue building, which forms a valuable contribution of the new library.

By moving day, the library had accepted, cataloged, classified and prepared for the shelves about 1,000 books. It had listed in the union catalog around 4,700 more titles, including those in the various departmental libraries. The work of getting all books available for borrowing listed in the union catalog continues. Departments have been requested to inform the library of additions and deletions, in order that the union catalog will be reasonably accurate.

Meantime, the reference librarian was using the experience gained in the General Purchasing Library to guide her selection of a reference collection that would be specific to the needs of Union Carbide employees in the administrative offices. By the time of the move, reference books had been ordered and were being held for delivery to the new building. Library of Congress cards had already been received, so that the reference collection could be shelved promptly. I was making final decisions at this time on which books should be accepted as gifts, approving choice of reference books and choosing periodicals, statistical services and other materials.

### Moving

In April 1960, departments began to move into the first 12 floors of the partially-completed new building. Since the Business Library is on the ninth floor, it was scheduled to move at the end of April. At the last minute it was discovered this would be impossible, because only the space for the library existed. Shelving, furniture, and other equipment had not arrived!

Therefore, some provision had to be made to house the staff and the hundreds of books and magazines being unloaded on the library as other departments moved. We inherited the old records center, a combined vault and file room arrangement. Here staff members tried to accommodate the constantly growing collection into what turned out to be too-small temporary quarters for five months.



Planning a library is a great experience! Getting up nerve to open the doors on a new adventure is another matter. Finally, on October 11, we set a bouquet of flowers on the counter and opened wide the double doors. Representatives for the library had been appointed from each department at the time of our presentations. We asked them to tell their departments that the library was open for business. Some bulletin-board notices and cafeteria posters called attention to the opening and to new books that had been added to the collection.

Now, four months since the opening, the number of visitors has gradually increased to approximately 500 each month, reference questions, 260 a month and items borrowed, approximately 250 a month. These and other services are steadily going up!

These temporary months were busy, for we did add the service of answering telephone reference requests as we began to acquire materials, and during this period we had five dress rehearsals or false alarms for the final move. On one occasion the movers were putting the books into packing boxes when we learned once again that the new quarters were not ready.

When moving day finally came on September 9, 1960, I was on vacation! I am the one member of the staff who speaks with great enthusiasm of how easily the moving was done. All I know is that the move was made on Friday. When I arrived at the new quarters on Monday, everything was in place and there were no packing boxes left! If anybody would like to borrow this staff for moving day—but, no, they say, "Absolutely no!"

VITAL STATISTICS FOR UNION CARBIDE CORPORATION BUSINESS LIBRARY	
Total square foot area	2,400
Staff	
Professional	3
Nonprofessional	2 (unfilled)
Employees served at location	4,500
Services extended to other areas	—
Average number of users per day (including telephone)	70
Volumes (books and bound and unbound periodicals) as of January 15, 1961	1,700
Current periodical subscriptions	180
Vertical file drawers	90
Date of completion	April 1960
Planned by librarians and architects	
Special facilities or equipment: Duplicating	

### Grants for Medical Library Training

The United States Public Health Service has awarded five-year grants for graduate training in medical librarianship to the A. W. Calhoun Medical Library, Emory University School of Medicine, and to the Biomedical Library, University of California. Three traineeships are available at each library as of January 1, 1961 and may be activated at any time thereafter. They provide support for a year of planned library training combined with opportunity to enroll in a limited number of courses in the biomedical sciences, foreign languages or librarianship.

Applicants must be United States citizens, or have received first citizenship papers, and graduates of ALA accredited library schools.

For the Emory program, apply to Mildred Jordan, Librarian, A. W. Calhoun Medical Library, Emory University School of Medicine, Atlanta 22, Georgia, and for the UCLA program, to Louise Darling, Librarian, Biomedical Library, University of California Medical Center, Los Angeles 24, California. Printed information giving details of the programs are available on request from either of the above named persons.

# One Hundred and Ten Years of Special Library Service in Honolulu

MRS. E. LEIGH STEVENS, Librarian  
Dole Corporation, Honolulu, Hawaii



Dole Photo

WIDESPREAD recognition given to Hawaii's emergence last year as the 50th of the United States has done much to dispel the traditional concept of the Islands as the home of the hula girl, tropic moon and a library-paste-like concoction called poi. News of Hawaii's billion dollar economy and wider understanding of the marvelous blending of Polynesian, Oriental and Occidental cultures into a modern community of varied abilities have placed Hawaii in more realistic perspective. Yet it is still exotic. Facts and figures—the rise of the tourist hotel and co-op apartment against the face of Diamond Head cannot dispel the continuous summer climate, orchids, plumeria fragrance, thick tropical foliage, rolling surf on white beaches and a warm, friendly people.

Though the hula girl has been a stereotype, she has also been literate. Honolulu has had some kind of circulating library service since 1853, and the public library has its origins in a library founded for workingmen in 1878.

The state Supreme Court Library lays claim to being the oldest collection, dating its origin about 1851, in the time of King Kamehameha III. Some years later a library was started at the Bishop Museum, probably when it was organized in 1889, and it was followed by another at the Hawaiian Historical Society in 1892 during the brief reign of Queen Liliuokalani. Just three years later, in 1895, at the stormy time of the Republic of Hawaii, the fine literature collection at the Experiment Station of the Hawaiian Sugar Planters' Association was begun. This was the first agricultural experiment station

to be supported by private funds in the United States.

By the start of World War II, around 14 specialized collections were available—more if one counted specialized divisions of the public and university libraries. Many more have appeared with post-war expansion, until there now are 32 special and reference libraries cooperating. A great diversity of information is available, although there are some areas—metallurgy, missiles and forestry, to mention a few—for which there is little real demand in the Islands.

## Library Cooperation

There are fine general reference collections and really fabulous holdings in many areas. Interlibrary cooperation operates on a high level, sparked by the close proximity of many libraries and liberal lending policies of management.

The first union list of serial holdings was published in 1927 as a project of university students in need of scholarship assistance; seven libraries cooperated. A new list appeared in 1949 and was revised in 1953. It covered the holdings of 24 libraries, including the University and the Library of Hawaii, and a third list is being prepared. After the first edition, the list became a project of special and reference librarians, and the latest list had financial support from one of Hawaii's foundations.

Air mail, microfilm and other rapid copying processes have overcome the tendency to feel isolated; information is readily available from libraries around the world. Informal working agreements have eliminated duplicate purchases of costly sets and rarely used publications.

In line with mainland practices, many small specialized collections hold their pe-

riodicals for a limited time and then depend on the depositories at the larger libraries. With the growth of business and introduction of new industry, notably an oil refinery, steel rolling mill and two cement plants in recent months, there are strong indications that many libraries will have to hold more material longer to meet increased demands.

Another example of strong interlibrary cooperation in the Islands is the active role played by special librarians in the promotion of better school and public library service. Their single medium of professional contact had been the Hawaii Library Association until last year, when an association of school librarians was formed. While HLA is interested in all types of libraries, its chief activity has been in the direction of working out solutions to library problems in education and service to the public. The association is now directed by Mrs. George Wheelwright, librarian for the Hawaiian Telephone Company; two of its recent past-presidents were special librarians. Its legislative committee, which maintains an active lobby at all state sessions, has been chaired most successfully by women from the special library field.

### Special Collections

Hawaiiana and the lore of the South Pacific, Polynesia and the Orient make up the most fascinating collections. Bishop Museum Library is notable for its natural history of the area—botany, geology, anthropology, maps, pictures, old clippings, mementos of Hawaiian chiefs and ancient festivities. Libraries of the Hawaiian Mission Children's Society and the Hawaiian Historical Society share a building, although their collections are separate. They are the great sources of information on early voyages in the Pacific, the American Mission, customs and social life of the early days of discovery and colonization in Hawaii. The Hawaiian Mission Children's Society has, of course, the unique collection of manuscript letters and reports of American missionaries, many still unpublished. These holdings are irreplaceable and do not circulate, although they are occasionally lent for exhibits. However, both collec-

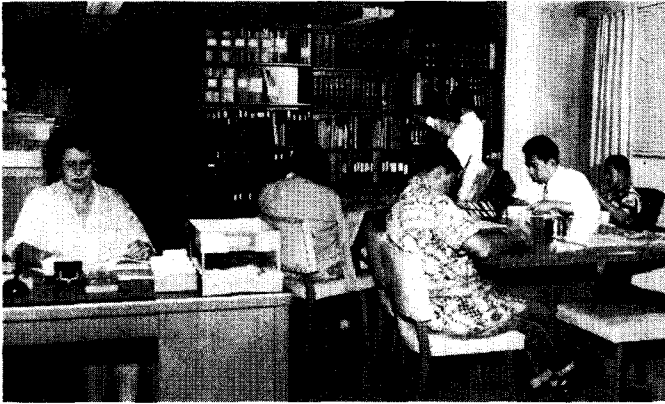
tions are open to research workers, and the librarians in charge, one endowed with missionaries in her family tree, are authorities on their subjects. Collections of Hawaiiana at the University and the Library of Hawaii (which serves only the island of Oahu) are current as well as historical, exhaustively used and expertly handled by specialists. The Hawaiian Room at the Library of Hawaii keeps a most valuable index to Hawaiian newspapers and periodicals.

The Public Archives moved its extensive files on Hawaiian government and history into a well-designed building with air-conditioned, humidity-controlled vaults in 1954. Here, too, is the famous Captain Cook collection dealing with his voyages in the Pacific and the discovery of Hawaii. It is the only state archives in the United States holding documents covering a kingdom, republic, territory and state. Among other treasures are the private papers of the Hawaiian Queens, Emma and Liliuokalani.

The Honolulu Academy of Arts has a library of history and reference especially strong in Oriental art. The University of Hawaii has a comprehensive grouping of books and materials in Chinese, Japanese and Korean, supervised by two special curators. Its map and microfilm collections include much rare Pacific Islands material and the records of the London Missionary Society and the American Board of Commissioners for Foreign Missions. Since much Hawaiiana was, and still is, not often printed in any quantity, practically all the libraries carefully hoard their share of historical material and rarities.

Sparked by the achievement of statehood, all Hawaiiana collections are working overtime to fill seemingly endless requests from all over the world for both obvious and obscure information. Teachers, grade school pupils, graduate students, historians, novelists—it would seem that everyone is studying or writing about the Islands. And Hawaii is delighted to have the chance to erase the stereotype.

As one would expect, much information has been accumulated on tropical and subtropical crops and farming methods. Until the recent rise of the Visitor industry, sugar,



*Hawaiian Telephone Company Library*

Mrs. George M.  
Wheelwright at  
her desk at  
the Hawaiian  
Telephone  
Company Library

pineapple and expenditures by the military were the major sources of income in Hawaii.

Superlative is the only word to apply to the library of the Hawaiian Sugar Planters' Association, already mentioned as one of the oldest. Holding around 55,000 books, 17,500 documents and 2,000 serials, in a modern building with two experienced librarians to assist readers, it offers limitless information on sugar, its history, cultivation, manufacture and by-products, on tropical agriculture, entomology, botany and the growth and history of the local sugar industry. Since the sugar researchers served by the collection are also international travelers, much data on biology, agronomy and living conditions in the warmer regions of the globe are available. Here too, one may cogitate on the poha, soursop, guava and lychee or learn how best to grow the wiliwili tree.

The handling of this storehouse of material is up-to-date in every way. The Association's staff is already planning pilot studies on the application of the station's IBM 1620 equipment to indexing literature. A relaxing touch is the continuous exhibit of prize-winning orchids grown as a hobby by scientists of the station. This library is now assisting the staff of one of Hawaii's large sugar plantations in assembling departmental literature collections into a central library. This will result, in time, in another well-rounded sugar library located in the little village of Puunene, Maui.

Pineapple is the second agricultural backbone of the Islands. A much smaller literature collection, but one of quality, is found

at the Pineapple Research Institute, dealing chiefly with the cultivation of the fruit and related problems in tropical agronomy. This library recently acquired a number of old books, dating back to the 1700's, on the pineapple and a choice group of rare and beautiful prints and lithographs of the fruit. Workers here look out on a tropical pool and garden planted with bromeliads (the botanical family to which pineapple belongs) collected from around the world.

Fishing has been important to the ocean-bound community for hundreds of years. One can learn of ancient Polynesian fishing methods at Bishop Museum, whaling and whalers at the historical societies and modern marine biology at the Honolulu Biological Laboratories of the United States Bureau of Commercial Fisheries. This collection is highly specialized in biology and habits of the tuna.

Business management in all its ramifications is covered by many company libraries. One of the oldest company libraries is at Dole Corporation, formerly known as the Hawaiian Pineapple Company, Ltd. This library is not all pineapple as might first be supposed but a blend with food processing methods, trends in business management, training, development of executives, data processing and economics of the food industry. A comprehensive vertical file collection on major United States firms, reports, publicity, stockholder material, employee handbooks and house organs—is kept current to the latest release. This last year its holdings on corporate budgeting were the source

material for a new course at the University of Hawaii.

The Dole Corporation operates three mainland canneries in California and Oregon, whose executives are served to some degree by the Honolulu library. Dole is a large landowner and is studying diversified activities and orderly development of its properties. This is widening the scope of the library; for example, a recent request was for material on cemetery development and management.

An interesting part of Dole's library service is the operation of three employee reading rooms, one in the Honolulu cannery and others at plantations on the island of Lanai and at Wahiawa, Oahu. These rooms stock current business and technical literature, hobbies, sport and self-help material to bring knowledge in easy reach of every worker. Picture files covering the industry from 1901 to the present are also maintained.

Another well-rounded selection of material on business, with emphasis on communications and electrical engineering, is found at the Hawaiian Telephone Company. The librarian also plans working collections for branch offices of the company on the other islands. This is the only independent phone company serving an entire state. It was the first in the United States to use ultra-short radio waves for commercial long-distance communication, employed here to link the islands. Its engineers are now working with mainland firms on the development and installation of cables that will connect the United States with Japan, Australia, Guam, Midway and other areas in the Pacific now served only by radio-telephone.

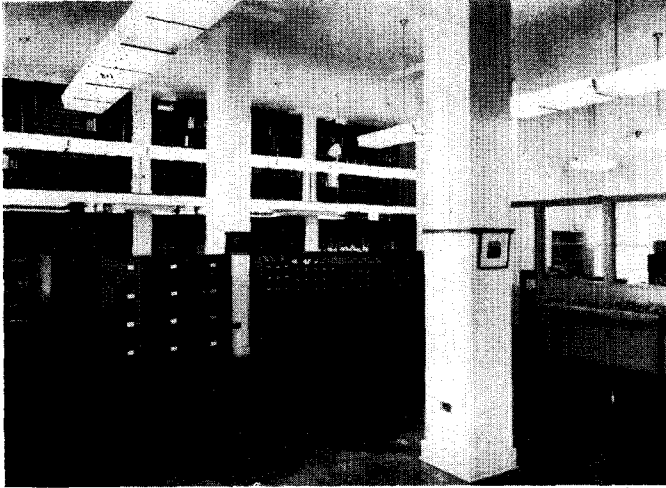
Public administration is featured by the Legislative Reference Bureau housed in the building of the University of Hawaii Library and by the Municipal Reference Library in the center of downtown Honolulu. With land limited by natural island boundaries, a rapidly expanding city and new waves of tourists arriving on every ship and jet, it is not surprising that the Municipal Reference Library, as well as many private firms, are building collections on city planning, housing, architecture, parks and recreation. And when land is selling at \$50 a square

foot in Waikiki, they don't begin to have enough information! Harland Bartholomew & Associates, a consulting firm, also has a library specialized in this area. Hawaii's state department of economic development and the state planning office have growing information centers.

Long famous for Pearl Harbor, Hawaii also has major bases for the Army, Air Force and Marines and the libraries that go with them. While much material is restricted to use by military personnel and their families or is classified for national security purposes, there is some degree of interlibrary cooperation. Navy libraries at the Bureau of Yards and Docks and at Ordnance facilities at Laulaulei Ammunition Depot are particularly rich in engineering and electronics data.

Law references may be found at the United States District Court and the State Supreme Court. The latter library has the distinction of having as its administrator a woman librarian who is also an attorney admitted to the Hawaii Bar. While the Supreme Court's supply of library material is most comprehensive, state statutes, federal taxation, labor law and many of the standard legal references are available in other libraries and private firms.

Medicine is well represented. Schools of Nursing at Queens and St. Francis Hospitals have teaching collections. A thoughtfully selected and skillfully managed medical collection specializing in the treatment of tuberculosis and chest diseases is found at Leahi Hospital. The Hawaii Medical Library, started originally by the Honolulu County Medical Society, is in the process of raising funds for a new building to house its 27,000 volumes and 626 periodicals. It serves more than 500 physicians in Hawaii and correspondent doctors in Tahiti, Fiji, Samoa and the trust territories. At the last session of Hawaii's state legislature, the Hawaii Medical Library received \$175,000 for its building fund with the understanding that it would hereafter give appropriate service to the public as well as the medical profession. Special collections include tropical medicine and Hansen's Disease. The great Tripler Military Hospital makes its collection available for professional reference.



Experiment Station, H.S.P.A.

Library of  
the Hawaiian  
Sugar Planters'  
Association  
Experiment  
Station

Smaller groupings of information abound in business firms and government agencies. There is consistent growth in the direction of orderly arrangements and use of trained personnel to insure effective use.

In describing the unusual, perhaps not enough attention is focused on the more conventional, but so necessary and thoughtfully developed, reference holdings. Labor and industrial relations in all phases is featured at the Hawaii Employers Council. The University has an impressive collection and is already bulging out of the new building into which it moved in 1956. Its present area of 117,000 square feet accommodates 600,000 volumes and about 1,000 readers. Government documents are in a separate unit in the University, and a special library on elementary and high school curricula is held by its college of education. Current material on American foreign policy and world political and economic conditions is housed at the Pacific and Asian Affairs Council on the University campus.

The Church College of Hawaii, organized by the Church of Jesus Christ of Latter-Day

Saints in 1955, at Laie, Oahu, is growing rapidly with 14,000 books and around 300 periodicals, a staff of two librarians and the latest in physical facilities.

Although special libraries are now to be found only on Oahu, excellent service is offered by the three other county library systems on the islands of Hawaii, Maui, serving also Molokai and Lanai, and Kauai. These three organizations, with the fourth county library, the Library of Hawaii, are in the process of being reorganized into one state library system. No formal action has been taken. Public libraries on the neighbor islands have their own collections of Hawaiiana and other specialized information geared to their clientele. Generous patrons have made possible many acquisitions of the novel and unusual. All four county libraries have cooperated for years in working on legislative matters and exchanging ideas on methods and problems.

And what of the special librarian? He or she comes in all assortments of experience, education, face and figure that may be seen elsewhere—but with one charming exception—*she* usually wears orchids in her hair!

Plan Now To Attend The  
SPECIAL LIBRARIES ASSOCIATION MID-PACIFIC CONFERENCE  
In Hawaii, June 2-8, 1961

# SLA Nonserial Publications

Cumulative Statement on Publications in Print as of December 31, 1960

Date	Title of Publication	Cost*	Number Printed	Sust., Inst. & Review Copies Given	Copies Sold	Total Receipts to Date
1949	<i>Aviation Subject Headings</i> .....	\$ 575.38	1000	256	434	\$ 740.74
1949	<i>Brief for Corporation Libraries</i> .....	864.24	1500	419	1070	1,788.29
1949	<i>Creation and Development of an Insurance Library</i> .....	448.27	1000	255	564	1,055.20
1949	<i>Subject Headings for Aeronautical Engineering Libraries</i> .....	1,399.91	1000	226	561	2,149.87
1950	<i>Contributions Toward a Special Library Glossary</i> .....	390.59	1000	407	462	543.19
1951	<i>Technical Libraries, Their Organization and Management</i> .....	10,198.72	5617	527	4608	26,479.72
1951	<i>Nicknames of American Cities</i> .....	918.38	1500	23	1359	2,379.34
1953	<i>Source List of Selected Labor Statistics</i> .....	1,039.12	1000	36	737	1,171.06
1953	<i>Correlation Index Document Series and PB Reports</i> .....	4,214.08	1000	15	784	6,482.50
1953	<i>Directory of Special Libraries</i> .....	7,650.70	2090	23	1771	12,734.89
1954	<i>Map Collections in the U. S. and Canada</i> .....	1,059.09	1000	26	756	1,971.24
1954	<i>Subject Headings for Financial Libraries</i> .....	1,363.12	1000	27	475	1,925.55
1955	<i>Bibliography of Engineering Abstracting Services</i> .....	1,134.61	1702	24	1130	1,373.40
1956	<i>Handbook of Scientific and Technical Awards in the U. S. and Canada, 1900-1952</i> .....	8,613.29	2000	46	979	8,096.30
1956	<i>Handbook of Commercial, Financial and Information Services</i> ....	3,852.63	2000	55	1941	8,432.50
1957	<i>Bibliography of New Guides and Aids to Public Documents Use, 1953-1956</i> .....	1,385.24	1226	39	1059	1,292.25
1957	<i>National Insurance Organizations in the U. S. and Canada</i> .....	1,194.02†	1009	43	493	1,372.00
1959	<i>Translators and Translations: Services and Sources</i> .....	4,294.51‡	3010	149	2008	5,013.35
1959	<i>Picture Sources: An Introductory List</i> .....	4,859.28§	2532	133	1897	6,627.60
1960	<i>Sources of Commodity Prices</i> .....	4,334.86	1500	197	790	3,940.00
1960	<i>SLA Personnel Survey</i> .....	1,399.89	1830	1324	260	255.50
1960	<i>A Checklist for the Organization, Operation and Evaluation of a Company Library</i> .....	1,464.67	1927	55	690	1,378.00

\* Cost of handling now included.

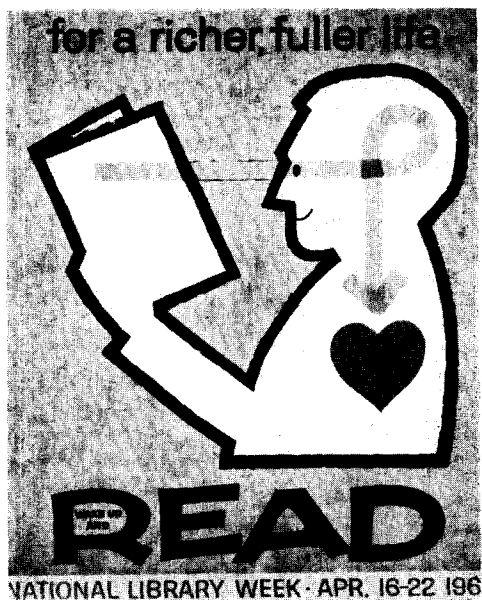
† \$17.25 of this cost represents royalties paid to the Insurance Division.

‡ \$286.95 of this cost represents royalties paid to the Georgia Chapter.

§ \$723.63 of this cost represents royalties paid to the Picture Division.

# NATIONAL LIBRARY WEEK:

## Special Libraries Case Histories



### "Tigers" and "Teeth," or Securing Publicity in Your Company House Organ

How many stripes has a Bengal tiger?  
In what direction flows the Niger?  
What knock-kneed actress was born in Duluth?  
How many aches in an average tooth?  
How many uses can paper show  
Besides the kind that is used for "dough"?  
Would yarn to clothe children sliding down chutes  
Wear longer than that in "boot camp" boots?  
Or coming to duck and gabardine,  
Should the weaver of these be fat or lean?

THE CALLAWAY MILLS COMPANY Technical Library does not guarantee to answer the above questions, but it does tell company employees through publicity in *Callaway Beacon* that if instead of worrying about "tigers" and "teeth," they have a question concerning textiles, chemistry or engineering, the Technical Library is a good place to begin looking for the answer. National Library Week offers an excellent opportunity for every special library to receive recognition in its company house organ.

Our Technical Library, organized about 18 years ago, is a part of the Research and Development Division, though we also serve other technical personnel throughout the company. Some years later, in 1955, Callaway Mills Company set up an entirely separate library as part of the Industrial Relations Department. Coleman Library, as it is called, is owned and operated by the company but otherwise is like a public library. Since more of the 7,000 or 8,000 employees are interested in the type of material at Coleman Library, it is naturally featured more in the company house organ, *Callaway Beacon*.

Although through the years, I had secured publicity about the Technical Library on such occasions as when Gretchen Little, as SLA President, visited us or when the Georgia Chapter held a meeting in LaGrange and were our luncheon guests at the Ida Cason



Callaway Gardens, I had tended to leave National Library Week up to Coleman Library to publicize. Last year, however, it occurred to me that there was no reason why the Technical Library should not be included, too. Therefore, I talked with the *Callaway Beacon* editor and with Mrs. Lois R. Green, Coleman Librarian, both of whom were most cooperative. Mrs. Green and I wrote the article jointly, and the *Beacon* photographer took pictures in which we tried to show a variety of library activities and resources.

In securing publicity in house organs, it is well to remember that editors are busy people and that they have many areas of interest to cover. Therefore, the earlier you ask that space be reserved for National Library Week and the more completely you plan what can be used, the more likely you are to secure good publicity. In most cases it is wise to write the article and plan the pictures yourself. Write from the readers' viewpoint, trying to catch their attention with a good beginning and good layout. It is well to know the editor and the publication policies so that you can fit your publicity into the over-all company picture and make your style follow the general pattern of the other articles in the house organ.

Usually it is best to use much of the space for pictures and prepare the written portion for easy, fast reading and with a friendly style. Try to plan pictures showing different types of services your library gives and use only pictures with people included to give a feeling of life and "busyness." It is fine if you can include as many staff members as possible in the pictures as well as patrons representing a variety of subject interests, making certain to identify them by name—spelled correctly! As far as that is concerned, make certain that the entire article is technically correct. Check grammar, punctuation, spelling and especially proper names.

Statistics are frequently effective, but they should be made meaningful. For example, instead of saying that library users for the past year totaled a certain figure, say that the library phone rang ten times more often in the past year than the year before with requests for information, or that library users could hold hands and reach from the library to the City Hall and back five times, or that a request for information reached the library every 50 seconds. Also, make statements that are specific rather than general. Instead of pointing out that a wide variety of questions are answered, tell what some of the subjects were, for example, specifications for hydraulic brake hose, derivation and meaning of "pronto," methods of printing tufted carpets, an introduction to patent law, employee testing programs, translation of a letter about a French loom, methods of identifying fibers and dye-stuffs, padding process for applying acrylonitrile, accepted basis for measuring labor turnover and staining technique for Gram negative bacteria.

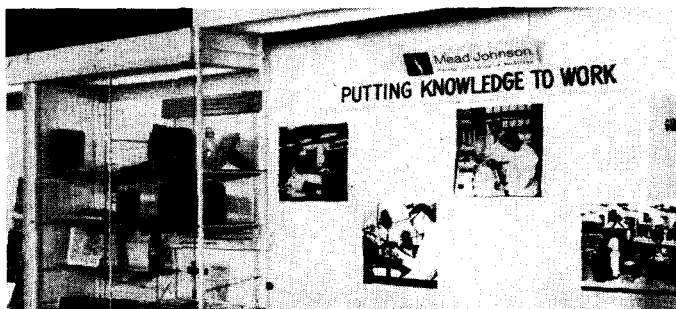
Sometimes you can bring in comments from various library users. For example, one of our chemists said that he could not do his work a single day without the library. Another chemist said that our finding the answer to one question for him saved him at least three months of lab work. A top executive recently commented that in the two months he had been with us the Technical Library had saved him at least nine trips to Washington, D. C. (about 700 miles away). All libraries have appreciative users. You can include some of their comments and perhaps conclude a portion of your publicity by adding: "Are you getting your share of information?" And be sure to include an invitation to readers to use the library.

It is not always possible to trace the results of a single item of publicity about your library. Our users, however, increased 1,800 per cent over a ten-year period, and we have received requests for our *Callaway Textile Abstracts* (circulation restricted to company personnel) from as far away as England, India, South America, Czechoslovakia and Spain, as well as from various points in the United States. We even received a letter from a man in Greece, who had seen a write-up of the library reprinted in a publication we had not seen ourselves.

Any publicity you can receive will help not only your library but the entire field of special libraries in "Putting Knowledge to Work." Therefore, phone or see your company house organ editor today!

KATHERINE GLASS, Technical Librarian, Research and Development Division  
Callaway Mills Company, LaGrange, Georgia

### Participation In A Community Book Fair



Edgar M. Greenwell

THE EVANSVILLE (Indiana) Public Library, the Museum of Arts and Sciences, the Evansville Press and Smith-Butterfield Book Store sponsored a book fair at the new museum in Evansville during National Library Week from April 2 through April 10, 1960.

According to the report made by the Evansville Public Library, there were 34 participating groups, 29 exhibits and 6,599 in attendance. Mead Johnson Research Library was one of the exhibitors.

The Mead Johnson exhibit title was the Special Libraries Association slogan, "Putting Knowledge To Work." There were enlarged photographs of scientists working in the laboratory, and one picture of the research library. There were also enlarged photographs of the Mead Johnson Institute Library. In a glass case were examples of abstract and index services, books providing source materials such as the *U.S. Pharmacopedia*, *Methods of Biochemical Analysis* and *Chemistry of Organic Compounds* and journals pertaining to the various divisions of the Mead Johnson research efforts. On a table in the foreground of the exhibit were pamphlets concerning special library work, which were distributed to those wishing them, and a two-page folder describing Mead Johnson Research Library. We also demonstrated our Microcard reader, showing an example of a patent issued to Mead Johnson by the U.S. Patent Office and that same patent reproduced on a Microcard.

The booth was manned by volunteers from the research library staff, the research laboratory staff and by wives of Mead Johnson employees.

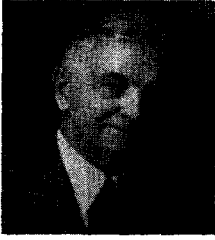
On Tuesday evening, April 5, Dr. Channing H. Lushbough, Assistant Director of Scientific Research, Mead Johnson & Company spoke on, "Reading, Writing, Research." Dr. Lushbough brought out in his talk the various services of the library that were useful to him. Following his short talk, there was a discussion period during which various members of the audience asked questions concerning his work, the company and library materials he used.

The research library actually played a minor role in this fair, and the success the fair enjoyed is due to the enthusiasm, planning and hard work of those who sponsored it. If the fair is repeated and if we are invited to participate again, I hope to profit from last year's experience by making the display more colorful and using larger and more appealing signs and labels.

ELIZABETH S. EATON, Library Director  
Mead Johnson & Company, Evansville, Indiana

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Is YOUR library planning to observe NATIONAL LIBRARY WEEK, APRIL 16-22, 1961? There are many possible ways, as described here and in the January and February Issues of *Special Libraries*.



## In Memoriam: Dr. John A. Lapp, 1880—1960

“THE SLOGAN, *Putting Knowledge To Work*, which has been at the masthead of the Association for all of the years, perfectly states in four words the purpose of the Association and of the libraries that comprise it,” were the words used by the originator of this slogan in his acceptance of the honor of selection to SLA’s Hall of Fame in 1959. Dr. John A. Lapp had the satisfaction of witnessing a half century of SLA’s growth from five dozen members in 1909 to the over five thousand comprising the Association today—the Association of which he had been a Charter member, Editor and officer.

Dr. Lapp came to the Indiana State Library as Legislative Reference Librarian in 1908 with degrees from several academic institutions, including a law degree from Alfred University and with experience in legislative reference work in Wisconsin. His editorial leadership soon made its impact upon the Association he helped to bring into being the following year, first as Editor of *Special Libraries* and second by the sponsorship of bibliographies featured in the early issues. In fact, it was the general lack of bibliographic tools in the fields of public administration, social welfare, economic affairs and government that motivated him to remedy the situation with the initiation of *Public Affairs Administration Service* in 1914.

In 1913 Dr. Lapp became Director of the Indiana Bureau of Legislative Information. In this capacity he was available as legislative counsel to three of Indiana’s governors. He drafted a vocational education bill for the state legislature, which attracted national attention and resulted in his appointment to a commission that had the unusual record of drafting a federal law passed by Congress without change. It is known as the

Smith-Hughes Act. Ethel Cleland, an Honorary member of SLA, pleasantly recalls her early association with Dr. Lapp, and Elvira Kerz, former member of the Indiana Chapter, began her career in his office where she never ceased to marvel over his ability to choose the correct word or phrase to convey the meaning intended.

Upon leaving Indianapolis in 1918, Dr. Lapp became Managing Editor of *Modern Medicine*, a periodical that became *Nation’s Health* in 1922 and to which he was a Contributing Editor. Following this he held a number of other editorial positions and, as Director of the Social Action Department of the National Catholic Welfare Council, he established a program for civic education. He also addressed audiences in every state of the Union on subjects of national interest and was the author of several books and monographs. He compiled, among other titles, *Federal Laws and Regulations* (1917). Dr. Lapp was a lecturer in legislation at Indiana University, 1910-16, and Head of the Department of Sociology at Marquette University, 1927-32.

In 1937 Dr. Lapp became engaged in the field of labor arbitration and a more detailed account of his activities during these later years may be found in volume 28 of *Who’s Who in America* and in volume D, 1934, of *The National Cyclopedia of American Biography*, p. 155. He pursued his career in labor relations until his retirement a few years ago, at which time he left his headquarters in Chicago to make his home at Thornacres, Niles, Michigan. It was here that his death occurred on December 30, 1960, thus ending eight decades of a life marked by activity, versatility and usefulness.

MRS. IRENE M. STRIEBY  
Library Consultant, Indianapolis, Indiana

# Association News

## Midwinter Meeting

About 65 Executive Board and Advisory Council members met at the Hotel Muehlebach in Kansas City from February 16 to 18, 1961. The principal discussions and decisions made by the Board and Council are reported briefly below.

## Executive Board

The Admissions Committee reported on its study of membership denials since the new requirements went into effect in 1959. Its findings were particularly helpful to the Constitution and Bylaws Committee, which is currently working on a major revision of the Constitution. Both these committees, plus the Board and Council, will continue to explore such possible changes in the membership requirements as a provision for local members and the establishment of an Affiliate class for individuals who are not special librarians. Other Constitution and Bylaw changes being considered by the Board and Council involve the formal recognition of Groups within Chapters, changing the name of the Executive Board to Board of Directors, requiring the signature of 75 members in good standing for the establishment of new Divisions and the preparation of a single document that would omit many of the specifics of the present Bylaws. These matters will be discussed again at an informal open meeting of the Constitution and Bylaws Committee to be held during the San Francisco Convention.

The Recruitment Committee is studying the feasibility of an automatic slide or film-strip viewer presentation as a recruitment display. It is also investigating the costs and means of exhibiting at the National Career Show at the New York Coliseum this coming June.

The Board approved the revised Convention Manual as well as the concept that the Association should generally cooperate with professional groups having similar interests which wish to schedule meetings at the same time and place as SLA Conventions. "Progress Through Knowledge" was approved as

the Convention theme for the 1962 Convention in Washington, D. C., and Phoebe Hays, Librarian, National Farmers Union, was approved as the Convention Program Chairman for the 1963 Convention in Denver.

Definitions for two new committees were presented by the Committee on Committees. These are the Governmental Relations and Placement Policy Committees. Other existing committees were also defined. At the recommendation of the Council, the establishment of an education committee was authorized by the Board, and members will be appointed by the President.

The Advisory Committee on Statistics, with which the Library Services Branch of the Office of Education has been cooperating in seeking foundation support for the compilation of special library statistics, reported that it had just learned that ALA has prepared a statistics proposal for the Council on Library Resources. As this issue goes to press, the Council has called a joint meeting of representatives from SLA, ALA, CLR and LSB to discuss possible coordination of the two projects.

The Public Relations Committee soon hopes to complete its study of how individual SLA members feel about promoting Sustaining memberships from their employers and then preparing a statement of the advantages of Sustaining membership. When these steps, which were approved by the Board at its Fall Meeting, have been carried out, the Membership Committee will then assist in a Sustaining membership campaign.

Alberta Brown, Consultant to the Survey of Translation Activities in Universities, Societies and Industry in the Fields of Science and Technology, reported that the Survey is progressing well and that the returns are about ready to be coded. During the spring Miss Brown will visit personally companies and institutions to determine more fully the scope and extent of nongovernmental translation activities.

On the recommendation of the Foundation

Grants Committee, the Board agreed to submit to the Council on Library Resources three proposals for SLA projects requiring extra-Association support: 1) a study of the cost of interlibrary loans; 2) the development of professional standards, which will require the employment of a full-time person for some months to coordinate the work being done by the Division and Association Professional Standards Committees; and 3) the compilation of special library statistics mentioned earlier. The Foundation Grants Committee also reported on its plans to seek a grant from the National Science Foundation for the preparation of a more comprehensive second edition of *Translators and Translations: Services and Sources*.

The desirability of making *Special Libraries* available to more students was discussed, and the Executive Secretary was asked to investigate various possible methods.

The Executive Secretary was also requested to restudy the internal costs of handling publication orders at Association Headquarters.

The Board approved the Nonserial Publications Committee's recommendation that Project 115, the 50-year index to *Special Libraries*, be dropped.

The Board approved the affiliation of SLA with the Conference on Scientific Manuscripts and the Federation of Management Organizations (formerly Congress of Management Oriented Associations). The possibility of taking part in the Century 21 Exhibit in Seattle in 1962 is being investigated by Christopher G. Stevenson and Dr. I. A. Warheit.

The Board decided that the several recommendations of the Publications Committee regarding the publication of Convention Proceedings, including publication under the auspices of a commercial publisher, were not acceptable. Instead the Publications Committee has been instructed to explore the specific suggestion included in the minority report of the *Special Libraries* Committee that a separate abstracts piece be published at the time of SLA Conventions.

The Nominating Committee for 1961-62 was approved: Louis Canter, Agnes Henebry, Margaret Firth, Alberta Brown and Mrs. Margaret S. Sullivan, Chairman.

### Advisory Council

At its meetings the Advisory Council discussed a number of matters also brought before the Board, including the compilation of special library statistics, the establishment of an education committee, changes in the Constitution and Bylaws and revisions in the membership requirements.

The President of the Illinois Chapter, Mrs. Doris E. Saunders, reported that her Chapter was volunteering to redo *A Brief for Corporation Libraries*, which is now out-of-print.

The Council has asked the Awards Committee to consider the granting of more Association-wide awards.

Divisions were asked to consider carefully the implications and provisions of the current copyright revision studies and to make suggestions or comments to the Copyright Law Revision Committee. Eugene B. Jackson, SLA's official representative, explained the background of the Circulation Control Study. A sampling of special libraries participated in the study, whose results will be summarized in the April issue of *Special Libraries*.

### Fall Meeting

The Fall Meeting of the Executive Board will be held at the Gramercy Park Hotel in New York City, September 28 and 29, 1961.

### Call to SLA Membership From Goals for 1970 Committee

The SLA Goals for 1970 Committee, appointed as a special committee this past year, has been focusing its attention on four important areas of SLA activities: *membership; public relations, promotion and consulting services; education for special librarianship; and convention functions and organization.*

The purpose of the Committee is to attempt to look ahead to the coming ten years and relate the services SLA performs, or could perform, to the growing and changing needs of its members.

After reviewing the whole range of SLA functions and activities to acquire some idea of the magnitude of the work involved, the Committee soon realized that it would have to limit its inquiry to certain areas as a start—or lose effectiveness by trying to cover too much ground in one short year. Each of the

five (later four) committee members then began to give special attention to one of the four groups of far-ranging activities outlined above.

The Committee began by circularizing the Association officers, the Division and Committee Chairmen and a few others directly concerned with these functions. The objective of this "research" process was to gather facts and views to help provide a realistic basis on which to formulate goals. The results of this first-round effort were very helpful in opening up new avenues of thought—and very much appreciated! The range and variety of opinion even in this small sample promptly indicated, however, that the Committee's inquiry would have to be pushed further if we are to arrive at any sort of consensus of what our goals should be.

This is a call, then, to the membership at large to express their opinions on directions of SLA development to meet our changing needs: in our membership activities and goals, our public relations program, our convention purposes and functions, and in edu-

cation for special librarianship—in which a strong interest is developing for SLA to play a much more active and effective role.

The Committee urgently needs this guidance from the members before it makes its formal recommendations and suggestions at the 1961 Convention. We all have a direct interest in the development of these areas of SLA activities, this is the time to express ideas and opinions concerning one or all of them.

Please send your suggestions to the Committee Chairman promptly—before the end of March if possible, so that the Committee will have time to digest them. The letters need not be long or detailed—your ideas and suggestions in outline form are all that are needed but they *are* needed. The Committee feels sure that a "thinking" membership such as ours will want to take part in sparking and shaping the directions of the organization's future and can be counted upon to respond in its usual style to this opportunity.

LOUISE FIELD, Chairman, Goals For 1970  
Twentieth Century Fund  
41 East 70 St., New York 21, New York

## SLA Sustaining Members

The following organizations have expressed their interest in supporting the activities and objectives of the Special Libraries Association by becoming Sustaining Members for 1961. These are additions to the 56 Sustaining Members listed in *Special Libraries*, January 1961, page 46, and the 20 Sustaining Members listed in *Special Libraries*, February 1961, page 102.

AMERICAN GAS ASSOCIATION, New York, New York  
AMERICAN CYANAMID COMPANY, New York, New York  
ARMED SERVICES TECHNICAL INFORMATION AGENCY, Arlington, Virginia  
BELL TELEPHONE LABORATORIES, Technical Information Library, New York, New York  
CROWN ZELLERBACH CORPORATION, San Francisco, California  
EASTMAN KODAK COMPANY, Research Library, Rochester, New York  
FIRST NATIONAL BANK OF BOSTON, Boston, Massachusetts  
JOHNS-MANVILLE RESEARCH CENTER, Manville, New Jersey  
MALLINCKRODT CHEMICAL WORKS LIBRARY, St. Louis, Missouri  
MARQUETTE UNIVERSITY MEMORIAL LIBRARY, Milwaukee, Wisconsin  
MCGRAW-HILL PUBLISHING COMPANY, INC., New York, New York  
NEW YORK LIFE INSURANCE COMPANY, New York, New York  
PRENTICE-HALL, INC., Englewood Cliffs, New Jersey  
PUBLIC SERVICE ELECTRIC & GAS COMPANY, Newark, New Jersey  
RADIO CORPORATION OF AMERICA LABORATORIES, David Sarnoff Research Center, Princeton, N. J.  
ROCKEFELLER OFFICE LIBRARY, New York, New York  
SQUIBB INSTITUTE FOR MEDICAL RESEARCH, New Brunswick, New Jersey  
SUN OIL COMPANY, Philadelphia, Pennsylvania  
UNION CARBIDE CORPORATION, Business Library, New York, New York

EDITOR'S NOTE: This list includes all applications received through February 16, 1961. Supplements will appear in future issues.

# Have You Heard . . .

## **Council on Library Resources Grants**

The Council on Library Resources, Inc. has announced a grant of \$58,886 to the University of Pittsburgh to assist the Health Law Center of the Graduate School of Public Health to test and define techniques developed by the University's Computation and Data Processing Center for information retrieval in the legal field. The grant will enable the University to create a tape "library" of statutes of sufficient size that the effectiveness of retrieval techniques can be demonstrated. Intectron, Inc., Newton Lower Falls, Massachusetts has been awarded a \$31,755 contract by CLR to investigate various factors affecting high-reduction microphotography, as applied in information storage and retrieval systems. This is expected to result in the development of working rules of use to documentary photographic laboratories.

## **National Science Foundation Grants**

The Midwest Inter-Library Center, Chicago, has been awarded a grant of \$18,147 by the National Science Foundation for continued partial support of the Scientific Journals Center. The Center project is to assure that the Midwest area receive one copy of every significant journal published anywhere in the world in the fields of chemistry and biology. The Reading, Pennsylvania, Chemists' Club has received an \$11,000 grant for a two-year study of the chemical line-formula notation system devised by William J. Wiswesser for representing chemical structural formulas as linear arrays of symbols.

## **Information Storage & Retrieval Program**

A seminar on Information Storage and Retrieval was held February 23 in New York City. The program, *Clarification, Unification & Integration of Information Storage & Retrieval*, covered existing misconceptions, present needs, current untapped potentials and a program for action and offered eight invited papers on machine searching, high speed retrieval, documentation, coding, classification, indexing, memory and data files,

systems, equipment, strategies, tactics and dissemination. The program was co-sponsored by the Lincoln Center Chapter, Systems & Procedures Association, Management Dynamics and the Science-Technology Group of the SLA New York Chapter.

## **Joint SLA Chapter Meeting**

The Cleveland chapter of SLA will be host this year to Cincinnati, Illinois, Indiana, Michigan and Pittsburgh at a joint meeting in Columbus, Ohio, on April 14-15.

A full program is scheduled, with the Battelle Memorial Institute, Ohio State University Student Union and Olentangy Inn, where those attending the meeting will be housed, the scenes of the meetings.

Guest speakers will include Winifred Sewell, Dr. Chauncey Leake and John Murdock. Panel discussions on copyright law, automation of library techniques and library briefings (how to educate your users), tours of notable libraries through Columbus and social events are planned.

A registration fee of \$1 and payment for meals must be made in advance before April 1st. For further information write Paul Blanchard, Research Librarian, Product Research Lab., Library, Addressograph-Multi-graph Corporation, 22460 Lakeland Boulevard, Cleveland 23, Ohio.

## **Librarians' Congress**

The Annual Congress for Librarians was held on February 22 at St. John's University, Jamaica Campus, New York. The keynote of the meeting was "The Library: An Essential Toward Understanding the Modern World." Speakers were Dr. Thomas P. Melady, President of Consultants for Overseas Relations, Inc., and John G. Lorenz, Director of the Library Services Branch, Department of Health, Education and Welfare. Sponsored by the Department of Library Science of the Graduate School and its Alumni Association, the program featured 12 specialized panel sessions. SLA displayed its TBRI exhibit and publications at the meeting.

## 60 ALA Grants

ALA's Association of College and Research Libraries has announced 1960-61 grants to 60 college and university libraries. They total \$46,010 and range from \$250 to \$1,500. The grants, awarded to libraries of institutions not supported by taxes, are mainly for the purpose of building book collections in college libraries.

## Medical Library Congress

The Medical Library Group of Southern California and the Southern California Chapter, SLA, co-sponsored a Communications Congress: Idea Exchange, on March 13, at the College of Osteopathic Physicians and Surgeons. Speakers were Mrs. Bee Finne, Dr. William Himstreet, Earl J. Sachs and Dr. W. Ballentine Henley. There were panel discussions on these talks and on Regional Library Subject Responsibility.

## Coming Events

The annual RECORDS MANAGEMENT SEMINAR will be held on March 30-31 at the Palmer House in Chicago. The program will cover cost-cutting, work flow and layouts, space and labor-saving devices, personnel, record retention and electronics. The tuition is \$65 including two luncheons. Further information may be obtained by contacting Record Controls, Inc., 209 South La Salle Street, Chicago 4, Illinois.

THE SOCIETY OF AMERICAN ARCHIVISTS will hold its 25th Anniversary Annual Meeting at the Continental Hotel, Kansas City, Missouri, on October 4-6, 1961.

## New Div-I-Dex Units

The Cel-U-Dex Corporation has improved its DIV-I-DEX file-drawer dividers. Made of a heavier metal and of sturdier construction, they have a chromatic finish, now standard. The price ranges from \$6 to \$10. Details may be obtained by writing Cel-U-Dex Corporation, New Windsor, Newburgh, New York.

## Letter to the Editor

May I take this means of replying to certain statements regarding the listing and indexing practices of the *East European Accessions Index* made  
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by Mrs. Elizabeth Beyerly in her "Hungarian Technical and Scientific Journals: A Selected Subject List" which appears in the December 1960 issue of *Special Libraries*. Mrs. Beyerly states in her article: "It should be noted that EEAI indexes most of the Hungarian technical articles as they appear in the periodicals themselves, and indexes as well the abstracts of these articles as they appear in *Hungarian Technical Abstracts*. This procedure does seem like frosting the icing!" She also states: "EEAI here seems to be carrying coals to Newcastle. *Műszaki Lapszemle* abstracts non-Hungarian (largely Western) technical articles; surely, Western (especially American) indexing and abstracting journals register the same technical material adequately enough to obviate the necessity for EEAI to re-index the same material via a Hungarian abstracting journal!"

The EEAI lists the receipt of issues of *Hungarian Technical Abstracts* and of the several sub-series of *Műszaki Lapszemle*. It has never indexed the contents of these two journals and consequently her statements are incorrect.

Each issue of the EEAI consists of two sections. The first is a record by country and by 17 broad subject classes of monographic publications issued after 1944 and of periodical publications issued after 1950 which are currently received by the Library of Congress and, as indicated by National Union Catalog symbols, by other American libraries. The second section is a subject index to all of the monographs listed and to the contents of a selection of periodicals received. Further, it should be made clear that certain of the periodical issues are listed in the first section as receipts only, while others are listed with their contents translated. Subject headings are assigned only to the articles in periodicals with the contents translated, and it is these titles which are represented in the subject index section of the EEAI. Technical abstracting journals are listed only and not indexed, for the very reason Mrs. Beyerly herself suggests: most of the technical articles are indexed as they appear in the periodicals themselves making indexing of the abstracts unnecessary.

The following periodicals which Mrs. Beyerly lists as not being indexed in the EEAI are in fact indexed as they are received, and were represented in the December 1959 issue of the EEAI which Mrs. Beyerly uses as evidence in the bibliography of her article:

25. Közlekedési Közlöny.
26. Hidrológiai Közlöny.
32. Csomagolástechnika.

We shall appreciate it very much if you will publish this letter in a forthcoming issue of *Special Libraries* so that your readers will be fully informed of the listing and indexing policies of the EEAI.

JOHN W. CRONIN, Director  
Processing Department, The Library of Congress  
Washington, D. C.



# Off the Press . . .

## Book Reviews

TRAINING LAYMEN IN THE USE OF THE LIBRARY, *George S. Bonn*; BIBLIOGRAPHIES, ABSTRACTS AND INDEXES, *Margaret S. Bryant* (State of the Library Art, volume 2, parts 1 and 2, edited by Ralph R. Shaw). New Brunswick, N. J.: Graduate School of Library Service—Rutgers, 1960. viii, 114; 108 p. \$5. (L.C. 60-7280) Distributed by Rutgers University Press.

This book contains two bibliographic essays that represent a great deal of dedicated, thoughtful work on the part of the authors. Unfortunately, the end product leaves much to be desired. The fact that the two topics treated bear little relationship to each other, and hence what would interest one set of readers in one essay would not necessarily have anything to offer those interested in the other is, perhaps, the book's greatest fault. Its other great fault lies in its general lack of coherence. Less obvious areas in which it could be criticized are bad typography, poor and inconsistent indexing and errors in proofreading and citations.

Bonn's *Training Laymen in the Use of the Library* includes a 448-item bibliography, while Bryant's *Bibliographies, Abstracts and Indexes* includes 162. These are arranged differently, the first giving a list of numbered references in the order in which they appear in the essay, and the second lists citations alphabetically by author's name. Both essays are indexed by subjects and by authors cited. Bonn's index fails to make any reference to the bibliography. Neither essay includes subheadings, and lack of coherence and natural progression from one topic to another tends to confuse the reader.

Bonn's essay is broken down into seven sections, segregated by types of schools and by age groups, as follows: I—Training in the schools (general); II—Training in the elementary schools; III—Training in the high schools; IV—The public library and the schools; V—Training in colleges and universities; VI—Instruction in non-academic libraries; and VII—Tests and testing. As mentioned above, no subheadings within these seven divisions are to be found and, while the essay contains a wealth of information, it is extremely hard to detect any logical sequence. The word "hodge-podge" best describes this.

This confusing lack of subheadings and logical progression from one idea to another is also to be found in the Bryant essay. Here some 50 pages are devoted to "the problems of indexing, abstracting and bibliographies and the solutions adopted or proposed as discussed in the literature." "Library catalogs and indexes to special collections, union catalogs, and personal files, all devices for

arranging literature" are not considered. Neither are "reading lists—lists of best books" and "aspects of bibliography involving the description of books." Having waded through these 50 pages, this reviewer was more than a little confused, being reminded of the colored preacher who "argued and sputtered but did not show wherein." Bryant's essay, however, is less difficult to read than Bonn's.

Having discussed "compilation and arrangement" in the first 50 pages of the essay, the author then proceeds to devote 20 pages to "a consideration of the evidence in support of the solution" to the problems propounded in the first section. The final chapter, *Targets for Research* (11 pages), discusses areas in which the author feels further research is warranted. These are listed at the conclusion of the essay in "descending order of importance: Research to determine objectives, the establishment of basic cost data, and research in techniques."

There is much gold in these two essays, and Ralph R. Shaw, as editor, is to be commended for his efforts in promoting the series of which this book is a part. However, the gold is badly scattered and mining it discourages and baffles the reader. Heaven knows, today's librarian is fighting an uphill battle to sell the idea of librarianship to the layman, and this book, falling into the hands of the non-librarian, can give a very poor impression of "The State of the Library Art." The book suggests a job which had been started carefully and then rushed to completion to meet a suddenly-imposed deadline date. Better format, indexing and organization would have helped these two essays tremendously. The gold—much gold—is there; find it if you can.

HAROLD S. SHARP, Technical Librarian  
AC Spark Plug Division  
General Motors Corporation  
Milwaukee, Wisconsin

## Two New Soviet Chemistry Journals

Consultants Bureau has announced that it is translating from the Russian and will publish in April, two new Soviet journals. The first, *Kinetics and Catalysis*, a bimonthly journal contains original theoretical and experimental papers on catalysis and kinetics of chemical transformations in gases, solutions and solid phases as well as review articles. The annual subscription price of the translation is \$1.50. *Journal of Structural Chemistry*, the second journal, contains reports of research into the most important aspects of theoretical and practical structural chemistry, with particular emphasis on new physical methods and techniques. It will also contain review articles on

special subjects in the field published in the Soviet and not readily available in English. Published bi-monthly, the annual subscription price is \$80.

### International Focus—Canada

The Advertising Division of SLA has issued *International Focus—Canada*, a supplement to the *Advertising Division Bulletin of January 1961*. It lists Canadian consulates in the United States, basic reference materials for use in advertising and marketing and key picture sources on Canada. It is available for \$1 from Catharine Lynch, Librarian, American Broadcasting Company, General Library, 7 West 66th Street, New York 23. Checks should be made out to Advertising Division SLA.

### New World-Wide Science Magazine

Beginning January 1962, Conover Mast Publications, Inc. will publish a new monthly, *International Science and Technology*. The journal will report, review and interpret the industrial significance of developments in advanced areas of technology and science. It will include all areas of science that have application to industrial progress.

### New Serials

ENVIRONMENTAL EFFECTS ON MATERIALS AND EQUIPMENT is a new monthly abstracts journal, first put out in January 1961, of the Prevention of Deterioration Center, National Academy of Sciences-National Research Council, to aid design engineers, materials scientists, specification writers and evaluators, test personnel, research directors and others responsible for reliability, operability and durability of materiel in environments of transportation, storage and use. It contains about forty substantive abstracts, forty extracts of current articles and an index. Cumulative author and subject indexes will appear at the completion of each annual volume. Subscriptions, \$25 annually, may be obtained from the National Academy of Sciences, 2101 Constitution Ave., Washington, D. C.

RQ is the new quarterly newsletter of the Reference Services Division of the American Library Association. First issued in November 1960, it contains abstracts of articles, reviews of reference work and news of Division Chapter and Committee Activity. William S. Budington is the editor, and it is issued from 50 East Huron, Chicago 11, Illinois.

RESEARCH MANAGEMENT, a quarterly publication of the Industrial Research Institute, discusses topics pertaining to organized research and contains papers presented at semiannual meetings of the IRI, proceedings and articles by research executives, bench workers and others in the field. This fourth volume is available for \$7.50 from Interscience Publishers, Inc., 250 Fifth Avenue, New York 1, N. Y.

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Sponsored by the Council of National Library Associations and the Library Journal. Part I, library and book trade statistics and information. Part II, associations and joint committees. Activities index. Chart of national library associations. Library buying guide. Index.

LIBRARY ADMINISTRATION. *Reginald Northwood Lock*. London: Crosby Lockwood & Son, Ltd., 26 Old Brompton Road, 1961. x, 132 p. 15s.

Analysis of the fundamentals of administrating. Appendix. Index.

LIBRARY DISPLAY. *Stephanie Borgwardt*. Johannesburg, South Africa: Witwatersrand University Press, 1960. iv, 190 p. illus. 40/—, post free 40/6, overseas 41/—.

Ideas for displays, theory and library exhibitions throughout the world. References.

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### Bibliographical Tools

AMERICAN BOOK-PRICES CURRENT 1960: A Record of Literary Properties Sold at Auction in the United States and in London, England, from July 1959 through June 1960, Vol. 66. *Edward Lazare*, ed. New York: American Book-Prices Current, 509 Fifth Avenue, 1960. lxi, 656 p. \$20. (L.C. 3-14557)

Records 18,200 literary properties from 99 sales held in the United States, London and Hamburg, Germany. Part I covers books, serials, etc., Part II, autographs and manuscripts, Part III, broadsides and Part IV, maps.

REVIEW OF IRON AND STEEL LITERATURE FOR 1959: A Classified List of the More Important Books, Serials and Trade Publications During the Year; With a Few of Earlier Date Not Previously Announced. *Esther Chesire*. Pittsburgh: Carnegie Library of Pittsburgh, 1960. 56 p.

Reprinted from *The Blast Furnace and Steel Plant*, May-August, 1960.

### Directories

CANADIAN ALMANAC AND DIRECTORY. Toronto: The Copp Clark Publishing Company, Ltd., 517 Wellington Street West, 1961. \$11.

Over 50,000 indexed Dominion and Provincial government officials; post offices, railway stations, salutations, forms of address, barristers, chartered banks, trust and loan companies, registrars in bankruptcy, periodicals, associations, educational institutions, municipalities, parcel post rates, city managers and other facts and figures about Canada.

DIRECTORY OF LIBRARIES AND INFORMATION SOURCES IN THE PHILADELPHIA AREA, 10th ed. *Ann Lauer*, ed. Philadelphia: Special Libraries Council of Philadelphia and Vicinity. 152 p. pap. \$2.50. (Available from Jean Steever, Librarian, Radio Corporation of America, RCA Defense Electronic Products Library, Front and Cooper Streets, Camden 2, New Jersey.)

Personnel index. Subject index.

DIRECTORY OF MEDICAL SPECIALISTS, rev. ed. Chicago: Advisory Board for Medical Specialties by Marquis—Who's Who, Inc., 210 East Ohio Street, 1961. 1,940 p. \$18.80, pre-publication; \$24, after publication.

Geographical arrangement by boards, standardized content, alphabetical listing of diplomates and board data. Index.

MUSEUMS DIRECTORY OF THE UNITED STATES AND CANADA. Washington, D. C.: American Association of Museums, Smithsonian Institution, 1961. \$7.50.

Lists over 3,000 institutions, cataloged by city and state, chief executive officer and alphabetically.

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### Miscellaneous References

ADVANCES IN ANALYTICAL CHEMISTRY AND INSTRUMENTATION, vol. 1. *Charles N. Reilley*, ed. New York: Interscience Publishers, Inc., 250 Fifth Avenue, 1960. 454 p., illus. \$12.

Evaluates new developments and classical methods and approaches. 31 tables. Subject index.

THE AMERICAN RIGHT WING: A report to the Fund for the Republic, Inc. *Ralph E. Ellsworth and Sarah M. Harris*. Urbana, Illinois: University of Illinois Graduate School of Library Science, 1960. 50 p. pap., \$1.

No. 59 in the *Occasional Papers* series, evaluates the American Right Wing through a discussion of its organizations, activities, publications and influence. Bibliography.

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A collection of articles on the status and prospects for commercial applications of the atom on a world-wide basis.

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Translated from the Russian. Discusses problems and progress in machine translation and covers the work of the Institute of Precise Mechanics and Computing Technique and of the Institute of Scientific Information of the USSR Academy of Sciences. Appendix.

BASIC RESEARCH RESUMES: A Survey of Basic Research Activities in the Air Research and Development Command. *Herner and Company*. Washington, D. C.: Office of Technical Services, U. S. Department of Commerce. 334 p. pap. \$5.

Prepared for the Air Force Research Division, Air Research and Development Command, United States Air Force. Describes work under the ARDC Basic Research Program carried out in universities, research institutions, industrial laboratories in the United States and the Free World and ARDC's in-house laboratories. Gives titles and descriptions of individual efforts, Contractor, principal Investigator, and subject indexes.

COLORIMETRIC METHODS OF ANALYSIS, vol. IIIA. *Foster Dee Snell and Cornelia T. Snell*. Princeton, New Jersey: D. Van Nostrand Company, Inc., 120 Alexander Street, April 1961.

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DATA PROCESSING ANNUAL Reference Guide, vol. 2. Detroit: Gille Associates Inc., 22nd Floor Book Tower. 260 p. \$15.

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