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SPECIAL LIBRARIES

SEPTEMBER 1961, VOL. 52, No. 7

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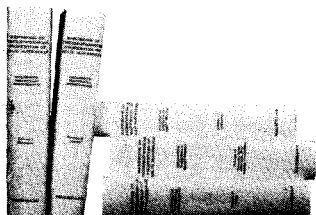
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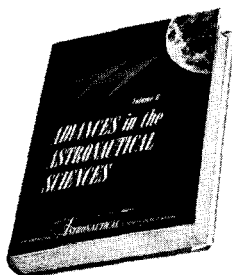
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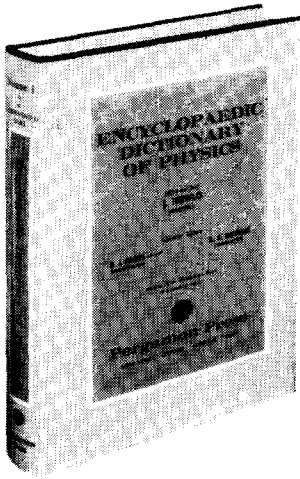
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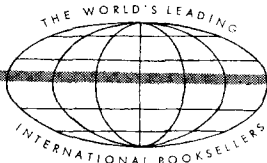
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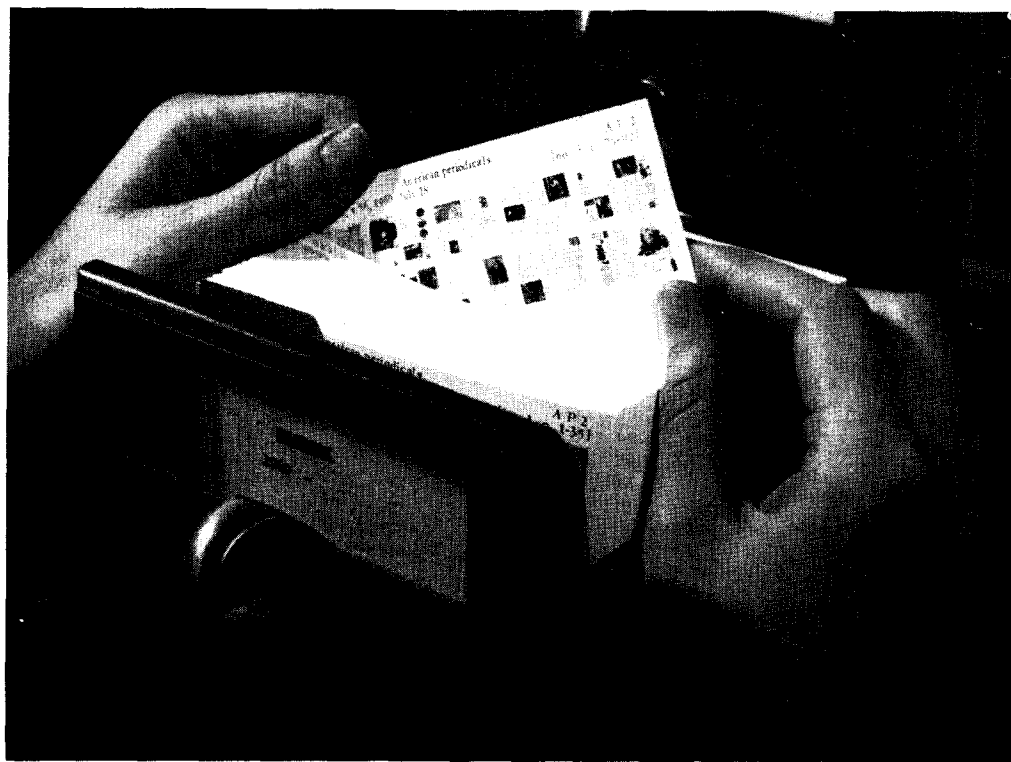


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Special Libraries Association

Volume 52, No. 7

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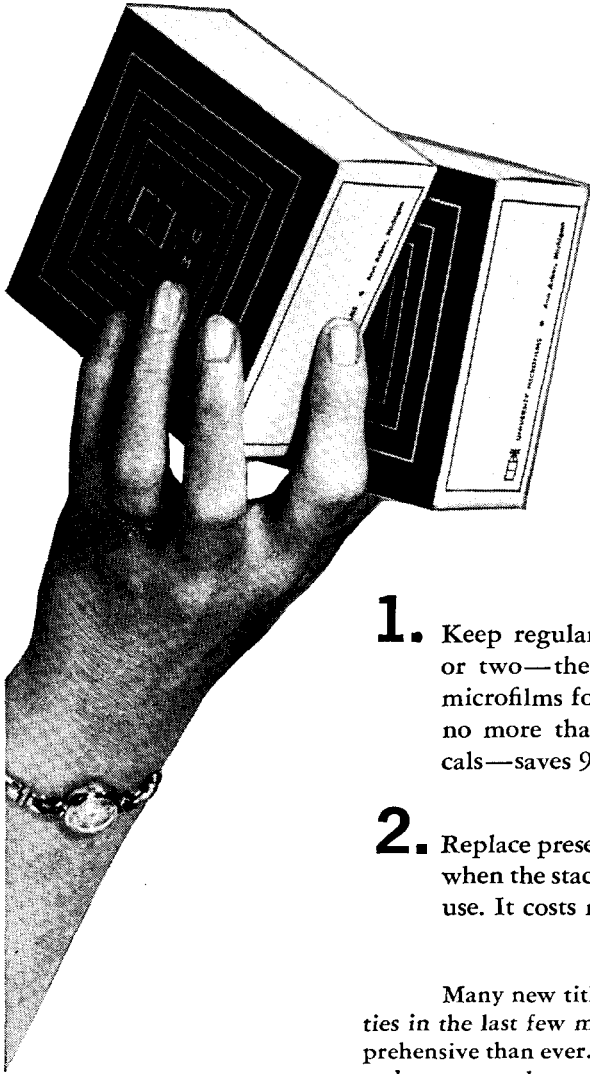
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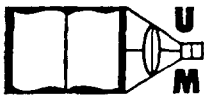


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Tasting the San Francisco Convention

RUTH NIELANDER, Librarian, Lumbermens Mutual Casualty Company, Chicago, and others*

WHEN EPICURES of books hold their annual Convention in a city noted as a center for gourmets, the result is a week of bibliophilistic and gastronomic revelry; and when that city has an entire issue of *Holiday* magazine devoted to extolling its virtues, then the anticipation of that Convention builds up to a fine pitch. All this pent-up enthusiasm and exuberance were released at the opening reception of the SLA Convention on Sunday evening, May 28, at the World Trade Center, in San Francisco, when hundreds of librarians had their first breathtaking view of the Bay Bridge etched against the sunset sky. It was a gay scene of greetings and reunions among friends who had a year's accumulation of chatter to dispose of in a few hours' time while sipping cocktails and nibbling countless hors d'oeuvres.

This was the fifth time in SLA's history that Californians had been hosts to the annual Convention, but the 1961 meeting broke all attendance records for that state when over 1,000 librarians poured in to the Opening Session at the Sheraton-Palace Hotel on Monday morning.

They were treated with a speaker of rare inspirational ability—a sort of appetizer for the week, which left a warm glow long after the Convention had ended. Dr. Lawrence Clark Powell, Dean of the School of Library Service at the University of California, delivered the keynote address, "Into the Main-



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Pre-Convention behind-the-scenes-activities. Members of the San Francisco Chapter spent a busy Saturday afternoon assembling Convention registration kits.

stream," better titled (he said), "Into the Maelstrom or Larry in the Lion's Den!" He presented an eloquent plea for librarians who would champion the cause of intellectual freedom, librarians with courage and a dedication to their profession. Librarians, he pointed out, must not only have a devotion to books but must also be leaders because of their favored position as storekeepers, servants, bulwarks and beacons. He was given a standing ovation by the audience in enthusiastic support of his presentation.

Group luncheons and Division business meetings filled the balance of Monday. Outstanding among luncheon sessions was the Insurance Division's speaker, Dr. Howard L. Martin of the School of Business Administration of Golden Gate College, who berated the insurance industry for its lack of professionalism. He pointed out that the insurance business has but two professional societies and a pitifully small number of insurance men belong to either. Further, both require only a high school education to qualify for membership.

The Metals Division panel on "Abstracting Services in the Field of Metallurgy" resulted in a give and take of ideas that should

* EDITOR'S NOTE: Impressions and reports were also contributed by Robert G. Krupp, Librarian, Bell Telephone Laboratories, Inc., New York City (Advisory Council, Cases on Relationship between Library Management and Management, Documentation and Science-Technology Divisions panels); Mary C. Margrish, Picture Collection, New York Public Library, New York City (Picture Division); and James B. Dodd, Director, Information Service, Atomic Energy Division, The Babcock & Wilcox Company, Lynchburg, Virginia (Metals Division).

show results in the future. The papers by the panelists, each representing an abstract periodical, clearly described the purposes of the publications. The questions and discussion following the papers gave everyone, including the participants, plenty of material to take back home for further study and work.

Perhaps the most disappointing and useless meeting that convened in San Francisco was that of the Advisory Council. The question of whether the "Planning the New Library" series should be published as a separate was raised, and in a discussion concerning preference for hard covers or paper covers on Association books, the peak of audience participation was reached. Chester Lewis presented a really excellently documented report on his committee's work concerning Copyright Law Revisions. He and his committee must have worked, not only hard but extremely intelligently, to prepare the digest he gave, but there were no opinions or reactions to the proposals. The silence was deafening! Further disinterest was plainly evident when Mr. Lewis presented his second report, one concerning fair use in photocopying. "Fair use" must be a somewhat unpopular topic with librarians because, again, there was not a peep to be heard. Under new business two topics of somewhat personal interest to a limited number of SLA'ers were presented to the Council: 1) what to do with



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The food and drink at the opening reception sponsored by the San Francisco Bay Region Chapter in the World Trade Club at the Ferry Building was enjoyed by all.



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Mrs. Flora Critchlow (center), an active member of the San Francisco Chapter's Committee for Visiting Foreign Librarians, welcomes Uthai Dhutyabhodhi, representing the Thailand Library Association, and Dr. August G. K. Cockx of the Royal Library of Belgium to the San Francisco Convention.

old Chapter and Division bulletins and 2) what should be the policy toward multiple Chapter memberships.

The novel approach of the General Session, "Cases on the Relationship between Library Management and Management: Analysis of Decision-Making in Three Library Management Problems," attracted a large number of attendees, some of whom must have hoped that at least one of the cases to be discussed would bring the millennium they sorely needed. After adjournment two classes of comment were overheard: 1) "My library is too big to have this sort of problem" and 2) "My library is too small to have this sort of problem." The whole session was an excellent attempt to bring a measure of freshness to SLA Convention programming. The fact that the panel was unable to reach unanimous clear-cut decisions regarding the three cases at hand did not necessarily indicate an ineptness on their part but rather possibly a lack of good case selection.

Gourmets who could squeeze into the crowded luncheon on Tuesday were served an unusual treat by Dr. S. I. Hayakawa, noted professor and author who spoke on "Language in Action." Librarians who for years have been purveyors of Dr. Hayakawa's books heard him speak on the art of communication. By using visual aids, he showed

how experience determines what we see and how we evaluate things in terms of our own experiences. In our social lives we generally surround ourselves with people like us and it is easy to communicate, but in business we have to associate with people unlike us and the problem becomes complicated. He made it clear that the art of listening is closely allied to communication. Listening does not come easy to most of us, but we find when we have the right listener, we speak more intelligently.

The Annual Business Meeting on Tuesday afternoon drew a relatively small crowd, which seemed somewhat apathetic to the proceedings. Committee reports were given, but no new business requiring action was brought before the members. After adjournment, there was a special open meeting of the Constitution and Bylaws Committee. Various proposed changes were brought up to obtain members, reactions and opinions, and a lively discussion followed. Due to lack of time, however, the meeting was brought to a close before all items were discussed.

A most unusual feature of the Convention, which netted \$250 for the SLA Scholarship and Student Loan Fund, was the traditional wine tasting ceremony sponsored by the Metals Division. This "Sipping for Scholars" benefit was arranged through the cooperation of the California Academy of Sciences and the Wine Institute. Simson African Hall at the Academy in Golden Gate Park was the setting for the benefit, which the Metals Division hopes will set a precedent as a means of raising money for the Scholarship Fund.

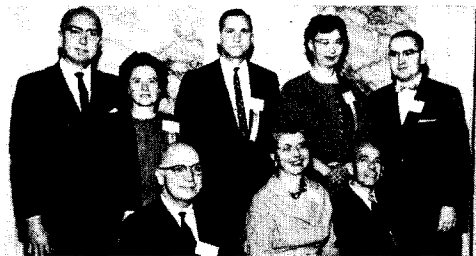
Picture resources and the use of pictures were the main themes that highlighted the varied meetings of Picture Division. Speakers from the Bancroft Library, California Historical Society, Society of California Pioneers, and Wells Fargo History Room enlightened a luncheon audience on the San Francisco Bay Area picture collections. Tours to these museums and libraries later gave members a firsthand look at the wealth of material about the West.

A panel of lively guests provided a memorable Tuesday evening as they told of the

detailed work involved in television and motion picture research. This discussion, which was attended by many non-picture librarians, was followed by a special showing by Dan Jones, Director of Research, NBC Project 20, of "The Real West," a Project 20 production narrated by Gary Cooper in which still pictures were used to tell the story.

Wednesday was the busiest day for most conventioners starting with breakfast meetings held by many Divisions. The Insurance Division discussed indexing problems with the President of the H. W. Wilson Company and expressed concern over the few insurance journals now indexed in the *Business Periodicals Index*. Mr. Haycraft pointed out the many problems involved, chief of which is the element of cost. A Picture Workshop gave Museum and Picture Division members the opportunity to exchange ideas on methods of obtaining, preserving, and circulating pictures. Romana Javitz, of the New York Public Library Picture Collection, showed her film strip and lectured on the uses of pictures.

At the Documentation and Sci-Tech panel on "Information Retrieval Systems for Small and Medium-size Libraries," a group of learned, respected, professional SLA members discoursed on a series of presumably



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Participants in the Opening and General Sessions. Standing (left to right): Dr. Edward V. Stein, San Francisco Theological Seminary; Mrs. Elizabeth B. Roth, General Sessions Chairman; Rocco Crachi, Exhibits Committee Chairman; Marie E. Koutecky, San Francisco Chapter President, Bill M. Woods, SLA Executive Secretary. Seated: Dr. Paul Kruse, Convention Chairman; Winifred Sewell, SLA President, Dr. Lawrence Clark Powell, Keynoter and Dean of the School of Library Service, University of California at Los Angeles



A section of SLA's display of its publications and activities at the San Francisco Convention.

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carefully selected subjects, but much was "old hat" or crass commercialism. Dr. G. Jahoda of the Esso Research and Engineering Division presented a refreshing paper in which he emphasized (among other things) many deficiencies of his system and showed graphically the negative results of his literature experiments. Too often librarians do not have the courage or inclination to report negative results; yet often they are as important as positive results. His slides, unlike those displayed by the other panelists, were also excellent.

The relationship between "information" and the "scientist" is only that the latter needs the former. In the Science-Technology Division's panel on "Information and the Scientist," more common ground could have been tread upon had the relationship between the "librarian" and the "scientist" been investigated. As a matter of fact, this somewhat higher plane was reached by means of several not too conservative comments by both members of the audience and the panel during the discussion period. The question of should a special library be under

the guidance and administration of someone who is first a librarian and then a subject specialist, or vice versa, was resurrected but not settled. This panel, like the earlier one on "National State of Technical Translation Program from Viewpoint of Initiators of Translations and with Reference to Plans for Chinese Technical Literature," was taped and later broadcast over KPFA (FM), the listener-subscription station serving northern California.

The full day was brought to a close with the *pièce de résistance* of the Convention, the Annual Banquet, held in the Palace's spacious Garden Court. President Sewell announced that the H. W. Wilson Foundation, Inc., an educational and charitable foundation established by the late Mr. and Mrs. H. W. Wilson, had contributed \$2,000 to the Scholarship and Student Loan Fund. The newest SLA Chapter, San Diego, received the Membership Gavel Award for having the highest percentage increase in membership (based on unit values) from one Convention to the next, and Wisconsin won the H. W. Wilson Company Chapter Award.

A portion of the main exhibit area at the Sheraton-Palace Hotel.



Cristof Studio

The Toastmaster, Eugene B. Jackson, introduced the head table guests, concluding with E. Finley Carter, President of Stanford Research Institute, who spoke on "Communications in a Complex Age."

Thursday was tour day for all Divisions. To give a bit of typical San Francisco atmosphere, a heavy fog came in as the buses were heading toward San Jose, Palo Alto, Menlo Park, Berkeley and Oakland. One of the largest groups, consisting of Business and Finance, Insurance and Social Science members, stopped first at the IBM Research Center at San Jose in the heart of the Santa Clara Valley. This center covers an area of 210 acres and consists of a series of attractive buildings of modernistic design. In the building housing the library, a clever film was shown entitled "The Information Machine," and then groups were taken through the building to see various automated library procedures for ordering, circulation and routing. Some excellent literature was distributed on information retrieval systems now in use in libraries throughout the United States as well as a first-rate *Manual of Procedure*, published by the IBM Research Li-

brary. This visit afforded an extremely interesting and practical demonstration of how libraries can automate here and now.

From here the buses went to Stanford University at Palo Alto for lunch and then to visit the Jackson Library of Business and the Hoover Library. The Kaiser Industries and the Lockheed Missiles and Space Division were gracious hosts to tours arranged for the Metals Division on Wednesday and Thursday.

These, then, were some of the highlights of the San Francisco Convention. Not described were numerous other delights and sights tasted during the week—Muir Woods and the redwoods, Coit Tower, the cable cars, jade in the Chinatown windows, the smells on Fisherman's Wharf, Irish coffee and countless other thrills that add up to a truly gourmets' Convention.

A Librarian's Hawaiiana

"There's Diamond Head!" an excited voice exclaimed, and 80 librarians strained to catch the view. In minutes the long gray jet settled down at the Honolulu Airport, and 80 librarians began a memorable six-day



Cristof Studio

The head table at the Banquet included members of the Executive Board, the two 1961 Hall of Famers, Association staff members, speakers and guests. Standing (left to right): Florine A. Oltman, Dr. Burton W. Adkinson, Lois Brock, V. H. Gallichotte (W. R. Ames Company, representing exhibitors), Alvina F. Wassenberg, Paul L. Knapp, Marie E. Koutecky, Donald Wasson, Mrs. Eugene B. Jackson, W. Roy Holleman, Lorraine Ciboch, Rachel P. Comba (representing Hawaiian Library Association), Bill M. Woods, Mrs. E. Finley Carter, Mary L. Allison. Seated: Mrs. Elizabeth R. Usher, Dr. Paul Kruse, Olive E. Kennedy, Sara Aull, E. Finley Carter, Banquet Speaker, President Winifred Sewell, President-Elect Eugene B. Jackson, Alberta L. Brown, Thelma Hoffman, Howard Haycraft (President, H. W. Wilson Company), Mrs. Jeanne B. North.



Participants in the Mid-Pacific Special Libraries Association Conference in Hawaii.

Mid-Pacific conference in Hawaii. The Hawaiian Library Association had an officially printed Schedule of Events, which was handed everyone on arrival, and it wisely left plenty of time for visitors to capture the flavor of Hawaii.

The first official event was on Saturday afternoon—a three-hour boat trip to Pearl Harbor. None of us can soon forget the awesome sight of the American flag flying briskly above the sunken *Arizona*, a ship which is still officially commissioned by the Navy with its crew of 1,103 entombed beneath 40 feet of water.

The first professional session started Monday morning with a tour of the Bishop Museum, which was founded in 1889. The exhibits here tell the story of Hawaii from its background in the Polynesian past to the days of the last monarchs of the Kingdom of Hawaii. Here we visited the Pacific Scientific Information Center and learned that James Michener did much of the research for his best-selling novel, *Hawaii*, in this museum. From here we toured the University of Hawaii library, which has the most complete collection of books on Hawaii available anywhere—even to a Mother Goose written in Hawaiian. The Oriental collection was particularly noteworthy, and here we heard the familiar cry, “short of staff, short of space, short of money.”

After lunch at The Willows with members of the Hawaiian Library Association, we took a bus to the Iolani Palace, now the

Capitol building (this is the only royal palace on American soil), the famous Punchbowl Crater and the Pacific Memorial cemetery where we were shown the grave of Ernie Pyle.

On Tuesday our energetic hosts scheduled a tour to the Church College of Hawaii on the windward side of the Island opposite Honolulu. The College, which was built by the Church of the Latter Day Saints, is only six years old and contains the most modern equipment including a spacious library. After lunch at the College, a Polynesian feast, we were entertained with Polynesian dances and songs by the students. The afternoon spent here was so genuinely inspirational that many of the group donated funds for bringing students from one of the Polynesian islands to the Church College for an education.

The third and last professional session on Wednesday included a tour of the Dole Pineapple plant, where pineapple juice flows, not only *like* water, but *instead* of water at the drinking fountains! From there we went to the leading sugar library in the world at the Sugar Planters Association and then to the Hawaiian Telephone Company library.

Sandwiched in between meetings and meals were a variety of other delights and experiences. And so a special thanks and a fond *aloha* to the members of the Hawaiian Library Association, and especially to Marion McDermott whose untiring efforts and un-failing enthusiasm (not to forget her many colorful muu-muus), sparked the Mid-Pacific Conference to such a complete success.

1961 Scholarship Winners

AWARDS OF \$1,000 each were granted to MARLENE BARRETT, Homestead, Pennsylvania, JACQUELINE K. JOHNSON, Toronto, Ontario, and MRS. IRENE G. WALLACE, San Francisco, California.



MRS. IRENE G. WALLACE graduated from San Francisco State College with majors in German and medical biology. She worked as a laboratory technician while taking university extension courses. She will study at the School of Librarianship, University of California at Berkeley.



R. A. Nicholls

JACQUELINE K. JOHNSON has a B.S. in bacteriology from McGill University, Montreal. She has worked in the technical service library of Imperial Oil Ltd. and is now assistant librarian in its central library. She will attend Western Reserve University's School of Library Science.



MARLENE A. BARRETT received her degree in English and science from Carnegie Institute of Technology in Pittsburgh, and she plans to enter its library school in the fall. Miss Barrett has worked in the science library of Carnegie Tech as an undergraduate.

RECIPIENTS OF \$500 each from the Eleanor S. Cavanaugh Scholarship Fund are EMERY BALDI-BECHT, Los Angeles, California, MRS. FLORENCE MORRIS, Chicago, Illinois, and MRS. MARY F. RILEY, New York City.



EMERY BALDI-BECHT received his Doctor's degree from the University of Budapest. He has done postgraduate work at London University and Vienna University and is currently employed in the University of Southern California Law Library.



MRS. FLORENCE E. MORRIS earned her M.A. at the University of Toronto. She was employed as a librarian at DeLeuw, Cather & Company and more recently in the Library of International Relations in Chicago. She is attending the University of Chicago Library School.



MRS. MARY F. RILEY graduated from Fordham University with an English major. She worked for the *Engineering News-Record* and *Aviation Week Magazine* in research and advertising and is a student at Columbia University's School of Library Service.

SLA Hall of Fame

Two members have been honored by election in 1961 to The Hall of Fame. This recognition is granted for outstanding contributions to the growth and development of the Special Libraries Association and is offered following completion of an active professional career or near the date of announced retirement.

ALBERTA L. BROWN

Former Head Librarian, The Upjohn Company, Kalamazoo, Michigan, 1941-1959
Home address: 1307 Warren Place, Kalamazoo, Michigan
Chairman, Pharmaceutical Section, 1947-1949
Chairman, Pharmaceutical Section Publicity Committee for *Unlisted Drugs*, 1950-1951,
Union List of Serials, 1951-1952
Program Chairman, Science-Technology Division, 1950-1951
Vice-Chairman, Science-Technology Division, 1952-1953
Chairman, Science-Technology Division, 1953-1954
Chairman, *Scientific Meetings* List Committee, 1954-1956
SLA Executive Board, 1956-1959
SLA President, 1957-1958
Chairman, Headquarters Personnel Committee, 1958-1959
Chairman, SLA Professional Award and Hall of Fame Committee, 1959-1960
Chairman, Admissions Committee, 1959-1961
Chairman, Nominating Committee, 1960-1961

THELMA HOFFMAN

Chief Librarian, Shell Development Company, Emeryville 8, California, 1930-1961
Home address: 2825 Woolsey Street, Berkeley, California
San Francisco Bay Region Chapter Executive Board, 1932-1933
President, San Francisco Bay Region Chapter, 1933-1934
Chairman, Petroleum Section, 1940-1941
Vice-Chairman, Science-Technology Division, 1949-1950
Chairman, Science-Technology Division, 1950-1951
Member, Recruitment Committee, 1953-1954
Chairman, Recruitment Committee, 1954-1955
Member, Convention Executive Committee, 1960-1961

Fall Chapter Visits of President Eugene B. Jackson

Montreal	October 16
New York	October 17
New Jersey	October 18
Philadelphia	October 19
Greater St. Louis	October 30
Indiana	November 1
Minnesota	November 3

Reprints of papers presented at the panel, *Abstracting Services in the Field of Metallurgy: Metallurgical Abstracts*, by J. S. Bristow; *Crerar Metals Abstracts*, by William S. Budington; *The Battelle Technical Review*, by Robert W. Gibson, Jr.; *ASM Review of Metal Literature—Present Status and Future Possibilities*, by Marjorie R. Hyslop, *Astronautics Information*, Huston Denslow and *Nuclear Science Abstracts*, by Paul E. Postell, are available on request from Special Libraries Association.

Geography and Map Division Award

DR. ARCH C. GERLACH, Chief of the Map Division of the Library of Congress, received the Geography and Map Division's Honors Award for significant contributions in the fields of geography and map librarianship. Dr. Gerlach has organized projects in the Map Division for students, encouraged his staff to compile map bibliographies, write articles and present papers, has prepared map exhibits, lectured and written papers on cartography and kindred subjects. Dr. Gerlach has distinguished himself in almost every area of cartography and geography. His most recent achievement is his election to the office of Vice-President and President-Elect of the Association of American Geographers. He has been Visiting Professor of Geography at the University of Michigan, Director of the Cartography Division of the American Congress on Surveying and Mapping, Chairman of the National Academy of Sciences-National Research Council Advisory Committee on Geography and on the Directing Council of the Pan American Institute of Geography and History.



Library of Congress

Science-Technology Division Awards



GERTRUDE BLOOMER of the William S. Merrell Company, Cincinnati, is a co-winner of the Science-Technology Division's Publication Award. Miss Bloomer is Editor of *Scientific Meetings*, the winning publication, and earned the award in "recognition of her untiring efforts and outstanding achievements in editing [the journal] which became a world-wide reference tool." Her offices in SLA have included Program Coordinator for the 1954 SLA Convention and membership

on the Liaison and Bibliographic Services and Science-Technology Scholarship and Student Loan Fund Committees. She is a charter member of the Pharmaceutical Section of the Division.



JOAN HUTCHINSON of the National Lead Company, Cincinnati, is the other winner of the Division's Publication Award. Miss Hutchinson has served as Business Manager of *Scientific Meetings* for the five years of its existence. She received the award "in recognition of her untiring efforts and outstanding success in promoting [the journal] which has become a world-wide reference tool." She is at present a member of the SLA Admissions Committee, has been Vice-President

and President of the Cincinnati Chapter and is now Secretary-Treasurer of the Engineering Section of the Division.

MRS. NELL STECKEL STEINMETZ, Librarian of the Pacific Aeronautical Library in Los Angeles, received the Science-Technology Division's Award of Merit for her outstanding contribution in cooperative librarianship and her inspired leadership in the field. Mrs. Steinmetz has built the Pacific Aeronautical Library into an outstanding cooperative library and one of the few such organizations supported entirely by commercial and industrial users. She was one of the first members of SLA to advocate an Association-wide Consultation Service and has advised and assisted many small firms interested in establishing library service. In SLA she has been Chairman of the Southern California Chapter's Transportation, Employment and Education Committees and has served on the Executive Board.



President's Report: Signs and Symptoms

WINIFRED SEWELL, President 1960-1961

THE YEAR 1960-1961 has been for me one of listening and learning. For Special Libraries Association, it has been a year of continued accomplishments and of setting courses for the future. It has probably not been qualitatively different from any other recent year in SLA's history, but quantitatively, the emphasis on goals for 1970 has led us to give somewhat more time to examining our present activities and asking what our long-range objectives should be.

The achievements of the Association show up in the reports published in this issue of *Special Libraries*. They should all be read carefully for they will make you proud of your Association. Besides the record of achievement and of self examination, you will find in these reports the same sense of interest and excitement in the work of the Association that I have found in my visits to Chapters and talks to members everywhere. And there is a certain amount of dissatisfaction within the Association—

Contradictory Symptoms

With characteristic optimism, my first inclination is to regard this dissatisfaction as a sign of a healthy Association. But it has occurred to me that, like a ruddy face, it could be a symptom either of health or of disease. As we examine various facets of Association activities, we see again and again symptoms that are contradictory.

For instance, there has been no increase in total membership over last year. Yet 2,750 people voted this year compared with under 2,600 previously—a six per cent increase.

Our Membership Chairman reports that the smaller chapters complain that they are forced to use the same people over and over on Chapter work because they cannot recruit members from public, university and state libraries. On the other hand, the smaller Chapters generally show the greatest percentage increase in membership.

Other evidences of interest have been the good attendance and sometimes prolonged

discussion at various Chapter meetings I have attended. Yet there has been considerable difficulty in persuading people to do committee work.

We have set up a half dozen new committees this year in an attempt to guide more effectively the important functions of the Association. Turning the coin, the Goals for 1970 Committee is asking whether "the continued proliferation and complicated organization of activities [is] a good thing for SLA."

These are only typical examples. I could continue on this see-saw for many hours. Certainly there are many questions still to be asked.

Working and Planning for Future

One can define an Association as a group of individuals working together to accomplish something they cannot attain individually. A key problem within Special Libraries Association is that our individual objectives differ. We are a particularly heterogeneous lot now because technological advances in information handling have come at different rates in different kinds of libraries. But whether it be in 1970 or 1980 or even later, the fields that are changing most slowly now will catch up as the pace in the others levels off. If we can each project ourselves into the situation at that time, we may come closer now to agreement on our course.

Meanwhile, we must not underestimate our present assets. We are perhaps more expert than any other group in our familiarity with the needs and habits of the users of information. And we know how to get that information to them. Nevertheless, we must take advantage of every new development that will improve our efficiency in this technique.

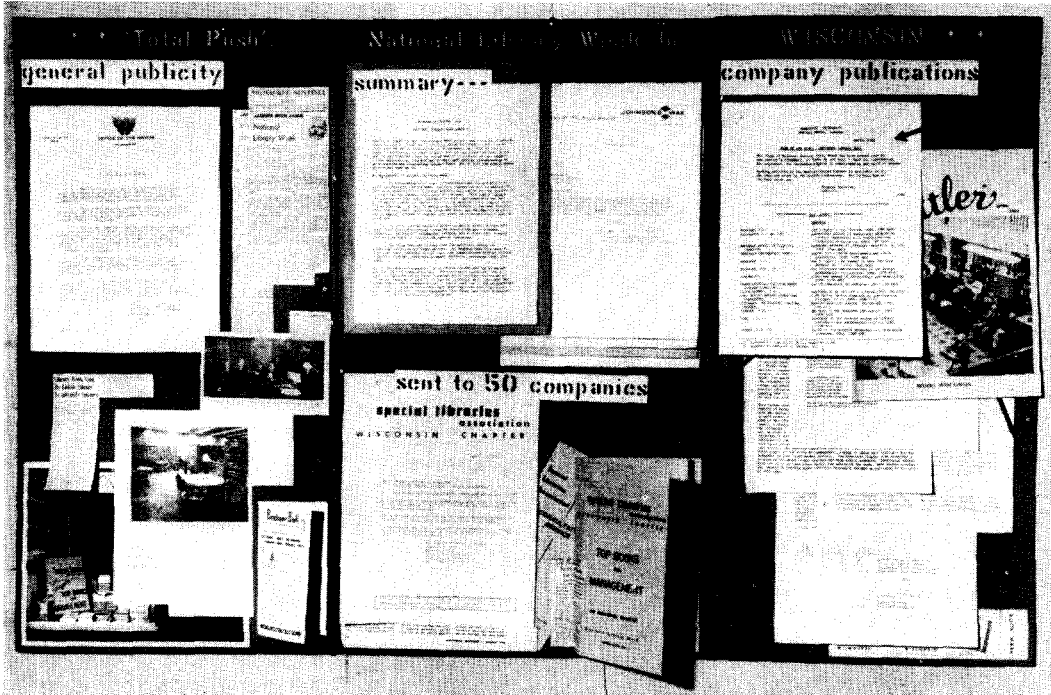
One of the most gratifying aspects of being SLA President is getting to know so many of its members well. We have a wonderful, capable, enthusiastic group. There

just should be more of us. Unless we can all be twins, we must seek out and work with any other group or individual with related objectives. At the same time we need to work a 12-hour day and work hard. We must redouble our own contributions to provide the lifeblood of the Association.

Health may initially be God-given, but it is maintained only through constant care and concerted effort. Though some of the signs we see now may indicate incipient disease in the

Association, it may never reach the acute stage. The patient has more than enough vitality to survive if we are all willing to initiate the symptomatic treatment of redoubled effort immediately and to concentrate on an exact diagnosis.

With long-range planning, we can assure a promising future for the Association that—before the term "information retrieval" was coined—sought out knowledge and put it to work!



Cristof Studio

The theme of the 1961 H. W. Wilson Company Chapter Award was the publicizing to the general public during National Library Week the role of special libraries. Eleven Chapters entered the competition, and all entries were of such excellence that it was difficult for the judges to make a decision. However, they felt that the requirements were best satisfied by the entry of the Wisconsin Chapter, and at the Banquet Howard Haycraft, President of the H. W. Wilson Company, presented a check for \$100 and a vellum scroll to William D. Stimmel, incoming Wisconsin Chapter President. The Chapter's National Library Week project was a fusion of several projects into one total effort to communicate information about Special Libraries Association and the services performed by member librarians for the citizens of the state. The objective was to spotlight special librarianship as an interesting library field and to tell the public where special librarians work and what they do. The project included cooperating with other library organizations in advertising National Library Week, using television, newspapers, letters and a store front display to disseminate information and utilizing the Week to publicize special library service within members' own libraries and organizations. The visual presentation of these efforts is pictured above.

Annual Business Meeting Report

MRS. JEANNE B. NORTH, Secretary

THE ANNUAL Business Meeting of Special Libraries Association convened at 2:45 o'clock, May 30, 1961, at the Sheraton-Palace Hotel, San Francisco, President Winifred Sewell presiding. Mrs. Alice F. Sturgis acted as Parliamentarian.

President Sewell's report, published early in this issue, expressed concern for the health of the Association but was optimistic that problems could be overcome by the vitality evidenced in the year's achievements and in the enthusiasm of members, as seen on her Chapter visits.

The Treasurer, Olive E. Kennedy, reported on the financial situation of the Association and noted the need for increased revenue to meet increasing costs and growing services, or successful efforts for additional members as solutions to the Association's present deficit operation.

As Chairman of the Advisory Council, Second Vice-President Paul Knapp summarized the topics discussed by the Council at its two sessions in Kansas City and the meeting in San Francisco on May 29. He mentioned as particularly important the discussions on library statistics, on education for special librarianship and on the Copyright Act Revision.

A motion for discontinuance of the Hospital Division, effective December 31, 1961, was carried unanimously. This motion was presented by the Secretary, following the recommendation of the Executive Board made September 30, 1960. A mail ballot of the Division had resulted in a vote of 77 to 5 in favor of discontinuation and rejoining the Biological Sciences Division.

President Sewell prefaced committee reports by an expression of gratitude for the work of all committees and an explanation that the reports chosen for presentation were representative of equally important work by other committees. Mrs. Ruth Fine gave the report of the Advisory Committee on Statistics, which told of two years' work in establishing the need for statistics on special libraries and in seeking financial support.

Mrs. Fine was optimistic about forthcoming financial support and asked members to help by offering suggestions and by supplying needed information.

The report of the Chapter Relations Committee given by Florine Oltman was a stimulating summary of the varied activities of the Chapters. The Divisions also had been active on professional projects, as next reported by Lois Brock for the Division Relations Committee.

An important new factor in Association life, the investigation of possibilities for foundation grants, was reported by Robert Gibson, Jr., Chairman of the Foundation Grants Committee. He told of the submission of three proposals to the Council on Library Resources and of one submission to the National Science Foundation. He closed with a request for additional well-prepared projects to be considered for submission.

The Goals for 1970 Committee report, from Mrs. Louise Field, suggested that SLA may be trying to do too much in too many directions. The Committee held the opinion that either the activities of SLA should be simplified or that more of them should be centralized at Association Headquarters. The Goals Committee felt that there was a great deal more study and review necessary in order to define goals and that the particular areas for investigation appeared to be membership qualifications, education, conventions and public relations.

The Recruitment Committee report by Marguerite Moran described the work of the Committee in initiating the John Cotton Dana Lectures, in revising the pamphlet "Putting Knowledge to Work," in publishing a recruitment newsletter and in preparing for the National Career Show. Although the last activity was cancelled, the Committee expects to use the material prepared for it in other recruitment efforts. Further achievements of the Committee were cooperation with ALA and the Demco Company on a special libraries brochure, a study on visual aids and a checklist for recruitment speak-

ers. The report closed with four additional plans of the Committee for the near future.

David Weiser, Chairman of the Translations Activities Committee, formerly the Translations Center Committee, reported on the progress of the Survey of Translations, being made by Alberta Brown. Two exhibits for promotional purposes were authorized, one to be based in New York and one in Chicago. The Committee had recommended that the ad hoc Transliteration Committee be made a subcommittee to this Committee and the Board approved.

The three SLA Scholarship winners for 1961-62 and winners of three \$500 scholarships from the Eleanor S. Cavanaugh Fund were announced by Jo Ann Aufdenkamp. President Sewell read a letter from H. W. Wilson Foundation presenting \$2,000 to the Scholarship and Student Loan Fund in memory of Rose Boots and then announced gifts from the New York Chapter and Pharmaceutical and Public Utilities Sections to the same Fund.

Resolutions of appreciation for contributions to the Convention were presented by Marjorie Griffin, and the motion for their

adoption was passed. Convention attendance of over 1,000 was reported by Dr. Paul Kruse, who further analyzed the registrants by chapter and division.

The report of the Elections Committee was read by Elizabeth Mulhall, after which President Sewell announced the election of the new officers and directors. Paul Riley and Duane Day, Directors; Florine A. Oltman, Second Vice-President; and Ethel Klahre, First Vice-President and President-Elect were called to the rostrum. President Sewell presented the traditional symbol of office, a red, white and blue ribbon with pendant Canadian and United States silver dollars and a rabbit's foot, to the new President, Eugene B. Jackson.

President Jackson, in acceptance, spoke of the respective honor, privileges and duties of officers and members. When he spoke of the Association's debt to the outgoing president, a standing ovation was given Miss Sewell. Vice-President Klahre moved a vote of thanks be extended to all officers and directors, especially those just retiring, and the motion was passed, after which the meeting was adjourned, at 4:45 p.m.

Treasurer's Report

OLIVE E. KENNEDY

THE FINANCIAL statements of the Special Libraries Association for the year ended September 30, 1960, were published in *Special Libraries*, January 1961. The report of Price Waterhouse and Co., who examined the accounts, was also published.

The excess of budgeted expenses over budgeted income showed a deficit of \$27,490.00. The actual expenses of \$133,852.00 exceeded the actual income of \$131,895.46, leaving a deficit of \$1,956.54. The fund balance as of September 30, 1959, was \$73,998.64. This balance less the deficit for the year ending September 30, 1960 (\$1,956.54), plus interest on savings bank accounts for a prior period (\$88.27), which was transferred to the General Fund, left a fund balance of \$72,130.37 as of September 30, 1960.

Since these statements were published, current income and expenditures for the first

six months of 1960-1961 show almost the identical amount of excess of income over expenses as for the same period in 1959-1960. Excess of income over expenditures for the six months of 1959-1960 was \$39,380.03 and for the same period in 1960-1961 was \$39,510.68. Excess of income for the 1960-1961 period in comparison with the 1959-1960 period, \$8,882.39, is not due to income from dues. The amount is distributed among income from *Special Libraries*, *Technical Book Review Index*, Convention receipts and the sale of the Addressing Service. The sale of the 1960 *Membership Directory* increased the income, although this item is an addition to income for 1960-1961.

Expenditures amounted to \$8,751.74 more than the same six months' period in 1959-1960. Expenditures by committees were four times greater in 1960-1961, due to a revision

and reprinting of the recruitment booklet by the Recruitment Committee. The increase in salaries was due partly to the addition of one member to the office staff. An additional expenditure in 1960-1961 was the publication of the 1960 *Membership Directory*. This expense to date is greater than the income received from the sale of the directory, and sales must increase to meet the expenses of this worthwhile publication.

The Association has assets in eight special funds. However, monies in most of these funds cannot be invested. At the last Annual Meeting, the membership voted to keep the General Reserve Fund at \$50,000. During 1960-1961, \$4,000 of the cash reserve was transferred to the General Fund to reduce the fund balance to \$50,000. The Finance Committee is authorized to invest up to \$20,000 of the Fund in one or more reliable mutual funds.

The balance in the special funds for the six months' period of 1960-1961 shows an increase of \$34,279.46. However, \$28,009.65 of this amount is in the Translations Center Fund and can be used for no other purpose. The Publications Fund has an increase of \$3,992.48, but this is a revolving fund. A

publication may cost a great deal, and it takes time to obtain a fair return from its sale.

However, the special funds do not change the financial picture of the Association. We need money to carry on the Association for its members. We find our costs rising, our demands on the staff increasing and membership not increasing to a degree to compensate for routine expenses and services to members. We need Sustaining members. Where are the majority of the former 700 Institutional members? At present, we have 110 Sustaining members. The public relations program, which is being developed, should aid us in commanding the interest, respect and support of our activities through our members.

The questions are: Shall we raise dues? Shall we make a concerted effort for additional members? Shall we cut our services to members? For the past two years we have had a deficit—and it is reasonable to assume we will have a deficit in 1960-1961. Our budget should be realistic and, unless we can foresee an extremely bright financial picture, we must find ways to increase our revenue. If we want to progress as an Association, we must be willing to support it and its activities.



Miller-Ertler Studios

The Association's informative and attractive booth at the American Library Association Convention in Cleveland, July 7-14, 1961, attracted much attention. The new Translations Center's free-standing, traveling exhibit is on the right.

Resolutions of Appreciation

Adopted at the Annual Meeting

Resolutions Reference Committee, Marjorie Griffin, Chairman

WHEREAS, the Association has been guided in its activities and represented to others by one who personified quiet dignity, sincerity, competence and strength in leading others to define new goals for 1970, and who, in her new field will combine specialized subject knowledge and professional librarianship to implement new techniques in the dissemination of knowledge.

BE IT RESOLVED: That the Association hereby expresses its debt of gratitude to its 1960-61 President, Winifred Sewell.

BE IT RESOLVED: That in its recognition of the inordinate amount of time involved in the planning and execution of the 52nd Annual Convention, the Association expresses its appreciation to all those who contributed, especially to:

The Convention Chairman, Dr. Paul Kruse, for his untiring efforts, and to Dr. Russell Sharpe, President of the Golden Gate College, and his Administration for granting time to their librarian to pursue his duties as Convention Chairman; the Executive Committee and the Convention Committees whose Chairmen were: Banquet, Marie Koutecky; Exhibits, Rocco Crachi; Hospitality, Alleen Thompson; Information, Amy W. Rose and Marjorie D. Hall; Local Arrangements, Jack B. Goldmann; Meals, Phyllis Jane Anderson; Opening Reception, Isabella M. Frost and Jeanne Nichols; Printing, Marian E. Wickline; Publicity, Theodor B. Yerke; Registration, Doris Lanctot; Tours and Transportation, Margaret M. Rocq and Anne Burnett, all of whom contributed to planning, organizing and administering the Convention;

The Convention Advisory Committee, Robert W. Gibson, Jr., Chairman;

The San Francisco Bay Area Chapter for its cooperation in hosting the 52nd Annual Convention, and the members from far and near who worked diligently and faithfully in making the Convention a success;

Daniel Mackinnon, Manager, World Trade Club, in appreciation for the use of the facilities and services of his spectacularly beautiful Club for the opening Reception of this Convention;

All the university, college, public and special libraries in the San Francisco Bay Area for permitting visits of special library members during this Convention;

Dr. Edward V. Stein, for his invocation at the Opening Session;

The Honorable George Christopher, Mayor of San Francisco, for his recognition of the value of library services, and of the contribution made to this community by the San Francisco Bay Area Chapter;

Marie Koutecky, San Francisco Chapter President, for her sincere greeting from the San Francisco Bay Area Chapter;

Dr. Lawrence Clark Powell, Keynote Speaker, for his exciting, instructive, and memorable address which guided us "Into the Mainstream" of ideas in library service;

The Chairmen of the second General Session, Mrs. Elizabeth B. Roth, Thelma Hoffman, Margaret Rocq and Alleen Thompson; the Advisor, Mrs. Jeanne North; the Discussion Leader, Paul R. Johnson; and the Panel Participants, W. Creighton Peet, Jr., Katharine L. Kinder, Roy Nielsen, Joseph P. Williams, Charles K. Bauer, Phoebe F. Hayes, Danny T. Bedsole, William S. Budington, Madeline F. Canova, Mrs. Eva Lou Fisher, Mrs. Marie Simon Goff, Gertrude Lorber, Russell Shank and Mrs. Margaret S. Sullivan for their clear analyses and suggested solutions of the cases on the relationship between library management and management;

The San Francisco Recreation and Parks Department, for their floral contributions to this Convention;

Kenneth Gillespie, Standard Oil Company of California, for cover pictures on the program and Banquet menu;

The Shell Development Company for mimeographing the list of exhibitors;

The Bechtel Corporation for providing the advanced registration lists;

The California Wine Advisory Board for the arrangements for wine-tasting to benefit the Special Library Association Scholarship Fund;

The California Academy of Sciences for the use of its facilities for "Sipping for Scholars" wine-tasting ceremony to benefit the Special Library Association Scholarship Fund;

The W. R. Ames Company, for the plastic registration kits;

J. W. Stacey's Book Store for supplying envelopes for the tickets;

Andrew W. Lerios Co., Inc., for arranging details of the Mid-Pacific Conference in Hawaii and for the vanda orchids distributed at the Opening Reception;

The Hawaii Library Association for sponsoring the SLA Mid-Pacific Conference June 2-8, 1961;

James Stahlbaum, sales manager and William Kader, maitre d'hotel and all managements and staffs of the Sheraton-Palace Hotel for providing facilities for committee meetings throughout the months of planning, and for all their assistance to the Convention Chairman and Convention Committee for making this West Coast Convention so successful;

Walter C. Swanson, Vice-President and Manager, San Francisco Convention and Visitors Bureau, and all the staff for their advice and special assistance given to the Convention Chairman; Reverend Ross F. Hidy for the Banquet invocation; Eugene B. Jackson, who presided aptly, with friendliness and kindness as toastmaster; E. Finley Carter, speaker at the Banquet, who with his knowledge and his sincere understanding of the vast communication problems today, alerted us to changes in techniques in information handling;

The Executive Secretary, Bill M. Woods, for his creative concept of his office; to the Publications and Public Relations Director, Mary L. Allison, for the effectiveness of her contributions; to Kathryn E. Smith, who gave six years of efficient service as Assistant to the Executive Secretary, with special responsibility for Association placement activities; to all members of the Headquarters staff for their loyalty, hard work and individual contributions to an expanding Special Libraries Association program.

Advisory Council Report

PAUL L. KNAPP, Advisory Council Chairman

THE ADVISORY Council has served again this year as the Association's open forum instrument for discussion of topics presented by representatives, the Presidents of Chapters and the Chairmen of Divisions.

At the two sessions in Kansas City on February 16 and 17, 1961, and in San Francisco, the evening of May 29, 16 topics were presented. It is not necessary to list all of these topics here nor to indicate the decisions reached. These can be found in the minutes of the Advisory Council.

The topics have been in some instances of wide interest, sometimes of very limited interest; some may have significant future implications, others served for immediate and specific purposes.

Unquestionably, the discussions concerning the reporting of statistics through the United States Office of Education's Library Service Branch will have proved useful.

The Awards Committee received the suggestion that an award for outstanding research in special librarianship was desirable.

The Nonserial Publications Committee obtained a volunteer, the Illinois Chapter, to revise the publication, *Brief for Corporation Libraries* through the Advisory Council presentation.

The problem of education for special librarianship, a project of specific interest to President Sewell, was discussed by the Advisory Council, and an Education Committee has been the result.

Several items that may be incorporated in the revision of the Constitution and Bylaws have received representative expressions through the Council.

Perhaps the one topic that might have wide interest has received little or no expression of interest, that of the Copyright Law Revision. This is the first revision of the Copyright Act in our generation, and few librarians seem to have an interest in it.

In closing, may I express my pleasure in this opportunity of serving Special Libraries Association through the Advisory Council during the past year.

CONVENTION PAPERS

In addition to the Keynote Address, which appeared in the July-August issue, the following Convention papers will be published as complete articles, extracts or revisions in future issues of *Special Libraries*. This list may not be complete, since as of August 15 several papers still had not been received for evaluation by the Special Libraries Committee.

ABSTRACTING SERVICES IN THE FIELD OF METALLURGY, papers by J. S. Bristow, William S. Budington, Robert W. Gibson, Jr., Marjorie R. Hyslop and Paul E. Postell.

BOOSER, Ronald J. Missile and Rocket Literature.

CARTER, E. Finley. Communications in a Complex World.

GRIFFIN, Marjorie. The Importance of Professionalism for the Special Librarian.

HAYCRAFT, Howard. Problems of Selecting Periodicals for Wilson Indexes.

JAHODA, Dr. G. Development of Combination Manual and Machine Research and Engineering Reports.

LEWIS, Chester M. Copying Devices and Microfilm in Libraries.

MARTIN, Howard L. The What, When, Where, Why and How of a Profession.

NATIONAL STATE OF TECHNICAL TRANSLATION PROGRAM FROM VIEWPOINT OF INITIATORS OF TRANSLATIONS AND WITH REFERENCE TO PLANS FOR CHINESE TECHNICAL LITERATURE, papers by Earl Coleman, Paul W. Howerton and George Mandel.

RANDALL, Gordon E. Space and Steel Shelving.

THE SPECIAL LIBRARIAN'S POSITION IN THE INSURANCE COMPANY'S SALARY STRUCTURE, papers by Elmer W. Earl, Jr., Dorothy E. Everett, Marian G. Lechner and George W. Prevot.

WHALEY, Fred R. The Use of a Collator in an Inverted File Index.

WINTER, Eva. Special Libraries and Technical Information East and West.

Executive Secretary's Report

BILL M. WOODS

IS SLA CRAWLING, walking, or running? Recently I heard a minister ask this question about his church and its program. The usefulness of this question with reference to Special Libraries Association and its program is equally appropriate. I won't, as the minister did for his commissions and committees, attempt to determine the speed for each of the more than 100 principal units and activities of the Association. Reports of committee and Division Chairmen and Chapter Presidents tell the story. A few need praise, a few encouragement, a few help, and unfortunately, a few need sympathy. Some aren't moving at all; instead, they're looking for a crutch to lean on.

The program of SLA is an important one. It is a dynamic one. To continue this program takes time, planning, money and lots of hard volunteer work. A few years back, as a member of the Association, I challenged in Advisory Council a statement made by one of the Association's most devoted members. I disagreed that members weren't willing to work on committees, serve as officers, make sacrifices of their time for the Association. I was able in 1957 to report that in one small Division with a membership of 175 persons (and only about half held their first membership in this Division) 29 were officers or had important committee responsibilities, many more were contributing to the Division's bulletin and to another publication project, 14 Division members held 20 Chapter and Association offices.

SLA has a tradition for a high degree of membership participation. Is this changing? Why do we hear that members are not volunteering "like they used to?" Why does your President get turned down when making committee appointments (four persons have said no to chairing one important Association committee)? Why do Chapter Presidents complain that no one wants to work? Why do Division Chairmen tell the same story? Why do committee chairmen report that committee members have not participated in the decisions of their committees?

Is it any different in 1961 than it was in the early decades of the Association? Perhaps so, but maybe not. Around 500 persons are serving the Association in major assignments at the national level and in Divisions and Chapters. A conservative estimate is that an additional 1,500 members are participating on Division, Section, Chapter and Group committees. I would hate to see this change. Perhaps we should do as does one association of which I am a member—put everyone on a committee. We have had, we need and we must have continued membership participation in the work of SLA.

Why do professional associations exist, anyway? This is a question I have asked and tried to answer several times in the past two years: Why do you belong to SLA? A professional association exists to provide a meeting ground for the solution of common problems. SLA exists as a meeting ground for the solution of common problems. A professional association promotes the common interests and objectives of the profession. SLA promotes the common interests and objectives of special librarianship. Professional associations provide an opportunity for members of the same professional group to know one another better. SLA provides the opportunity to get to know other special librarians.

It pleases us to see the concern of a member when he learns that he's been dropped from membership in his professional Association because of a mix-up in payment of his dues. It is satisfying to know that many persons take pride in their membership and in the Association. It was revealed about a year and a half ago that 72 per cent of 1,137 special librarians in privately supported special libraries had their professional Association dues paid for them by their employers, 91 per cent were allowed time off to attend professional meetings and 84 per cent had expenses to such meetings paid by their employer. One might ask, "Is there anything wrong with paying dues in your professional Association with one's own money, attending professional meetings on one's own time

and at one's own expense?" I don't oppose subsidized participation in a professional association; on the other hand I don't recognize that participation is contingent upon being paid to do so.

As Executive Secretary of your professional Association I do recognize though that there are a number of services which an association headquarters staff can provide more effectively and more efficiently than can be provided by volunteers on a part-time basis. The Association needs an even stronger Headquarters. Your President, the Executive Board and your Executive Secretary are working toward that end. I urge you though to consider the need for even more participation by the general membership—participation in evaluating, in planning and in recommending policy to the Executive Board. To better assist committees, direct liaison between an Association Headquarters staff member and each committee is being recommended to the Executive Board in a separate report. Those of us on the payroll of SLA recognize our responsibility. We recognize too that we must participate in this evaluating, planning and recommending. We urge all of you to read and study the report of the Goals for 1970 Committee and to make your ideas known to this Committee.

There is real strength in the Chapters and Divisions of the Association. Here too are some of the real weaknesses. We must review our strengths, assess our weaknesses. Without self-examination we may only be trying to fool ourselves and only rationalizing in our reluctance to find out what is really wrong. I was impressed some months ago when I read an outsider's statement as to the relative autonomy of our Chapters and Divisions. They elect their own officers, plan their own programs, publish their own bulletins. All, though, have the same standards for membership. All must meet the same

financial requirements. And all must report to the Association. This seems healthy.

Some of the accomplishments, some of the problems, of Special Libraries Association during the past year are called to your attention.

Membership

Membership on May 20 of this year was the same as on this date a year ago. The 1961 membership is 5,215. In 1960 it was 5,215; 5,063 in 1959; 5,209 in 1958. The growth is recorded for the Active membership, although the percentage increase of new members is higher for the Associate. Through the review of all pre-1959 Associate members and the automatic qualification for Active membership after three or five years in most instances, the Active membership total has increased. It is likely that this increase will continue with larger increases noted in the period 1963-1965 and thereafter.

A four-year comparison of membership on May 20, by classes, follows:

	1958	1959	1960	1961
Active	3,399	3,926	3,897	3,932
Associate	830	809	909	878
Affiliate	—	3	13	26
Student	106	132	195	165
Life	37	38	39	39
Emeritus	41*	42	49	53
Honorary	14	14	12	12
Sustaining	18	99	101	110
Institutional	764	—	—	—
Total	5,209	5,063	5,215	5,215

* Retired

In the first four and a half months of 1961, 527 persons have been accepted for membership (437 paid). It was 461 (429 paid) in 1960. A tabulation of new memberships follows:

New Membership Statistics

	JANUARY-MAY		JUNE-DECEMBER		TOTAL		Denied
	Accepted	Paid	Accepted	Paid	Accepted	Paid	
1958	—	580	—	410	—	990	—
1959	—	374	—	232	—	606	102
1960	461	429	203	178	664	636	92
1961 (Jan.-May 15)	527	437	—	—	—	—	34

New members in 1960 were assigned to these classes:

Active	247
Associate	188
Affiliate	13
Student	173
Life	1
Emeritus	0
Sustaining	14
	<hr/>
Total	636

Thorough study of the denied memberships of 1959 and 1960 was made by the Admissions Committee, with these results:

No library or undergraduate degree	42
4 now qualified	
3 need 2 years before qualifying	
5 need 3 years	
8 need 4 years	
15 need 5 years	
3 need 6 years	
2 need 7 years	
2 miscellaneous	
Undergraduate degree but insufficient experience	37
16 needed 1 year experience at time of application	
21 needed 2 years experience at time of application	
19 are now qualified	
18 will qualify in 1 year	
Not in a special library	89
College or university library	38
Patients Library	1
Military Library	3 (now eligible)
Public Library	27
State Library	2
Miscellaneous including unemployed	18
Not in professional work	26

This study disclosed that within one year from the time of application 20 persons would qualify for Association membership, 24 within two years and five within three years; 30 others would qualify after longer periods; 115 were not likely to qualify because they were not employed in a special library or in a professional position. The assignment given the Admissions Committee to provide interpretation to the standards for membership adopted through membership

vote by a substantial majority in 1958 is time-consuming and thankless. Their efforts and those of others studying the membership procedures, so that as many persons as possible interested in the program of the Association can become active participants, are to be noted.

Within less than two and a half years SLA has received support in Sustaining memberships from some 137 different organizations. The largest number at any one time is the present 110. This compares with 101 a year ago on this date and 107 on December 31, 1960. With the cooperation of the membership, of the Public Relations and Membership Committees we need to discover why SLA does not have more Sustaining members, why 25 members have not renewed, and most important, how this source of support for the programs of the Association can be increased.

There was satisfying response to the revised dues invoice. Many members supplied their business address. This information, though, becomes file information and does not, unless the member so designates, become a part of his Association address. Income from dues in the period October 1 through March 31 increased slightly (some \$443).

Considerable time and money have been volunteered and spent since last August, when the program for review of all pre-1959 Associate memberships was begun. Conservative estimate of Association Headquarters staff time spent in this work (for the most part, by Mrs. JoAnn Beths, Membership Assistant) is five man weeks. The three-person Admissions Committee has reviewed nearly 400 applications and spent endless hours in conference and correspondence. It is unfortunate that a few members have misunderstood the purpose of this review. It was to determine the eligibility of 610 pre-1959 Associate members for Active membership. No one qualified for Active membership will be required to change his class of membership, yet it is hoped that he will be interested in doing so as an indication of his continued interest and support of the Association.

A review of these and additional statistics completes the picture for this program:

SUMMARY OF ASSOCIATE MEMBERSHIP REVIEW	
Sent review letter and application	610
Sent second letter and application	341
Sent report on May 1 on results	333
Eligible for Active membership and to be so billed for 1962	213
Not eligible for Active membership	120
Eligible for Active membership but requested to retain Associate membership	25
Pending	10
Billed for Active membership for 1961	53
Paid after billing	43
Paid without being billed	15
Change because of review	58
Eligible for Emeritus membership 4 (3 paid)	26
Resigned membership	26
Dropped in 1961 for nonpayment of dues	66
No response—to be reviewed in fall 1961	113

Public Relations

Last August the Association added a formal staff-administered public relations program to its many other activities. Recognizing that public relations is closely allied with publishing and that in the past *Special Libraries* and the Association's many reference and bibliographic publications have best served to publicize SLA among librarians and the general public, the Executive Board authorized the expansion of the editorial office into a Publications and Public Relations Department. The Editor and Publications Officer, Mary L. Allison, was named Director; and in December a professional Assistant was added.

"Public relations" is an evasive term connoting different things to different people, but the Association staff has interpreted it to mean the effort to present the Association's activities and objectives and the growing importance of special library service in as straightforward and informative a manner

as possible. It has endeavored to do this in three quite distinct though often overlapping areas: 1) internally among individual Association members; 2) among other library and professional groups; and 3) among the nonlibrary public, especially with organizations having, and users of, special libraries. A start has been made in all three directions, and plans for the future are developing. Public relations is, though, as Mrs. Henrietta Perkins, Assistant Librarian of the Yale Medical Library, says, "It's up to you"—outstanding performance on the job. The Association, through its public relations program, is standing by to document this.

Internal public relations

Internal public relations, to better inform the membership itself of Association programs, received, as might be expected, the most attention during this initial nine-month period. The Executive Board and Chapter and Division bulletin editors were added to the basic media list and now automatically receive all Association press releases. The *SLA Bulletin*, a newsletter devoted to Association affairs and published in 1947, was issued, as in the past, three times during the year. It is now prepared by the Public Relations Department instead of by the Executive Secretary, and reports on many items in addition to Executive Board and Advisory Council meetings. Each month *Special Libraries* carries a feature entitled "Association News," which also reports on pertinent events, meetings, plans and developments. These publications all help keep individual members better informed on Association affairs. The Executive Secretary remembers reactions received from the Advisory Council in February 1960 when it was suggested that the *Bulletin* as a source of Association news be discontinued and the information be added instead to *Special Libraries*. There needs to be further study of the *Bulletin*. It is recommended that the Publications and Public Relations Committees make a study of the *Bulletin*, considering several points, and report to the Executive Board at its September meeting: 1) Purpose, 2) Name, 3) Format, 4) Frequency, 5) Distribution and 6) Costs.

Twenty-two press releases were written and more than 4,000 copies distributed during the current year. Although these releases were primarily intended to publicize the Association to the general library and non-library public, many of them dealt with specific Association Committee and Chapter affairs. 1961-62 scholarship announcements were sent to accredited library schools, educational journals, liberal arts college deans and teachers college presidents in July. On May 30 a release on the scholarship winners will be sent. Releases on two nonserial publications went to appropriate journals in the field of the work; three pieces were prepared for the Recruitment Committee: one on the revision of *Putting Knowledge to Work* and two on the John Cotton Dana Lectures in Special Librarianship; the Convention Committee had a release on the preliminary Convention program; the Awards Committee supplied information for the release on the 1961 Hall of Fame; the Cleveland Chapter requested a release on the joint Chapter meeting it sponsored in April; and a piece announcing the publication of the tenth edition of the *Directory of Libraries and Information Sources in the Philadelphia Area* was distributed for the Philadelphia Chapter. Other releases cover the organization of the new Publications and Public Relations Department, the publication of the membership directory, the January interlibrary association meeting on the future role of CNLA, President Sewell's new position at the National Library of Medicine, and the election of officers. All these, and some of the resulting notices carried in the library and trade press, may be viewed in the publicity scrapbook at the Association's Convention exhibit. Committees, Chapters and Divisions are urged to make use of the service available from Association Headquarters in publicizing their activities and programs.

This spring the Recruitment Committee resumed its *Newsletter* and the Public Relations Department assisted by editing the copy and stenciling and mailing two issues to more than one hundred persons interested in library recruiting. The Public Relations Director has been in close contact with the Convention Publicity Chairman throughout the

year, and together they have arranged for releases and stories for release before and during the Convention in San Francisco. Exhibit and give-away materials were supplied to several Chapters. A file of publicity clippings was maintained at Association Headquarters, and the library and subject field media lists are being checked and updated. For the first time, Chapters and Divisions have been invited to display their publications at the Association's Convention booth.

Additional internal public relations contemplated for the near future include more short articles in *Special Libraries* on such relatively unknown Association activities as Division subscription bulletins, the translations survey, *Technical Book Review Index*, and the work of special representatives on joint committees; the preparation of an up-to-date list of free exhibit materials and pamphlets to attract new members (especially Sustaining members); and closer liaison with Chapter and Division publicity chairmen through the medium of a newsletter similar to that issued by the Recruitment Committee.

Public relations with other professional groups

The Executive Secretary and the Public Relations Director, as well as Association officers, have represented the Association at library and other professional gatherings. These are reported in detail later. The Association has exhibited its services and publications at a number of professional meetings, including the American Documentation Institute in Berkeley, California (set up and manned by members of the San Francisco Chapter); the American Association for the Advancement of Science in New York City (set up and manned by members of the Sci-Tech Group of the New York Chapter); the annual Congress for Librarians held at St. John's University in Jamaica, New York (set up and manned by the Public Relations Director); and at many local career days and regional meetings organized by Chapters and Divisions. In July the Association will for the first time exhibit its services and publications at the ALA Convention in Cleveland. The Translations Center exhibit is scheduled for a number of library and scientific meet-

ings during the next year. Association publications have been exhibited in the Combined Book Exhibit at the ALA in Montreal in 1960; the Catholic Library Association in Saint Louis in April of this year; and at the American Society of Training Directors in Philadelphia in May. All these exhibits help make other librarians and professional people aware of the Association and of special librarianship.

During the year exchange of information and cooperation with other associations have increased noticeably. Special librarians have been encouraged to participate in National Library Week. The Library Technology Project and ALA have sought the assistance and counsel of SLA on several projects and in return have supplied the Association with recruitment materials and procedure information, and meetings of the CNLA Program Committee have been held at Association Headquarters. The Association granted permission to the National Microfilm Association to publish as a separate the bibliographies on the reproduction of documentary information that have been compiled by Loretta J. Kiersky for *Special Librarians* during the past few years. This was distributed at the NMA convention and included a page describing SLA's activities and interest in the microreproduction field, and copies were also supplied the Association for its own use.

The Association has arranged special library visits and entertained a number of visiting foreign librarians from the Philippines, France, Sweden, Brazil and India, including most recently the four Russian librarians on a U.S.-U.S.S.R. cultural exchange. The International Relations Committee issued an informal newsletter and invitation to foreign library associations for the San Francisco Convention. It is recommended that such an invitation go out each year to all member associations of the Council of National Library Associations in the United States and to other professional associations closely allied with the subject interests of the Divisions.

In the future it is hoped that the Public Relations Department can foster wider cooperation with other groups by furnishing

materials for display at their meetings, encouraging individual members, Chapters and Divisions to take part in such meetings by establishing cordial personal relations with their administrative staffs and perhaps contributing to their journals.

External public relations

The regular issuing of press releases to the technical and business press is one of the best ways to acquaint nonlibrarians with SLA, and, as mentioned earlier, 22 releases on a variety of activities have been mailed out during the current Association year. Other successful media are the Association's six informative brochures which are regularly revised and updated. The Translations Center brochure was revised with a new format to tie in with the Center's two traveling exhibits. The Books and Periodicals brochure was completely redone to include the names of the authors, editors or compilers, the sponsoring Division or Chapter, and the Library of Congress catalog card number. The Consultation Service and SLA Activities and Organization pieces were also revised, and the one on the Loan Collection will be updated shortly.

Recruitment activities are another excellent means of informing the general public about special librarianship. SLA's very successful recruitment booklet *Putting Knowledge to Work* has been revised and reprinted in quantity. More than 8,000 copies were distributed during the year—most without charge. The leaflet *Make Your Career in a Special Library* was also reprinted; some 5,000 copies of it and other recruitment items were also distributed. A new venture will be a special library recruitment booth at the first National Career Show to be held at the New York Coliseum June 7-11.* With the help of the Recruitment Committee Chairman and the New York and New Jersey Recruitment Committees, the Public Relations Director is preparing display items and give-away materials and arranging details of manning the booth. Although the primary purpose is to attract young people

* EDITOR'S NOTE: The National Career Show was postponed after this report was prepared.

to special library careers, it is also hoped to stimulate interest in librarianship in general, and to this end other library associations have been invited to send their recruitment items for display and distribution. Library schools in the metropolitan New York area have also been asked to contribute catalogs and descriptive materials. If the display is successful, Chapters and Divisions will be encouraged to use a similar exhibit at local and regional vocational meetings. An exhibit unit, to be used for the first time at this meeting, has been purchased.

Information on the Association and special libraries has been supplied by telephone and letter to a number of writers preparing articles for nonlibrary journals, notably *Public Relations News*, *Industrial Relations News*, *Management Methods* magazine and several Prentice-Hall news services. Possible authors were suggested to other editors who wanted librarian-written pieces. Photographs were lent to a number of other journals and to *Collier's Encyclopedia*. Results of Chapter publicity have been sent to Association Headquarters. Chapters utilized the occasion of President Sewell's visit to place stories and reports in their local newspapers. They were in addition successful in many instances in arranging television and radio interviews.

External public relations will probably be the last to be exploited fully, but there are some immediate plans in this area. The first is to rewrite completely the SLA Activities and Organization brochure to describe in it more fully the Division and Chapter programs and perhaps the work of some of the important Association and joint committees. The second plan is to develop creative releases on special libraries per se which might be carried as features or news stories in management or trade journals. It is hoped that participation by SLA in the meetings of other organizations can be studied by the Public Relations Committee. Through the newly formed Federation of Management Organizations (FOMO), of which SLA is a member, we hope to supply in late summer a directory of local Chapter officers in more than two dozen organizations in the general field of management, finance, accounting, personnel, and engineering. Joint meetings

at the local level such as those held recently between SLA Chapters and chapters of the National Office Management Association (NOMA) and the Systems & Procedures Association (SPA) should be duplicated in other areas.

As in any public relations activity, there is still much that may be done. The sound beginnings have been made that can develop into continuing and specific programs.

Meetings and Visits

One of the most important functions of Association Headquarters is representation of SLA within special librarianship, with other librarians, and finally with other groups. The Executive Secretary, as a member of the Program Committee of the Council of National Library Associations, participated in a two-day meeting at Columbia University of distinguished leaders in the profession invited to discuss what CNLA might do for the profession. Four former Presidents of SLA attended—Mrs. Irene M. Strieby, Dr. Burton W. Adkinson, and Chester M. Lewis as invited guests; and Elizabeth Ferguson as a member of the Committee. Mary L. Allison served as recording secretary for the sessions. The Executive Secretary served as a CNLA trustee and Chairman of the Committee on New Members and in the former capacity attended two Board meetings as well as two CNLA meetings in New York—in company with President Sewell in December and with Past-President Fuller in May.

Pleasant Chapter visits with the opportunity to meet with officers, committee chairmen, or members were made to the Heart of America, San Francisco, Puget Sound, New York, Washington, D. C. and Southern California Chapters. In addition the Executive Secretary attended two meetings of the New York Chapter, two meetings of the Geography and Map Group, one each of Science-Technology and Social Science, a midtown luncheon, two luncheons and one meeting at which he spoke to the Business and Finance Group, and a Sci-Tech all-day seminar on information storage and retrieval.

Talks were made before library school students at St. John's University and Pratt

Institute. The Executive Secretary also served on the Advisory Committee for the Third Annual Congress for Librarians at St. John's and attended the Congress on February 22.

Also attended were two meetings of the New York Society of Association Executives, one meeting of the New York chapter of the National Association of Exhibit Managers, and the NAEM convention in Cleveland. Along with President Sewell he attended the second meeting of the Congress of Management Oriented Associations in New York in December and the third meeting (now Federation of Management Organizations) with First Vice-President Jackson in Chicago in March.

Active and healthy cooperation with the American Library Association included attendance with Paul B. Howard, SLA representative, at an October Bookbinding Committee meeting in Chicago; arranging a meeting of special librarians in New York in October to advise on the Library Technology Project Circulation Control Study; and a visit to ALA Headquarters in March and the opportunity to confer with eight staff members on problems of mutual association interest.

Also attended were the Eastern College Librarians conference, a regional meeting of the Medical Library Association, a meeting on the development of library resources in New York State, and a luncheon at The H. W. Wilson Company. On two occasions he and President Sewell met with directors of the Science Information Personnel Study.

Miss Allison attended meetings of the Library Public Relations Council, the New York chapter of the Society of Technical Writers and Publishers, and a McGraw-Hill press party introducing its *Encyclopedia of Science and Technology*.

There was constant and continuing contact with committee chairmen and attendance at committee meetings or conferences with chairmen or members of the following committees: Admissions, Archives, Chapter Relations, Committee on Committees, Constitution and Bylaws, Convention, Convention Advisory, Convention Program, Finance, Foundation Grants, Goals for 1970, Headquarters Personnel, Membership, Nonserial

Publications, Personnel, Public Relations, Recruitment, SLA Professional Award and Hall of Fame, *Special Libraries*, Statistics and Translations Center. Trips to Washington, D. C., and Chicago were necessary in two instances.

Publications

With the publication of Mrs. Eva Lou Fisher's *A Checklist for the Organization, Operation and Evaluation of a Company Library* in September, a new Association best-seller was launched. More than 3,000 direct mailing advertising pieces and press releases were sent out announcing the work, and orders began pouring in immediately. It has been adopted in several library schools, and through publicity in many sources librarians and management alike have placed orders. Within five months the initial printing of 2,000 copies was committed and a second printing was necessary.

Mrs. Fisher's work has been widely reviewed and listed in management and technical as well as library journals in the United States, Canada and abroad. Typical of the favorable comments are those of A. W. M. Jorday in the January 1961 *Revue de la Documentation*: "Although the booklet is intended mainly to serve as a memorandum for employees who, having no training in librarianship, are confronted with decisions or judgments on library matters, one soon concludes that numerous details will be of interest for existing company libraries or other libraries as well. . . . The contents are well arranged. Cross references in the text and an alphabetical contents list add to the usefulness of the booklet, while conciseness of its summaries makes this guide book so easy to consult."

After a lapse of four years a new *Directory of Members* was published in December. The Directory is what it was intended it should be—a simple alphabetical directory of members compiled by using the membership Addressograph plates to print cards stripped on to pages ready for an offset camera. Thus it was possible to compile the Directory quickly and inexpensively and have it ready for distribution within six weeks rather than the six months previously

RECENT PUBLICATION STATISTICS

Sales Since Publication to April 30, 1961

	Date Published	Copies Printed	Copies Sold	Other Copies Distributed	Profit or Loss
<i>Translators and Translations</i>	May 1959	3,010	2,118	149	\$ 910.59
<i>Picture Sources</i>	July 1959	2,532	2,380	133	2,244.07
<i>Commodity Prices</i>	Jan. 1960	1,500	867	197	288.61
<i>Personnel Survey</i>	Mar. 1960	1,830	296	1,324	—1,135.39
<i>Checklist</i>	Aug. 1960	3,952	1,507	55	373.48
<i>Technical Libraries</i>	May 1951	5,617	4,708	527	16,779.25
<i>Directory of Members</i>	Dec. 1960	2,064	608	39	—117.72

required. There is recognition of flaws in the Directory and the need for improvement, but as a commercial publisher has announced plans for a directory of special libraries there seemed little reason to duplicate this effort. Advertising was included in the Directory and produced an income of \$1,014.

The Business and Finance Division's *Sources of Commodity Prices*, edited by Paul Wasserman and published in January 1960, was included in the list of outstanding reference books of 1960 prepared by a committee of the Reference Services Division of ALA and published in the April 15, 1961 *Library Journal*. *Picture Sources: An Introductory List*, edited by Helen Faye and published two years ago, is continuing to sell steadily.

SLA Bibliography No. 3, *Guide to Metallurgical Information*, was published on May 16. A project of the Metals Division and edited by Mrs. Elizabeth Tapia, Research Librarian at Eastman Kodak, this work lists, with descriptive annotations, more than 600 books, journals, microforms, theses, translations, societies and other information sources in the broad field of metallurgy. A 96-page 8½ x 11-inch book, the *Guide* sells for \$4 and includes author and agency, book and journal title and subject indexes. An extensive direct-mail advertising campaign is already under way. Press releases have been sent to the scientific, metallurgical and library press, and advertisements are being scheduled in library and metals journals.

Two more publications are imminent. The fifth edition of *Guide to the SLA Loan Collection of Classification Schemes and Subject Heading Lists* is at the printer and should be ready early in July. Compiled by Bertha Barden and Barbara Denison under the su-

pervision of the Special Classifications Committee, the current Guide lists the 788 schemes and lists contained in the Collection as of March 20, 1961. *U.S. Sources of Petroleum and Natural Gas Statistics*, Mrs. Margaret Rocq, editor, has been completed by the Petroleum Section and is being copy-edited and styled for the compositor. Publication is expected by late summer.

Two Chapter publication projects are nearing the final stages. During the summer Rio Grande Chapter hopes to finish its *Dictionary of Report Series Codes*, as does the Advertising Group of the New York Chapter its *Guide to Special Issues and Indexes of Periodicals*. Other titles making active progress are *Special Libraries: How to Plan and Equip Them*, *Sources of Insurance Statistics*, *Handbook of Commercial and Financial Services* (sixth edition), *Development of American Libraries for American Business and Industry*, and *Guide to Cartographic Research*. So there is every indication that the Association's publications program will be a full and varied one in the coming year.

Sale of publications continues at a fast clip. In the period May 1, 1960 through April 30, 1961 a total of 4,310 items, not including the membership directory, have been sold, producing an income of \$14,165.15. Comparable figures a year ago were 4,652 and an income of \$15,430; and 1,701 items and \$9,806 in 1958-59. The *Checklist*, as mentioned earlier, has been a best-seller. *Technical Libraries* sold 306 copies during the year. The recommendation approved by the Executive Board in February, that a study of the cost of handling publication orders (75 cents per item charged against the Publications Fund since 1955) be made, and

that the anticipated increase in income be used for employing an order records and inventory clerk, was delayed because of a staff vacancy.

Encouragement for Chapters and Divisions to prepare and sponsor Association publications was continued this year. Under the policy of paying a 30 per cent royalty on net profits to sponsoring Chapters or Divisions, the Picture Division received \$723.63 for *Picture Sources*, the Georgia Chapter \$286.95 for *Translators and Translations* and the Insurance Division \$17.25 for *National Insurance Organizations*.

Special Libraries

Contents

Since June 1960 the *Special Libraries* Committee and the Editor have read and evaluated more than 90 papers submitted as possible articles for the journal and about forty per cent were accepted for publication. Of the 81 papers presented at the Cleveland Convention last June, 31 speakers reported that they did not have formal manuscripts and 50 were received for consideration. Of these 29 were rejected and 21 were accepted for publication, one of which was later withdrawn. Of the 79 feature articles published since July-August 1961, 28 were solicited by the Editor and/or Committee, 22 were Convention papers (two were from the 1959 Convention), 16 were unsolicited, eight emanated from Chapter meetings or bulletins, four were papers originally presented before non-SLA groups, and one came from the Metals Division fall meeting.

Two special issues were planned. The January issue stressed the handling of rare books and special materials in museum libraries, while May-June was devoted to cataloging and classification techniques in various kinds of special libraries. To promote interest and participation in National Library Week, the journal carried a series of short special library case histories during the three months preceding the Week. A new feature, "Current Concentrates of the Library World," was inaugurated in February. It consists of extracts from papers, speeches and reports that have appeared elsewhere or cannot be published in full.

Since January 1961 *Special Libraries* has averaged 56 pages an issue—a sorely needed increase, as the following comparison of the contents of the first five issues for 1960 and 1961 indicate:

PAGE SUMMARY OF CONTENTS OF SPECIAL LIBRARIES

	January- May 1960	January- May 1961
Advertising	62 ⁷ / ₈	67 ¹ / ₈
Feature Articles	37	45
Book Reviews and Listings	28	136
Association News	4	8 ⁷ / ₈
Current Concentrates	—	4

The growing significance of the contents of *Special Libraries* is borne out by the fact that the index for 1960 (Part II of the December issue) required 15 pages instead of 11 or 12 as in the past. A real effort has been made during the past few years to improve the coverage, depth, accuracy, and value of the annual index and to publish it with the final number of the yearly volume. Articles from the journal are also indexed and abstracted in many other American and foreign documentation periodicals.

Apparently librarians in the U.S.S.R. also find *Special Libraries* particularly valuable. A Union List of Foreign Bibliographic and Library Science Periodicals in Moscow and Leningrad Libraries reports that in 1955 *Special Libraries* was available in 19 libraries in the two cities, with *Library Quarterly* a runner-up in 15 libraries, *College and Research Libraries* in seven, and *American Documentation* in three.

Circulation

The average monthly circulation from July 1960 through May 1961 was 6,553, compared to 6,327 last year, with the March issue the largest yet with a mailing of 6,797 copies. By March 31 there were 1,223 paid subscriptions. Income from the sale of 1,119 single copies and back issues totaled \$839.25. A study of possible distribution of *Special Libraries* to library school students at a reduced rate is under way.

Advertising

Advertising income for fiscal 1960 totaled \$13,666.90, an increase of \$2,915.40 over

fiscal 1959. From July 1960 through May 1961 the revenue from advertising was \$14,942.90—again a sizable increase of \$3,364.80 over the same period last year and almost double that of five years ago, when \$7,630 was received from advertising during that ten-month period.

Placement Service

In September, after it was pointed out that, unlike other activities of SLA, the Placement Service was without the advice and guidance of an Association Committee, the Executive Board approved formation of a Placement Policy Committee in order to provide sustained policy direction to the Service. This Committee has just been appointed. Initially it will have the responsibility to determine the function of the Placement Service and how it can best serve this function. It is recognized that placement is an expensive service and serves a small percentage of the total membership. It is difficult to determine its value. Often it provides counsel to members seeking help on personal matters. Often it provides counsel to persons contemplating special librarianship as a career. Many times it provides counsel on salary and staffing problems to employers establishing or re-evaluating a library or information service.

The number of placements through the Placement Service at Association Headquarters, and through Employment Chairmen in 20 of the 31 Chapters with such an officer, total 154. As many companies were known to be cutting back their library service during the current recession, it is apparent why a number of placements were made at the beginning salaries. There were fewer of the higher-paying positions, with only 30 positions quoted at a salary over \$7,500 in the current file. 380 placement and other personnel interviews were conducted.

Convention

The highlight of the Association year is the annual Convention. Although the volunteer Convention Chairman and his Committees shoulder an unbelievable amount of responsibility, Association Headquarters has continuing responsibility for this activity. In this connection the Executive Secretary spent three days in San Francisco (1961) in August, made trips to Washington, D. C. (1962), in January and May, and to Los Angeles (1968) in May. Negotiations for Montreal (1969) are also being conducted.

For the San Francisco Convention, 53 exhibit booths for 42 exhibitors (plus a separate room for the Library Technology Project) have been sold. In addition the

PLACEMENT ACTIVITY

May 1, 1960-April 30, 1961 compared with the same period 1959-1960

	Headquarters		Chapters		Total	
	1959-60	1960-61	1959-60 (28)	1960-61 (20)	1959-60	1960-61
New Positions	403	438	354	252	757	606
Positions Listed 4/30	138	144	126	116	264	242
New Applicants	263	225	429	360	692	789
Applicants Listed 4/30	370	311	169	226	539	395
Placements	80	69	109	85	189	154

PLACEMENTS BY SALARY

	Headquarters		Chapters		Total	
	1959-60	1960-61	1959-60	1960-61 (15)	1959-60	1960-61
\$ 3,000-3,999	—	1	8	2	8	3
4,000-4,999	22	3	30	5	52	8
5,000-5,999	21	28	31	48	52	76
6,000-6,999	11	11	16	16	27	27
7,000-9,999	8	14	10	5	19	19
10,000 and over	3	5	—	1	3	6
Temporary and Part-time	15	21	5	5	20	26

Association will have an extensive display including the new professionally built Translations Center exhibit. 14½ pages of advertisements (20 advertisers) have been sold in the Convention program. Total income was \$9,565 from the sale of booths, \$710 from advertising, which compares favorably with \$6,030 and \$500 in 1960.

Approval of a Convention Program Committee was welcome, and constructive action by this Committee in some six months of existence was encouraging. The Executive Secretary assisted the Chairman of the Convention Advisory Committee in a revision of the Convention Manual.

Personnel

Two major personnel changes have been made in the past year. On April 15 Kathryn E. Smith, Assistant to the Executive Secretary since May 1955, resigned to seek employment in personnel or placement work with another organization. Her successor will be announced shortly. In the interim, Genevieve Ford, a long-time Association member and retired special librarian, is handling the placement activity.

On August 8, Mary L. Allison, on the staff since December 1955 as Editor of *Special Libraries*, was appointed to the newly created position of Publications and Public Relations Director. In a new position as Publications and Public Relations Assistant is June Rephan, formerly with the Research Institute of America. Mrs. Kay Tilker is Editorial Secretary.

An extensive study and review of all staff positions was completed during the year and submitted to the Executive Board for approval. New job descriptions and salary ranges were written. The principal recommendation would create an Accounts and Records Department with Mrs. Emily B. Shoemaker, currently Bookkeeper, as its Head—a new professional position. The Assistant to the Executive Secretary under the reorganization will assume additional supervisory responsibility.

Miscellaneous

Pages could be written to record ways in which the Association Headquarters assists

officers, directors, committees, special representatives, Chapters, Groups, Divisions and Sections in achieving their objectives. A few will be mentioned.

Initial processing of 43 scholarship applications was done for the first time at Association Headquarters. Applications were supplied to 189 scholarship and loan applicants (30 were received after the February 15 deadline). Contributions totaling \$4,111.75 were received for the Scholarship and Student Loan Fund. Scholarship awards were made to four winners and details of loans to three students were handled.

84 referrals were made to the Chapter Consultant Officers and four requests for Professional Consultants were processed, while 57 referrals were made to the Loan Collection of Classification Schemes and Subject Heading Lists.

Average distribution of the *Technical Book Review Index* for the first five months increased from 1,606 in 1960 to 1,634 in 1961. In March, 1,728 copies were distributed. A promotion program is still to be conducted for TBRI.

Only a minimal amount of progress beyond that reported last year was made on the Association archives. The index to Executive Board minutes 1950-1960 was completed by Genevieve Ford and has already proved of great value. Unfortunately there is no progress to report on the Association Headquarters library. A report on a special librarianship information center was prepared for presentation before the Foundation Grants Committee and is still being considered by that Committee.

During the year, 69 Division runnings were made by the Addressograph Section and 89 runnings were done for other organizations. Income from the Addressing Service was \$1,930.46.

It is doubtful that any association provides as regular and complete or costly a record of changes in membership to its sub-units than SLA supplies to Chapters, Divisions, Sections and, since last summer, to Groups in New York and Washington, D. C. Once each week, changes are reported; and annually, completely new card records are supplied. Figures are on following page.

MEMBERSHIP CARD CHANGES JUNE 1-MAY 3

New and reinstated members	863
Cards for new and reinstated members sent to Chapters, Groups, Sections and Divisions	2,094
Members changed name, address, or Division	1,601
Cards for changes sent to Chapters, Groups, Sections and Divisions	9,971
Total number of cards made for all purposes	18,629

This report is presented with acknowledgment of the contributions made by a hard-working Association Headquarters staff in achieving the objectives of the Association. Appreciation, too, for the splendid cooperation received from the many officers and members of the Association is noted.

Recommendations

That the Publications and Public Relations Committees make a study of the *Bulletin*, considering several points, and report

to the Executive Board at its September meeting: 1) Purpose, 2) Name, 3) Format, 4) Frequency, 5) Distribution and 6) Costs.

That an invitation to attend our Conventions go out each year to all member associations of the Council of National Library Associations in the United States and to other professional associations closely allied with the subject interests of the Divisions.

EDITOR'S NOTE: These recommendations were approved by the Executive Board at its May 28 meeting.

Special Libraries Association Membership, June 30, 1961

CHAPTERS	HONORARY	LIFE	EMERITUS	SUS-TAINING	AFFILI-ATE	ACTIVE	ASSOCI-ATE	STU-DENT	TOTAL
Alabama	—	—	—	—	—	49	18	—	63
Baltimore	—	—	—	—	—	37	8	—	45
Boston	—	—	4	—	—	173	64	5	246
Cincinnati	—	—	—	—	—	64	16	2	82
Cleveland	—	—	2	—	1	117	18	9	147
Colorado	—	—	—	—	—	39	8	1	48
Connecticut Valley	2	—	3	—	—	64	21	1	91
Georgia	—	2	2	—	—	60	16	1	81
Greater St. Louis	—	—	1	—	—	47	3	—	51
Heart of America	—	—	—	—	—	33	6	1	40
Illinois	1	1	2	—	2	254	40	5	305
Indiana	1	—	1	—	—	57	14	5	78
Louisiana	—	1	—	—	—	28	7	5	41
Michigan	—	3	2	—	2	125	34	8	174
Minnesota	—	—	1	—	—	67	13	4	85
Montreal	1	—	1	—	—	105	24	3	134
New Jersey	1	3	2	—	2	141	28	18	195
New York	2	4	16	—	9	862	165	47	1105
Oak Ridge	—	—	1	—	—	37	4	1	43
Oklahoma	—	—	—	—	—	23	1	—	24
Philadelphia	2	5	2	—	3	217	49	6	284
Pittsburgh	—	—	3	—	1	102	20	4	130
Puget Sound	—	—	—	—	—	55	13	4	72
Rio Grande	—	—	1	—	—	26	13	1	41
San Diego	—	—	—	—	—	40	15	2	57
San Francisco	—	1	2	—	1	175	45	7	231
Southern California	2	—	—	—	2	190	62	10	266
Texas	—	—	—	—	—	77	10	2	89
Toronto	—	—	1	—	—	101	37	—	139
Washington, D. C.	—	16	5	—	4	375	88	20	508
Western New York	—	2	1	—	1	125	25	2	156
Wisconsin	—	—	1	—	—	37	11	—	49
Unaffiliated									
U.S. & Canada	—	—	1	110	—	46	5	—	162
Outside U.S. & Canada	—	—	—	—	—	25	4	—	29
TOTAL	12	38	55	110	28	3973	905	174	5295

Chapter Relations Committee Report

FLORINE A. OLTMAN, Chapter Liaison Officer

Committee Work

As Chapter Liaison Officer I assisted President Sewell in arranging her visits to the Chapters. A new policy for dividing up visits to Chapters between President and Vice-President was imple-

mented this year, and an outline of this plan follows. Eugene B. Jackson, the Vice-President, made visits to Cincinnati and Boston as the first stage of the changeover.

SCHEDULE OF VISITS TO CHAPTERS

	1961-62			1964-65
PRESIDENT		VICE-PRESIDENT	PRESIDENT	VICE-PRESIDENT
New York		Rio Grande	San Francisco	Connecticut
New Jersey		Oklahoma	Southern California	Washington
Montreal		Texas	San Diego	Cleveland
Baltimore		Heart of America	Puget Sound	Western New York
Michigan			Colorado	Pittsburgh
Greater St. Louis			Rio Grande	Toronto
Louisiana			Oklahoma*	Illinois
Alabama			Texas*	Michigan
Georgia			Wisconsin	
Oak Ridge				
Indiana				1965-66
Minnesota			PRESIDENT	VICE-PRESIDENT
Philadelphia*			Heart of America	Connecticut*
			Greater St. Louis	Washington*
			Indiana	Boston
			Oak Ridge	Philadelphia
			Georgia	New York
			Alabama	New Jersey
			Louisiana	Baltimore
			Cincinnati	Montreal
			Minnesota	
				1966-67
			PRESIDENT	VICE-PRESIDENT
			Minnesota*	San Francisco
			Wisconsin	Southern California
			Illinois	San Diego
			Michigan	Puget Sound
			Cleveland	Colorado
			Western New York	Rio Grande
			Pittsburgh	Oklahoma
			Toronto	Texas
				1967-68
			PRESIDENT	VICE-PRESIDENT
			Connecticut*	Heart of America
			Washington*	Greater St. Louis
			Boston	Indiana
			Philadelphia	Oak Ridge
			New York	Georgia
			New Jersey	Alabama
			Baltimore	Louisiana
			Montreal	Cincinnati

* Some Chapters may be visited twice in order to initiate the system.

Revisions to the Chapter Manual concerning financial statements and allotments were made and mailed to Chapters.

The Admissions Committee requested that questionnaires be sent to a few remaining Chapters which failed to reply to an earlier one.

Comments were requested from several representative members on plans for the Convention General Sessions program using case studies.

National Library Week questionnaires were mailed to all Chapter Presidents at the request of E. G. Strable, SLA representative to the National Book Committee.

Three letters were sent to Chapter Presidents with reminders of action due and news of interest to the Chapters. The reminder list seemed to be very effective in receiving reports in on time.

Problems from individual Chapters involved questions as to how to obtain additional funds for projects. One Chapter wished to request additional funds for its bulletin rather than for its project, but was advised to make the request for its project instead.

Another Chapter inquired as to the legality of using its funds for travel of its President. As no statement prohibits this use of funds, the Chapter Relations Committee is to make a study of the problem and report to the Executive Board.

Correspondence from Chapters not receiving allotments resulted in the revision of the Chapter's financial statement, and the regular appropriation was approved.

Chapter Activities

Twenty-four of 32 annual reports were received from the Chapters, and a great variety of activities were described.

The newest Chapter, San Diego, is a fast-growing, active Chapter with a most attractive cover for its bulletin.

Many interesting activities are reflected in the bulletins and the annual reports. The format of one annual report, the Minnesota one, would compare well with that of any large corporation.

Participation in the H. W. Wilson Company Chapter Award competition increased considerably this year so over-all publicity for special libraries has been widespread. Many unusual approaches were used. Chapters indicating considerable participation were Alabama, Cleveland, Indiana, Minnesota, Rio Grande, Pittsburgh and Wisconsin. Many others made extensive efforts but did not indicate entry in contest in reports. These were Georgia, Greater St. Louis, Heart of America, Montreal, New Jersey, New York, Philadelphia, Puget Sound, Texas, Southern California. Displays at the Convention showed projects in detail.

Many Chapters combined with other Chapter; or with state library associations in joint meetings. Those indicating such meetings were Alabama, Boston, Cleveland, Illinois, Indiana, Louisiana, Michigan, Pittsburgh, Greater St. Louis, Heart of America, Minnesota, Montreal, Oak Ridge, Rio

Grande, Texas, San Francisco Bay, Southern California, Toronto and Western New York.

Cooperation with library schools was particularly well planned with workshops and formal instruction in the schools or invitations extended to students to attend meetings. Such activities were reported by Greater St. Louis, with invitations to students, New Jersey, which had Dean Hervey from Drexel as a speaker and Philadelphia, a banquet with Drexel Library School Alumni Association. Puget Sound established an Education Committee and worked with Dr. Lieberman of the University of Washington School of Librarianship. Pittsburgh provided an instructor in elementary reference sources for Carnegie Library School. The Puget Sound Chapter reported a Recruitment for Librarianship Workshop at the University of Washington on May 5, with two special librarians participating. San Francisco Bay's Education Committee has worked with the University of California's Library School faculty in planning workshops. Southern California's Education Committee's chief aim was to foster closer relations with library schools and made various efforts including planning of visits by President Sewell during her Chapter visit. Texas has been very active in instruction in the Library School of the University of Texas for several years and conducted another course this summer on special libraries as well as an institute on special reference collections for the sciences. New York participated in St. John's University Congress for Librarians, which drew about 1,000 librarians.

Directories of libraries were numerous as Chapter projects. Boston, St. Louis, Montreal and Philadelphia reported these, and Philadelphia reported the sale of 500 copies at \$2.50, Montreal 130 with 50 on order. New York has one on *Special Libraries Directory of Greater New York* due in July at \$3.00, or \$5.00 to nonmembers.

Membership directories were prepared or in process by Southern California, Minnesota, and Pittsburgh.

Union lists were developed, continued or revised by St. Louis, Southern California, New Jersey, Rio Grande, Heart of America and Indiana. Minnesota completed a regional list of holdings in special libraries. This Chapter also initiated a project to improve interlibrary loan in the area. Texas is expanding its list of science and technology serial holdings to include the whole state. Rio Grande Chapter continued work on the business information file of firms willing to share their collections using Albuquerque and its *Report Series Dictionary* project.

Programs have varied from one on the "Society for the Preservation of New England Antiquities" to one on "Intellectronics and the Library," followed by a film showing polymorphic concept of computer design and the interplay of man-machine operations.

Recruiting has been actively pursued, especially by the Boston, Cleveland, Georgia, St. Louis, In-

diana, Rio Grande, Southern California and Puget Sound Chapters. The Washington Library Association and the School of Librarianship sponsored a recruitment day for librarianship in which special librarians from Puget Sound participated. Texas prepared a packet of brochures on libraries, list of speakers, a poster and SLA leaflets and mailed to science departments of colleges and universities in the state.

Employment and Consultation Committees were active in most Chapters.

Several Chapters indicated a need to organize and preserve their archives.

International aspects of special libraries included a visit to the Alabama Chapter by two Indonesian military library officers, a meeting held at the International House at New Orleans by the Louisiana Chapter and Pittsburgh Chapter's cooperation with the Pittsburgh Council for International Visitors.

To end on a financial note, there are two impressive statistics—\$111 profit from a candy sale by the Indiana Chapter and a \$1,000 donation by the New York Chapter to the SLA Scholarship and Student Loan Fund!

Division Relations Committee Report

LOIS BROCK, Division Liaison Officer

Membership

Membership in most Divisions did not change appreciably. Gains were realized between June 30 and March 31 in the Documentation (16 per cent) and Military Librarians (12 per cent) Divisions. A loss of 14 per cent in the Hospital Division is understandable in view of its imminent dissolution. The Newspaper Division lost six per cent in spite of an active membership campaign. It suggests that membership requirements be studied to provide some sort of affiliation for those who will qualify for SLA in a short time. Otherwise, when there is too long a wait, interest in SLA is lost.

Convention

Convention plans seem to have started in June 1960 in most Divisions, with the result that programs were published in their spring bulletins. Several groups sent out questionnaires to ascertain approximate attendance at various functions scheduled for San Francisco. Two Divisions have long range program plans. Documentation hopes to develop a series of manuals from the papers of several Conventions. Transportation continues to cover various sources of information in Convention panels. The resulting papers have been well received. They hope, at the end of the series, to publish one large "Sources" paper.

Projects

Several projects will come to fruition in the near future. Many of these will be guides to sources of information in a particular field. Separate parts of these guides often appear in a Division bulletin as they are released and then brought together for the final manual. This is the case with the Geography and Map Division's "Cartographic Research Guide." Biological Science Division hopes to have its "Where to Find It" manual ready this summer. The Metals Division's *Guide to Metallurgical Information* was published several weeks before the Convention.

The Transportation Division is carrying out a subject headings project in stages, having completed one facet covering highway transportation. The Metals and Science-Technology Divisions continue to run their Duplicate Exchange Programs. The Military Librarians Division published a *Union List of Military Periodicals* last summer. The Publishing Division has partially lifted the burden of its Convention booth from the shoulders of the Division Chairman by appointing a committee for this function. Members of the Insurance Division have exchanged lists of company officers.

Bulletins

Bulletins have been issued by most Divisions and have carried out very well their primary function as channels of communication between Division officers and the membership. Moreover, they have reflected a high level of professional competence in their feature articles. The Advertising Division has issued three special supplements under the general theme, "International Focus," which contain thorough analyses of sources of information in Canada, Great Britain and France. *Membership directories are being offered in alphabetic, geographic and company forms in some bulletins.* Some really fine bibliographic tools are evolving as a result of Convention papers or projects, which are reported in the bulletins.

Activities

Most Divisions have appointed committees to work with the Association Professional Standards Committee. Biological Sciences, Geography and Map, Metals and Newspaper Divisions have worked out standards in at least two fields, space and equipment and objectives and staff. Some of these have already proved of value to members of the Divisions.

Military Librarians Division has produced a brochure intended to attract members into their Division and to boost recruitment activities.

Biological Sciences Division's Public Relations Chairman wrote an article entitled "Public Relations in Biological and Science Libraries" for the April issue of their *Reminder*. Advertising Division sent releases on their elections and special bulletin supplements to the advertising editors of ten publications.

While several Divisions are giving much thought to Goals for 1970, one young Division—Documentation—is "working out an expression of its (own) true goals" as they consider values and debits of the many new methods for storing, indexing, abstracting and retrieving information.

Science Technology and Geography and Map Divisions administer awards within their own groups.

Newspaper Division is microfilming its extensive archives, while Advertising Division is undertaking a complete review of its material which is held at headquarters.

Science Technology Division is making a thorough-going study of Division and Section structure, questioning some of the premises upon which the Division and its Sections were formed and hoping for an answer that will make program planning and over-all administration easier.

Science Technology and Picture Divisions mention a sound financial position as a result of publications. *Picture Sources, an Introductory List* has brought royalties to its creators; *Scientific Meetings* and *World List of Aeronautical Journals* along with advertising in *Sci-Tech News* have made possible "worthwhile projects (which) can be supported without fear of lack of funds."

A rather strange situation came up in Advertising Division where a balance of \$1,719 was reported as of April 15, 1961. They have put \$500 into a reserve savings fund. This year only one of their officers, the secretary, is able to attend Convention since their companies have curtailed expense money. It seemed logical to use some of the Division's funds to help out with the expenses of the Chairman, at least. However, no clear precedent could be found and the decision was made to let the secretary represent the Division in San Francisco.

Indicative of our preoccupation with space is a question making the rounds: "Where is the logical home for librarians interested in missiles and rockets? Transportation? Science-Technology?"

Social Science Division

Concern is still felt about conditions in the Social Science Division. The International Relations Section has been dissolved. Dissolution of the Social Welfare Section was in the talking stage, but there was never a quorum so that it could be put to a vote. Great interest has been expressed in a meeting scheduled before the Social Science Open House in San Francisco to take another look at the problem and possible solutions.

Relations with Other Groups

Some Divisions are making valuable contacts with outside groups. The Metals Division continues to sponsor a booth at the Fall Metals Show, where it sets up a model special library and makes available selected bibliographies and book lists. Military Librarians participated in the Fourth Military Librarian's Workshop. The Science-Technology Division has co-sponsored technical seminars.

Cooperation among Divisions

Four of the smaller Divisions began thinking in Atlantic City about the value of combining forces at Convention time. This has given rise to a Communications Council of the Advertising, Newspaper, Picture and Publishing Divisions. No mergers are contemplated, only a strengthening of Convention programs through joint effort.

Recommendations of Division Chairmen

The Science-Technology Division would like to have fewer General Sessions at Conventions in order to have time for business and program meetings for its six Sections as well as the Division as a whole. It also feels the need of a Division organizational structure that will permit supporting subject work on a geographic level. This group also questions the function of the Resolutions Reference Committee, suggesting that it be used by individuals and unofficial bodies while allowing Divisions and Chapters to present resolutions at Annual Meetings or at meetings of the Executive Board.

The comments of the Newspaper Division on membership requirements were noted in the first paragraph of this report.

The Metals Division recommends a vigorous study of financial allotments to the Divisions in order to insure communications within the Division and between the Division and its professional counterparts in other societies.

Another recommendation concerning finances comes from Geography and Map Division, which has studied its bulletin expenses over the years and finds a regular annual deficit of approximately \$250. A history of the bulletin, its valuable contribution to the profession and the attempts to raise revenue or lower costs, was presented to the Executive Board in San Francisco, along with a request that the Board consider automatically increasing its allotment beyond the usual \$100 rather than having the request come in regularly each year.

In connection with the Advertising Division's problem of not having its chief officers at Convention, it would welcome a statement of policy concerning use of Division or Chapter funds to subsidize the Chairman or Vice-Chairman in cases of emergency. Members will discuss this at their annual meeting and hope to come up with a recommendation concerning their own Division. However, they would like to feel that their action is in full accord with Association operational procedure.

Committee Reports, 1960-1961

By Committee Chairmen

Admissions

The Admissions Committee has been engaged in three major activities during the past year: 1) Examination of applications for membership which could not be passed at Headquarters; 2) A study of all rejected applications in order to set up a decision file; and 3) Associate member review.

The decision file has been completed, and copies made for each member of the Committee. The Associate review has been in progress, and all applications that have been returned to date have been processed. Setting up the decision file from rejects and the Associate review has pointed up a very important fact; i.e., there are a lot of persons among those rejected who later will qualify for membership and a considerable number of Associate members (pre-1959) who will not qualify for Active membership until a later time.

This Committee feels that these persons should be tagged for later follow-up. In the case of persons rejected for lack of experience, this follow-up has been left to the Chapters with varying degrees of success. Since Chapter committee members change each year and some of these names must be kept on lists for several years, it is not surprising that they are ultimately lost to membership. The Associate review uncovered the fact that there are a goodly number of Associate members who will later qualify for Active membership, and unless we take the initiative, these potential Active members will remain in the Associate class indefinitely.

The adoption of standards for membership seems to have created a demand for membership in the Association, and in every likelihood as the standards are firmed up the professional standing which results will increase this. This Committee feels that the present demands on their time make the work difficult and that any future growth would make it difficult for already employed persons to carry the load. We realize at the same time that the heavy work load at Headquarters makes the addition of this work out of the question.

Recommendation

The Admissions Committee recommends that the Executive Board consider hiring a part-time professional librarian of considerable experience to handle this volume of work. If the Executive Board considers such a recommendation favorably, the Committee would like to prepare a list of qualifications for such a person and compile a list of bibliographic tools necessary for effective work.

ALBERTA L. BROWN

EDITOR'S NOTE: This recommendation was referred to the Headquarters Personnel Committee.

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

Progress to Date

Activities during the second year of the Committee's existence have been concerned with assessing the need for special library statistics and exploring means of obtaining financial support for a project leading to their regular collection and compilation.

Evidence drawn from published sources indicates that there are no systematically compiled statistics on special libraries. This lack makes appraisal of needs and resources difficult, if not impossible, and militates against effective planning. Great as are the problems involved in achieving comparable statistical data for the many types and varieties of special libraries, these problems are not insuperable. And there is a growing recognition among the Association's members that a beginning must be made toward filling this gap.

With regard to financial support, it was initially thought that the Library Services Branch of the Office of Education would undertake the work as a normal extension of its statistical reporting program. This possibility had to be shelved when the Branch failed to receive budgetary support for the program. The 1960 Convention meeting of the Committee was devoted to considering alternative proposals for financing the work of collecting and compiling special library data.

Prospects for solving the financial problem improved when the Association selected the project for inclusion among others for which foundation support would be sought. On January 17, 1961 the Foundation Grants Committee submitted the project to the Council on Library Resources for grant-in-aid consideration. Shortly thereafter it was learned that a similar but broader proposal for a national survey of library statistics had been submitted to the Council on Library Resources by ALA. The ALA proposal covered all types of libraries, including special libraries. What effect the ALA proposal would have on SLA's chances for a grant was discussed at the Kansas City meeting of the Executive Board. The Board instructed the Chairman of the Advisory Committee to explore with the Council and with ALA representatives possible coordination of the two proposals.

An exploratory meeting for this and other purposes was held on February 24, with Al Trezza (ALA), Frank Schick of the Library Services Branch, Bill Woods and Ruth Fine (SLA), and

Mel Ruggles and Verner Clapp of the Council on Library Resources. At this meeting it was agreed that ALA would eliminate special libraries from its project, it being understood that special library coverage would be assumed by SLA. It was also agreed that while the Council might wish to consider the two proposals as a single package, any grant that might be made would be to the respective associations for use in the conduct of two separate but coordinated surveys. Coordination would be achieved by maintaining close liaison between the directors of the project and the cognizant committees, with *ex officio* Library Services Branch representation on both projects.

Other topics discussed dealt with the need for and justification of the projects and Frank Schick was instructed to prepare a statement in further justification of the proposals. This statement, together with a supplementary statement dealing specifically with special libraries, was submitted on April 27, 1961. A subsequent meeting with Verner Clapp on May 3 completed the representations on the proposal. At this meeting Mr. Clapp explained that consideration of the proposals had been delayed because of a delay in the Council's Executive Board meeting. This meeting was scheduled for June 2, and it was hoped that final action would be taken. (EDITOR'S NOTE: The Council rejected the SLA-ALA proposal at that time, but an alternative proposal is now being prepared.)

Work Ahead

Assuming favorable action by the Council on Library Resources, the Advisory Committee must be prepared to get the project moving as speedily as possible. The first step toward this end will be the preparation of a project outline for the policy guidance of the project staff. Such an outline will also be a useful tool for recruiting and selecting staff. A draft outline is in preparation for later submission.

Some thought has been given to staffing the project, but no concerted effort has been made to develop a list of potential candidates. This requires immediate attention and suggestions are solicited from the Board and from the membership. In addition, other sources will be tapped.

There is need also for a preliminary testing of consumer requirements for statistical data. A beginning toward this end is being made at the current Convention.

And finally the Committee recognizes the need for wider understanding of its objectives and greater participation in its work by the membership. It will undertake to promote such understanding through the regular informational media available to the membership and through soliciting comment and discussion at professional meetings.

Recommendations

At the February meeting of the Executive Board, the Chairman of the Advisory Committee sug-

gested that consideration be given to renaming the Committee to more nearly reflect its actual role and function. As originally constituted the Committee's purpose was "to give guidance to the Library Services Branch of the Office of Education in the expansion of its current library statistical series to include data on special libraries."

It is apparent that this statement is no longer accurate and requires revision. It is therefore recommended that the Advisory Committee be renamed the Statistics Committee and that its purpose be restated as follows:

"The Committee shall be responsible for matters pertaining to the compilation, coordination and interpretation of statistical data relating to special libraries. In pursuance of its responsibility it shall study needs for statistical data, promote investigations looking to the fulfillment of these needs and represent the Association in matters relating to statistics."

This recommendation is offered to the Executive Board for consideration and action.

RUTH FINE

EDITOR'S NOTE: The Executive Board approved the change of name to Statistics Committee.

Archives

The Archives Committee reports that it has completed the author card file of available papers and articles written by Association members; however, subject cards await typing by Headquarters staff. A description of the reorganized files and how to use them was written last August, at the completion of the principal work. A request was mailed that month to Chapter and Division Archives Committee Chairmen, calling attention to what their archives should contain and asking that copies of new or revised library procedure manuals be sent to Headquarters for loan.

A revision of the Archives Committee Manual has been completed.

A year ago this Committee reported that it was hoped the reorganization work on the Association's archives would be completed by the end of 1960; it was anticipated that assigned clerical Headquarters staff would be able to do this work, all of which had been started, and which included biographical data on members and expansion of the picture collection in relation to publicity on Conventions and other meetings. On this, we regret to say, nothing has been accomplished.

Most important of all, the reorganized files have not been maintained insofar as sorting and classifying of new material is concerned; even the interim file is but partially kept up.

Recommendation

This situation points to the definite need for additional help in order to maintain smoothly-run-

ning wheels at Headquarters (which may be slowed down further with the additional duties lately allocated to Headquarters). The Committee therefore repeats its recommendation of last year that the Executive Board authorizes the addition of sufficient help at Headquarters to maintain its records properly.

GENEVIEVE FORD

EDITOR'S NOTE: This recommendation was referred to the Headquarters Personnel Committee.

Awards

This year this Committee worked on the following projects:

1. Prepared the announcement and directions for the judges for the 1961 H. W. Wilson Company Chapter Award.
2. Studied the structure of the H. W. Wilson Company Chapter Award and made recommendations, which were approved at the Mid-Winter Executive Board Meeting. A guide for the use of the H. W. Wilson Company Chapter Award Committee was also prepared.
3. Studied the feasibility of additional awards to be established by the Association.

This Committee studied a resolution presented at the Annual Meeting of 1960 to establish an award to be called the Ruth Savord Award and to be given biennially to a person (or persons or group) on the basis of outstanding service in organizing Association activities. As a criterion "service in organizing Association activities" is so broad as well as subjective that it would be extremely difficult to measure. It would be unfortunate if this proposed award were to slip into a position as an alternate SLA Professional Award or a "junior" Hall of Fame or as a bouquet to Chapter, Division or Association officers. For after all, does "outstanding service" have the same connotation to all Association members? For these reasons, the Committee does not recommend establishment of this award.

However, the Awards Committee does not want to close the door as far as new awards are concerned. The awards structure of the Association was reviewed and presented to the Advisory Council and Executive Board at their Mid-winter meetings. From the discussions and comments it appears there are three areas which should be explored more thoroughly and considered for awards: 1) Division activities; 2) publications and 3) a service-type award.

This Committee was not able to complete the suggested studies and hopes this can be done next year.

LORRAINE CIBOCH

Committee on Committees

The Committee on Committees has considered the committee matters referred to it by the Executive Board and makes the following recommendations:

Awards Committee

To avoid possible confusion with the special awards committees, we recommend that the title of this committee be changed to Committee for the Recognition of Professional Achievement.

Convention Advisory Committee

The recommendation made by the Committee on Committees in January was referred back to it for reconsideration. After careful consideration of the composition and duties of the Convention Advisory Committee and the Convention Program Committee, we find that there is too much duplication to warrant continuation of the Convention Advisory Committee. The Committee on Committees therefore recommends that the Convention Advisory Committee be discontinued after the current year.

For comparative purposes the present membership of both committees is listed below.

CONVENTION PROGRAM

Representatives of current and two succeeding host Chapters

Division Liaison Officer

Representatives of three Divisions

Ex-officio:

President

Executive Secretary

President-Elect

Next Convention Chairman

(The past Convention Chairman could be an added ex-officio)

CONVENTION ADVISORY

Past, current and next Convention Chairmen

Division Liaison Officer

President-Elect

Second Vice-President

Public Relations Committee Chairman

Ex-officio:

President

Executive Secretary

According to the definition adopted for the Convention Program Committee, in addition to planning programs, "the Committee may consider and make recommendations on any questions relating to the Convention which may be referred to it by the Executive Board." Many of the suggestions and complaints on Conventions relate to programs and would naturally be referred to this Committee. If there were a large number of other problems to be considered, another committee

would be needed; but from the record this does not appear to be the case. The other duty of the Convention Advisory Committee, revision of the Convention manual, is done largely by the Past Convention Chairman in cooperation with the Executive Secretary.

Education Committee Definition

The Education Committee shall be a Standing Committee of five members representing different Divisions appointed for overlapping terms of two years each. The Chairman shall be the Association's representative on the Joint Committee on Library Education of the Council of National Library Associations. The duties of the Committee shall be to study the present and probable future educational needs of special librarians and the training currently offered by library schools. The Committee shall work with library schools in any way possible to strengthen their programs in the field of special librarianship.

HARRIETTE L. WILLIAMS

EDITOR'S NOTE: The Executive Board did not approve the recommended change of name of the Awards Committee, but it did accept the definition of the newly organized Education Committee and the abolishment of the Convention Advisory Committee.

Constitution and Bylaws

At its first meeting on June 29, 1960 the Committee considered as possible activities: 1) consolidating the Constitution and Bylaws into one document called Bylaws; 2) rewriting the text to eliminate procedural details and to conform with current practices and 3) studying suggested policy changes. All were believed desirable courses of action and received attention at ten subsequent meetings. In part these efforts continued work begun by the 1955-56 Committee under the chairmanship of Isabella Frost. At that time a completely rewritten single document was proposed.

During the past year a tentative draft of the Bylaws was completed with the exception of sections pertaining to property, funds and contracts. These areas still require study and investigation.

Progress reports presented to the Executive Board on September 29 and February 16 included the text to date and noted policy changes. Matters most directly affecting the interests of individual members, Chapters and Divisions were reviewed with the Advisory Council in Kansas City on February 17. Each such exchange of information has yielded helpful constructive ideas.

Communication was extended further through an informal open meeting scheduled during the Annual Convention. To permit advance study and encourage participation a memorandum, transmitted to members with the April issue of the *SLA Bulletin*,

let in, presented an outline of the Bylaws as one document and summarized the changes under consideration. Early discussion is expected to develop mutual understanding and to aid in assuring that final proposals will be acceptable to a significant number of members.

For purposes of this interim report, an enumeration of all of the changes under consideration is impractical. Generally, procedures and specifics have been deleted since both are subject to periodic change. Such details are more appropriately a part of supplementary rules and regulations which, if needed, will receive attention next year.

Among the policy changes being explored are a broadened concept of Affiliate membership, provision at the Chapter level for individuals who will qualify for Associate membership within a period of two years and establishing the office of Chairman-Elect of the Advisory Council.

Chapter matters include additional Chapter affiliation on a basis similar to that now in effect for Divisions and authorization of a Chapter's privilege to establish Groups. Of Division concern is a suggested proposal that establishment require at least 75 rather than 50 voting members.

Response to an inquiry at the Advisory Council meeting on June 6, 1960 indicated favor of continuing the double slate and the present method of election by mail ballot of the membership. Therefore the tentative Bylaws remain unchanged on these points. The Executive Board approved a suggestion that as an aid to recognition a photograph of each nominee appear with the biographical notes accompanying the ballot. A recent experiment will determine the merits of this device.

The Committee acknowledges with appreciation the generous assistance received from Association officers, the Executive Secretary and all others who are working with us in writing the Bylaws.

KATHARINE L. KINDER

Consultation Service

The Committee met six times in the last year with every member attending each meeting.

During the past year a revised Consultation Service Manual has been printed and mailed to all the Chapter Consultant Officers. Also, the Consultation Service folder has been revised.

The Committee felt that more publicity was needed on SLA's Consultation Service. We have submitted a suggestion to several national business magazines for an article. We have been notified that *Management Review* will publish in the near future a brief article written by the Committee. We feel that obtaining further publicity is a project the new Committee should pursue vigorously.

An advertisement publicizing the need for more Professional Consultants has been appearing in *Special Libraries*. The requests for application forms as a result of this advertisement have been numerous. However, some of these persons have

not returned the forms and some have not met the necessary qualifications. Seventeen new Professional Consultants have been approved during the year. A letter is being sent to the Chapter Presidents asking them to urge the experts in their Chapters to apply. We would like to have complete subject and geographical coverage, and this is not true at present.

Following are the statistics taken from the reports of the Chapter Consultant Officers. The 28 Chapters reporting have received 90 inquiries concerning the Consultation Service resulting in 52 consultations with 17 inquiries still pending. From these consultations, 15 new libraries have been started. The Executive Secretary has received four requests for the services of Professional Consultants.

CHAPTER CONSULTATION STATISTICS
May 1, 1960—April 31, 1961

CHAPTER	INQUIRIES	CONSULTATIONS	INQUIRIES PENDING	LIBRARIES STARTED
Alabama	0	0	0	0
Baltimore		No Report		
Boston	3	2	1	0
Cincinnati	4	2	0	1
Cleveland	5	10	0	1
Colorado	2	2	1	1
Connecticut				
Valley	5	2	0	0
Georgia	7	0	3	0
Greater St. Louis	5	2	0	2
Heart of America	0	0	0	0
Illinois	9	3	0	1
Indiana	2	1	1	1
Louisiana	1	1	0	0
Michigan	2	1	0	0
Minnesota		No Report		
Montreal		No Report		
New Jersey	3	2	0	0
New York	7	5	0	1
Oak Ridge	0	0	0	0
Oklahoma	1	0	0	1
Philadelphia	6	0	3	0
Pittsburgh	0	0	0	0
Puget Sound	2	1	1	1
Rio Grande	1	1	0	0
San Diego	0	0	0	0
San Francisco	4	4	1	1
Southern California		No Report		
Texas	2	2	2	2
Toronto	8	3	1	0
Washington, D. C.	3	3	0	1
Western New York	2	1	1	1
Wisconsin	6	4	2	0
TOTALS	90	52	17	15

Since the establishment of the Consultation Service in March 1957, the Chapters have handled 288 consultations resulting in 67 new libraries.

The Committee recommends that the following question be added to page 4 of the Application for Approval as a Professional Consultant form.

19. SLA Membership: Chapter _____
 Type of Membership: Active _____
 Retired _____
 Year joined: _____
 Offices held: _____

Question 19 would be changed to question 20.

I have enjoyed serving on this Committee and wish to thank all the members of the Committee during the past four years for their wonderful cooperation. Also, I'd like to thank the Chapter Consultant Officers for all the work they've done to further the aims of this service.

FLORENCE H. ARMSTRONG

Convention 1961

The 52nd Annual Convention of Special Libraries Association was held at the Sheraton-Palace Hotel, May 28 to June 1, 1961, in San Francisco. The registration totaled 1178 members, guests and exhibitors as represented in the following statistics. Each registrant was counted under first Division and Section indicated.

REGISTRATION STATISTICS

CHAPTERS	
Alabama	15
Baltimore	5
Boston	30
Cincinnati	15
Cleveland	16
Colorado	10
Connecticut	3
Georgia	10
Greater St. Louis	7
Heart of America	8
Illinois	65
Indiana	5
Louisiana	3
Michigan	27
Minnesota	21
Montreal	18
New Jersey	25
New York	113
Oak Ridge	1
Oklahoma	2
Philadelphia	28
Pittsburgh	15
Puget Sound	19
Rio Grande	11

San Diego	13
San Francisco	211
Southern California	99
Texas	16
Toronto	9
Washington, D. C.	64
Western New York	12
Wisconsin	7
Unclassified	5
<hr/>	
Nonmembers	141
Guests	33
Exhibitors	96
<hr/>	
Total	1178

DIVISIONS

Advertising	14
Biological Sciences	49
Business & Finance	105
Documentation	22
Geography & Map	18
Hospital	11
Insurance	19
Metals	25
Military	23
Museum	19
Newspaper	15
Picture	15
Publishing	18
Science-Technology	420
Social Science	47
Transportation	13
Unaffiliated	75
<hr/>	
	908

SECTIONS

Science-Technology	
Chemistry	138
Engineering	161
Paper & Textile	10
Petroleum	38
Pharmaceutical	31
Public Utilities	16
Social Science	
Industrial Relations	1
International Relations and History	20
Public Administration	1
Social Welfare	5
Unaffiliated	20
Advance Registrations	637
Paid	607
Not paid	30

Executive Committee

Planning for the San Francisco Convention began in 1956 when the local Chapter voted to extend an invitation to the SLA Executive Board to hold a Convention in San Francisco. My appointment as Convention Chairman occurred in January 1959, at which time I met with officers of

the local Chapter to review Convention planning and select the Executive Committee. Although our Executive Committee was larger than usual for SLA Conventions, the Committee was effective because many doubled in brass as Committee Chairmen. Through this dual capacity, Convention policy was more effectively implemented by committees actively engaged in Convention planning. In addition to Roy J. M. Nielsen, Treasurer, and Marie Grace Abbruzzese, Secretary, the Executive Committee was comprised of: Dr. Peter T. Conmy, Isabella M. Frost, Marjorie Griffin, Beverly Hickok, Thelma Hoffman, Marie E. Koutecky, Doris Lancot, Lorraine Pratt, Mrs. Margaret M. Rocq, Mrs. Amy W. Rose, Mrs. Elizabeth Boutelle Roth, Russell R. Shank, Alleen Thompson and Mrs. Margaret D. Uridge.

The following Committee Chairmen were appointed: Banquet—Marie E. Koutecky; Exhibits—Rocco Crachi; General Sessions—Mrs. Elizabeth Boutelle Roth; Hospitality—Alleen Thompson; Information—Mrs. Amy W. Rose, Mrs. Marjorie D. Hall, Co-Chairmen; Local Arrangements—Jack B. Goldmann; Meals—Phyllis Jane Anderson; Opening Reception—Isabella M. Frost, Mrs. Jeanne Nichols, Co-Chairmen; Printing—Marian E. Wickline; Publicity—Theodor B. Yerke; Registration—Doris Lancot; Tours and Transportation—Mrs. Margaret M. Rocq, Anne Burnett, Co-Chairmen.

Two special committees were organized for the San Francisco Convention. These were, with their Chairmen: Personnel Placement—Rose Kraft; Visiting Foreign Librarians—Mrs. Sara P. Shepherd.

Approximately 12 meetings were held with the Executive Committee at which time Committee Chairmen and occasionally, Division Representatives, were present. In addition, the Convention Chairman issued several memoranda in which immediate problems were presented for solution.

One of the first Committee projects was to determine the facilities available at the headquarters hotel and to what extent the hotel would give assistance in Convention planning. We were fortunate in that the Sheraton-Palace provided, without charge, a meeting room for the Convention Committee whenever necessary. San Francisco has a very effective Convention and Visitors Bureau. During the early days of planning, the Convention Chairman secured from the Bureau information and assistance that would be available before and during the SLA Convention. Outstanding in this service was the arrangement to handle hotel reservations through the Convention Housing Bureau. The Bureau also provided descriptive information and other publicity materials, which were utilized before and during the Convention. In addition, the Bureau provided cashiers and registration clerks during the busier days of the Convention.

By September 1960, the Division Representatives had been appointed. They were urged to

secure from the program chairmen of their respective Divisions and Sections, no later than December first, content sufficiently complete to include in the Preliminary Program announced in January. We believe that this Preliminary Program was in a greater stage of completeness than usual, and that it was extremely helpful for planning by SLA members who necessarily had to travel a great distance to attend the San Francisco Convention.

Division Representatives

Some Divisions and Sections are not represented in the membership of the San Francisco Bay Region Chapter; therefore, it was necessary to appoint some Division Representatives to serve in those Divisions with which they had little more than slight professional interest. However, the enthusiasm with which they approached their task was limitless. The Division and Section representatives were: Advertising—Miriam Droege; Biological Sciences—Alba W. Eldredge; Business and Finance—Mrs. Isabella Lyon Nestor, Mrs. Marion M. Smith, Co-Representatives; Documentation—Lorraine Pratt; Geography and Map—Beverly Hickok; Hospital—Alba W. Eldredge; Clara S. Manson, Co-Representatives; Insurance—Margaret Hatch; Metals—Mrs. Betty B. Bate-man; Military Librarians—Mary-Lofton Simpson; Museum—Irene Simpson; Newspaper—Robert J. Everson, and later—Barlow A. Weaver; Picture—Irene Simpson; Publishing—Mrs. Erma J. White; Science-Technology—Glenn R. Maynard; Sections of Sci-Tech: Chemistry—Marie Tashima; Engineering—Robert H. Herrick; Paper and Textile—Anne M. Avakian; Petroleum—Marilyn K. Johnson; Pharmaceutical—Mrs. Jeannette G. Yeazell; Public Utilities—Anne Burnett; Social Science—Mrs. Anne Rand; Transportation—Beverly Hickok.

These same Representatives were on duty during the Convention, and a great deal of the success of the Divisional programs can be attributed to the cooperation of these members.

Program

Public opinion on the Association level as well as the local level seemed to favor a five-day Convention, particularly since distance was a factor this year. The first day was planned particularly so that registrants could adjust to the charm of San Francisco, complete their registration, view exhibits and attend and meet their friends at the Opening Reception. Sponsored by the San Francisco Bay Region Chapter, the Opening Reception was held late Sunday afternoon in the new World Trade Club, which commands a spectacular view of San Francisco Bay and harbor and the East Bay cities. At this, and throughout the Convention, members of the local Chapter were identified as hosts, and every attempt was made to welcome the registrants, especially first conventioners, and establish rapport for the 52nd Annual Convention.

The Convention officially began with the Opening Session on Monday, with President Winifred Sewell presiding, when a welcome from San Francisco was extended personally by the Mayor of San Francisco and when the members received a new challenge through the keynote address, "Into the Mainstream," by Dean Lawrence Clark Powell. More time for Division and Section meetings was provided in the program this year, and joint meetings were encouraged. Monday was the heaviest day for luncheon meetings, and Tuesday was full with the Second General Session in the morning and the Annual Business Meeting in the afternoon. Wednesday was filled with Division and Section meetings, followed by the cocktail party and Banquet in the evening. Thursday was devoted exclusively to tours and visits to libraries in San Francisco and the area. No attempt can be made in this report to appraise the several meetings or present a critique of any, although some "behind the scenes" problems developed whose solutions may lie in the recommendations given later in this report.

Placement Office

The purpose of the Placement Committee was to serve as a panel of experts to assist the Placement Office in managing an effective placement service during the Convention. A total of 119 interviews were conducted, 72 with employers and 47 with applicants. Library school students from University of California School of Librarianship served as receptionists. They kept the position notices posted on the bulletin board and handled their receptionist duties efficiently.

Suggestions for the future are

1. Adequate rooms with larger space for interviews should be provided.
2. An information sheet should be sent along with the Preliminary Convention Program in January stating the services and requirements of the Placement Office and the arrangements made for placement service during the Convention. A form could be completed by the employers in advance of the Convention and submitted so that listings could be placed more promptly on the bulletin board.
3. It is recommended that a similar Placement Committee be set up for future Conventions.

SLA Mid-Pacific Conference

Soon after planning for the San Francisco Convention was underway, the Hawaii Library Association was asked if it would sponsor a Conference in Hawaii of interest to SLA members attending the San Francisco meeting. Arrangements were handled through Andrew W. Lerios, Inc., the travel agency in San Francisco that had organized tours for previous library conventions meeting in San Francisco. The program consisted of meetings and visits at the Bishop Museum, the University of Hawaii, Dole Pineapple Company, Hawaiian Telephone Company, Sugar Planters' Association

in Honolulu and the Church College of Hawaii in Laie. Members attending the session at the Church College contributed, in volunteer offering of appreciation of the College's program, \$140 which was more than enough to pay the tuition of one student for a year.

Exhibits

The exhibits at the Convention consisted of displays by 44 different firms in 55 exhibit booths and one additional parlor. Several firms exhibited for the first time at an SLA Convention. Arrangements for exhibits were handled through Association Headquarters but a local committee of the Convention was available for details and assistance to the exhibitors. Special effort was made this year to make the exhibitors feel that they were a part of the SLA Convention through such arrangements as pre-registration of representatives, special invitation to attend the Opening Reception and the selection of one exhibitor, representing all of the exhibitors, to be seated at the head table during the banquet.

Meetings

There is danger of scheduling too many meetings with meals. This is particularly true when a business meeting is involved. Many members are reluctant to have to buy a meal in order to attend the business meeting of their Divisions, although it is usually possible to attend the meeting after the meal is over.

The program schedule was outlined to provide a half-hour break between meetings. This proved to be especially beneficial for those meetings that had full programs and found it necessary to remain in session longer.

The tradition of having a theme for the Convention has merit pro and con. We decided not to have a theme, and so far as we know, no one really missed it. It seems desirable to permit each Division and Section to develop its own theme for its program and not restrict speakers to a given idea. The decision to organize a program planning committee on the Association level is indeed a good one and should make the work of future Convention committees easier. However, program chairmen sometimes accept their duties rather lightly. One or two groups maintained absolute silence until almost printing time, and another asked for program changes as late as a week before the Convention opened.

Recommendations and Suggestions

Attendance: Never underestimate the probability of SLA members attending Annual Conventions! Sage advice from the Association level, bolstered by local opinion, predicted "750-800" as a good batting score. We planned for one thousand and ordered supplies accordingly. We registered 1,178 people and ran out of programs and registration kits before sundown on Sunday. Delegates were

charitable and shared programs until a fresh supply arrived on Monday. I have no suggestion on how to arrive at a "guestimate" other than through intuitive reasoning.

Registration: Future Conventions should encourage or even require advance registration. Tours, Transportation and Meals Committees must know the number of people planning to attend scheduled events, and all Convention planning would be easier when some indication is available suggesting anticipated attendance. It is hard to believe that librarians do not know at least a month in advance that they will travel to a Convention. It is my suggestion that advance registration be several dollars less than current registration, effective through a deadline date established by each Convention Committee. Registrants should be more attentive to information requested on registration forms and supply all the information required. Countless needless hours are expended by over-worked committee members in verifying important data for statistical reports because such information was omitted on pre-registration blanks.

Banquet: We were successful in holding our Banquet in one of the most glamorous dining rooms in San Francisco. It is most unusual for the Sheraton-Palace Hotel to release the Garden Court for a private function under a guarantee of 750 to 1000. However, 492 meals were served at our Banquet, which was only eight short of the minimum of 500 exacted from us by the hotel. The price for our Banquet was exactly the same as in some previous Conventions, and the attendance was approximately the same. The Banquet was arranged by the President of the local Chapter, who worked closely with Association officers in providing the program honoring the Hall of Fame and SLA Award recipients. It is doubtful planning to consider a minimum honorarium an important factor in the selection of the Banquet speaker.

Convention-Wide Dutch Treat Cocktail Party: Although this affair was planned with the best of surroundings, there was a minimum support from the membership. Private receptions by commercial firms may have limited the attendance at this Convention-wide reception. The Convention Committee in the future should exercise extensive authority in discouraging all functions that would conflict with this affair, if it is in any way coupled with the minimum that must be guaranteed to the hotel for the Banquet.

Hospitality: Too often, as in the case in San Francisco, the Hospitality Room was in a location considerably inconvenient to the registration area and the center of Convention activity. Admittedly, the Hospitality Room must be selected in deference to the hotel's facilities and other requirements of the Convention. In our case, it would seem that it would have been better not to have had a Hospitality Room and have had the seven local Hospitality Committee members

be on the registration floor to assist at the registration and information desks and to greet registrants and VIP's, as the occasion required. However, our Committee members were assigned to this function throughout the Convention as well as staffing the Hospitality Room.

Opening Reception: As stated earlier, this was one of the outstanding functions and was planned through a special committee appointed for the purpose, which took advantage of arrangements available through the World Trade Center Library, which held open house during the affair. Although the expected attendance was 500 persons, we welcomed over 850 librarians, exhibitors, speakers and guests. The San Francisco Chapter contributed \$300 as Host Chapter, while the Convention Committee authorized the balance of approximately \$200 from Convention income. Taxi-cab companies were alerted to furnish transportation to and from the reception. *Vanda* orchids were distributed to all the ladies in attendance, at least, to the first 500. It is my recommendation that, whenever possible, the Opening Reception should be organized by a special committee appointed for the purpose and held in such surroundings that would inaugurate the Convention on an enthusiastic note.

Publicity: We were fortunate in securing a Publicity Chairman who has had considerable experience in professional journalism and who was able to establish rapport with the press and other media in the area. Weeks before the Convention, a special press release letterhead was printed. A mailing list was prepared, partly from Ayers and partly from the mailing list of the Standard Oil of California library, which was kindly lent to the Committee. The list contained altogether about 50 key information media, covering the nine counties fronting on San Francisco Bay. Five stories were mailed out before the Convention. One of these, the story on the Case Method Panel at the Second General Session, which we thought a real hot one, completely failed to stir a ripple in the press. San Francisco is an extremely blasé convention city, and we are very happy with what we did get published. During the Convention several releases were run off and sent out, and the usual massive nation-wide releases of award winners and new officers were sent out to mailing lists supplied by Association Headquarters. The press room was on the second floor of the hotel, near some of the rear meeting rooms. We cannot stress too strongly the importance of having the press room in the center of things. A complete sell-out of exhibit space was the cause of the removed location of the press room in San Francisco. The effect was to keep the Publicity Chairman covering events but often out of touch with the people manning the press room. We know of at least one feature writer from the San Francisco *Examiner* who left disgustedly because no one could lead him to the Publicity Chairman. As with attendance, no one

can predict the reception the local press may give to a professional Convention.

Printing: Although our total printing bill was approximately \$1,600, exclusive of mimeographing, it was still considerably under the next highest bid, even though the printer was not in San Francisco. The Printing Committee was responsible for the registration forms, the official program, banquet menu and tickets. The Printing Committee consisted of four members, each assuming responsibility for one of these printing jobs. The Committee Chairman took care of the official printed program, working closely with the Convention Chairman in planning, designing and layout. The printer was liberal in establishing deadlines but preferred to have all the copy in hand before he began work. This was rather unfortunate because several changes had to be made in proof, which were rather costly, but permitted last-minute changes as late as three weeks before the Convention. We recommend that provision should always be made with the printer for additional runs of the program, particularly if advance registrations become a rule of thumb in the Association. Tickets for meals and tour functions should be designed in such a way that advantage can be taken of multiple orders. We learned much too late that our printer was not as adept at ticket printing as a specialty printer might have been.

Local Arrangements: For the smooth operation of the Convention, this Committee should accomplish most of its work in advance of the Convention. If arrangements for audio-visual equipment, meeting room and directional signs and miscellaneous supplies are provided early, as was in our case, attention during the Convention can be devoted to resolving the emergencies that always arise. The monitors were attached to this Committee, and monitors were provided for all meetings to check badges, count attendance and relay messages when required.

Attendance: Although statistics are not available for other meetings, the attendance for the General Sessions was: Opening Session 825; General Session 786; and Annual Business Meeting 328. It is a strong recommendation of this Convention Committee that content of the Annual Business Meeting be publicized to the membership in advance of the Annual Business Meeting to encourage better attendance.

Exhibits: For the first time an exhibitor was invited to be seated at the head table at the Banquet at this Convention. If this practice is continued, the selection should be made prior to May 1, so that careful consideration can be given. Activities are too rushed after that date. Several factors were considered this year, not the least being the support this year's representative has given the local SLA Chapter. The criterion of having the exhibitors select their own representative is not recommended.

This year a member of the Exhibits Committee visited each exhibit booth, registered all the rep-

representatives and distributed badges and kits. The gesture met with high praise from the exhibitors. We found it unnecessary to have the exhibits open on the last day, particularly since the day was devoted to scheduled library visits and tours. Similarly, few registrants visited the exhibits during the late hour of opening on Tuesday evening.

Finances: Division allotments should be handled more equably. Only those Divisions that requested in writing their allotments were honored, and there were but three. Of these, one exceeded its allotment in guest tickets alone, but no attempt was made by the local committee to recover the overage of approximately \$13 (it remains as a guest charge against the Convention). I recommend that an accounting be kept of expenses incurred by the Divisions and that, after the Convention funds are audited, Headquarters, upon recommendation of the Convention Chairman and Treasurer, should distribute to each Division the remaining balance of its allotment, or bill the Division if it exceeded what would be its allotment.

Forms should be developed, possibly on the Association level, to procure a daily justification of all cash transactions, both income and expenditures, and secure a daily audit of all tickets sold and tickets used on a daily basis for all functions. Monitors should work closely with the tickets desk to determine attendance at meals functions.

Since the advance of \$500 from Headquarters to the Convention Committee is carried as an expense on the Convention books, it might be possible to reduce this amount. We had some need for a cash account before advance registrations began to come in, but that need was actually limited to the printing of registration and hotel reservation forms. As it turned out, the printer was perfectly willing to carry such bills until Convention income was available. In other words, each Convention Chairman and Treasurer should determine the amount required as an advance, for example, \$300.

Every effort should be made to secure a profit from the Convention, and proper planning will keep the Convention in the black. However, the Convention should not be looked upon primarily as a money-maker for the Association. This is true especially with smaller Chapters where such services as mimeographing may have to be purchased, and stationery and other supplies are limited.

Committee Open House: Because SLA Conventions are held infrequently in cities considerably distant from centers of concentration of SLA membership, efforts should be made by Committee members and officers on the Association level to meet Convention workers in the host Chapter, whose Convention duties prevent attendance at meetings. When veteran convention-goers become more than a name, the Convention itself takes on glamour with rewarding overtones for the all-too-often harried volunteer worker on the Convention floor. Perhaps during the early hours of the Con-

vention, some time could be found for an open house for such members. This year, an open house was held in the Convention Chairman's suite following the banquet, and although successful, it was not the most convenient time for such a meeting. Convention workers, past and future Convention Chairmen and Association officers should comprise the group.

Convention Schedule: Some consideration should be given to the wisdom of scheduling the Convention to include the Memorial Day holiday. Even though such a day may afford opportunity for local library staff members to attend the sessions, banks, restaurants and other services in the city may close for the day, creating a hardship for Convention members. Speakers, if drawn from local resources, may also be reluctant to appear on such a day.

Finally, I wish to take this opportunity to express appreciation for the cooperation and assistance given by Bill Woods, Mary Allison and other members of the Headquarters staff throughout the long months of planning and working for the 52nd Annual Convention. I am also grateful to former President Sewell and other Association officers for their loyalty and support. It is impossible to express the genuine appreciation I feel for the cooperation and assistance given by the officers and members of the San Francisco Bay Region Chapter. To those who worked so faithfully as committee chairmen and members with untiring efforts throughout the Convention, I extend kudos for work well done. May their praises, as recorded in this report, resound through the entire membership of SLA and find welcome habitation in their hearts. To host a national Convention is not an easy task; however, this year it was a pleasant one because the challenge was accepted by all and deployed with enthusiasm.

DR. PAUL KRUSE

Convention 1962

Executive Board approval has already been obtained for the following aspects of the 1962 convention.

1. Headquarters will be in the Shoreham and Sheraton-Park Hotels but some changes in the distribution of Convention activities as approved by the Board September 26, 1957 are recommended later in this report.
2. Length of the Convention is to be four days (May 28-31, 1962) with some pre- and post-Convention activities as proposed below.
3. The general theme will be "Progress Through Knowledge."
4. There are to be three General Sessions, but with emphasis on joint support by several Divisions if they can agree upon a good topic and speakers for the third session.

Progress to Date

Considerable progress has been made on arrangements for the Convention in Washington,

D. C. The more important are described below.

Convention committees have been established in accordance with recommendations in the revised Convention Manual. The names of those Committees are listed below with their respective chairmen. Numbers in parentheses after each chairman's name indicate how many members have already been appointed on that committee. Additions will be made as committee work increases during the Association year.

Treasurer—Jack S. Goodwin, Smithsonian Institution (1)

Exhibits—Joseph Freson, Catholic University (4)

Registration—Margaret Bryant, Dept. of Agriculture (5)

Local arrangements—No chairman yet

Meals and Banquet—Mildred Benton, Naval Research Laboratory (12)

Publicity—Dr. Karl Baer, National Housing Center (4)

Printing—Bernard Fry, National Science Foundation (5)

Transportation and Tours—No chairman yet (2)

Information—Dr. Burton W. Adkinson, National Science Foundation (5)

Hospitality—Mrs. Ruth Hooker, Naval Research Laboratory. Nine Divisions have appointed representatives on this Committee to date. They are: Advertising, Biological Sciences, Business and Finance, Geography and Map, Metals, Museum, Picture, Publishing and Science-Technology

The general schedule of the Convention has been prepared in cooperation with the Chairman of the Convention Program Committee. Its broad outline is:

1. On Sunday, May 27, there will be registration, open house by special Divisions at the Library of Congress during the afternoon and a reception (probably in the Exhibit Hall at the Sheraton-Park Hotel) in the evening.
2. Convention-wide sessions are planned for Monday, Tuesday and Wednesday forenoons, leaving Monday and Tuesday afternoons and all day Thursday for Division programs.
3. The Annual Business Meeting of the Association will be on Wednesday afternoon, the Advisory Council meeting on Monday night and Executive Board sessions are scheduled for Sunday and Friday.
4. The banquet will be on Tuesday night, May 29.
5. There may be some additional arrangements for post-convention tours such as a trip to Williamsburg on Friday if enough people want one.

In cooperation with Chairmen of pertinent committees and the Executive Secretary, the following physical arrangements have been tentatively established.

1. At the Sheraton-Park Hotel there will be an information desk immediately opposite the main entrance in the central lobby.
2. To the left of that information desk, about 40 feet, will be a large registration and ticket sales area.
3. The exhibits will be located in the Sheraton-Park Exhibit Hall, which is directly beneath the Sheraton ballroom and readily accessible from the lobby as well as from the ballroom. It also has an exit and outside stairway at the back of the Sheraton, thus constituting the shortest route of travel between the two hotels. In the center of the Exhibit Hall will be a lounge area with card tables and chairs, plus an awning like those used over sidewalk cafes, plus a coffee and soft drink bar. Surrounding the cafe area will be some lounge furniture to encourage members to make this their social headquarters and to meet friends there.
4. The banquet will be in the Sheraton-Park Ballroom, which can accommodate up to 1,500 people.
5. Convention-wide professional meetings will be held in the Sheraton-Park Cotillion Room, which is nicely decorated, has no interrupting pillars and can seat 1,000 people theater-style.
6. The Sheraton-Park will provide a hospitality suite, an office for the Convention Chairman and appropriate suites for the Association President and Executive Secretary.
7. The Executive Board and Association business meetings will be held in the Sheraton-Park Hotel.
8. The Advisory Council will meet in the Shoreham's Terrace Banquet Room (which will seat more than 700 with school room arrangement for Council members and theater-style seats for other members of the Association).
9. Division meetings and meal functions will be scheduled as far as possible in the Shoreham, which has 18 public rooms seating 20-725 people conveniently.
10. The Convention Chairman and Executive Secretary have contacted commercial firms that provide furniture and decorate exhibit booths and do cartage and storage for exhibitors. Contacts have also been made with stenotypist reporting services and parliamentarians.

Recommendations

The following recommendations are submitted for Executive Board approval and action.

1. The registration fee should be \$7 for the convention period or \$4 per single day.
2. The allowance for speakers (including some banquet entertainment) should be raised from the basic allotment of \$250 to \$1,000 as has been done for Conventions in Cleveland and San Francisco.

3. Confirmation of the proposed distribution of activities between the hotels as described above is requested to counteract an Executive Board action of September 26, 1957, which approved the Shoreham Hotel as principal headquarters for the Convention.
4. A recruiting booth has been requested by Mrs. Elaine Woodruff of the Civil Service Commission Library. Such a booth might be established in the Sheraton-Park lobby, within or adjacent to the general reception room for SLA Placement Services or as one of the booths in the Exhibit Hall. The purpose of such a recruitment booth would be to distribute pamphlets such as "Librarians in the Federal Service" and similar materials from a variety of Federal agencies which find it difficult to obtain adequate library staff. The booth would be operated mainly by staff of the Recruiting Division of the Civil Service Commission with supplementary help from members of the Washington, D. C. Chapter of SLA.

Authorization to establish such a booth at the joint discretion of the Executive Secretary and the Convention Chairman, without cost to the Civil Service Commission or to Federal agencies participating in the operation of that booth, is recommended.

ARCH C. GERLACH

EDITOR'S NOTE: The first three recommendations were approved by the Executive Board, and the fourth was withdrawn for further investigation.

Convention Advisory

The Convention Advisory Committee submitted three recommendations to the Executive Board during 1960.

Convention Program Committee

The first concerned the formation of a Convention Program Committee to improve the caliber of Convention programs as well as to ease the over-all Convention planning for each host Chapter. To be truly effective, this Committee should plan Conventions for at least one year in advance so that by the Mid-winter Board Meeting the following year's Convention program would be completely organized with speakers and topics. Thus, when a Division Chairman comes into office at the Convention following this meeting, he would know in advance exactly what the Convention program would be, so that his Division could pattern its programs to coincide with the general theme. Likewise, such a procedure would allow the Division an opportunity to discuss its next program a year in advance. It would also be an advantage in that it would alleviate the problem of Divisions deciding on nearly identical programs or programs planned along the same lines as General Sessions.

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The make-up of the Committee would consist of one representative each from the current and two succeeding Convention host Chapters with overlapping three-year terms, the immediately succeeding Convention representative serving as Chairman; three Divisional representatives also with overlapping terms; and in *ex-officio* position the Association President, the President-Elect, the Executive Secretary, the Division Liaison Officer and the Convention Chairman of the succeeding Convention. This recommendation was passed by the Executive Board at its Fall Meeting, and such a Committee appointed.

Convention Manual

The second recommendation requested approval of the revised Convention Manual and approval to issue revised manuals incorporating these changes. Nearly every page of the manual in current use was modified with at least one change (some 21 single-spaced pages of changes). The Board approved, and new manuals have now been completed and distributed.

Policy on Other Groups Meeting at SLA Conventions

The third recommendation requested acceptance of the following Committee policy statement dealing with non-SLA groups desiring to meet in conjunction with SLA Conventions:

1. That, in general, we favor joint sponsorship of specific programs with non-SLA groups.
2. That we are generally favorable to meetings held concurrently with our annual Convention with groups with a common membership with SLA or whose interests are related to those of SLA, but that acceptance of such requests is the responsibility of the Executive Secretary in consultation with the Convention Chairman. Rejection of such requests may be based on several factors such as:
 - 1) Crowding of SLA Convention schedule;
 - 2) Conflict with either the SLA General Sessions or annual Business Meeting;
 - 3) Financial obligations that the Association would not be willing to underwrite; and
 - 4) Space consideration.

The Board accepted the policy statement.

ROBERT W. GIBSON, JR.

Convention Program

This is a newly created Committee. Its primary functions are long-range program planning for Convention General Sessions and cooperating with the Divisions on their programs. The Chairman was appointed in December 1960 and the roster of members completed in January 1961. Changes in its membership and purpose were made in February.

Despite the brief period of its existence and alterations necessitated by its pilot project stage, many things have been accomplished.

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The Washington, D. C. Chapter members conferred several times. A Committee meeting was held in Kansas City in February, and personal presentations were made to the SLA Executive Board and Advisory Council there. A talk was given to a Chapter meeting in Washington. Committee members and Division Chairmen have been circularized and invited to comment on detailed program plans for the 1962 convention.

At this juncture several decisions have been made for that Convention.

The theme will be "Progress Through Knowledge."

Three General Sessions will be held.

The outline of the opening General Session on May 28, 1962, is formulated and some definite commitments made. Since it is too early, we have deliberately not yet invited the Welcoming Speaker or the Keynoter. Several recommendations are being considered. Invitations will be sent this summer or fall.

Verner Clapp will chair the second General Session on May 29, which will be devoted to Council on Library Resources projects of interest to special librarians. Acceptances have been received from the three panelists.

The third General Session on May 30, to be presided over by the then President-Elect, will be devoted to "Progress Through Knowledge" in four general areas of endeavor. One, for example, is Progress in the Life Sciences. The session is being developed conjunctively with the Divisions. The subject areas are broad enough to cover most Division interests. We are still receiving suggestions on this, including differences of opinion as to whether we should have officials or librarians as speakers.

Some work has been done with the Divisions on their own programs. It is difficult to accomplish much at this stage as most of the Division officers responsible for next year's programs are not yet in office or even known. Long-range plans for the 1963 Denver Conference have determined that the General Sessions will be centered about education for special librarianship. Because the Committee has had such a brief existence, it has concentrated most of its attention on 1962, for which it has prime responsibility. Future committees will have a longer time for planning farther.

It is too soon to say whether or not this Committee is essential or workable in its present form. Certainly, we have begun to plan the next two Conventions much earlier than usual. Also, greater effort has been made to work with the Divisions on both General Sessions and their own programs. The Convention Chairman for the 1963 convention, who is now on the Committee, and the one for the 1964 Convention will enjoy the advantages of advance planning.

Perhaps a weakness of the present Committee format is that the Chairman is not Chairman

during the crucial year when the Convention is held for which he was selected.

A re-evaluation of the scope of the Committee's responsibility, its functions and organization should be made later.

The Committee hoped to meet again in San Francisco in May, to confer with members of the Advisory Council and to talk with the incoming Division Chairmen at their special meeting. Also, there will be more conferring in the forthcoming year on both the Washington and Denver conferences.

ELSA S. FREEMAN

Copyright Law Revision

During the past year the activity of the Committee has been principally one of information gathering. The April issue of *Special Libraries* contained an article on the problems of Copyright Law Revision.

All Division Chairmen and Chapter Presidents have been asked to consider the problems of copyright directly affecting them in their Convention and post-Convention meetings. This was to see if it is feasible to obtain any sort of majority viewpoint that will enable the Special Libraries Association to issue a position statement. If this is feasible, the Copyright Office of the Library of Congress is desirous of obtaining such opinion and recommendations. This will enable due recognition to be given to any suggested revisions of a new law while it is still in the formative state. Congressional hearings will continue at least through 1962.

CHESTER M. LEWIS

Education

No annual report. Committee just formed. See *Special Libraries*, vol. 52, no. 6, July-August 1961, p. 311-2 for statement of objectives and functions.

Elections

Ballots for SLA Officers and Directors were counted May 17, 1961. Of the 2749 ballots received, 19 were eliminated as invalid, leaving a total of 2730 ballots valid and counted. Votes were cast as follows:

President: Eugene B. Jackson, 2551.
First Vice-President: Ethel S. Klahre, 1545.
Dorothy A. Thompson, 1162.
Second Vice-President: Florine A. Oltman, 1682.
Mrs. Alice P. Hook, 1020.
Director: Edward G. Strable, 1564.
Gerritt E. Fielstra, 1141.
Director: Paul Riley, 1792.
Duane R. Day, 905.

GWENDOLYN JONES

SPECIAL LIBRARIES

Finance

The Finance Committee presented the budget for the fiscal year October 1, 1960, through September 30, 1961, to the Executive Board at its meeting in September 1960.

After several meetings during the year, the following recommendations were made to the Executive Board: 1) that an Eleanor S. Cavanaugh Scholarship be awarded as soon as opportunity permits and that the money remaining be added to the general Scholarship and Student Loan Fund, 2) that there be no increase in the subscription price for *Special Libraries* at the present time; 3) that there be no differential dues rates for Sustaining Members; 4) that upon the death of Life Members, their life membership payments be transferred to the Association's General Fund rather than the General Reserve Fund; 5) that government securities in the General Re-

serve Fund be held until maturity; and 6) that the Finance Committee be authorized to invest up to \$20,000 in one or more mutual funds. All of these recommendations were favorably acted upon by the Executive Board.

Continuing investigation of investment of Association funds was carried on in the examination of Association financial status and also various funds and financial houses. This is continuing at this time.

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

DONALD O. HOTALING

Foundation Grants

The real work of the Foundation Grants Committee began with a December 1, 1960, meeting

STATUS OF FOUNDATION GRANTS PROPOSALS

Subject of Proposal	Submitted by	Committee Action
1. Proposal for seeking foundation support for study leading to regular compilation of useful statistical data on special libraries	Advisory Committee on Statistics	Submitted to Council on Library Resources
2. Standards for special libraries	Professional Standards Committee	Submitted to Council on Library Resources
3. Determination of cost of interlibrary loan service to special libraries	Eugene B. Jackson	Submitted to Council on Library Resources
4. Continuation of Personnel Survey	Personnel Committee	Rejected, as probably covered by Number 1
5. Revision of <i>Technical Libraries</i>	Nonserial Publications Committee	Returned to Nonserial Publications Committee to be considered an Association project
6. Revision of <i>Translators and Translations: Services and Sources</i>	Frances E. Kaiser	In preparation for submission to National Science Foundation
7. Survey for science-technology resources in New York-New Jersey metropolitan area	New York Chapter Science-Technology Group Committee on Science-Technology Resources	Requested more information
8. Standardization of reports through a documentation code	Sci-Tech Division	Requested further information from Sci-Tech Division
9. Continuation and coordination of <i>Scientific Meetings</i>	Sci-Tech Division	Returned to Sci-Tech Division for further evaluation. Subsequently, the publication has been submitted to the Association with a recommendation for grant funds
10. Enrichment of interlibrary-loan programs of a metropolitan library	Eugene B. Jackson and Ralph A. Ulveling	Subsequently submitted directly to the Council on Library Resources by Ralph Ulveling
11. Study and formulation of a program for special library education	Winifred Sewell and Grieg Aspnes	Tabled for the present as the Council was not particularly interested in this type of grant
12. Special librarianship information center	Bill M. Woods, Executive Secretary	Tabled for the present
13. Documentation and library technical service	Danny T. Bedsole	Requested more information
14. Review of SLA Consultation Service	John Binnington	Requested more information
15. Procedure manual for newspaper libraries	David A. Rhydwen	Requested more information

called by the President to discuss possible projects for which foundation grants might be secured. SLA has been exceedingly slow to pursue the possibility of foundation grants as an aid to library research. Several interesting proposals were presented at this meeting, at the conclusion of which the Foundation Grants Committee was charged with the responsibility of evaluating the proposals and recommending to the Executive Board necessary further action.

The Committee felt that three of the proposals were complete enough for submission, with minor revisions, to the Council on Library Resources. Accordingly, on January 17 these three proposals were submitted in an informal letter to Verner Clapp of the Council. The first of these was a proposal for seeking foundation support for study leading to the regular compilation of useful statistical data on special libraries. The Council received a somewhat similar proposal for statistics from ALA about the same time as they received ours. Accordingly, discussions are currently centered around a possible joint approach by the two associations and the Council. We have not heard any further word concerning the other two proposals.

The accompanying chart indicates the 15 proposals presented at the December 1 meeting, along with the individual or group who submitted the proposal and subsequent Committee action.

At its February meeting, the Science-Technology Division's Executive Board passed a joint recommendation from the present editor and business manager of *Scientific Meetings*, which included several recommendations among which were: 1) Offered the publication to the Association; 2) Suggested an expanded scope; and 3) Recommended that foundation funds be secured for this expansion.

This publication has become increasingly important to its subscribers who have consistently increased in number. Up to this point, the major portion of the work has been volunteer and has fallen on the hands of the editor and business manager, both of whom have now reached the point where it no longer seems feasible for them to devote all of their nonworking hours to the publication. Accordingly, as the recommendations included a request for foundation grants, it was suggested that a proposal be prepared for the Executive Board's action at Convention time. (EDITOR'S NOTE: The Executive Board expressed interest and referred the matter to the Publications Committee for further study.)

The Committee has also been in close contact with the Special Classifications Committee. It is currently awaiting a proposal from this Committee so that a possible grant might be secured for increasing the scope of the service, enlarging the Collection and to partially relieve the Western Reserve University School of Library

Science of the financial burden it has so graciously contributed to the Loan Collection.

The Committee would like to request additional projects from individuals or groups within the Association. Anyone who might have ideas for which foundation funds might be secured should contact one of the committee members at the earliest possible time. The Committee hopes members realize that the seeking of grants takes a fair amount of time, and we would like to show some positive results before the next year is over.

ROBERT W. GIBSON, JR.

Goals for 1970

The Committee's thinking and planning for the future of SLA has necessarily to be done in the light of the information needs of the organizations for which members work and of the broad social and scientific changes that have taken place in our times. Since the composition of the membership is changing and the information requirements of their organizations are changing, what we need from SLA and what we can accomplish through it must also be changing.

Viewed in this context, the time seems to have come to take a long-range look at the way SLA is organized, the many and varied services it performs and—even more important—should be prepared to perform if it is to keep pace with its members' needs for mutual service in the dynamic and specialized society in which we all live and work.

The original concept of the purpose and function of the SLA Goals for 1970 Committee was to study each of the activities of the Association in turn and attempt to arrive at suggested goals in a number of important directions. But in trying to decide in which areas to begin its work, the Committee was immediately faced with the complexity and inter-relation of our operations and of our organization for carrying them out.

Present Organization of Activities

In its first broad look at SLA operations, the Goals Committee found that the Association is trying to do a job in at least 50 areas of activity. To do the work entailed takes an organizational setup of an Executive Board of 12 members, a staff of 16 at Headquarters, 25 Standing Committees, 13 Special Committees, 25 Special Representatives and 16 Divisions. The Association is further divided into 32 chapters, many of which carry on some of the same activities—recruitment, consulting services, employment, public relations, publishing, etc.—that the Association tries to do or to coordinate centrally.

These SLA activities are carried on by close to 500 people, as listed in 1960-1961 *Official Directory of Personnel*. Most of these "officials," together with some 500 other workers not listed,

serve on a volunteer basis. Moreover, a fair proportion of our volunteer workers—say 13-14 per cent—serve in a double, triple or sometimes quadruple capacity.

Such a high participation of the membership in the work of SLA is a fine thing in itself and is the life-blood of any organization. Volunteer work should be encouraged both from the individual member's point of view and for the good of the Association. The question here is not whether the members can or should work on a volunteer basis for the Association but, rather, how effectively the Association is organized to make use of their services—how this reservoir of man-and-woman power can be channeled and put to work most productively.

Is SLA Becoming Over-Extended?

We may be trying to do too much in SLA in too many directions. This situation may have just grown to be over the years. Perhaps as an organization we should ourselves become more specialized and begin by thinking through and carving out fewer areas of service in order to do a more effective job in the most important and urgent of them.

Need for a Review

The first question we should ask ourselves, then, is, "Is this growing proliferation and complicated organization of activities a good thing for the Association?" Can our work be simplified either by more centralization or by more decentralization to eliminate overlapping functions, periphery activities, the growing burden of meetings, paperwork and reports and the strain on the Executive Board, on Headquarters and the individual chairmen to keep themselves informed and to inform one another of the many interlocking or separate activities of the organization? The process of intercommunication is becoming a time-consuming burden in itself, and many working members complain that they cannot learn and keep up with all the ramifications of their responsibilities in the one short year of the usual term of service.

The implication of this situation is that not enough time is left to work on new ideas and needed developments. These often appear in the form of recommendations for the following year's Committee to consider, which all too often get lost in the shuffling process.

The choice seems to this Committee to be either 1) to simplify the present range and organization of SLA's activities or 2) to center more of the work and more executive responsibility in Headquarters. There is apparently a fairly strong tide of opinion moving in the latter direction within the Association and, as we know, many professional organizations have taken that course.

In the Goals Committee's opinion, however, SLA should first take a thoroughgoing look at its organizational setup with a view to simplification

and more concentration both of activities and ways and means of increasing their effectiveness. At present there seems to be considerable overlapping of effort, too many directions of activity and sometimes a lack of continuity in policy making and implementation. This is bound to be, of course, in any organization carrying on as many activities as SLA, both at the national and Chapter levels, under continually changing officers and committee chairmen. But perhaps, with study, some of these defects in our operation can be changed or minimized if a more coordinated program can be worked out.

Need for a Continuation of a "Goals" or Similar Study Group

The present Goals for 1970 Committee found that it could only make a beginning on a task that it believes should be carried on continually by a revolving committee working closely with the President and the Executive Secretary. It therefore urges that such a committee be continued and that its scope be enlarged, possibly to take the over-all look at the activities and organization of the Association that the Goals Committee has come to think is needed.

The present Committee came to these conclusions after beginning its work by gathering information and suggestions from the members of SLA on needs in four important areas of our activities: membership problems and goals, public relations, education for special librarianship and Convention functions. The Committee is very grateful for the guidance provided by verbal suggestions and letters from members and for the sorely needed help of the Executive Secretary, the President and other officers. During this process the large scope of the task we have been discussing gradually emerged and can now be summarized in two recommendations for dealing with the question of goals for the Association as a whole.

Recommendations

1. In the opinion of the Goals Committee, a thorough and realistic review of our organizational setup and proliferation of activities should be undertaken in the 1960's with a view to simplification and more specialization, both of activities and responsibility for carrying them out.
2. The Committee recommends the continuation of the Goals Committee for 1970—or a similar revolving planning committee—to make this over-all study of our operation in the light of developing trends and the changing needs of our membership.

MRS. LOUISE FIELD

EDITOR'S NOTE: The Executive Board approved these recommendations.

Government Relations

No annual report.

Headquarters Personnel

The Committee authorized the Executive Secretary to employ Genevieve Ford for approximately one month as Assistant to the Executive Secretary while he reviewed the candidates for this position. This move was authorized so Headquarters could handle the San Francisco Convention effectively.

The Committee requests Executive Board authorization to investigate possibilities for a retirement plan for the Headquarters staff. The findings will be discussed with the Headquarters staff and recommendations to the Board will be presented at the February 1962 meeting.

The Committee requests Executive Board authorization to investigate staff responsibilities and their relationship to Headquarters when such staff is working on projects of particular interest to an Association committee. Examples of such activities are *TBRI*, the Translations Center and the Special Classification Loan Collection.

The Committee has outlined suggested relationships between Headquarters staff and Association committees. The Headquarters Personnel Committee concurs in these recommendations and recommends approval.

Recommendations

The Committee recommends:

1. The approval of the job descriptions of all positions of the Headquarters staff. These have been reviewed by the Committee in consultation with the Executive Secretary.
2. The approval of the salary range for each of the Headquarters positions. These have been carefully reviewed by the Committee and discussed with the Executive Secretary.

BURTON W. ADKINSON

EDITOR'S NOTE: The Board approved the two recommendations as well as the suggested liaison between professional Headquarters staff members and Association committees.

International Relations

At the conclusion of its fifth year the Jointly Sponsored Program for Foreign Libraries (ALA-SLA-Department of State) reports that the program has made it possible for 29 librarians from abroad to become working staff members for 11 months in 25 American libraries. Twenty-three of these librarians have completed their period in the United States and have returned to their own countries. Two librarians are in the United States at the present:

DR. AUGUST K. G. COCKX
Reference Librarian and Assistant Director of the
Printed Books Section
Royal Library of Belgium
Brussels, Belgium
Sponsor library—Linda Hall Library

MISS ZILA DA COSTA MAMEDE

General Librarian
University of Rio Grande do Norte and at the
Sociedade Cultural Brasil-Estados Unidos
Natal, Rio Grande do Norte, Brazil
Sponsor library—Syracuse University

In addition four other foreign librarians have been invited to be visiting staff members in American libraries. They are:

MAHMOUD AL-AKHRAS
Chief of Ministry of Education Library Section
Amman, Jordan
Sponsor library—Baltimore County Public Library

NATERCIA NUNES, Director
Servico Social do Comercio Library
Belo Horizonte, Minas Gerais, Brazil
Sponsor library—Public Library, Lima, Ohio

PARK KE-HONG, Chief Librarian
Korean Research Center
Seoul, Korea
Sponsor library—University of Washington Library,
Seattle

XENIA SOROKIN
Assistant Chief, Legislative Reference Section
Library of Congress
Buenos Aires, Argentina
Sponsor library—Pennsylvania State Library

It is a satisfaction to record that the first special library, Linda Hall Library, participated in the program this year. In former years four librarians from abroad were special librarians, but their sponsoring libraries were large university or public libraries. *Special Libraries* in its December 1960 issue had an article, "Meet August K. G. Cockx." Local newspapers have had articles on the foreign librarian working in their area.

Working with the San Francisco Convention Committee, the International Relations Committee encouraged foreign librarians, who were visiting, studying or working in the United States or Canada, to attend the San Francisco Convention. Letters on Convention arrangements for foreign colleagues were sent to library schools and organizations sponsoring or planning schedules for foreign librarians. The Convention registration fee was again being waived. Mrs. Sara P. Shepherd was in charge of special assistance at San Francisco for these foreign librarians.

The International Relations Committee in April 1961 sent an informal newsletter to 99 library associations abroad. It is hoped that the continuation of this informal letter will assist in increasingly valuable interchange between associations.

The Committee replied to letters from foreign librarians and library associations received by the Committee or forwarded to it by the Executive Secretary.

Sample copies of foreign library periodicals sent to the Committee by library associations abroad

were presented to the Department of Library Science of Catholic University of America.

The Freedom House Bookshelf Committee offered a collection of ten paperback volumes on American fundamental concepts to SLA for presentation to library associations in Asia, Africa and Latin America. These collections were delivered to SLA Headquarters and from there shipped to 58 associations.

The Chairman of the International Relations Committee served as SLA representative on the Council of National Library Associations' Committee for Visiting Foreign Librarians. Two meetings were held—the first in Washington on January 16 and the second in New York City on April 10, 1961. The purpose of the Committee is to find ways to make the visits of foreign librarians to the United States more effective for them and for their American hosts. It was decided that the first need is a central source of information on the foreign librarian—their interests, problems and proposed time of visits. On the basis of this it would be possible to arrange appropriate study-visits to American libraries and librarians. The Finance Subcommittee has prepared a three-year budget and has made the initial request to a foundation for a grant for the three-year period. The SLA representative was Chairman of the Materials Subcommittee, which prepared drafts of a flyer to be sent to potential foreign library visitors and of letters to foreign library associations requesting that they inform the CNLA committee of librarians planning to visit American libraries.

Summary

At the conclusion of its fifth year the Jointly Sponsored Program reports that 25 foreign librarians have been visiting staff members in 21 American libraries. Foreign librarians were encouraged to attend the San Francisco Convention. An informal newsletter was sent to 99 foreign library associations in April 1961. The CNLA Committee on Visiting Foreign Librarians has drawn up a three-year program and is seeking a foundation grant for the project. Correspondence with librarians from abroad has continued. Through cooperation with Freedom House Bookshelf Committee a collection of eight paperback books was sent to 58 library associations in Asia, Near East, Africa and Latin America.

LUCILE DUDGEON

Membership

The Association Membership Committee has been participating with other committees this past year, in addition to studying some of the work on membership records at the Headquarters office.

Meetings have been attended and correspondence has gone back and forth between representatives of this Committee and the Goals for 1970 and Public Relations Committees and the Executive Secretary.

Out of this has come a definite look into the future for the Membership Committee by the Goals for 1970 Committee, ideas and suggestions for implementation and cooperation with the Public Relations Committee in connection with Sustaining membership and a review of membership records policies that appear to be obsolete.

The Chapter Membership Chairmen still show an indication that the smaller Chapters are having a great deal of difficulty in getting new members. In the past, they could draw on their local colleges and universities as well as state and public libraries for additional membership. However, in many cases, these people are not now eligible for SLA membership, and the common complaint of the smaller Chapters is that they are forced to use the same people over and over in Chapter work, thus leading to a great deal of dissatisfaction. However, with the Constitution and Bylaws Committee working on various phases of the membership requirements, this strain on the smaller Chapters should soon be eased.

MRS. JEANNETTE M. LANE

Nominating

For report, see *Special Libraries*, vol. 51, no. 1, December 1960, p. 562.

Nonserial Publications

Ten active projects are under way at present. *A Checklist for the Organization, Operation and Evaluation of a Company Library*, *A Guide to Metallurgical Information* and *A Guide to the SLA Loan Collection of Classification Schemes and Subject Heading Lists* have been published. *U. S. Sources of Petroleum and Natural Gas Statistics* is in the final production stages.

Two projects, *Fifty-year Index to Special Libraries*, #115, and *Source List for Libraries in Advertising and Related Fields* #126, were cancelled. Five more numbered projects are being investigated or are under review to determine whether they should be cancelled. Two projects were rejected by the Committee as not contributing enough new material to justify publication by the Association.

At its June 5, 1960, meeting the Executive Board instructed the Committee to try to have a revised edition of *A Brief for Corporation Libraries* published as soon as possible. The Illinois Chapter has asked to sponsor the project and has set up a committee under the chairmanship of Edward G. Strable to work on the revision. The Committee has not yet received the project proposal for preliminary approval.

The Committee expects to receive soon a Publication Project Proposal for the revision of *Translators and Translations*.

Details of each numbered project are given in the accompanying project report.

SLA can be proud of the response to its recent publications. The royalties paid to Chapters and

Divisions undertaking cooperative projects should encourage further cooperative effort.

JEAN E. FLEGAL

Nonserial Publications Committee Project Report as of May 5, 1961

Project	Title	Sponsoring Division, Chapter, Author or Editor	Preliminary Approval	Action; Remarks
109	Subject Headings List for a Transportation Library	Transportation B. Hickok	May 1957	Transportation Division will review at its Annual Business Meeting in San Francisco.
110	Guide to Cartographic Research	Geography and Map W. W. Ristow	Nov. 1955	Progressing. Expect to have manuscript completed in about one year.
111	Subject Headings for Audio-Visual Materials	M. Lois Gauch		Investigating. Author still wants Committee to consider as project.
113	A Guide to the Published Series of College and University Engineering Research Departments in the U. S.	John M. Bobb	1955	Under consideration by Sci-Tech Division's Projects Development & Evaluations Committee.
115	Fifty-Year Index to <i>Special Libraries</i>	Jeanne North	May 1957	Cancelled Feb. 1961.
120	Technical Libraries, rev. ed.	Lucille J. Strauss	May 1957	Final manuscript received April, 1961 for whole book except appendices and index.
122	Recent Bibliographies of Medical Interest	M. Grinnell	May 1957	Cancelled by Executive Board May, 1960, at request of author.
123	Subject Headings List in Chemical Engineering	Sci-Tech, Chemistry Section Mary F. Pinches	May 1957	Progressing.
126	Source List for Libraries in Advertising and Related Fields	Advertising	Sept. 1957	Cancelled Sept. 1960.
127	Guide to Metallurgical Information	Metals Elizabeth Tapia	Oct. 1957	Published May 1961.
135	Special Libraries: How to Plan and Equip Them	New York Chapter Chester Lewis	June 1959	Progressing. Editor expects to send manuscript to Committee early in summer of 1961.
137	Checklist for Organization Operation, and Evaluation of a Company Library	Eva Lou Fisher	Sept. 1959	Published August 1960.
139	U. S. Sources of Petroleum and Natural Gas Statistics	Sci-Tech, Petroleum Section Margaret Rocq	July 1959	Final Executive Board approval by mail ballot April 1961. In production.
140	Sources of Insurance Statistics	Insurance Elizabeth Ferguson	Sept. 1959	Progressing. Hope to submit final manuscript by end of 1961.
144	Russian Reference Shelf	Rosemary Neiswender		Author revising. Will send to Nonserial Publications Committee for preliminary approval.
146	Handbook of Commercial, Financial and Information Services, rev. ed.	Business and Finance Mary A. McNierney	April 1960	Progressing rapidly. Hope to submit final manuscript by end of 1961.
147	Dictionary of Report Series Codes	Rio Grande Chapter Helen F. Redman	June 1960	Expect to receive final manuscript early summer, 1961.
148	Development of Special Libraries for American Business and Industry	Anthony T. Kruzas	Sept. 1960	Author hopes to submit final manuscript by end of summer, 1961.
149	Guide to Special Issues and Indexes of Periodicals	Advertising Group, New York Chapter	Sept. 1960	Expect to submit final manuscript in summer, 1961.
150	Proceedings of the Institute on Channels of Communication for Special Libraries	Indiana Chapter	Rejected	Did not warrant publication as an Association separate.
151	Guide to the SLA Loan Collection of Classification Schemes and Subject Heading Lists, rev. ed.	Special Classifications Committee Marjorie Hyslop	Oct. 1960	Final approval received. In process of printing (Published July 1961).
152	An International Bibliography of Current Astronomical Serials	Lois F. Crane	Rejected	Material had already been published as a Master's thesis.
153	Readings in Special Librarianship	Harold Sharp		Just received by Committee.

Personnel

No annual report.

Photographic Reproduction

The Photographic Reproduction Committee has kept current with new developments in microforms, copying processes and equipment and techniques in this area and has supplied information to the Association membership.

Activities

The following activities were carried on:

1. Maintained a current file of trade literature and correspondence information on the state of the art.
2. Supplied information to the Editor of *Special Libraries* for publication under the title, "Developments in Photoreproduction."
3. Brought current the "Bibliography on Reproduction of Documentary Information" through December 1960.
4. Handled a number of requests for information, including some from foreign libraries.
5. The Chairman attended several trade demonstrations such as the National Business Show and the Business Equipment Exposition. The Chairman participated on the program of the Congress for Librarians sponsored by St. John's University in Jamaica, New York.
6. The "Bibliography on Reproduction of Documentary Information, 1955-1960" was reprinted by the National Microfilm Association for distribution at its Annual Convention in April 1961.

Suggestion

The Chairman has had a preliminary discussion with the Executive Secretary of the National Microfilm Association on the possibility of compiling a small Handbook of Documentary Reproduction Information. Such a handbook would include:

1. Definitions of terms.
2. The purpose of microfilming.
3. The technique of microfilming (brief and in layman's terms).
4. The equipment: cameras, readers, printers (types rather than trade terms).
5. Services of commercial companies.
6. Standards.
7. Sources of information, such as NMA, SLA, microdealers and others.

There is some indication that such a handbook is of interest to the membership of the National Microfilm Association. Further discussions are planned. The Committee would like to know whether the project is of interest and should be investigated further.

LORETTA J. KIERSKY

Placement Policy

No annual report.

Professional Standards

The Professional Standards Committee is continuing its main project, which is to formulate standards for special libraries with the aid of divisional committees. Standards are being developed in six areas. The Divisions cooperating and the areas assigned to each are:

DIVISION	ASSIGNED AREA
Picture	Collection
Geography and Map	Space and Equipment
Biological Sciences	Objectives; Staff
Newspaper	Staff
Business and Finance	Staff
Insurance	Budget
Museum	Collection
Military	Staff
Metals	Space and Equipment
Publishing	Service
Science-Technology	Service
Documentation	Budget
Transportation	Objectives

Absent from this list are the Social Science and Advertising Divisions, which have not cooperated in this project. In the case of the former, the Division Chairman failed to appoint a representative; in the case of the latter, the appointed representative failed to respond.

The divisional representatives were asked to have drafts of their reports by April 15th. However, the choice of this date was a reflection of too much optimism on the part of the Committee, since only six reports have actually been received as of May 9th. Because only half of the reports have been received, it is not yet possible to make any definite judgment concerning the quality of the material being produced by this effort. Some of the reports are excellent and reflect a great deal of serious work; others have little value. However, in view of the fact that the work has progressed this far, the Committee recommends that the original timetable be revised in order to allow the Division committees additional time for this project. It is recommended that these committees be asked to continue their work and to make a final report by the end of 1961. Since some of the chairmen of the Division committees have claimed that the allotted time was not sufficient, an extension should demonstrate whether the time allowed was actually too short or whether the entire idea of developing standards with the help of the Divisions is unworkable.

The Committee Chairman attended a meeting in New York on December 1, 1960, called by President Sewell, to discuss projects which the Council on Library Resources might be willing to support with a grant. The standards project was among those considered, and a proposal was pre-

pared for the Foundation Grants Committee. In this proposal it was recommended that, if funds were made available, a paid project director be hired to collect and coordinate the reports made by the various divisional committees and to compile a set of standards in suitable form for presentation to the Executive Board for approval. The Committee believes that it will be extremely difficult to bring the standards project to a successful conclusion without paid professional help and recommends that every effort be made to obtain the necessary funds.

The Committee met at SLA Headquarters on December 2nd, 1960, with all members present.

SAMUEL SASS

Public Relations

Sustaining Membership Drive

In September 1960 the Committee presented a four-step approach for conducting such a drive at the Executive Board meeting in New York City. At that meeting it was suggested that the first step consist of sending a questionnaire to all SLA members to find out their thinking about promoting sustaining memberships.

Margaret R. Anderson represented the Committee at the February Executive Board meeting in Kansas City. She reported on the progress of the questionnaire and discussed with Jeannette Lane, Chairman of the Membership Committee, how that Committee would fit into the picture. In May 1961, the Chairman submitted a proposed questionnaire with covering memo to Eugene Jackson, Winifred Sewell, Bill Woods, Jeannette Lane, Kay Kinder and the members of the Public Relations Committee. Their comments on this questionnaire will no doubt be submitted to the new Public Relations Chairman. At the same time the Chairman submitted her "Thoughts on Public Relations" for SLA to the President, the incoming President and the Public Relations Committee.

Publicity for San Francisco Convention

The Chairman submitted to Theodor Yerke, the Publicity Chairman for the 1961 Convention, the idea of obtaining a billboard in San Francisco for SLA. She gave him the proper contact at Foster and Kleiser. No developments were reported as of May 17.

Resignation

The Chairman submitted her resignation to Eugene B. Jackson, incoming SLA President.

CATHARINE HEINZ

Publications

As requested by the Executive Board, this Committee presented at the Mid-Winter meeting of

the Executive Board a firm proposal for the publication of Convention transactions. In addition to the proposal, the Publications Committee made the following recommendations:

1. That upon publication, the Transactions be mailed to every registrant at the annual Convention.
2. That the Convention registration fee be raised so that the aggregate increase would cover the cost of 1,200 copies. The cost to each registrant would be increased from \$4-\$4.50.
3. That copies would be available to non-registrants at \$10.
4. That the membership be informed of the advantages of publishing Convention papers in *Special Libraries*, and also of those advantages of publishing Convention papers as a monograph as outlined in recommendations 1-3, above. After so being informed, the membership be asked to indicate its choice. Members choosing the monographic form should indicate their intention to purchase or to attend conventions.

These recommendations were considered neither feasible nor desirable by the Executive Board. The Publications Committee has now been instructed to explore the specific suggestion included in the report of the *Special Libraries* Committee. This report suggested that a booklet containing abstracts of papers to be presented at the Convention be published and sold at the convention.

JOHN P. BINNINGTON

Recruitment

In addition to the usual responses to requests from Chapter Recruitment Chairmen, the following major projects were undertaken by the Committee during the 1960-61 year.

Major Projects

Of prime importance was the initiation of the John Cotton Dana Lectures in Special Librarianship. During its 50th anniversary year the Association chose this series to honor its founder and first President, John Cotton Dana. In the series, seven prominent special librarians presented (or will present) lectures on some aspect of special librarianship to students of accredited library schools. The first lecture was given on February 23 at Rutgers University Graduate School of Library Service where Katharine L. Kinder, spoke on "The Various Aspects of Special Librarianship." This was followed by William S. Budington at the Graduate Library School of the University of Chicago on April 18 on "Documentation and Libraries, with Special Reference to Special Libraries;" Mrs. Irene M. Strieby at the Indiana University Library School on April 19 on "Professional Responsibilities of the Special Li-

SPECIAL LIBRARIES

brarian;" Mrs. Doris Banks at the School of Library Service of the University of Southern California on April 19 on "Cataloging Compromises in the Technical Library;" Dr. F. E. McKenna at the Library School of Pratt Institute on April 26 on "Readin', Ritin' and Reproducin': Tools for Special Librarians;" and Mrs. Martha Jane Zachert at the Library School of Emory University on May 11 on "Library Standards with Emphasis on Special Libraries." The final lecture will be given in early fall by Gretchen Little at the Graduate School of Library Service of the Drexel Institute of Technology. The tentative title of her lecture is "Putting Knowledge to Work." It is hoped that the text of the lectures will furnish material for a new SLA publication.

The recruitment pamphlet, "Putting Knowledge to Work," was revised and reprinted in December 1960.

To answer a need evidenced by the many requests from Chapter Recruitment Chairmen for information and literature, the *Recruitment Newsletter*, which has not been published for two years, was revised. Two issues with a new masthead were distributed. It is planned to continue this highly effective medium of communication.

Participation in the first National Career Show at the New York Coliseum on June 7-11 is a forthcoming endeavor of Association Headquarters, the Recruitment Committee and members of the New York and New Jersey Chapters who are cooperating in planning and staffing SLA's exhibit. Important items in the exhibit will be SLA promotional literature, an automatic slide projector to show color slides of library operations and Data Sheets on various types of special libraries. The latter are available for general distribution. (EDITOR'S NOTE: After this report was prepared, the National Career Show was postponed.)

The American Library Association, with the financial support of Demco Library Supplies, will issue a new series of brochures on types of library work. A prominent special librarian will write the brochure on special libraries. Names of possible authors have been furnished to the ALA Recruitment Chairman.

An automatic visual aid recruitment technique has been suggested as a simple, direct and economical means for presenting the facts about careers in special libraries. Consequently, the Committee is now studying the costs and mechanics of preparing slides for use in such an automatic visual-aid machine. The slides of individual libraries collected by the Committee for use at the Career Show are also being evaluated for possible use in this program. Suggested scripts will be developed for this use.

A checklist for SLA recruitment speakers was prepared and distributed with the first issue of the *Newsletter*. It was especially designed to help Chapter members planning recruitment talks.

Recommendations

While this year's program represents another step forward, there is still much to be done in the recruitment area. The Recruitment Committee would like to make the following recommendations for future action:

1. Preparation of a new, inexpensive piece of recruitment literature, midway between "Make Your Career in a Special Library" and "Putting Knowledge to Work."
2. Preparation of an inexpensive poster for distribution to Chapter recruitment committees.
3. Communication with other professional associations to insure that special librarianship is listed as a career in their recruitment literature; i.e. contacting the American Chemical Society to insure that its recruitment literature on careers in chemistry will include chemical librarianship.
4. Further promotion of articles in periodicals of wide circulation.

MARGUERITE K. MORAN

EDITOR'S NOTE: These recommendations were approved by the Executive Board.

SLA Professional Award and Hall of Fame

Requests for nominations for the 1961 SLA Professional Award and to the Hall of Fame were mailed to the Executive Board, Chapter Presidents and Division Chairmen on September 1, 1960. This was followed by an article in the October issue of *Special Libraries* enumerating the requirements for each award. A further reminder of the January 31 deadline was sent out on November 18, and a notice appeared in the December 1960 *SLA Bulletin*.

The Committee met in February at the Muehlebach Hotel in Kansas City during the Executive Board and Advisory Council meetings. Alberta L. Brown and Thelma Hoffman were selected for the Hall of Fame in recognition of their outstanding contribution to the growth and development of Special Libraries Association over a period of years.

The SLA Professional Award recognizing notable achievement in, or contribution to, the field of special librarianship was not granted in 1961.

MRS. MARGARET H. FULLER

Scholarship and Student Loan Fund

Scholarship Fund

The contributions to the Scholarship and Student Loan Fund for the year ending April 30, 1961, exceeded \$4,000 but were a reduction of over \$450 from the previous year. Individual and

memorial donations exceeded \$600. Chapters, Divisions and Sections contributed almost \$300—a drop of about \$750 in Chapter contributions. Contributions from organizations increased to \$2,450 with the \$2,000 contribution from the H. W. Wilson Company.

The Fund's cash balance decreased more than \$1,100 during the year, partly because of the increased amount on loan, and at year end the cash balance alone totaled approximately \$7,700. The Fund's total resources—its cash balances together with loan funds outstanding—were \$11,202.90 at year end, an increase of over \$200 from the previous year.

Loans

The total available for loan is now \$4,000, and \$3,500 is on loan. Three loans were granted during the year bringing the total to seven. Several applications were turned down for lack of available funds.

FINANCIAL STATEMENT SCHOLARSHIP AND STUDENT LOAN FUND

May 1, 1960 to April 30, 1961

Contributions	
<i>Individual members</i>	\$ 741.75
	<hr/>
<i>Memorial donations</i>	\$ 741.75
In memory of Alma Mitchell (from New Jersey Chapter)	\$ 150.00
In memory of Mrs. Ruth Garbett (from Illinois Chapter)	25.00
In memory of Rose Boots (included \$100 from Advertising Division, \$100 from Publishing Division, \$100 from Professional Awards Committee, \$105 from Staff of McGraw-Hill Co.)	447.00
	<hr/>
	\$ 622.00
<i>Organizations</i>	
H. W. Wilson Co.	\$ 2,000.00
Time Inc.	100.00
E. I. duPont de Nemours	100.00
Atlas Powder Co.	250.00
	<hr/>
	\$ 2,450.00
<i>Chapters</i>	
Cincinnati	\$ 100.00
Puget Sound	25.00
San Francisco	25.00
	<hr/>
	\$ 150.00
<i>Divisions</i>	
Biological Sciences	\$ 48.00
	<hr/>
	\$ 48.00

Sections

Pharmaceutical	\$ 100.00
	<hr/>
Total contributions	\$ 4,111.75
Total interest earned	304.09
Repayments on loans	—
	<hr/>
<i>Total additions to fund</i>	\$ 4,415.84

SUMMARY

Cash balance at beginning of period	\$ 8,887.06
Scholarship and Student Loans	5,600.00
	<hr/>
	\$ 3,287.06
Additions	4,415.84
	<hr/>
Cash balance in fund	\$ 7,702.90
Loans outstanding	3,500.00
	<hr/>
<i>Total Fund</i>	\$11,202.90

Scholarship Awards

As a result of publicity sent out by Mary Allison, the Committee received 43 applications for scholarships for 1961-62. Of these, six were not completed for final consideration. The pamphlet describing special libraries, which was sent out with each scholarship application blank for the first time this year, apparently discouraged applicants who did not have a definite interest in special librarianship.

With such well-qualified applicants, the Committee's selection of winners was difficult. SLA members, through their Chapter Presidents, cooperated with the Committee by reporting on their personal interviews with the applicants. The painstaking and considerate evaluations they sent to the Committee greatly aided it in reaching its decision and it is truly grateful for such assistance.

The Committee, with the approval of the Executive Board, has awarded three \$1,000 scholarships for the 1961-62 academic year to: Mrs. Irene G. Wallace, San Francisco, California; Jacqueline Johnson, Toronto, Canada; and Marlene Barrett, Homestead, Pennsylvania.

The alternates are: Alice Yanosko, Quebec, Canada; Christel W. Ludewig, Montevallo, Alabama; Anne Elizabeth Kelly, St. Louis, Missouri; and Mary Ellen Saccany, Cleveland, Ohio.

Eleanor S. Cavanaugh Scholarship Awards

In addition to the three scholarships announced last fall, the Committee, with the approval of the Executive Board, has awarded three grants of \$500 each to the following people from the Eleanor S. Cavanaugh Scholarship Fund. This Fund was set up to honor Eleanor Cavanaugh for her many contributions to Special Libraries Association. Her particular areas of endeavor were business, finance and international relations, and

she was the first Chairman of the International Relations Committee. With the hope of further contributions in these fields, the Committee has chosen from the applicants those who have the interests and abilities in business and international relations, in addition to their desire to become special librarians.

The winners are: Emery Baldi-Becht, Los Angeles, California; Mrs. Florence Morris, Chicago, Illinois; and Mrs. Mary F. Riley, New York, New York.

Previous Scholarship Winners

Of last year's four winners, none of them has accepted a position at this time. All of them are trying to find positions in special libraries, but the necessity of settling in a specific geographic area sometimes means that we lose scholarship winners to other library fields until a special library position comes up. The Committee has found that its duties cover granting the scholarships and loans, publicity on the Association through the school year with the students and then guidance in locating special library positions—all of these things being parts of other Association activities. We are grateful for the assistance of all SLA members who helped the scholarship and loan applicants.

Committee Operations

During the past year, Headquarters took over the responsibility for some of the early processing of the applications, such as receiving the applications, writing for letters of reference and setting up folders. This was a necessary assistance to the Chairman so that the work of the Committee could be completed before the Convention. Headquarters' new awareness of details of the scholarship processing brought some valuable suggestions to the Committee and will provide even greater guidance and direction of the entire scholarship and student loan program through the years.

The contributions of the Scholarship and Student Loan Fund program do not end with providing financial assistance to the few winners each year. It augments the Association's recruitment and public relations programs. Not only does the Committee try to familiarize the winners with special librarianship, but it feels that all of the applicants are made more aware of the job opportunities in this field, perhaps even bringing classmates into the fold. Since scholarships and loans are a vital part of SLA's broader program to increase the number of special librarians, we should be able to ascertain how much this phase costs.

Recommendation

The contributions of Headquarters staff, especially Kathryn Smith in processing the applications and Mary Allison in handling all publicity,

required a sizable expenditure of time and effort at Headquarters for the Scholarship and Student Loan Fund program. The Committee would, therefore, like to recommend that all expenses incurred by Headquarters be charged against the Scholarship and Student Loan Fund. The question arose during the year of the feasibility of incorporating the Fund separately and, if this seems advisable in the future, we will know if it is economically possible. If the Fund cannot support the expense of operation, then new sources of funds would have to be developed.

JO ANN AUFDENKAMP

EDITOR'S NOTE: The Executive Board did not approve the recommendation that the Committee's administrative expenses be charged to the Fund.

Special Classifications

No meeting of the Committee has been held since the last report to the Executive Board in September 1960.

Since that time publication of the new edition of *A Guide to the SLA Loan Collection of Classification Schemes and Subject Heading Lists* has been approved by the Board, type has been set and the book is in the proofreading stage. (EDITOR'S NOTE: The volume was issued early in July.)

The most important event since the last report has been the suggestion that SLA solicit foundation support for maintenance of the Collection, since it is growing to such an extent that it is imposing a considerable burden upon the personnel and financial resources of Western Reserve University. This idea has been pursued by correspondence between Dean Shera, Curator of the Collection, Bill Woods, Robert W. Gibson, Jr., Chairman of the SLA Foundation Grants Committee, and the Chairman of the SLA Special Classifications Committee. No action has been taken yet pending a meeting of the Committee and the drafting of the preliminary version of such a proposal.

New material for the Collection continues to come in as the result of SLA Division efforts and other promotion steps described in previous reports.

Just so it is not lost sight of, a project for future study by the Committee is a survey of classification systems used by different types of libraries in various parts of the United States.

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

MRS. MARJORIE R. HYSLOP

Special Libraries

The Committee met seven times during the year at the call of Mary Allison, Editor. There was the usual review of articles submitted (about 80

since June 1960), of which about 40 per cent were selected for publication.

During the fall months, the Committee defended vigorously its policy to publish some papers in full and some in abstract form, according to their professional quality and content. There was some strong criticism of this policy, but the Committee feels that it acted in the best interests of professional standards when it decided to publish abstracts of papers containing duplication of material published previously.

With the February 1961 issue a new feature was added to *Special Libraries*—"Current Concentrates of the Library World." This section contains extracts from papers and speeches that cannot be published in full as well as extracts from material published in library and nonlibrary periodicals and books.

The Committee submitted a minority report to the Advisory Council at its Mid-Winter meeting, to be appended to the report of the Publications Committee concerning a separate *Proceedings* issue. More detailed recommendations for publication of abstracts have been drawn up for the Publications Committee.

Recommendations

In line with the request from the Goals for 1970 Committee, the Special Libraries Committee has met several times to discuss how it might contribute to the general progress of the Association as a whole and of this Committee in particular.

The duties of the Special Libraries Committee are "to advise on the editorial policy of *Special Libraries*, defend this policy when necessary, review articles submitted and advise on the general content." Toward the fulfillment of the latter part of that statement (to advise on the general content) we make the following proposals:

1. That there be appointed a number of consulting editors to:
 - a) make suggestions for coverage of specific subjects;
 - b) recommend topics for special issues and to recommend contacts for the Committee to approach for papers;
 - c) referee papers on technical or controversial subjects; and
 - d) be alert to the needs of the journal through their contacts with other associations and meetings.
2. That these consultants be chosen for their general interest and/or experience in the library profession and not because of position held or geographical location.
3. That their term of office be indefinite or unlimited.
4. That consulting editors not be limited to a specific number.
5. That the invitation to serve come from the President of the Association after recommendation by the Special Libraries Committee.

This proposal in no way changes the duties of the Special Libraries Committee as presently established. Geographical location would have no importance, as practically all of the contact between the Committee and editorial consultants would be by mail. A meeting of all concerned could be set up at Conventions.

This Committee feels that the contributions of such a group of consultants would lead to a journal of enhanced professional stature.

MARY BONNAR

EDITOR'S NOTE: The Executive Board approved organizing a group of consulting editors.

Technical Book Review Index

The primary purpose of the *Technical Book Review Index* is to identify book reviews in current scientific, technical and trade journals. Reviews constitute the best source of information for the evaluation of technical books, and quotations from the reviews are carried whenever it is possible to do so. It should be remembered that the *Technical Book Review Index* is an index to the reviews and makes no attempt to index books according to their subject coverage.

The *Technical Book Review Index* published its 26th volume in 1960. Including the annual author index, reviews for 1,171 titles were presented in 204 pages.

The editorial work and compilation of *Technical Book Review Index* are done in the Technology Department of the Carnegie Library of Pittsburgh. Carnegie Library provides office and storage space, a typewriter, supplies, furniture and other facilities for the Editor and his clerical assistant. The editorial work is done by Anthony A. Martin. During the summer and at other times when the clerical assistant is not available, the staff of the Technology Department provide assistance in locating reviews and supply technical advice or editorial assistance whenever needed.

Expenditures for *Technical Book Review Index* for the year ended September 30, 1960, were \$10,407.23, while the income for this period was \$12,723.65. This represents a modest profit of \$2,316.42.

The number of subscriptions fluctuates from month to month. A peak of 1,732 was reached in March 1960, while the monthly average totaled 1,611 for the year. This is the largest number of subscribers we have serviced. It may be due partly to the *TBRI* publicity exhibit and campaign, initiated in 1960, which was well and ably promoted by Mary L. Allison. It is hoped that these efforts will be continued.

There is no need for increasing the subscription rate. No increased expenses, except for slight postal charges, are anticipated. The important thing is to maintain the high standards developed

by *Technical Book Review Index*, keep costs at a minimum and maintain efficient and reliable editorial and production procedures. By doing so, publication schedules can be maintained, financial difficulties prevented, subscribers will be satisfied and their subscriptions renewed.

DANIEL R. PFOUTZ

Translations Center

The activities of the Translations Center Committee have been many and varied during the past year.

In October 1960, Alberta Brown was employed as Chief Investigator for the Survey of Translations, carried on according to a grant of \$34,105.00 from the National Science Foundation. The Survey of Translations, under her direction, is coming along at a very respectable rate; however, due to the late initiation of the project, it has been necessary to request an extension of time from the National Science Foundation, changing the deadline from May 12, 1961, to November 12, 1961. Since this extension of time requires no additional funds, we feel certain that the National Science Foundation will grant the request. The additional time will be spent in what may be considered the most essential work of the grant program. This concerns the complete tabulation of all results and personal visits by the Chief Investigator to the various sections of the country, where such personal contact might be beneficial in creating a greater interest in translation activities. This promotional activity is of prime importance.

With regard to the promotion and publicity of the services of the Translations Center, the Committee authorized the design and construction of two exhibits to be shown at various conventions, symposia and Chapter meetings of scientific and technical organizations. In addition, the exhibits will be shown at universities, institutes and some public libraries. One unit will be located at SLA Headquarters in New York and will serve the East Coast and the South, while the second unit will be based in Chicago at the Translations Center for service to the Midwest and the West.

Frances E. Kaiser, a member of the Committee, is attempting through the Foundation Grants Committee to obtain a grant from the National Science Foundation for the editing and publishing of a greatly enlarged and revised edition of *Translators and Translations: Services and Sources*.

Mrs. Kate Orsen Barcus, also a member of the Committee, is heading an ad hoc committee concerned with transliteration from the Cyrillic alphabet to the Roman alphabet. This also is a very important project and should be supported.

Recommendations

1. From the above information, it very quickly becomes apparent that the problem of translations

covers a very broad field and that the activities are not confined solely to the Translations Center. In order to cover these broader aspects and to combine the many activities concerning translations, the Committee feels that a more descriptive name should be applied and, therefore, recommends that the name of the SLA Translations Center Committee be changed to the Translations Activities Committee.

2. The Committee recommends that a subcommittee be set up to handle the revision and publishing of Frances E. Kaiser's project, *Translators and Translations: Services and Sources*, with this subcommittee chaired by a member of this Committee; and with the further recommendation that Frances E. Kaiser be named this Chairman.

3. The Committee recommends that the ad hoc Transliteration Committee be made a subcommittee of the Translations Activities Committee with one member of the larger Committee as Chairman. In this instance, Kate Orsen Barcus is recommended as Chairman.

4. The Committee recommends that in the future more money and effort be spent in promoting and collecting translations, encouraging translations to be deposited in the Center and publicizing the total efforts of the newly proposed Translations Activities Committee's program.

As is apparent, we are attempting to incorporate all matters pertaining to translations under a single Committee reporting to the Executive Board. In this manner, we feel that it will streamline procedures and will eliminate the possibility of committees carrying out overlapping projects.

DAVID R. WEISER

EDITOR'S NOTE: The first three recommendations were approved by the Executive Board and the fourth was considered a continuing responsibility of the Committee. Hereafter, this Committee will be known as the Translations Activities Committee.

H. W. Wilson Company Award

The 1961 H. W. Wilson Award was given to the Chapter that best publicized to the general public during National Library Week the role of special libraries.

Eleven Chapters entered the competition. They were: Alabama, Cleveland, Illinois, Indiana, Minnesota, New Jersey, New York, Pittsburgh, Rio Grande, Southern California and Wisconsin.

The chapters sent two-page résumés of their entries to each of the judges by May 19. The visual displays were examined at the Convention in San Francisco. The decision of the judges was difficult, as all of the entries were excellent. However, it was the opinion of the judges that the terms of the Award were best carried out by the Wisconsin Chapter.

ELIZABETH W. OWENS

Special Representatives' Reports, 1960-1961

By the Associations' Special Representatives

American Association for the Advancement of Science

The SLA Representative attended the annual meeting of the American Association for the Advancement of Science held in New York City, December 26-30, 1960, and participated in the Council Meetings. Of particular interest to SLA members was the establishment of a Study Committee on International Scientific Communication of which your representative is a member. The Board of Directors has agreed to recommend to its Council the establishment within the AAAS of a new Section on Information and Communication. Your representative is supporting this recommendation, and favorable action by the Council at its Annual Meeting in December is anticipated.

JOHN SHERROD

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

This Committee, composed of two representatives each from Special Libraries Association, Medical Library Association and the American Association of Colleges of Pharmacy, is now under the chairmanship of Dr. Glenn Sonnedecker, School of Pharmacy, University of Wisconsin. While the Committee was unable to meet during the past year, certain of the projects in which it is interested have moved forward.

The World List of Pharmacy Periodicals, which was compiled by Winifred Sewell as a first step toward establishing an international abstracting service for pharmacy under the auspices of the International Pharmaceutical Federation, will be brought into final form for publication by Mrs. Theodora Andrews of MLA. Publication of this unique and comprehensive reference work now appears assured.

Plans are now in final form to bring up to date the very useful checklist, "Books, Reference Works and Periodical Literature Recommended for College of Pharmacy Libraries" (*American Journal of Pharmaceutical Education*, vol. 19, 1955, p. 480). An original project of the Pharmacy Group of MLA, members of the same group under the leadership of Mrs. Martha Jane K. Zackert

of the Southern College of Pharmacy will follow a modified plan for obtaining the necessary information from the pharmacy college faculties and librarians. Despite the amount of detail involved, it is hoped to have the list ready for publication by next year.

Certain new Committee projects have been suggested; some are in the planning stages and others require further consideration.

Dolores Nemeč, librarian of the University of Wisconsin School of Pharmacy, has worked out a plan for obtaining information from all areas of the world on first-line journals in the fields of scientific and professional pharmacy. This will involve obtaining informed opinions from individuals in many countries. Information so obtained will be made available to librarians nationally. Because of limited library budgets, the usefulness of this project is obvious.

Since this Committee was unable, for various reasons, to carry through its projected seminar on pharmaceutical librarianship, the Committee now feels it should take a program of self-education into pharmacy school libraries in the form of a manual tentatively called "A Program of Readings for Pharmaceutical Librarianship." In consultation with Mrs. Irene Strieby, Winifred Sewell of the National Library of Medicine will prepare the booklet. Both of these former members of the Committee have given courses in pharmaceutical librarianship at Columbia University. The Program will be based on Miss Sewell's manual for her course, which will be modified to a form suitable for a home-study program. The Committee members will provide all possible assistance to Miss Sewell so that the Program may be available by next year.

Thought will be given to collating previous publications that have appeared under the aegis of the Committee. When suitably edited, it appears possible that this material might be a useful supplement to *Medical Library Practice*.

As suggested last year, the MLA and SLA groups concerned with pharmacy have exchanged copies of all reports and letters issued this year.

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

American Documentation Institute

No annual report.

SPECIAL LIBRARIES

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

This Committee did not meet during the year. Work on the coordination of information among libraries and publishers was carried out by the Reprint Expediter, now Sam Williams, New York Public Library. Suggestions for reprint wants may be sent to him at Box 2959, Grand Central Station, New York 17, New York.

JOHN P. HERLING

Resources and Technical Services Division, Book Binding Committee

No annual report.

American Standards Association

ASA Sectional Committee on Photographic Reproduction of Documents, PH-5

The Committee has held two meetings this year. Its actions were:

1. It submitted to the American Standards Association for approval "Proposed American Standards Specifications for Micro-opaques, PH5.5/56."
2. It voted that the proposed "American Standard Dimensions for 100-foot Reels for Processed 16mm and 35mm Microfilm, PH5.6/60" be transmitted to the sponsor, the American Library Association, with a recommendation for favorable action.

Further consideration in the work of the Committee is a standard covering Proposed American Standard Dimensions of Paper Sheets for Photoreproduction of Documents, PH5.2/62.

Subcommittee PH-5-1, the Subcommittee on Micro-transparencies, is considering standards on storage reels and a possible standard on the quality of micro-transparencies.

Subcommittee PH-5-2, the Subcommittee on Micro-opaques, is considering a proposed standard for micro-opaque readers.

CHESTER M. LEWIS

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

The Chairman of the American Standards Association Sectional Committee Z-39 on Library

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Work and Documentation, Robert E. Kingery, has been active during the past year in arranging for a grant to establish a secretariat for the work of this Committee. I understand that approval has been given by the National Science Foundation and the Council on Library Resources for a joint grant to provide for an executive secretary, funds for Committee work, the reproduction of Committee reports, travel and so on. The New York Public Library probably will be the host institution for the administration and disbursement of the grant.

The International Committee of Z-39, of which your representative is a member, has had a busy year commenting and voting on various proposals and drafts which have come to the ASA from the International Standards Organization, in the areas of standardization in transliteration of various languages, an international code for the exchange of microcopies, layout and title leaves of books, indexing and machine coding.

The Z-39 Subcommittee on Binding has followed closely the work of the Library Technology Project's team carrying out Phase I of the project to develop performance standards for library bindings.

MRS. ANNE J. RICHTER

ASA Z-39 Subcommittee on Machine Coding and Indexing

The Subcommittee on Machine Coding and Indexing of ASA Committee Z-39, Library Work and Documentation, met only once during the 1960-1961 SLA year. The meeting was held in New York City on September 23, 1960. The following individuals reported briefly on topics assigned at the meeting of April 8, 1960: Karl F. Heumann, "Preparation of a Document;" Harold Pfeffer, "Analysis of a Document;" Mary Stevens, "Inquiry Statements;" Claire Schultz, "Processing of the Inquiry;" Ed McCormick, "Scan and Search of Referenced Material;" and C. D. Gull, "Synthesis of Selected Material." Raymond Meyer and Terry Savage were absent from the meeting. The discussion which followed these reports indicated that the next stage of investigation should involve a thorough study of the problems of each area to determine which lend themselves to standardization. In February 1961, the Chairman of the Committee, Miss Mandalay Grems, called upon the members to begin this study by preparing a checklist of the criteria for describing and evaluating an information retrieval system.

The closing discussions centered upon the desirability of providing a full-time staff member to accomplish the necessary staff work to enable this Committee to define its activities, objectives and area of usefulness. There has been some indication since then that a staff member may be provided. It is my personal view that staff support is essential for this Committee to accomplish anything in this work, and it is my recommendation

that the Special Libraries Association strongly press the American Standards Association to provide this assistance.

C. D. GULL

EDITOR'S NOTE: The Executive Board referred this recommendation to the Documentation Division for further study.

ASA Sectional Committee on Library Equipment and Supplies, Z-85

No annual report.

Conference on Science Manuscripts

No annual report.

Council of National Library Associations

The Association was represented at regular meetings in New York of the Council of National Library Associations by the Executive Secretary, who is SLA's permanent representative, and in the absence of the other designated representative, Dr. Burton W. Adkinson, Immediate Past-President, by Winifred Sewell, President, at the December meeting and Mrs. Margaret H. Fuller, Past-President, at the May meeting. Bill M. Woods served as a CNLA Trustee, as Chairman of the Membership Committee and on the Advisory Committee for the *American Library and Book Trade Annual*.

As a member of the Program Committee he participated in a two-day meeting, supported by a grant from the Council on Library Resources, held at Columbia University on January 11 and 12. Distinguished leaders in the profession were invited to discuss the past, present and future of CNLA and its obligations to the library profession. Four former Presidents of SLA attended—Mrs. Irene M. Strieby, Dr. Burton W. Adkinson, and Chester M. Lewis as invited guests, and Elizabeth Ferguson as a member of the Committee. Mary L. Allison, SLA Publications and Public Relations Director, served as recording secretary for the sessions. The program Committee held its planning and review sessions at Association Headquarters prior and following the Columbia meetings.

BILL M. WOODS
DR. BURTON W. ADKINSON

CNLA Joint Committee for Visiting Foreign Librarians

No annual report.

CNLA Joint Committee on Library Education

The Joint Committee on Library Education met in New York on May 1, 1961. In response to the roll call, member associations reported active educational programs, some including institutes, courses and provision of scholarship funds.

Dr. Jesse H. Shera spoke briefly of the Western Reserve Study, stating that the aim of the completed project is a three-volume work. It is anticipated that the first volume, an historical and analytic survey of education for librarianship, will be complete within a year. Other volumes will be concerned with theoretical matters and curricula.

Some discussion was devoted to undergraduate library education. It was agreed that a subcommittee be established to consider the matter and to prepare a statement on the consequences and values of such programs.

Favorable action was taken on a recommendation that a special committee be established to re-study the Utilization of Manpower Project seeking a new approach to a study providing basic information on the library occupation.

The Report of the Subcommittee on Special Library Education was presented by Harold Roth. Statements with respect to training for map librarianship, theological librarianship—Catholic, theological librarianship—Protestant and librarianship in art and architecture are in process of being edited. A committee will be appointed to assist in reviewing the manuscripts and to consider matters pertaining to publication.

Officers elected for the coming year were: Chairman, Frances Henne; Vice-Chairman, Julius J. Marke; and, Executive Committee member, Lowell A. Martin. William A. Gillard continues to serve as Secretary-Treasurer and Katharine L. Kinder as a member of the Executive Committee.

KATHARINE L. KINDER

Federation of Management Organizations

No annual report. See Executive Secretary's report in this issue.

Interagency Council on Library Tools for Nursing

At a meeting held at the headquarters of the American Nurses' Association in March, 1961, the Interagency Council on Library Tools for Nursing voted in favor of a comprehensive index of nursing journals to cover retroactively a period of 50 years. Virginia Henderson, R.N., Librarian of the Yale University School of Nursing, will provide the major leadership in this project.

PAUL S. AMOS

SPECIAL LIBRARIES

Interassociation Hospital Libraries Committee

The Interassociation Hospital Libraries Committee met in Chicago on February 4, 1961, at the home of Mrs. Vera Flandorf, Chairman and Medical Library Association representative. Katherine I. Duffey, Catholic Library Association representative, acted as Secretary. M. Jean Paige represented the American Library Association. Although adverse weather conditions prevented the Special Libraries Association representative from attending, she talked to the Chairman by telephone.

Mrs. Flandorf reviewed some of MLA's scheduled activities, including the "Advanced Seminars and Workshops for Librarians in Small Libraries" to be offered at the 1961 meeting and the Second International Congress on Medical Librarianship to be held in Washington in 1963.

The ALA representative announced that the Association of Hospital and Institution Libraries has changed the title of its publication to the *AHIL Quarterly*. AHIL is working up programs of slides on hospital, medical and institution libraries. They are anxious to make contact with anyone having such slides or films. The Library Education Division of ALA has done research on educational programs for medical and hospital librarianship. Mimeograph copies will be available by writing to Henry Gartland, VA Library, Washington 25, D. C. A study committee has been appointed to work on a revision of *Standards for Hospital and Institution Libraries*.

Miss Duffey reported that the Hospital Section of CLA has revised *The Basic Book List for the Library in the School of Nursing* and that the second edition of *Basic Book and Periodical List for the Library in the School of Nursing* has been completed. Another project, *Free and Inexpensive Materials for Hospital and Nursing School Libraries*, was scheduled for publication in the spring of 1961.

The terms of office for Mrs. Flandorf and Miss Duffey expired with this meeting. M. Jean Paige, ALA, will be Chairman for 1961-62 and the SLA representative will be Secretary.

ELIZABETH A. STEIN

Joint Committee on Librarianship as a Career

No annual report.

Joint Committee on Union List of Serials

There has been one meeting of this Committee during 1960-1961.

The first phase of the work of the compilation of the third edition of the *Union List of Serials*

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was completed when the fourth and final section of the checking edition was forwarded to the Government Printing Office on February 21. By the end of this fiscal year, all sections will have been sent to participating libraries for checking and most of them will have been returned. There will be considerable bibliographic work to be done following this. Your representative is pleased to report the excellent progress being made toward final publication of the third edition.

MRS. RUTH H. HOOKER

Joint Libraries Committee on Fair Use in Photocopying

After several years of studies, including samples of photocopying practices in representative libraries, the Committee issued its first Report on Single Copies. It will continue further studies in the field of unpublished material, principally manuscripts.

It will also consider the question of multiple copies, but it is doubtful if any recommendation can be made in this latter regard since, in the opinion of the Counsel for the Committee, "The proper solution of which may depend on professional legal consideration of particular cases." The Report and supporting data appear in the May-June issue of *Special Libraries*.

In effect it was found that the making of a single copy by a library is a direct and natural extension of library service—such service, employing modern copying methods, has become essential—and that the present demand can be satisfied without inflicting measurable damage on publishers and copyright owners.

Recommendations

In view of these findings I recommend that:

1. As a first step, the Executive Board approve the recommended policy contained in the Report as follows: "The Committee recommends that it be library policy to fill an order for a single photocopy of any published work or any part thereof."
2. As future policy for the Association, that it not participate in any joint committees which are not established by the Council of National Library Associations. This is to assure that joint committees are truly representative of all library associations interested in participating.

CHESTER M. LEWIS

EDITOR'S NOTE: The Executive Board approved, with one negative vote, the statement on single copy fair use in photocopying and recognized the second recommendation.

Library Binding Institute

No annual report.

Library of Congress Advisory Committee on Public Law 480

One meeting of the Advisory Committee on Public Law 480 (Section 104 n.) was held January 25, 1961. After this meeting the Librarian of Congress submitted an amendment to LC's budget estimate for 1962 to cover the recommendations of the Committee.

H. R. Document No. 118, 87th Congress, 1st Session is the result up to now. Congress has not yet acted on LC's appropriation for 1962.

There are no recommendations.

MRS. RUTH H. HOOKER

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

Over 20 communications and pamphlets were received during the past year illustrating and illuminating the work of the Office of Critical Tables and bringing to the attention of the members of its Advisory Board activity throughout the world on the collection and publication of critical data on compounds and materials and the standardization of nomenclature, symbols and units.

The Office is expanding its scope to include the compilation of properties of natural and man-made materials difficult to characterize in rigorous fashion, particularly alloys, polymers and refractories, with special reference to behavior under extreme conditions. These properties were covered in Volume II of the *International Critical Tables*. The Office would welcome information as to specific substance classes and properties that need attention.

One publication, in its first edition, was issued recently as a function of the Office of Critical Tables, the *Directory of Continuing Numerical Data Projects* as NAS-NRC Publication 837 (available for \$1 from Printing and Publishing Office, NAS-NRC, 2101 Constitution Ave., Washington 25, D. C.). The booklet is a very complete survey and analysis of the work of over 30 groups continually compiling critical data. Each project is described as to organization, substances, properties, sources of data, criticality or indication of the criteria and methods used in evaluation of the data by a project group, nomenclature, etc., used, currency and format of compilation, publication and distribution. The recent transfer of the API Research Project 44 and MCA Research Project on Properties of Chemical Compounds to the Texas A & M Chemistry Department and the recent issue of two supplements to NBS Circular 500 on *Ki-*

netics of Chemical Reactions have made several items already out of date. Plans to issue, in a supplement or as part of a second edition, information on single compilations of numerical data having no systematic plan for revision are proceeding. One of the questionnaires sent to the OCT Advisory Board requested evaluation of a list of such items and suggestions for additions.

The most eagerly awaited effort of the Office of Critical Tables, its "Central Index (by substance) of Critical Data contained in Selected Continuing and Single Publications" was the topic of another questionnaire and a progress report to the Advisory Board. The former requested the Board's preference as to the system for the order of substances in the index, the Standard Order used by API-MCA and NBS Circular 500, the Hill System of *Chemical Abstracts* and *Beilsteins Handbuch formula indexes, or the Atomic Number System*. A description of each with advantages and disadvantages was presented, along with the classification code OCT had worked out for physico-chemical and thermodynamic properties. The progress report also described a rapid and simple procedure for indexing on work cards. The index for the above data from six compilations has been typed, and an agreement with a publisher is near consummation. Plans to expand the index into the areas of nuclear physics, spectroscopy and crystallography are under way.

ANNE L. NICHOLSON

National Book Committee

For the fourth annual observance of National Library Week, April 16-22, 1961, one major effort in SLA was directed toward defining the values that can accrue to the individual special library which ties into NLW through a program of activities in its organization. From October 1960 into the spring, the editor of *Special Libraries* presented a number of articles which illustrated this idea. Of particular interest was a series of case studies that described how special libraries had successfully used NLW for intra-organization public relations. Another article listed the attractive and inexpensive NLW promotional aids and told how they could be ordered; still another used a more direct approach to present the NLW cause to special librarians with the challenge "What's in it for you?"

A second major area of SLA-NLW participation came into being when the H. W. Wilson Company Chapter Award Committee announced that the year's award would be given to the Chapter that developed "an outstanding project to publicize to the general public during National Library Week the role of special libraries."

Though it is impossible to obtain a complete picture of what went on during the Week in special libraries, some success was made in obtaining a rough measure. In a questionnaire sent to Chap-

ter Presidents in March, each was asked to query the membership at the April or May meeting as follows: "Of the special libraries represented at the meeting, how many planned to observe (or did observe) NLW through a program of activities in their libraries?"

The questionnaires returned thus far (12 by May 23) indicate that although the percentage of positive responses ranged from 8% to 100%, the usual response showed that about 50% of the reporting special libraries planned to (or did) observe the Week in some fashion. Though a rough measure, this appears to be positive proof that many special libraries consider the Week a useful adjunct to their public relations efforts.

Liaison was maintained throughout the year with John Robling, Executive Director of National Library Week. NLW Headquarters provided each applicable state committee with the name of the local SLA Chapter President and suggested he be invited to serve on the committee.

An opportunity was presented on November 29 to meet some of the State Executive Directors at an ALA sponsored NLW Workshop, and to speak to them on the place of special libraries in the over-all picture of library service in our society.

EDWARD G. STRABLE

United Nations Nongovernmental Organizations Observer

No annual report.

United States Book Exchange

During the fiscal year 1960-61, the special representative to the United States Book Exchange attended two Board meetings and the annual meeting of the corporation.

The Board meeting on September 30, 1960, in Washington, D. C. was primarily a business meeting, with consideration of the Treasurer's report, salary scales and financial planning comprising a full agenda.

The Board met at Yale University on the invitation of Henrietta Perkins, President of USBE and Medical Librarian of Yale. This meeting considered operational problems and programs and particularly the further implementation of the Williams survey recommendations.

The full meeting of the Corporation took place on March 24, 1961, at the Library of Congress. Official reports were presented, including the new

slate of officers. Your representative was re-elected Vice-President of the USBE for 1961-62.

DR. JERROLD ORNE

United States National Committee for the Inter- national Federation for Documentation (FID)

On September 9, 1960, representatives from 13 United States societies and eight government agencies held a meeting at the National Academy of Sciences—National Research Council, to organize the United States National Committee for the International Federation for Documentation (FID).

Although there are some 14 international documentation groups in existence, the major documentation organizations of the world are getting behind FID to make it the basic international federation for documentation. In the past, FID's chief activity has been in promoting UDC. Now, however, it is undertaking a broad program in all areas affecting librarianship.

To carry out the new program, broader support, especially of the major countries, is necessary. The United States has agreed to join in this effort and has undertaken to contribute financially. Funds are being made available through the National Science Foundation; and NAS-NRC, through its Office of Documentation, is supporting the Committee. Dr. Karl Heumann, of the Office of Documentation, is the Executive Secretary of the Committee.

A constitution has been drawn up for the Committee, a Finance Subcommittee appointed, and the United States has officially agreed to be the host to the 31st FID Conference to be held in 1965. A Conference Subcommittee has been appointed to plan for the Conference.

The Executive Committee of the United States National Committee for FID is made up of C. D. Gull, Chairman; Milton O. Lee, Vice-Chairman; John F. Latimer, Foster E. Mohrhardt and Charles M. Shilling.

During the year, the United States delegates to the 27th FID Conference in London reported on the Conference and its various study committees, especially the newly organized FID Mechanical Storage and Retrieval Committee.

In view of the rising importance of international cooperation in the field of documentation, it is very important that SLA actively participate in the work of the U.S. National Committee for FID.

DR. I. A. WARHEIT

SLA Sustaining Members

CONTINENTAL CARBON COMPANY, Houston, Texas

EDITOR'S NOTE: This, and the 112 Sustaining Members listed in previous 1961 issues of *Special Libraries*, includes all applications received through August 14, 1961.

SLA Official Directory 1961-1962

Association Officers

PRESIDENT

Eugene B. Jackson, Research Laboratories, General Motors Corporation, 12 Mile and Mound Roads, Warren, Michigan

FIRST VICE-PRESIDENT AND PRESIDENT-ELECT

Ethel S. Klahre, Federal Reserve Bank of Cleveland, P.O. Box 6387, Cleveland 1, Ohio

SECOND VICE-PRESIDENT

Florine A. Oltman, Bibliographic Assistance Branch, Air University Library, Maxwell Air Force Base, Alabama

SECRETARY

Mrs. Jeanne B. North, Missile and Space Division, Lockheed Aircraft Corporation, Palo Alto, California

TREASURER

Olive E. Kennedy, Room 5600, 30 Rockefeller Plaza, New York 20, New York

DIRECTORS

Sara Aull, University of Houston Library, Cullen Boulevard, Houston 4, Texas

Lorraine Ciboch, Charles Bruning Company, Incorporated, Library, 1800 West Central Road, Mount Prospect, Illinois

W. Roy Holleman, School of Library Science, University of Southern California, Los Angeles 7, California

Paul W. Riley, College of Business Administration, Boston College, Chestnut Hill 67, Massachusetts

Edward G. Strable, J. Walter Thompson Company, 410 North Michigan Avenue, Chicago 11, Illinois
Mrs. Elizabeth R. Usher, Metropolitan Museum of Art, Library, Fifth Avenue at 82nd Street, New York 28, New York

IMMEDIATE PAST-PRESIDENT

Winifred Sewell, 335 Howard Avenue, Rockville, Maryland

Chapter Presidents

ALABAMA: Maurine Hughes, V. A. Special Services, 700 South 19th Street, Birmingham 3, Alabama

BALTIMORE: P. William Filby, Peabody Institute Library, 17 East Mount Vernon Place, Baltimore 2, Maryland

BOSTON: Dorothy E. Hart, Arthur D. Little, Inc., 15 Acorn Park, Cambridge 40, Massachusetts.

CINCINNATI: Mrs. Dottie F. Brofft, 6658 Montgomery Road, Cincinnati 13, Ohio

CLEVELAND: Mrs. Elizabeth B. Burrows, Federal Reserve Bank of Cleveland, Library, Cleveland 1, Ohio

COLORADO: Kenneth D. Olson, 129 South Meldrum, Fort Collins, Colorado

CONNECTICUT VALLEY: Letitia Williams, Library, Life Insurance Agency Management Association, 170 Sigourney Street, Hartford 5, Connecticut

GEORGIA: William S. Learmonth, 23 Peachtree Avenue, N.E., Atlanta, Georgia

GREATER ST. LOUIS: Mrs. Rose F. Cramer, 5506 Fair Ridge Court, Jennings 20, Missouri

HEART OF AMERICA: Theodore D. Phillips, Research Library, Federal Reserve Bank of Kansas City, Federal Reserve P.O. Station, Kansas City 6, Missouri

ILLINOIS: Sophia Furman, Stein Roe & Farnham, 135 South La Salle Street, Chicago 3, Illinois

INDIANA: Mrs. Mary L. Leerkamp, 1418 North Exeter Street, Indianapolis 22, Indiana

LOUISIANA: Lois M. Skinner, Ethyl Corporation, Chemical Development Library, P.O. Box 341, Baton Rouge 1, Louisiana

MICHIGAN: Mary E. Montgomery, 7438 Horger, Dearborn, Michigan

MINNESOTA: Mrs. Audrey N. Grosch, Mechanical Division, Plant 5, General Mills, Inc., 2003 East Hennepin Avenue, Minneapolis 13, Minnesota

Headquarters

31 East 10th Street, New York 3, New York
Spring 7-8136

EXECUTIVE SECRETARY

Bill M. Woods

ASSISTANT TO THE EXECUTIVE SECRETARY
Vacant

PUBLICATIONS AND PUBLIC RELATIONS
DIRECTOR

Mary L. Allison

PUBLICATIONS AND PUBLIC RELATIONS AS-
SISTANT

June Rephan

HEAD, ACCOUNTS AND RECORDS DEPART-
MENT

Mrs. Emily B. Shoemaker

MONTREAL: Eleanor E. Magee, Reference Library, Sun Life Assurance Company of Canada, P.O. Box 6075, Montreal 3, Quebec, Canada

NEW JERSEY: Catherine Alice Rankin, Nopco Chemical Company, Inc., First and Essex Streets, Harrison, New Jersey

NEW YORK: Eleanor Kathleen Irwin, Union Club, 701 Park Avenue, New York 21, New York

OAK RIDGE: Marion H. Garber, 157 North Seneca Road, Oak Ridge, Tennessee

OKLAHOMA: John B. Stratton, Oklahoma State University Library, Stillwater, Oklahoma

PHILADELPHIA: Sylvia Heyl, Moore Institute of Art, 20th and Race Streets, Philadelphia 3, Pennsylvania

PITTSBURGH: Catherine Mary Brosky, 146 Chesterfield Road, Pittsburgh 13, Pennsylvania

PUGET SOUND: Florina Conklin, Information Bureau and Library, Seattle *Times*, Fairview North and John Streets, Seattle 11, Washington

RIO GRANDE: Mrs. Mildred A. Barrett, New Mexico State University, University Park, New Mexico

SAN DIEGO: Philip Leslie, 4792 Mount La Palma Drive, San Diego 17, California

SAN FRANCISCO: Marjorie Griffin, IBM Advanced Systems Development and Research Library, Monterey and Cottle Roads, San Jose 14, California

SOUTHERN CALIFORNIA: Mrs. Vivian L. Long, 6258 Lubao Avenue, Woodland Hills, California

TEXAS: Mrs. Yvonne E. Greear, Research and Development Library, El Paso Natural Gas Company, Box 1492, El Paso, Texas

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WASHINGTON, D. C.: J. Heston Heald, Chief, Document Processing Division, ASTIA, Arlington Hall, Arlington 12, Virginia

WESTERN NEW YORK: Ernestine Haile, Millard Fillmore Hospital, 3 Gates Circle, Buffalo 9, New York

WISCONSIN: William D. Stimmel, Research Laboratories, Library, Allis-Chalmers Manufacturing Co., Milwaukee 14, Wisconsin

BIOLOGICAL SCIENCES: Effie B. Lunsford, 2457 Drew Valley Road, N. E., Atlanta 19, Georgia

BUSINESS AND FINANCE: Rosemary R. Demarest, Price Waterhouse & Co., 56 Pine Street, New York 5, New York

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

GEOGRAPHY AND MAP: Mrs. Maud D. Cole, 21-45 28th Street, Astoria 5, Long Island, New York

HOSPITAL: William Kaye Beatty, School of Medicine, University of Missouri, Columbia, Missouri

INSURANCE: Elizabeth Ferguson, Institute of Life Insurance, 488 Madison Avenue, New York 22, New York

METALS: Eleanor B. Gibson, Logan Lewis Library, Carrier Corporation Research Center, Carrier Parkway, Syracuse 1, New York

MILITARY LIBRARIANS: O. Willard Holloway, 1503 North 33rd Street, Lawton, Oklahoma

MUSEUM: William B. Walker, Brooklyn Museum Library, Eastern Parkway, Brooklyn 38, New York

NEWSPAPER: Jack K. Burness, *Washington Post and Times Herald*, 1515 L Street, N.W., Washington 5, D. C.

PICTURE: Franziska Gay Schacht, Picture Collection Department, New York Public Library, Fifth Avenue and 42nd Street, New York 18, New York

PUBLISHING: Eleanor M. Tafel, Research Library, Curtis Publishing Company, Sixth and Walnut Streets, Philadelphia 5, Pennsylvania

SCIENCE-TECHNOLOGY: Margaret R. Anderson, The RAND Corporation, 1700 Main Street, Santa Monica, California

CHEMISTRY SECTION: Edythe Moore, Technical Information Center, American Potash & Chemical Corporation, 201 West Washington Boulevard, Whittier, California

ENGINEERING SECTION: George Mandel, Lewis Research Center Library, National Aeronautics & Space Administration, 21000 Brookpark Road, Cleveland 35, Ohio

PAPER AND TEXTILE SECTION: Alice F. Laubach, American Enka Corporation, Enka, North Carolina

PETROLEUM SECTION: Lee W. Traven, Engineering Library, Socony Mobil Oil Company, Inc., 150 East 42nd Street, New York 17, New York

PHARMACEUTICAL SECTION: Wilma F. Kujawski, Distillation Products Industries, Rochester 3, New York

Division Chairmen

ADVERTISING: Mrs. Elizabeth Marie Hutchins, 333 East 43rd Street, New York 17, New York

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PUBLIC UTILITIES SECTION: Mary A. Conner, Ohio Power Company, 301-315 Cleveland Avenue, S.W., Canton 2, Ohio

SOCIAL SCIENCE: Joseph Benson, Municipal Reference Library of Chicago, City Hall, Room 1005, Chicago 2, Illinois

TRANSPORTATION: Ronald J. Booser, Technical Information Research, MSS Library, General Electric Company, Northern Lights Office Building, Syracuse, New York

Committee Chairmen

Standing

ADMISSIONS: Joan M. Hutchinson, 3317 Cam Vic Terrace, Apt. 9, Cincinnati 11, Ohio

ARCHIVES: Mrs. Martha H. O'Leary, 431 East 20th Street, New York 10, New York

AWARDS: Mrs. Iris Land, Trans-Canada Airlines, Library, International Aviation Building, 1080 University Street, Montreal 3, Quebec, Canada

CHAPTER RELATIONS: William S. Budington, The John Crerar Library, 86 East Randolph Street, Chicago 1, Illinois

COMMITTEE ON COMMITTEES: Natalie Nicholson, Hayden Library, Massachusetts Institute of Technology, Cambridge 39, Massachusetts

CONSTITUTION AND BYLAWS: Katharine L. Kinder, Johns-Manville Research Center, Manville, New Jersey

CONSULTATION SERVICE: Gertrude L. Losie, Research Libraries, Research Laboratories, Parke, Davis & Company, 2800 Plymouth Road, Ann Arbor, Michigan

CONVENTION PROGRAM: Hiram W. Axford, 337 South High, Denver 9, Colorado

DIVISION RELATIONS: Lois W. Brock, Research Department, General Tire & Rubber Company, Englewood Avenue at Holmes, Akron 9, Ohio

EDUCATION: Grieg Aspnes, Cargill, Inc., 200 Grain Exchange, Minneapolis 15, Minnesota

FINANCE: Paul Wasserman, School of Business & Public Administration, Cornell University, Ithaca, New York

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

GOVERNMENTAL RELATIONS: Alice D. Ball, 2820 31st Street, S.E., Washington 20, D. C.

INTERNATIONAL RELATIONS: Lewis M. Bright, 6117 Temple Street, Bethesda 14, Maryland

MEMBERSHIP: Robert O. Fetvedt, 2809 West Atkinson, Milwaukee 9, Wisconsin

NONSERIAL PUBLICATIONS: John Sherrod, Science & Technology Division, Library of Congress, Washington 25, D. C.

PERSONNEL: Marguerite Giezantner, World Book Encyclopedia Reference Library, Field Enterprises, Educational Corporation, Merchandise Mart Plaza, Chicago 54, Illinois

PHOTOGRAPHIC REPRODUCTION: Loretta J. Kierky, Central Research Library, Air Reduction Co., Inc., Murray Hill, New Jersey

PLACEMENT POLICY: Joseph M. Simmons, Chicago *Sun-Times Daily News*, Sun-Times Plaza, Chicago 11, Illinois

PROFESSIONAL STANDARDS: Samuel Sass, The William Stanley Library, Transformer Division, General Electric Company, Pittsfield, Massachusetts

PUBLIC RELATIONS: John P. Binnington, Research Library, Brookhaven National Laboratory, Upton, Long Island, New York

PUBLICATIONS: Dr. Robert E. Maizell, Olin Mathieson Chemical Corporation, 275 Winchester Avenue, New Haven 11, Connecticut

RECRUITMENT: Herbert S. White, Engineering Library, IBM Corporation, Box 120 CPO, Kingston, New York

SCHOLARSHIP AND STUDENT LOAN FUND: Helen Loftus, Library Business Service, Eli Lilly and Company, 740 South Alabama, Indianapolis 6, Indiana

SPECIAL CLASSIFICATIONS: Hubert E. Sauter, address indefinite.

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

STATISTICS: Ruth Fine, Bureau of Budget Library, Washington 25, D. C.

TECHNICAL BOOK REVIEW INDEX: Daniel Ruff Pfoutz, Carnegie Library, Pittsburgh 13, Pennsylvania

TRANSLATIONS ACTIVITIES: Elizabeth M. Walkey, Library Services, Bell & Howell Research Center, 360 Sierra Madre Villa, Pasadena, California

TRANSLITERATIONS: To be appointed

SPECIAL LIBRARIES

TRANSLATORS AND TRANSLATIONS: SERVICES AND SOURCES, SECOND EDITION: Frances E. Kaiser, Price Gilbert Library, Georgia Institute of Technology, Atlanta, Georgia

Special

CONVENTION: Dr. Arch C. Gerlach, Chief, Map Division, Library of Congress, Washington 25, D. C.

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

ELECTIONS: Gwendolyn Jones, St. Regis Paper Company, 150 East 42nd Street, New York 17, New York

GOALS FOR 1970: Winifred Sewell, 335 Howard Avenue, Rockville, Maryland

HEADQUARTERS PERSONNEL: Winifred Sewell, 335 Howard Avenue, Rockville, Maryland

NOMINATING: Mrs. Margaret S. Sullivan, Dravo Corporation, Neville Island, Pittsburgh 25, Pennsylvania

RESOLUTIONS REFERENCE: Agnes A. Gautreaux, Route 4, Box 682, Fairfax, Virginia

SLA PROFESSIONAL AWARD AND HALL OF FAME: Dr. Burton W. Adkinson, Office of Science Information Service, National Science Foundation, 1951 Constitution Avenue, Washington 25, D. C.

H. W. WILSON COMPANY CHAPTER AWARD: Elizabeth Ferguson, Institute of Life Insurance, 488 Madison Avenue, New York 22, New York

Special Representatives

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

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

Efren W. Gonzalez, Technical Communications, Grove Laboratories, Inc., 8877 Ladue Road, St. Louis 24, Missouri

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

AMERICAN LIBRARY ASSOCIATION, RESOURCES AND TECHNICAL SERVICES DIVISION, ACQUISITIONS SEC-

TION, REPRINTING COMMITTEE: John P. Herling, Engineering Societies Library, 29 West 39th Street, New York 18, New York

AMERICAN LIBRARY ASSOCIATION, RESOURCES AND TECHNICAL SERVICES DIVISION, BOOK BINDING COMMITTEE: Paul Howard, Department of the Interior, Washington 25, D. C.

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

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

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

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

Harold S. Sharp, AC Spark Plug Division, Technical Library, General Motors Corporation, 1925 East Kenilworth Place, Milwaukee 1, Wisconsin
William H. Simon, 17 Priscilla Road, Windsor, Connecticut

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

CONFERENCE ON SCIENCE MANUSCRIPTS: Mrs. Marie Simon Goff, Technical Library, E. I. du Pont de Nemours & Co., Inc., 3149 du Pont Building, Wilmington, Delaware

COUNCIL OF NATIONAL LIBRARY ASSOCIATIONS: Winifred Sewell, 335 Howard Avenue, Rockville, Maryland

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

CNLA JOINT COMMITTEE FOR VISITING FOREIGN LIBRARIANS: Lewis M. Bright, 6117 Temple Street, Bethesda 14, Maryland

Lucile Dudgeon, 1413 30th Street, N.W., Washington 7, D. C.

CNLA JOINT COMMITTEE ON LIBRARY EDUCATION: Grieg Aspnes, Cargill, Inc., 200 Grain Exchange, Minneapolis 15, Minnesota

FEDERATION OF MANAGEMENT ORGANIZATIONS: Eugene B. Jackson, Research Laboratories, General Motors Corporation, 12 Mile and Mound Roads, Warren, Michigan

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

INTERAGENCY COUNCIL ON LIBRARY TOOLS FOR NURSING: To be appointed

INTERASSOCIATION HOSPITAL LIBRARIES COMMITTEE: Mrs. Ardis C. Engle, 1355 Inglewood Drive, Cleveland Heights 21, Ohio

JOINT COMMITTEE ON LIBRARIANSHIP AS A CAREER: Herbert S. White, Engineering Library, IBM Corporation, Box 120 CPO, Kingston, New York

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

JOINT LIBRARIES COMMITTEE ON FAIR USE IN PHOTOCOPYING: Chester M. Lewis, New York Times, 229 West 43rd Street, New York 36, New York

LIBRARY BINDING INSTITUTE: Paul Howard, Department of the Interior, Washington 25, D. C.

LIBRARY OF CONGRESS FOR PUBLIC LAW 480: Mrs. Ruth Hooker, 3385 Highview Terrace, S.E., Washington 20, D. C.

NATIONAL ACADEMY OF SCIENCES ADVISORY BOARD OF THE OFFICE OF CRITICAL TABLES: Anne

L. Nicholson, Research and Development Laboratories, Pennsalt Chemicals Corporation, P.O. Box 4388, Philadelphia 18, Pennsylvania

NATIONAL BOOK COMMITTEE: Mrs. Dorothy McNutt, Science and Industry Department, Cincinnati Public Library, 629 Vine Street, Cincinnati 2, Ohio

UNITED NATIONS NONGOVERNMENTAL ORGANIZATIONS OBSERVER: Donald Wasson, Council on Foreign Relations, Inc., 58 East 68th Street, New York 21, New York

UNITED STATES BOOK EXCHANGE: Dr. Jerrold Orne, 529 Dogwood Drive, Chapel Hill, North Carolina

UNITED STATES NATIONAL COMMITTEE FOR FID: Ritchie R. Ward, Technical Information Services, Shell Development Company, Emeryville, California

WASHINGTON COMMITTEE OF THE JOINTLY SPONSORED PROGRAM FOR FOREIGN LIBRARIANS: Lucile Dudgeon, 1413 30th Street, N.W., Washington 7, D. C.

Mrs. Elaine Austin Kurtz, 8 Terrace Court, N.E., Washington 2, D. C.

Association News

The Association has received \$30,500 from the National Science Foundation for support of its Translations Center at The John Crerar Library in Chicago. In announcing the grant, Alan T. Waterman, Director of NSF, commented that the sum is for "continued collateral support for the operation of the Translations Center under the direction of Mrs. Ildiko D. Nowak." This is the sixth year NSF has granted funds to the Center. The Office of Technical Services, U. S. Department of Commerce, has also renewed its \$24,000 contract with the Association for services performed by the Translations Center. Since January 1959 OTS and the Center have been engaged in a cooperative program of collecting and making available copies of unpublished translations.

The Executive Board at its June 2 meeting approved the recommendation of the Non-serial Publications Committee not to issue a new edition of *Technical Libraries*. Instead a

new *Handbook for Special Libraries*, of increased scope covering all types of special libraries and special library problems, is contemplated.

The Association, with the approval of the Executive Board, has granted University Microfilms, Inc. permission to produce a microfilm edition of *Special Libraries*. This miniature edition will appear at the end of the volume year and will be sold only to subscribers of the paper edition of the journal. Permission has also been granted University Microfilms to issue reduced editions of earlier volumes of *Special Libraries*, which will be available to any purchaser. The Association will receive a ten per cent royalty of all invoiced sales of the microfilmed copies.

SLA will offer three \$1,000 scholarships for the 1962-63 academic year to be used for graduate study in special librarianship leading to a degree at an accredited library

school in the United States or Canada. College graduates working in a special library, or with experience in a special library, or recent college graduates or college seniors wishing to enter the special library profession are eligible. Qualifications include a definite interest in, and aptitude for, special library work, a sincere intent to contribute to the profession, high scholastic standing throughout college, financial need and provisional admittance to an accredited library school in the United States or Canada. Applications may be obtained from the Executive Secretary and must be received by the Chairman of the Scholarship and Student Loan Fund Committee at Association Headquarters by **February 14, 1962.**

Metals Division Fall Meeting

The Metals Division is holding its Twelfth Annual Fall Meeting in conjunction with the 43rd National Metal Exposition and Congress in Detroit on October 25-27, at the Detroit Leland Hotel. Members will man a booth depicting a special library and will answer questions on metallurgical books and periodicals as well as general library information. Bibliographies especially prepared will be on display and available. "Development of Metals in Automobiles" is the theme of one session, and there will be trips through the Ford Motor Company's scientific laboratory, "Hurricane Road" wind tunnel and vehicle testing area. The guest speaker, Dr. R. W. Guard of General Electric Company, will discuss "The Past, Present and Future of Man-Made Diamonds." Registration fees are \$10 for three days and \$5 for a single day. For advance registration write to the American Society for Metals, Metals Park, Ohio.

New Association Publications

A Guide to Metallurgical Information: SLA Bibliography no. 3, compiled by the Metals Division and edited by Elizabeth W. Tapia, is a new reference volume describing over 600 books, journals and other information sources in the field of metallurgy. Updating Richard Rimbach's *How to Find Metallurgical Information*, now out of print, coverage includes societies, trade associa-

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tions, research institutes, government agencies and technical services concerned with metallurgy, and books, periodicals, microforms, translations and theses. There are author and agency, book and journal, and title and subject indexes. This 96-page bibliography sells for \$4.

Guide to the SLA Loan Collection of Classification Schemes and Subject Heading Lists on Deposit at Western Reserve University as of March 20, 1961 has been revised and reprinted. This expanded fifth edition describes the 788 classification schemes and other systems for organizing special collections available on loan or by photocopy or microfilm. There is a cross referenced subject index, an appendix listing book numbers and an appendix giving classification expansions and revisions. This 104-page volume sells for \$4.

Report on Translations Meeting

A meeting on "Scientific Translations" was held at the Atomic Energy Commission Office of Technical Information Extension, Oak Ridge, Tennessee, June 15-16, 1961, for AEC contractors in order to set up a more profitable translation program and to avoid duplication of translation efforts. The Office of Technical Information translation procurement program was discussed. Suggestions were made for identification and evaluation of publications presented for translating. The SLA Translations Center, Office of Technical Services and Central Intelligence Agency were mentioned as the most frequently used sources for existing translations. The Center was complimented for its fast and accurate services.

The different transliteration systems used by various organizations complicate the search for translations of Russian publications. Paul Feinstein of the National Science Foundation announced that work is in progress to establish a uniform transliteration system. The delay in listing the availability of translations in *Technical Translations* was also discussed and explained by Mr. Taylor of OTS.

The International Copyright Agreement, covering all countries except Russia and Red China, restricts the availability of all do-

mestic and foreign governmental translations of material published in countries that are covered by this agreement. Suggestions for making these translations available to the public were presented. A possible loan service might be the solution. The SLA Translations Center supplies translations deposited by non-governmental institutions, regardless of the language of the original publication.

Another important point brought up at this meeting was the availability of translations recorded in the Aslib files. Aslib translations are available to members only, and only translations from Russian are available to the public through the OTS-DSIR exchange arrangement.

The Center hopes to succeed in contacting all organizations engaged in translating activities, domestic and foreign, for arranging a program for the deposit of all non-Russian translations that are not available to the public at the present time.

MRS. ILDIKO D. NOWAK, Chief
SLA Translations Center

Scientific Translation Program

The Russian Scientific Translation Program of the Division of General Medical Sciences, National Institutes of Health, has been transferred to the National Library of Medicine to become the Scientific Translation Program, a section of the Library's extramural activities. In the five years of its existence the Program has arranged for the cover-to-cover translation of nine bio-medical journals and their distribution to American libraries and research institutions. The Program has also distributed copies of translations of a series of Russian monographs, arranged for publication of translations of key Russian articles in English-language journals and sponsored the publication of *Abstracts of Soviet Medicine* by *Excerpta Medica* and critical reviews of the Russian literature on specific bio-medical subjects. At the National Library of Medicine this program will be merged with the program concerned with the translation of East European works obtained in Poland, Yugoslavia and Israel under contracts with the National Science Foundation.

SPOTTED

● An article on the dissemination of technical literature in the Soviet library journal "Bibliotekar'" should bring comfort to special librarians who feel they are overworked, not appreciated or understaffed: "In the technical library of the Minsk Automobile Works . . . the librarians are often in the shops, finding out from shop managers and laboratory heads what problems they are faced with and what reading material should be put into the mobile libraries. . . . Although the library has a staff of only two, with the help of activists they serve as many as 3,000 readers." ● A few years ago loan collections of films, records and pictures were considered innovations in public libraries, but since 1943 the Grosse Pointe (Michigan) Public Library has serviced a loan collection of tools. Saws, sledge hammers, wire cutters, chisels and other small tools may be borrowed free of charge for one week, while power tools for which there is a heavy demand—electric sanders, saws and drills, for instance,—may circulate for 48 hours. Last year more than 1500 items were borrowed from this unique collection, which is supported by the Grosse Pointe Rotary Club and is the only one of its kind in the United States. ● A report by the American Association for the Advancement of Science recommends that at least 20 per cent of school library collections be in science books. But a survey of 1,000 representative high school libraries shows an average of only 5.2 per cent science titles in their collections. ● To help remedy this sort of situation at small, budget-pinched Bethel College (Mishawaka, Indiana), which has not been able to gain accreditation as a four-year college largely because of its library deficiency, the American Institute of Biological Sciences sent letters to 50 leaders in the life sciences asking that they donate at least one science book, preferably written by themselves, to Bethel College. The results have been most encouraging, and the Institute hopes that the project will stimulate similar efforts by other groups for other science-book-poor colleges. ● The Boston Public Library reputedly has a sign reading, "Only Low Conversation Permitted," while one in Illinois says, "No Friendly Conversation Allowed With the Librarian."

Have You Heard . . .

Copyright Law Revision

On July 10, 1961, the Copyright Office submitted to Congress *Copyright Law Revision: Report of the Register of Copyrights on the General Revision of the U. S. Copyright Law* (71874). Copies of the 160-page report are available for 45¢ from the Government Printing Office. The Copyright Office has also prepared, for survey purposes, a 20-page Multilithed summary entitled *Recommended Revisions of the U. S. Copyright Law of Special Interest to Librarians* (T-53-Aug 61 1900). This summary is being sent to all Division Chairmen, and a report on it is planned for a future issue of *Special Libraries*. Abraham L. Kaminstein, Register of Copyrights, is anxious to receive comments from special librarians on the proposed changes in the Copyright Law.

Council on Library Resources Grant

CLR has allocated \$83,000 for the development of an improved method of searching legal literature. The investigation, "Project Lawsearch," will be evaluated by a committee representing the American Association of Law Libraries and is being developed by Jonker Business Machines, Inc. and three law publishers: The Michie Company, The Bureau of National Affairs, Inc. and Matthew Bender and Company, Inc. The "coordinate indexing" technique will be used and involves analysis of text by separate index terms which may be put in any desired combination, and in the degree of detail required, to effectuate a particular search. The indexing is designed for use with the Termatrix equipment produced by Jonker Business Machines, Inc. The project is aimed at developing equipment that will lend itself to convenient and inexpensive publication and dissemination of indexes.

IBM System for Information Handling

WALNUT, developed by the IBM Advanced Systems Development Division for the Central Intelligence Agency, is a new large-capacity, random access document re-

trieval system consisting basically of a document input converter, a document index and a document image file. The electronic system will retrieve any one of millions of printed or typed pages or photographs from a file center within five seconds. A tiny image of the document is photographically transferred to an IBM card, so the document can be viewed on a screen or printed out without removing it from storage. There are no plans at present to market this particular system commercially.

Two Library Directories in Preparation

Librarians throughout the United States and Canada have received this summer questionnaires that will provide information on two new and different library directories to be issued shortly by the R. R. Bowker Company in New York City and Gale Research Company in Detroit.

The Bowker publication will be the 23rd edition of the *American Library Directory* in which entries will be, as in the past, arranged geographically by state and city and give names of key personnel, budget, expenditures, salaries, number of volumes, branches, departments, microform holdings and special collections of public, junior college, college, university and special libraries as well as of state and regional extension systems, library schools and selected major research libraries abroad. Special librarians who have not received questionnaires for the *ALD* should write to Eleanor F. Steiner-Prag at the Bowker Company, 62 West 45 Street, New York 36. Hereafter it is planned to issue the *ALD* biennially instead of triennially.

The Gale Research Company compilation, *Directory of Special Libraries and Information Centers*, will concentrate on special libraries and documentation centers in the United States and Canada. Entries will be arranged alphabetically by name of organization and will give name and address, sponsoring organization, names and positions of professional staff members, size of staff, year

founded, subject and special collections, size and composition of collections, publications issued by information unit and services available to outside agencies. A detailed subject index and appendices will be included. Dr. Anthony T. Kruzas of the Department of Library Science at the University of Michigan is serving as editor of this volume, which is to be published every three years. Librarians who have not furnished information should request questionnaires from Gale Research Company, 2200 Book Tower, Detroit, Michigan.

Well-Known Library Scientist To Be Honored

In honor of his 71st birthday, an International Committee, Ranganathan Commemoration Volume Committee, will present to Dr. S. R. Ranganathan a Festschrift in August 1962. The Committee will accept contributions on any aspect of library science or reminiscences or felicitations relating to Dr. Ranganathan, and donations are also solicited. The Asia Publishing House, Bombay, will print the Festschrift. Mr. P. N. Kaula, Head, Department of Library Science, Banaras Hindu University, Varanasi 5, India, may be contacted for further information.

Educational Research Information Service

The Center for Documentation and Communication Research of Western Reserve University is conducting a pilot study, sponsored by the United States Office of Education, to develop and put into operation on a pilot basis an information retrieval system which will permit the detailed analysis of educational research material and selective dissemination, based on individual interests and requests on a current basis. In order to obtain a significant sampling of requests for information for pre-testing, the Center is asking for questions revealing particular interests. Questions should be sent to Professor Allen Kent, Associate Director, Center for Documentation and Communication Research School of Library Science, Western Reserve University, Cleveland 6, Ohio.

Records Management Association Officers

At its annual meeting in May, the Records Management Association of New York, Inc.

elected officers for the coming year. They are: President, Mrs. Dorothy Gordon, Librarian, Shaw-Walker Company; Executive Vice-President, Dudley F. Judd, Standard Oil Co. (N. J.); Vice-President, Mabel Hughes, Brown Brothers, Harriman & Co.; Corresponding Secretary, Josephine Slevin, Atlantic Mutual Insurance Co.; Treasurer, May Smith, States Marine Steamship Lines; Financial Secretary, Bjorg Eldal, States Marine Steamship Lines; and Directors, Ann McDonald, Union Carbide Chemicals Co.; Leta J. Stroben, Shaw-Walker Co.; Marilyn McInerney, T. M. Burke Agency; Marguerite Stainkamp, Equitable Life Assurance Society of the United States; and Mrs. Joan S. Killelea, General Fireproofing Co.

AEC Film Available

A 20-minute color motion picture, "Technical Information Services of the AEC," that might provide an interesting program for SLA Chapter meetings, is offered by the Atomic Energy Commission for free loan or purchase. The 16mm, nontechnical film surveys what is available in unclassified atomic energy literature and how the information may be located, obtained and used. The film, which describes in detail the services of the Commission's Office of Technical Information, may be borrowed from the Commission's domestic and overseas film libraries.

Formula for Protection of Books

Product Research and Development Corp., has available a penetrating fluid called Book Life, which is designed to restore and preserve aging bound book covers by absorbing into the surface and acting as a replacement for the natural chemicals lost due to age. Book Life provides a permanent base for waxing and polishing. It is applied with a brush, and is quick drying. One pint, \$2.50, will treat about 25 average size books. Other sizes are: quart, \$4 and gallon, \$12. Order from the above company, Dept. 21, Blue Bell, Pennsylvania.

NYC Medical Union Catalog

The Medical Library Center of New York, newly established to develop methods of

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dealing with the growth of published information in the field of medicine, will develop a union catalog to facilitate interlibrary loans and eliminate unnecessary duplication of medical library resources. The catalog is supported by a grant of \$127,000 given by the John A. Hartford Foundation. The possible use of microfilm, punched card and punched tape systems to record the serial holdings of the libraries participating in the project will be investigated. The participating libraries are of the schools of medicine of Columbia, Cornell, Yeshiva, New York University, New York Medical College and the Rockefeller Institute, the Sloan-Kettering Institute and the New York Academy of Medicine.

Coming Events

The NEW ENGLAND MEDICAL LIBRARY ASSOCIATION will meet at the New Hampshire State Hospital, Concord, New Hampshire, October 20-21. Further information is available from Mrs. Margaret Mackown, Librarian, New Hampshire State Hospital or Mrs. Dorothy Glidden, Librarian, Dartmouth College Medical Library.

Members In The News

HAZEL GAY has retired after 45 years as Head Librarian of The American Museum of Natural History. She was honored there at ceremonies also marking the official re-opening of the Library's new quarters.

WALTER HAUSDORFER, Librarian of Temple University Library, has been appointed Professor of Bibliography and Library Adviser at Temple University to work on special projects.

ESTHER KALIS, formerly with General Electric Company at Ossining, has become Chief Librarian at General Electric in Schenectady, New York, replacing EDWARD H. ELLIOTT. Mr. Elliott is now located at Union College in Schenectady.

FLORENCE MASON has retired from Consumers Union in New York. She has left for Europe where she has accepted a temporary assignment visiting consumer organizations abroad working out of the International Office of Consumers Unions.

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In Memoriam

MARIE ELLIOTT of the Charles Pfizer Company Medical Research Laboratories, Groton, Connecticut died, after a brief illness, on July 6, 1961. From 1939 to 1959 she worked in the Brooklyn Technical Library and since then in the Groton Research Library. Miss Elliott was a member of the New York Chapter and a contributor to *Special Libraries*.

HELEN LAWRENCE SCANLON, Assistant Librarian of the Joint Library of the World Bank and International Monetary Fund since 1949, died on June 9, 1961. Miss Scanlon's professional career was devoted to library service in the international field. She served as librarian of the Carnegie Endowment for International Peace from 1941 to 1949. During this period, as a consultant to the State Department, she supervised the establishment of a reference library for delegates to the first meeting of the United Nations Relief and Rehabilitation Administration (1943); was in charge of reference service to the first session of the United Nations General Assembly (1948); and made a survey of the Paris Library of the Carnegie Endowment for International Peace (1949). Miss Scanlon held library degrees from Syracuse University and the University of Michigan and was active in professional associations. She was a Past-President of the D. C. Library Association, SLA representative to the United States Book Exchange and Chairman of the Social Science Group of the Washington Chapter of SLA.

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Letters to the Editor

I was interested to read in the April 1961 *Special Libraries* a letter by Mr. A. J. Diaz of the Microcard Foundation, referring to the recent original microfilm publication of *Histology of British Mosses*, and his comments show the growing importance of micro texts as a medium for original works.

Mr. Diaz is, of course, quite right in pointing out that this is not the first time that a work has been published originally in microfilm; however, the point which has apparently been overlooked, is that this is a text book published in colour microfilm and as such it may well be unique. If there has been other original work published in colour microfilm or colour Microcard, then I am sure we ought to know about it.

J. W. G. BRUCE
Micro Methods Ltd.
East Ardsley, Wakefield, Yorkshire, England

In your April issue, page 213, you have a letter from Albert James Diaz regarding original publication in micro form.

For the sake of setting the record straight, I should like to point out that the first publication of original material occurred in 1938 when University Microfilms published the beginning of its dissertation program. In that year, only about 20 titles were published. By 1952, which is the earliest date Mr. Diaz mentions, there had been upward of 8,000 titles published in this fashion.

To date approximately 50,000 titles have received their original publication by microfilm under this program of using *Dissertation Abstracts* and microfilm.

In addition to doctoral dissertations, a considerable number of monographs have also received their original publication in this way.

EUGENE B. POWER
University Microfilms, Inc.
313 N. First St., Ann Arbor, Michigan

The editor of *Special Libraries* and the Office of Scientific Information Service, National Science Foundation may be embarrassed* to learn that a translation of A. Rafikov's article, "In Chinese

Libraries" (*Special Libraries*, December 1960), appeared under the title "Libraries of China" in the March 1960 issue of the *LLU Translation Bulletin* published by the Lending Library Unit of the Department of Scientific and Industrial Research in Great Britain. (In January 1961 the library became the National Lending Library Unit for Science and Technology and the bulletin has, therefore, been renamed *NLL Translation Bulletin*.)

The *NLL Translation Bulletin* (formerly *LLU Translation Bulletin*) which superseded the department's *Translated Contents of Russian Periodicals* does not perform the specific function of the *Translated Contents*. Instead it publishes desultory translations of Russian articles on various subjects, including library economy. The usefulness of these translations is limited, however, by the fact that they are not indexed. *Technical Translations* (OTS) lists the title, *NLL Translation Bulletin* under the section "Bibliography," but it does not analyze the contents. This is unfortunate because many translations remain unknown to those who may be interested in them. However, the *NLL Translation Bulletin* is one of the few sources of Russian library literature in English translation, and it deserves the attention of all librarians who are interested in the activities of their Soviet counterparts.

There have been a number of articles in the bulletin about librarianship, such as: "Training Bibliographers for Scientific and Technical Libraries," "The Organization of Bibliographical Work for the Acquisition of Foreign Stock in Scientific Libraries," "Bibliographical Information Work, an Important Stage in Scientific Research," "The All-Union Institute of Scientific and Technical Information and Its Immediate Tasks" (about the famous *Referativnyi Zhurnal*). An article on the new Soviet library classification may bewilder Western students of library classification. The article presents an outline of a new Soviet scheme which divides knowledge along Marxist-Leninist lines. The most unusual article is "Gymnasia for Libraries," in which one of the more athletic patrons of a Soviet library has suggested providing in the library a small hall equipped with athletic paraphernalia where the sedentary library users can stretch themselves by doing a few push-ups and chin-ups between stints at the card catalog or after long hours of reading bent over a library table. According to a note at the end of the article, this suggestion is being considered by Soviet officials.

Translation and publication of two English versions of the same Russian article may be a waste of talent and money, but it provides an interesting comparison of literary styles of the translators, one British and the other American.

EUGENE V. MUENCH, Library
New York University Medical Center
New York City

* EDITOR'S NOTE: Mortified is a better word!

Off the Press . . .

Book Reviews

A GUIDE TO ARCHIVES AND MANUSCRIPTS IN THE UNITED STATES. *Philip M. Hamer*, Editor. Compiled for the National Historical Publications Commission. New Haven: Yale University Press, 1961. xxiii, 775 p. \$12.50. (L.C. 61-6878)*

The Hamer *Guide*, one of the most welcome of reference books, provides a key to approximately 1,300 depositories of manuscripts and archives in the United States, the Canal Zone, Puerto Rico and the District of Columbia. Although the greater share of the manuscripts and archives are historical, originated in the United States and document its history, there are other holdings, such as medieval manuscripts, Egyptian papyri and Assyrian tablets, represented as well.

The Introduction states that, in general, papers of an individual are named depending upon inclusion in the *Dictionary of American Biography*, *Who's Who in America* or a comparable biographical source, and representation by approximately 50 items. Papers of about 7,600 persons, plus the records of organizations, are located. The plan of listing depositories is geographical—first by state (or other major governmental unit), then by city or town within the state and alphabetically thereunder by name of depository. The information given for each generally consists of name and address, the name of the person to whom inquiries should go, a statement of the field of interest of the collection, information on size of holdings and then specific note of papers of particular interest. Whenever they are conveniently available, references are given to printed sources of information.

At the opening of the volume are a helpful Note on Bibliographical Guides and a list of Short Titles. At the back is a 132-page index whose explanation warns that only when a subject is specifically mentioned in the text is it listed in the index; hence, there is not a complete analysis of subjects treated in the manuscripts. To cite a few noticed inconsistencies in the indexing of this book seems picayune but perhaps should be done. Robert Bontine Cunninghame Graham appears twice: "Graham, Robert Bontine Cunninghame, 586" and "Cunninghame, Robert Bontine, 348." The only entry in the index under "Loyalists" is to page 367, a New Jersey entry. There is no reference except the entry under "Siebert, Wilbur Henry, 489," and under "Revolutionary War" to the Columbus, Ohio, location of 134 boxes ". . . chiefly of notes on loyalists in the American Revolution and on the underground railroad." Perhaps the warning regarding subject analysis is illustrated by the fact that there is but one entry under "Elections"; there is undoubtedly

other material represented by the collections included in the *Guide*.

The representations for depositories range in size from the approximately 41 pages for the Library of Congress to such a brief note as "Holdings: 37 pieces, chiefly letters of California writers," for the Oakland, California, Public Library. When one scans a volume of this sort he automatically compares the information against his knowledge of his immediate and necessarily limited area. The result is no comment on the *Guide* but on the reporting institutions. Their entries naturally reflect their size and the comparative importance attached to various papers and materials within their collections. The reviewer notes, therefore, that the only index reference to Amos Tuck leads to the New Hampshire Historical Society. Dartmouth has what would seem to be an equally large collection plus at least one manuscript diary. Likewise, the only index reference to Sylvanus Thayer leads to the United States Military Academy. Again Dartmouth has a comparable collection.

The Introduction explains the scope of the *Guide* specifically, and the volume has been carefully developed within these lines. It notes that information that could be incorporated in supplements, if issued, would be welcome. One would hope that librarians and archivists who browse through the fascinating pages of the *Guide* will supply information on other locations of material they know exists and which might be already represented in the *Guide*. In addition, perhaps some of the smaller and newer collections of manuscripts and archives, like Old Sturbridge Village, will also be represented.

These comments are but minor ones on a well done and exceedingly useful publication. Would that every new reference book were as worthwhile as this. It appears at a time, too, when guides for other fields are beginning to appear. *American Literary Manuscripts*, prepared by the Committee on Manuscript Holdings, American Literature Group, of the Modern Language Association of America, was published by the University of Texas Press in 1960. At the Library of Congress, where the National Union Catalog of Manuscript Collections on cards is growing, there are already plans contemplating its publication in book form.

VIRGINIA L. CLOSE, Reference Librarian
Baker Library, Dartmouth College
Hanover, New Hampshire

New Serials

BIBLIOGRAPHICAL CURRENT LIST OF PAPERS, REPORTS AND PROCEEDINGS OF INTERNATIONAL MEETINGS, published monthly by the Union of

International Associations, contains bibliographic coverage of the publications arising out of international conferences and congresses. In its calendar of forthcoming international meetings, the Union of International Associations now indicates whether it is planned to follow up the meeting with a publication of the proceedings, the probable date of appearance and the name of the publisher. Annual subscriptions are \$3.00 and may be obtained from the Union, Palais d'Egmont, Brussels 1, Belgium.

PERIODICAL MONITOR is a monthly abstracting service providing reference to articles on electronics and instrumentation. They are cross indexed under subject headings, author and author's affiliation. It lists new books, advice on information retrieval and a compendium of recent professional meetings. Subscription information and an illustrated brochure are available on request from Periodical Monitor and Abstract Service, 15 N. Euclid Avenue, Pasadena, California. Subscription rates are \$25 in the United States, elsewhere \$30. Single copies are \$2.50.

PREDICASTS is a quarterly presenting abstracts of market articles containing forecasts from 200 leading business and trade journals. During the year about 15,000 product listings are offered. The July 15th issue contains a cumulative list of the previous 12 months. Product information is coded and arranged by Standard Industrial Classification numbers, key statistical information from the original article is included, and there are product information and article indexes. The annual subscription price is \$90, and it is available from Economic Index & Surveys, Inc., Colonnade Building, University Circle, Cleveland 6.

TRANSATOM BULLETIN: Information on Translations Covering Nuclear Literature, is a monthly journal, begun December 1960, prepared by the European Atomic Energy Community, the United Kingdom Atomic Energy Authority and the United States Atomic Energy Commission. It lists existing translations or translations in preparation of nuclear literature, especially from languages unfamiliar to Western readers such as Russian and Japanese. Journals translated cover-to-cover are listed, and an author and original source index are included. The Bulletin is available on a subscription basis at \$8 a year, airmail \$16, from "Transatom," c/o Euratom, 51 rue Belliard, Brussels, Belgium.

Data Processing Manuals

At its exhibit at the SLA Convention in San Francisco, IBM displayed and distributed a number of informative booklets dealing with various aspects of data processing applications and techniques. The most recent, a 64-page piece containing a glossary and numerous illustrations, is entitled *Reference Manual, Index Organization for Information Retrieval*. In 1960 IBM issued *General Information Manual, IBM Tele-processing in Cir-*

ulation Control at Public Libraries and General Information Manual, An Introduction to Information Retrieval. Copies may be obtained from IBM's Data Processing Division, 112 East Post Road, White Plains, New York.

Social Science Union List

The Periodicals Committee, Social Science Group, New York Chapter, SLA, is now accepting orders for *Social Science Serials in Special Libraries in the New York Area: A Selected List*. Only one printing of 800 copies will be made. Copies will be mailed sometime in September. They are \$3.50 each, and checks should be made out to Philip Rappaport, Chairman, Periodicals Committee and mailed to the New York State Department of Labor Library, 80 Centre Street, New York 13.

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Prepared for the Committee on Government Operations, United States Senate and Its Subcommittee on Reorganization and International Organizations, pursuant to S. Res. 255, Secs. 1-4, 86th Cong. Analyses problems and opportunities of Science Information Exchange of Smithsonian Institution. Appendices. Subject index.

DICTIONARY OF ELECTRONIC ABBREVIATIONS. M. B. Witty *et al.* New York: SETI Publishers, 176 East 75th Street, 1961. 250 p. \$20.

Comprehensive reference dictionary of abbreviations, contractions, signs, symbols and terms employed in technical manuals, reports, proposals, papers and books.

WHO'S WHO IN THE ELECTRONICS INDUSTRY. *Scientist and Engineer Technological Institute*, comp. and ed. New York: SETI Publishers, 176 East 75th Street, 1961. 336 p. \$49.50.

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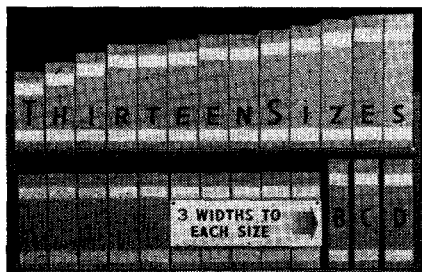
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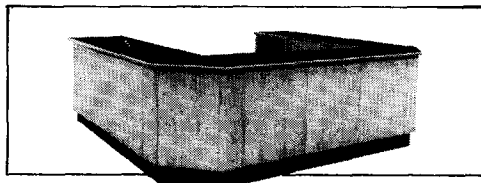
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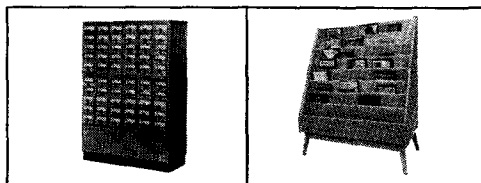
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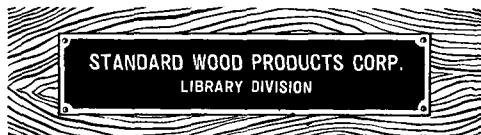


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