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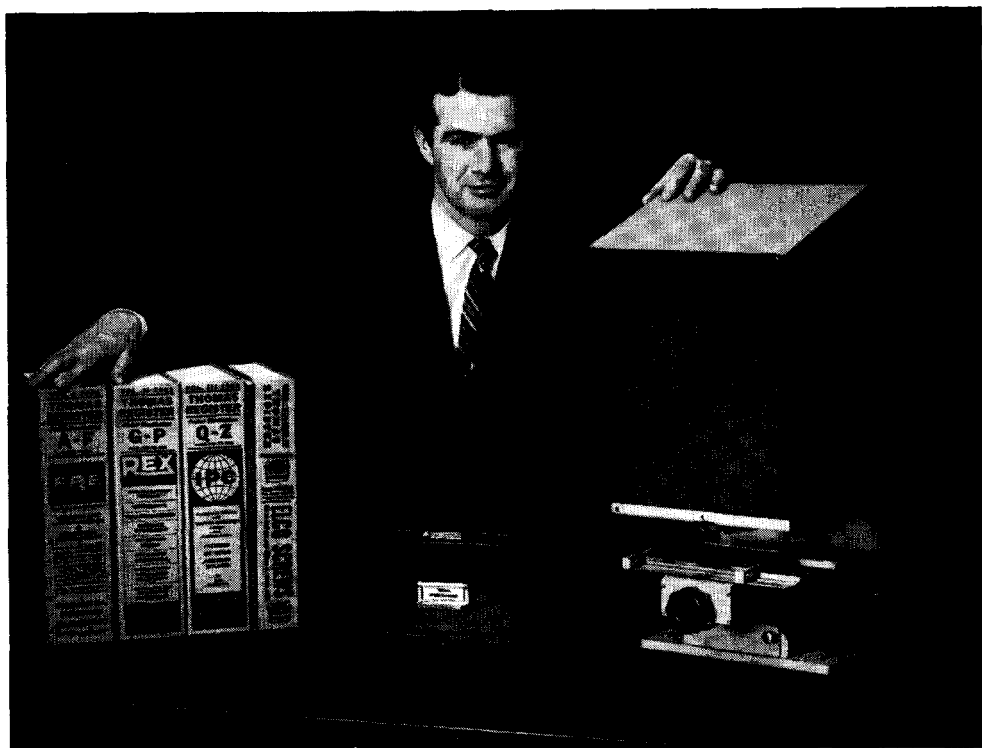
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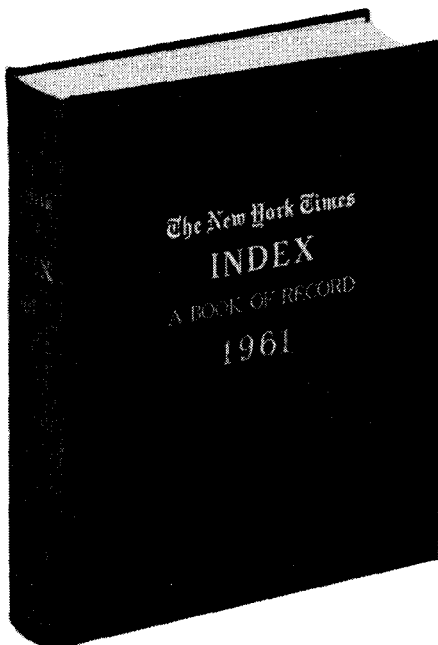
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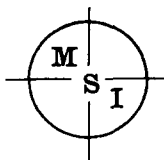
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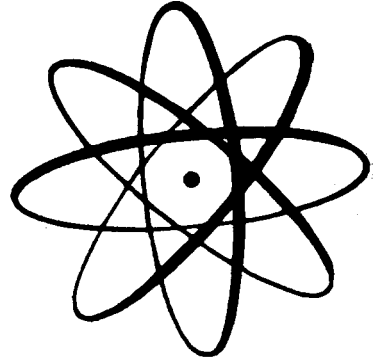
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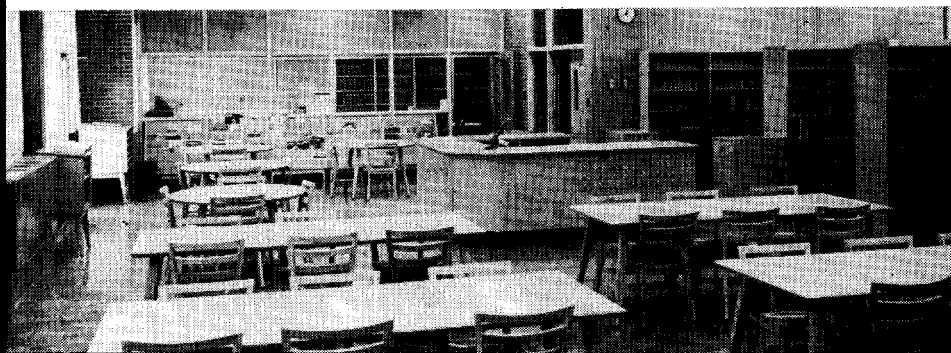
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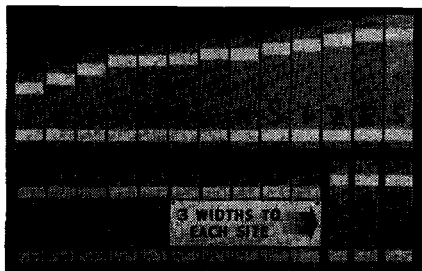
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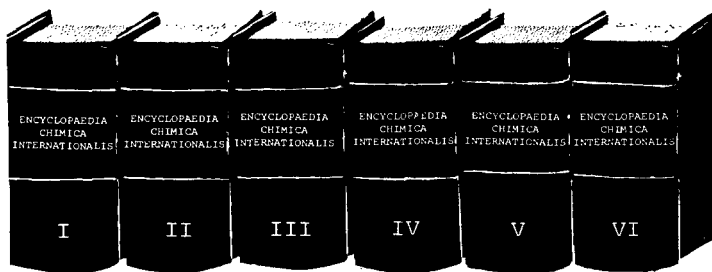
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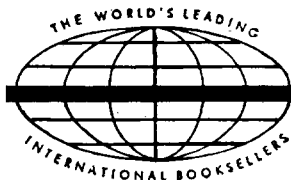
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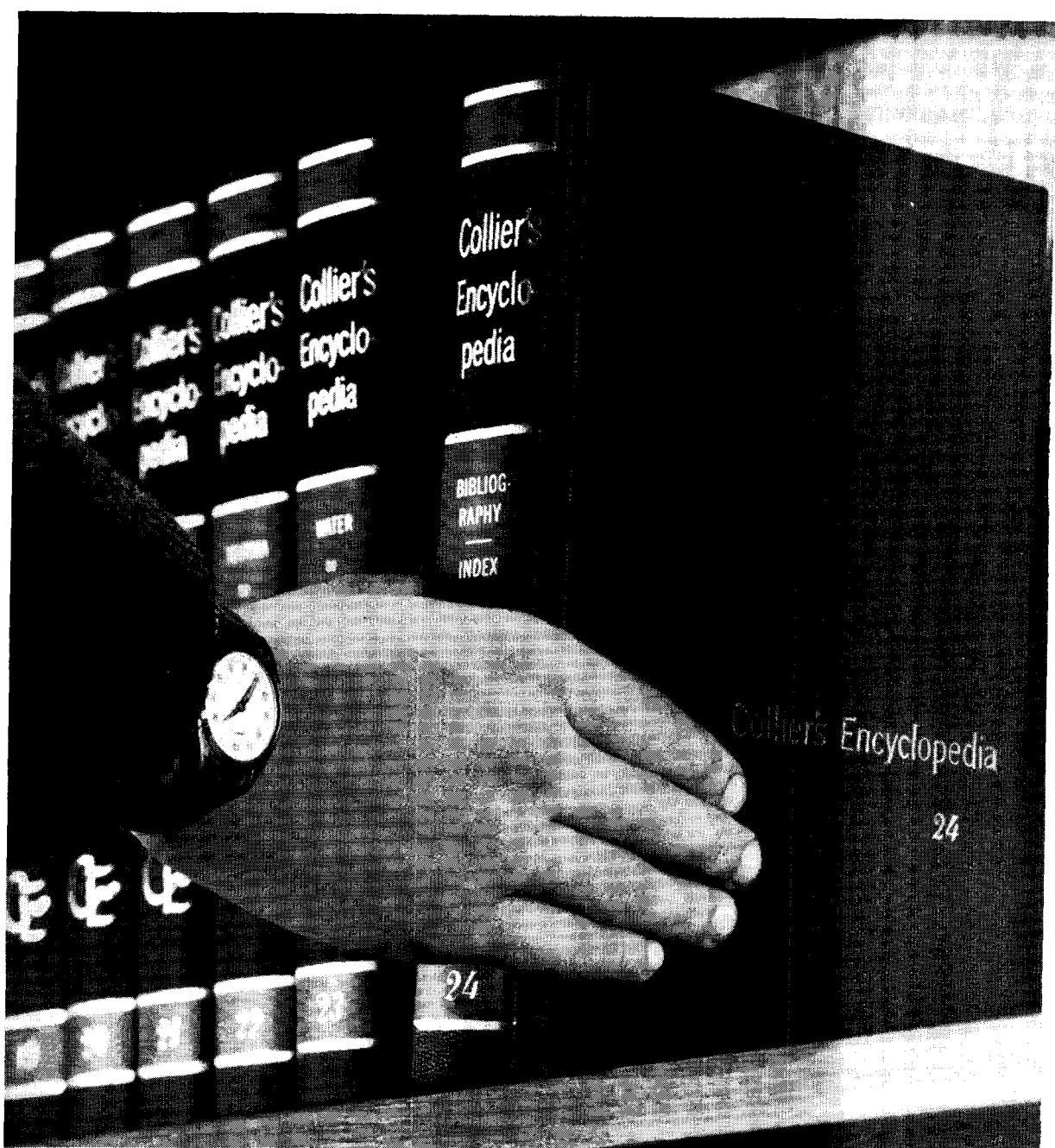
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*Official Journal*  
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Volume 53, No. 7

## CONTENTS

SEPTEMBER 1962

Call to Convention and Conviviality at Washington, D. C.	EFREN W. GONZALEZ	371
1962 Scholarship Winners		377
SLA Hall of Fame		378
Geography and Map Division Award		379
1962 SLA Professional Award		380
President's Report: The Giant Stride	EUGENE B. JACKSON	382
Annual Business Meeting Report	MRS. JEANNE B. NORTH	383
Treasurer's Report	OLIVE E. KENNEDY	385
Convention Papers		386
Advisory Council Report	FLORINE OLTMAN	387
Resolutions of Appreciation	AGNES A. GAUTREAU	387
Executive Secretary's Report	BILL M. WOODS	389
Chapter Relations Committee Report	WILLIAM S. BUDINGTON	398
Division Relations Committee Report	LOIS BROCK	399
Committee Reports, 1961-1962		400
Special Representatives' Reports, 1961-1962		425
SLA Official Directory 1962-1963		433
Association News		438
Kathleen Brown Stebbins: An Appreciation	HELEN E. WESSELLS	440
<b>NEWS</b>		
Have You Heard		437, 441
Off The Press		443

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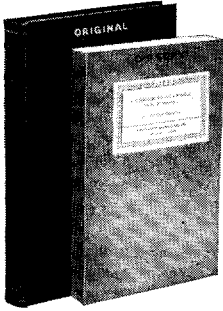
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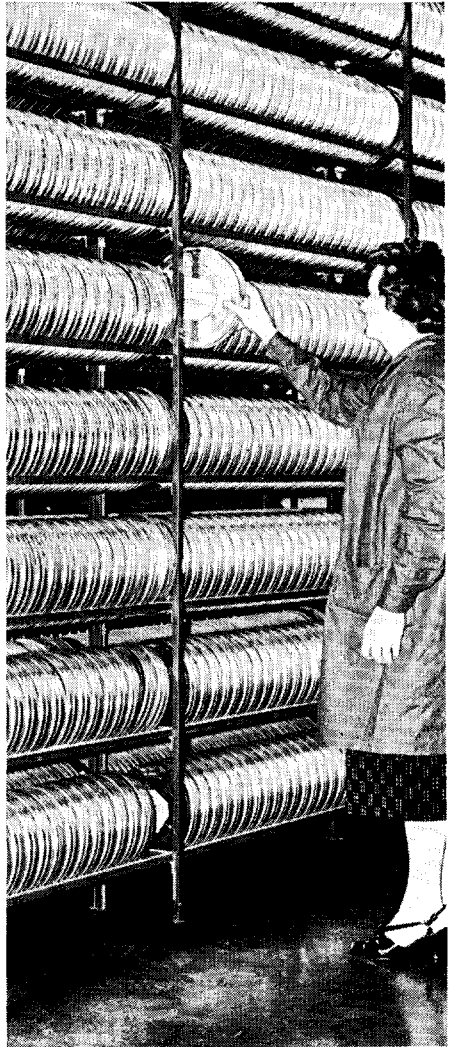
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# Call to Convention and Conviviality at Washington, D. C.

EFREN W. GONZALEZ, Director, Technical Communications

Grove Laboratories Incorporated, St. Louis, Missouri

THE HAPPIEST man at the opening of any SLA Convention is the immediate *past* Convention Chairman. As he eagerly approached the Sheraton-Park Hotel, Paul Kruse—the success of his San Francisco Convention comfortably behind him—murmured kind words of solace for those of his D. C. associates into whose hospitality and scheduling he was sinking so deliciously. There is apparently nothing quite so unique as becoming one of the many hundreds of people you were responsible for only short months before.

But just as Paul Kruse was sinking slowly into the setting, so were the multitude of his fellow SLAers arriving, wave after wave, from early Sunday and throughout the rest of the day. As usual, the lineup at registration desks was considerable, but most people took the opportunity to hail their friends and strike up conversations with new ones. After all, the Convention isn't just a program, it's also people, table talk, cocktail debates, fresh ideas, changed opinions, new directions, learning.

By 6 P.M. almost everyone was officially unpacked at the Sheraton-Park and Shoreham Hotels. Some had already taken advantage of the Library of Congress Open House in the afternoon. These and their less ambitious fellows regrouped forces for their first official Convention function—the reception in the Exhibit Hall Lounge. With a central garden arrangement, complete with refreshments for varying tastes, the Lounge was a successful location for this informal gathering. Incidentally, the exhibitors couldn't have been happier.

All this merriment consolidated gradually along subject specialty lines and, as the reception drew to a close, the various Division open houses swung into action at the ubiquitous Division suites in both hotels. We hear that the unfortunate Newspaper Division

and Petroleum Section members had to break up pretty early—both groups had a circa 7 A.M.(!) breakfast on their Monday morning schedule. But, as someone said, a tired member is a happy member.

At the well-attended Monday morning Opening General Session, L. Quincy Mumford, Librarian of Congress, led off the notes of welcome by intoning, "I hope you have as good a time as your associates, who could not come, *think* you're having." (Laughter, some of it uncertain.) Washington, D. C. Chapter President J. Heston Heald was notably proud of his audience who he suspected had already registered the highest attendance record for an SLA Convention. Said Heald, "The science of librarianship must keep pace with science, itself. This large attendance shows increased interest in the profession." A collateral sign of increased interest was the announcement that the largest number of exhibitors ever were on hand for the Convention.

The Keynote Address was delivered by Dr. Detlev W. Bronk, President of The Rockefeller Institute. Dr. Bronk stressed the role of special librarians as partners of scientists and "all creative scholars." However, Dr. Bronk may have irked some of his listeners by categorizing librarians as "custodians of scientific knowledge" and "harboring the accumulated knowledge of the past." These passive identities are a sore point among many members who would rather emphasize the equally important role special librarians play as literature searchers and selectors. But Dr. Bronk also emphasized that the productivity of all research is dependent on information that can be retrieved and made accessible to the scientist, rather than on information that simply exists—it is here that the librarian comes into his own. His role is the more important as science has undoubtedly become a basic attitude of our culture.

Dr. Bronk sadly noted that science is no longer a community project closely associated with the humanities. Even the individual scientist must defer to "the group" because of the great complexities of modern scientific investigation. In addition, it was Dr. Bronk's opinion that the major motivation for support of science is fear. In his view, the real motive should be hope—for a better life enriched by new ideas and discoveries.

A symptom of the complexities of Convention scheduling, which seems to turn up with unfortunate regularity, is the overcrowded meeting. One such meeting occurred on Monday afternoon when five Divisions jointly sponsored a panel on "Application of the Large Computers to Information Storage and Retrieval." By the time some Convention official spotted the trouble, several score of highly interested librarians had settled attentively to the carpeting, and many others were ranged on foot around the full seating area. Eventually reinforcement chairs were mustered for the occasion.

This particular meeting was also a different sort of symptom. As the panelists progressed through their discussion of computer applications they have known, it seemed as though there is coming to special librarians a certain awareness of machine limitations. Not so long ago the problem was how to get librarians to recognize machine applications. Criticism is at least a sign of recognition. For example, Carolyn Kruse warned that the computer does not save any intellectual effort; *in fact its use may create new problems.* She also joined those who are calling for a coordinated effort to standardize program techniques. Another point Miss Kruse made was that, in her experience, coordinate indexing (Uniterms) is not a very good application for the computer. She also reminded computer users to remember the library user and print out as much bibliographic information as possible—rather than a document accession number—when preparing searches. She suggested that the computer be used to print out some of the traditionally manual searching tools such as catalog cards and author lists.

The subject of machine techniques in libraries is taking on increasing proportions at

SLA Conventions. It is the topic or related subject of several official meetings annually. Exhibitors of various reproduction or retrieval machines are more numerous than ever. In fact, a new retrieval system, the Mark II COMAC by Documentation Incorporated, was shown for the first time at the Convention.

On Monday afternoon, great numbers of conventioners took some "time off" from their more professional duties to make the Embassy Tour. Once again the Metals Division had found a unique and interesting way to raise money for the SLA Scholarship and Student Loan Fund—a total of \$520. With marvelous planning and coordination, hundreds of members were taken on a round robin tour of the several foreign embassies in Washington, D. C. At each stop they were cordially welcomed by embassy staff and shown many culinary, artistic and musical sights for which each country is famous. As a follow-up on the wine tasting ploy in San Francisco, the Embassy Tour was a good topper. It should be interesting to see what the Metals Division comes up with next time for this worthy cause.

On Monday evening the regular Advisory Council Meeting was called to order—about a half-hour late. This inauspicious beginning set the tone for what many attendees felt was a disappointing occasion. Not one Chapter had submitted any business for the agenda. As an alternative, a list of speakers presented some interesting information regarding such topics as governmental actions of interest to librarians and National Library Week. While these presentations were quite informative, they were no substitute for the debate by Chapters and Divisions on problems presented by or to the Council. It was hard to believe that SLA officers had no important questions they wished considered by the Council or that the Chapter and Division officers, representing over 2,000 members, had no significant problems deserving Association consideration. But that's the way it turned out—

Monday evening also saw the beginning of the ever-present, ever-crowded open houses sponsored by a number of vendors. Like data processing machines, these appear

to be increasingly sophisticated, and we have achieved the type with paid professional entertainers who provide lively music with the ice cubes. However, the less sophisticated but increasingly legendary open house is still part of the scene.

Tuesday included the General Session where once again the impact of machines on library operations played a major role. Under the chairmanship of Verner W. Clapp, President, Council of Library Resources, Inc., the assembled conventioners heard details on some research being sponsored by the Council. Ralph Shaw of Rutgers University provided background in his presentation, "State of the Library Art." A true library of the future growing on the campus of the Chicago Division of the University of Illinois was described by Dr. Edward Heiliger, Librarian of the Division. An automatic shelf reader and a "scentsitive" machine to detect the book smuggler carrying a volume past the check-out desk ( a perfume dab in the book does the trick) were some "gadgets" he previewed. The final speaker, Donald Swanson of Ramo-Wooldridge, Inc., tried throwing some cold water on the current panic over the so-called information explosion. He was confident that automatic indexing and abstracting, although too costly at present, will save us all from any such fate.

The Annual Banquet on Tuesday evening was a major attraction for a great many at the Convention. It was a real sellout, with extra tables needed for the late arrivals. Details of the awards and presentations made are found elsewhere in this issue. Dr. Paul A. Siple, Scientific Advisor of the Army Research Office, was the principal speaker. With the use of colored slides, he took his audience on some fascinating explorations of Antarctica. Divided comments after the Banquet left unsettled that old question of whether or not the speech should be on some aspect of librarianship. You can't please everybody, but Dr. Siple came close.

The Convention-wide event of Wednesday was the Annual Business Meeting. The debating atmosphere missed at the Advisory Council Meeting was acutely present this time. Ever since the new membership requirements were adopted a few years ago

(with such debating!), the subject of modifications has grown steadily. A proposal for revision of the SLA Bylaws was presented at the meeting, which included major changes in membership requirements. There were vocal groups on both sides of the question of change. It appeared that the "pros" have grown considerably in number since the "cons" first took them on in previous Convention debates, and, after a series of votes, a majority-approved document was approved for mail ballot. This episode, the end of several years of questioning, points up the growing size and complexity of SLA and the comparatively longer time it takes to bring such basic issues into focus so the membership can act on them.

Throughout Convention week a variety of tours, coupled with Division and Section meetings, kept the members on the go to all parts of Washington, D. C. and environs. The Museum and Picture Divisions went to the Library of Congress, and the Social Science Division members were guests of the Roosevelt Four Freedoms Library. The Metals Division scheduled an all-day field trip to four Navy installations in the D. C. area, while tours of NASA and ASTIA were sponsored by the Engineering Section. Pharmaceutical Section members went to the new National Library of Medicine, and Petroleum Section members visited the U. S. Geological Survey Library. Members of the Paper and Textiles Section toured the library at W. R. Grace and Company. Many less organized but happily attended visits and tours were made by SLAers who couldn't get this close to the Nation's Capital without seeing the historic sights of Washington, D. C. The handy hotel guide books were used freely to supply yet more stalwarts with addresses of likely eateries and nighteries.

Should some of the newer conventioners have inferred from their experiences that Convention week was essentially those activities listed from the program and guide books, let it be known that, as usual, a surprising number of the membership was frantically arranging for the myriad of meetings that never appear on official schedules.

*(continued on page 376)*





Rachel Carson, noted author and biologist, addressed the Biological Sciences Division with extracts of her new book, "The Silent Spring."

## Calculated and Candid



Convention personalities: Arch C. Gerlach, Convention Chairman; J. Heston Heald, Washington, D. C. Chapter President; Rev. Maurice H. Hopson, St. Clements Church, Alexandria, Virginia, who gave the opening session invocation; SLA President Eugene B. Jackson; L. Quincy Mumford, Librarian of Congress; Mrs. Elsa Freeman, Convention Program Chairman; and Bill M. Woods, SLA Executive Secretary.



▲ SLA guests representing other associations and interests were: Rev. Francis X. Canfield, President, Catholic Library Association; W. Roy Holleman, Association of American Library Schools; Mrs. Marguerite McAneny, Theatre Library Association; Harry Peterson, ALA Second Vice-President; and Charles C. LaHood, ADI.



Lois Brock, Division Liaison Officer; Gordon E. Randall, Chairman-Elect, Science-Technology Division; William S. Budington, Chapter Liaison Officer; and Mrs. Marguerite McAneny, Theatre Library Association, enjoy a good story.



President Eugene B. Jackson; Detlev W. Bronk, President, the Rockefeller Institute, and keynote speaker; and L. Quincy Mumford, Librarian of Congress, and guest speaker, chat after the opening session.

Enjoying a prebanquet get-together are: Dr. Paul Siple, guest speaker; W. Roy Holleman, SLA Director, and his wife, Marian; Paul Riley and Mrs. Elizabeth Usher, SLA Directors; and J. Heston Heald, Washington Chapter President.



Ralph R. Shaw, Professor, Rutgers University; Edward Heiliger, University of Illinois; and Donald R. Swanson, Ramo-Wooldridge, Inc., present views on Council on Library Resources, Inc. research.



# at the Convention

Convention photos by Chase Ltd.



Outgoing President Jackson bestows the blue and white ribbon of office, including a rabbit's foot, on President-Elect Ethel S. Klahre.

Members of the 1962 Hall of Fame share pleasure over their honors: Mrs. Margaret M. Rocq, Mrs. Gustave Shirmer (who accepted for her sister, the late Rose Boots); and Fannie Simon. ▼



Harold Sharp, Technical Librarian at AC Spark Plug Division, Milwaukee, receives the National Library Week Publicity Award and congratulations from Mrs. Marie S. Goff, Librarian at the E. I. duPont de Nemours & Co., Inc., which sponsored the award.



▲ Dr. Paul Siple, Scientific Advisor, Army Research Office, relates Antarctic experiences to banqueters.

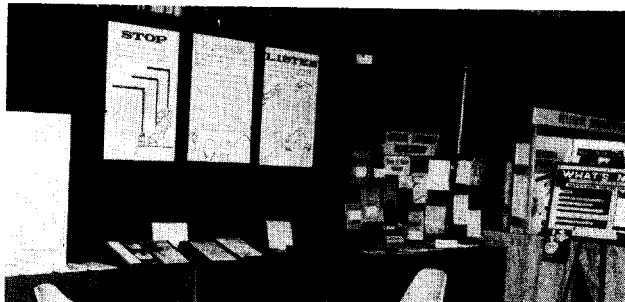


Verner W. Clapp, President, Council on Library Resources, Inc., wittily entertained guests in his role as toastmaster. ►



Mrs. Maxine Beaton, President-Elect of the Colorado Chapter accepts the Chapter Membership Gavel Award from President Jackson.

Temporarily quiet, the SLA exhibit booth area was a busy thoroughfare for information seekers and browsers.



Ethel Klahre, for example, was seen to convene and adjourn several conferences—complete with briefcases and note taking—in the course of one attempt to cross the hotel lobby. Almost as busy as the lobby was Bill Woods' suite where an almost constant series of meetings were held to map out future Association plans. As the affable host to these meetings, Bill would sometimes find groups in full swing when returning to his room from other duties. To provide these ambitious committeemen with privacy and location, Bill conducted much of his own business out of his briefcase at convenient chairs and corridors around the hotel. The press of his schedule made him a virtual captive in the Convention hotels, and he was heard to say he had just about worked his way to the bottom of the sandwich menu at the lunch room.

No Convention is complete without discussion of the librarian's image. For a new approach to this topic several convention-hardened hotel employees were questioned informally. When asked what he thought SLA stood for, one porter glanced at the

through and ventured, "Single Ladies Association?" A rather strange compliment was proffered by Room Service: "How can you drink so much and destroy so little?" Perhaps our image is indeed blurred around the edges.

This year, the Convention theme was, "Progress Through Knowledge." Let us hope that the many meetings and presentations made available to the members during Convention week gave them new food for thought on the many evidences of progress that affect them. Let us hope also that the members were not merely watching progress, but making progress through association with new ideas. In his televised statement introducing one of the panel discussions, Senator Hubert H. Humphrey called for "a long-range goal for our information resources." He underlined the vital need of librarians in effective information management as the international need for scientific knowledge grows. Progress brings change. Change brings the unfamiliar. Are we ready for the Senator's call: "Let us change the handling of information."?

---

SLA plays host to foreign librarians at its Washington, D. C. Convention. The above librarians (with the exception of Miss Velasquez), are in the United States under the sponsorship of the Jointly Sponsored Program for Foreign Librarians: Xenia Sorokin, Assistant Chief, Legislative Reference Section, Library of Congress, Buenos Aires, Argentina; Estela Velasquez, serial section, National Library, Lima, Peru; Mrs. Jean A. Sealy, Acting Senior-in-Charge of the Juvenile Section, Central Library, Trinidad, West Indies; Veronica J. Young, Deputy Librarian, Randwick Municipal Library, Sydney, Australia; and Arne M. Holter, District Librarian and Inspector, Central Library, Hamar, Norway.

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# 1962 Scholarship Winners



BARBARA J. BIEBRICH



GRACE A. MOORE



MARY L. WOELHK



ELLIDA A. MILTON



*Beckmann Studio*  
ARLEE MAY

Awards of \$1,000 each were granted to Barbara J. Biebrich, East Lansing, Michigan, Arlee May, Louisville, Kentucky, Ellida A. Milton, Detroit, Michigan, and Grace A. Moore, Long Beach, California. A \$500 Eleanor S. Cavanaugh Scholarship was awarded to Mary L. Woehlk, Winthrop, Iowa.

• **Barbara J. Biebrich** is presently a graduate student in the Department of Library Science at the University of Michigan, where she received her B.A. in mathematics in 1961. As an undergraduate, she worked in the University's libraries and is now employed in the Chemistry Library. • **Arlee May** was graduated this year from Nazareth College, Louisville, Kentucky, where she majored in chemistry. This fall she will attend the University of Michigan's Department of Library Science. Her job experience includes spending a summer in the Technical Library of the Oak Ridge Institute of Nuclear Studies at Oak Ridge, Tennessee. • **Ellida A. Milton** received a B.A. in history and political science from Kalamazoo College, Michigan, and has been accepted in the Department of Library Science at the University of Michigan. She has worked in her college library and in a library of the General Motors Corporation's Technical Center in Detroit. • **Grace A. Moore** was graduated from Occidental College, Los Angeles, with a B.A. in chemistry in 1956. Since graduation she has been employed as a lab technician on an atomic energy project and as an organizer and administrator of a small company library. She will attend the School of Library Science at Western Reserve University. • **Mary L. Woehlk** received a B.A. in business education and library science from the State College of Iowa in June. She was a student assistant in the college library while an undergraduate. This fall she will attend the School of Library Science at Western Reserve University.

# *SLA Hall of Fame*

Three members have been honored in 1962 by election to the SLA 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.

## **ROSE BOOTS\***

Chief Librarian, McGraw-Hill Publishing Company, New York City, 1949-1960  
Chairman, University and College Departmental Librarians Group, New York Chapter, 1934-1935  
Executive Board, New York Chapter, 1935-1936, 1939-1940, 1945-1946  
Chairman, University and College Departmental Librarians Group (National) 1935-1937  
Vice President and Editor New York *Chapter News*, 1937-1938  
President, New York Chapter, 1938-1939  
New York Chapter Student Loan Fund Committee, 1941-1943; Chairman 1943-1944  
SLA Treasurer, 1951  
Convention Committee, 1951-1952  
Member, Student Loan Fund Committee, 1951-1952  
Chairman, Student Loan Fund Committee, 1952-1954  
Member, Photographic Reproduction of Documents Committee, 1953-1954  
Member, Elections Committee, 1955-1956, 1959-1960  
New York Chapter Consultant Officer, 1957-1959  
SLA member, 1933-1960

\* Awarded posthumously

## **MRS. MARGARET MILLER ROCQ**

Former Chief Librarian, Standard Oil Company of California, 1934-1958  
Home Address: 1563 Shrader Street, San Francisco 17, California  
Secretary-Treasurer, San Francisco Chapter, 1930-1931  
President, San Francisco Chapter, 1934-1935  
Chairman, Nominating Committee, San Francisco Chapter, 1936-1937  
Chairman, Union List of Serials Committee, San Francisco Chapter, 1939-1942, 1945-1946, 1952-1953  
Chairman, Student Loan Committee, 1947-1950  
Secretary-Treasurer, Science-Technology Division, 1950-1951  
Member, Recruitment Committee, 1953-1954  
Vice Chairman, Petroleum Section, 1954-1955  
Chairman, Petroleum Section, 1955-1956  
Member, Development of Promotion Techniques Committee, 1956-1957  
San Francisco Chapter Consultant Officer, 1957-1962  
Member, Convention Committee, 1960-1961  
Editor, *U.S. Sources of Petroleum and Natural Gas Statistics*, 1961  
SLA member, 1930-date

## **FANNIE SIMON**

Former Librarian and Associate Editor, *McCall's Magazine*, New York City, 1942-1958  
Home Address: 201 East 35th Street, New York City 16  
Chairman, Advertising Section, New York Chapter, 1937-1939

Associate Editor, New York *Chapter News*, 1940-1942  
Chairman, Directory Committee, New York Chapter, 1942-1943, 1946-1947  
Chairman, Membership Committee, New York Chapter, 1944-1945  
President, New York Chapter, 1945-1946  
Executive Board, New York Chapter, 1947-1948, 1958-1960  
Member, Nominating Committee, 1947-1948  
Chairman, Pro-Tem, Advertising Group, New York Chapter, 1948  
Chairman, Publications Committee, 1948-1950  
Chairman, Publishing Group, New York Chapter, 1953-1954  
Chairman, Publishing Division, 1958-1959  
SLA member 1932-date

## Geography and Map Division Award

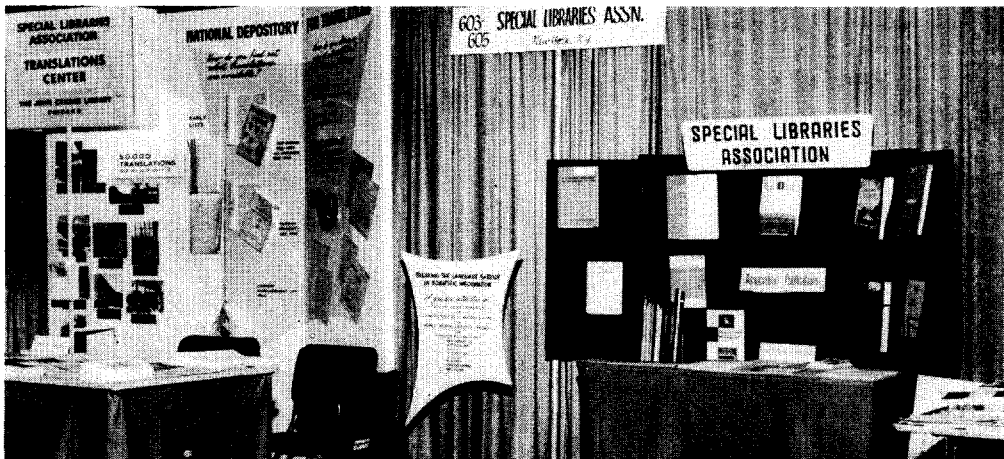
George R. Dalphin, Map Librarian at Dartmouth College, Hanover, New Hampshire, was awarded the 1962 Geography and Map Division Honors Award in recognition of his six years work as Editor of the Division's *Bulletin*, the only journal reporting research and activities in the field of geographic and map literature and libraries. Under Mr. Dalphin's editorship, the circulation of the *Geography and Map Division Bulletin* has greatly increased and the number of paid subscriptions more than doubled. The content was expanded to include research papers and reports of new publications and reviews in the field, and it is regularly indexed by several indexing services.



Mr. Dalphin is presently serving as the Geography and Map Division Chairman for 1962-1963. He has been Map Librarian at Dartmouth since 1948 and has been responsible for the collection's growth to more than 100,000 maps and for its increased use by faculty and students for research and study. During his senior year at Dartmouth, Mr. Dalphin was a student assistant in the Map Department of the College Library, and upon graduation in 1947 he was appointed Assistant Map Librarian. He is the author of *Marine Atlases in the Dartmouth College Library* and a contributor to several professional periodicals. He is also a member of the American Geographical Society.

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The Association made its appearance at the American Library Association Convention, held in the Fontainebleau Hotel at Miami Beach, Florida, June 17-23, represented by its modern publications display and Translations Center exhibit.



# 1962 Professional



# SLA Award

CYRIL W. CLEVERDON

In the ideal situation, an award reflects credit on both the donor and the recipient. Such is the case in the 1962 SLA Professional Award to Cyril W. Cleverdon, Librarian, College of Aeronautics, Cranfield, England.

Mr. Cleverdon has, for more than four years, led a group in the systematic study of the comparative efficiency of four indexing systems. Not only have 18,000 aeronautical documents been indexed in the Universal Decimal, alphabetical subject, faceted classification and the Uniterm system, but controlled retrieval experiments have been conducted on a significant quantity of these reports in addition. The objective of the study conducted under the guidance of SLA's sister documentation organization in Great Britain (Aslib, Association of Special Libraries and Information Bureaux) and with the financial assistance of the United States National Science Foundation was to arrive at a body of facts to replace the folklore existing previously.

The steadily increasing importance of indexing systems as an integral part of retrieval systems (whether manual or mechanized) is recognized by the SLA in the granting of this Award for professional work of an exceptional nature, and Cyril W. Cleverdon is honored by being the first European selected for the Award.

Inasmuch as I have been acquainted with Mr. Cleverdon's work for over nine years and have a high personal regard for his efforts, I am particularly pleased that the Award is made during my term of office as SLA President.

PRESIDENT EUGENE B. JACKSON

## MAN IS MEASURED BY HIS HORIZON

While man is measured by his horizon, his true value is determined by what he does to extend it. Since the beginning of time, all men worthy of the name have sought the unattainable line where earth meets sky. It has never been achieved, but the search has divulged enough to make the effort worth the expenditure.

The horizon of each of us is as different as our vantage point. The Sunday stroller in the wooded valley finds it only a few hundred rods ahead at the top of the rise. The mountain climber sees his in the crest a mile above. Each, when he achieves his immediate objective, finds his horizon abruptly changed. His value, his reputation, depends on his reaction to his new challenge.

Cyril W. Cleverdon, Librarian of the College of Aeronautics in England, has met the challenge of the horizon during the past four years, and, in doing so, has materially increased the store of knowledge available to the profession of librarianship.

Prior to 1957, the proponents of the various indexing and classification schemes,

the universal decimal system, the alphabetic subject heading, the uniterm system and faceted classification, touted their own system on the bases of subjective evaluation and theoretical investigations.

There were many claims and much supposition about the relative merits and benefits available to the library profession from the use of one or another of the systems, but there was no body of data from which an objective evaluation could be made.

To meet this need, Cleverdon proposed to the National Science Foundation that an extensive information retrieval test be applied to the products of the four systems to determine the comparative efficiency of the systems. When the project was approved, he acquired a staff of three and indexed and cataloged 1,800 aeronautical documents in the four systems. To obtain an evaluation of the quality of the indexing done by his staff, he solicited and obtained the cooperation of a number of organizations in the United Kingdom, Europe and North America. These organizations independently cataloged a number of the documents in the Cranfield experiment. Other comparable efforts were made to eliminate and to reduce the human, the nonscientific, the subjective elements in the experiment.

The four years of work has produced, in addition to comparative data about the four systems, an appreciable amount of information about the procedures of cataloging, a body of knowledge about techniques for testing and a file of data which can be used for subsequent experimentation.

Many observers believe that the Cranfield study constitutes the most important work done in the field of cataloging in recent times. Others consider the results to be among the more significant contributions to technical information activities supported by the National Science Foundation.

Although the Special Libraries Association is predominantly a North American institution, its recognition of professional achievement is not limited by national boundaries. In acknowledging the international character of librarianship, SLA recognized the contributions made by Cyril W. Cleverdon by naming him the recipient of the SLA Professional Award for 1962.

GORDON E. RANDALL

#### ABOUT CYRIL W. CLEVERDON

Mr. Cleverdon, Librarian at the College of Aeronautics, Cranfield, Bletchley, England, has long been interested in classification research and documentation. His job as Director of the Aslib Cranfield Research Project, comparing the efficiency and adaptability of four indexing systems, has not only made him the first European ever to receive SLA's highest award, but has greatly added and will continue to provide much needed knowledge to the field of special librarianship.

Recent findings on this project were published in an article by Mr. Cleverdon entitled, "Report on the Testing and Analysis of an Investigation into the Comparative Efficiency of Indexing Systems." He has also written several papers on the various aspects of documentation in "Aslib Proceedings."

Mr. Cleverdon received his education and the start of his library career in Bristol, England. In 1938 he became librarian of the Engine Division of Bristol Aeroplane Company, Ltd. He has been Librarian of the College of Aeronautics since 1946. Mr. Cleverdon was an Aslib Council member from 1953-1958 and Chairman, 1957-1958. He was Chairman of the Aslib Aeronautical Group from 1960-1962 and served as the Group's Honorary Secretary, 1951-1953, and as a committee member, 1951-1962. He also belongs to the Aslib Classification Research Group.



# President's Report: The Giant Stride

EUGENE B. JACKSON, President 1961-1962

THE STATUS of the Association this past year has almost been identical to that described by Past-President Sewell last June. Her remarks, "Signs and Symptoms," merit careful rereading today.

It seems clear that the Association is either reaching maturity or is on a plateau poised for the next gigantic step upward. Since it can't be both, let's explore the indications.

One definition of maturity is that of a stage intermediate between youth and old age. A mature association, then, would have achieved its full growth in numbers; would have the highest status in the eyes of its peers that it could be expected to achieve; would be in the strongest financial position of its career; and would take appropriate actions only after due consideration of the facts involved.

Beyond a shadow of a doubt, the Association has some of the preceding attributes. Our membership has remained essentially unchanged. The Association's status has apparently increased among its fellow associations and related management fields as evidenced by an increase in invitations to participate in functions of related bodies. Actions taken are subject to careful scrutiny now and will be less cumbersome under the new proposed Bylaws.

There are some attributes of maturity missing. Our financial position of operating on a deficit budget is inconsistent with the picture of a mature organization. The fact that 47 per cent of the eligible members did not vote for Association officers is not typical of the living elements of a mature organism. For another example, insufficient response was received from Association elements to establish an authoritative position on Copyright Law Revision. This is not an indication of mature reaction to an important stimulus.

If the Special Libraries Association is not at a mature stage of development, then where is it? It's certainly not dying on the vine, because if you and I felt this, we would not

be at this Convention; then the alternative is that it is poised on a plateau for the next quantum step forward.

I am sure you share with me the conviction that it is on the plateau and that you and I must redouble our efforts to insure that we are poised for this giant step.

To make the giant stride forward, we must be operating from a position of strength—a profusion of able and highly qualified individuals in a strong collective financial position and possessing a multitude of valid ideas encased in a strong unshatterable logic.

Some of the best thinking on where our stride will take us comes from the Goals for 1970 Committee. I have found its writings extremely interesting and its questions provocative. The Committee raises questions about the priority of Association functions, and I would like to give you my own views on these items:

1. First and foremost, recruitment of new members to our Association.
2. Establishment of valid educational objectives.
3. Recruitment to the library profession of those best qualified to "Put Knowledge to Work."
4. Development of appropriate standards so that we may have guide posts to direct our recruiting and evaluate those offering themselves to this field.
5. Management relations, to clarify the part we can play in assisting our employing organizations to achieve their management objectives.
6. Research projects must be executed in depth for the guidance they will provide, and the resulting publications will explain them to our peers.
7. The remaining functions—information and other supportive services to members, meetings and conventions, serial publications, subject publications and placement—are all elements of the public relations endeavor and share critically in the total goal of outlining our ultimate objective, describing

the manner in which it is being approached and informing the appropriate bodies of the final achievement.

Are You Ready for the Giant Step? If we

are to take the giant stride forward, then it depends on the contribution that we as individuals make. The total effect will be far greater than the sum of these individual efforts.

# Annual Business Meeting Report

MRS. JEANNE B. NORTH, Secretary

THE ANNUAL Business Meeting of the Special Libraries Association convened at 2:30 P.M., May 30, 1962, in the Sheraton-Park Hotel, Washington, D. C., President Eugene B. Jackson presiding. Mrs. Franklin Sartwell acted as Parliamentarian and J. Heston Heald as Head Teller.

President Jackson announced that 1,754 SLA members were registered, with the grand total, including exhibitors, certain to approach 1,900, a new record.

Upon the reminder by the President that much Association business was to be transacted during the afternoon, the motion was passed limiting an individual member's privilege of debate on any question to three minutes.

The President's message concerned "The Giant Stride" the Association can be preparing to make, the priority of Association functions in the forward step and the importance of individual contribution to the total effort.

Olive Kennedy presented her report as Association Treasurer, reviewing the financial statement for September 30, 1961, as published in *Special Libraries*, January 1962, and presenting the statements for the six months ending March 31, 1962. Miss Kennedy re-emphasized the need for an increased income to meet increasing costs, particularly the increasing demands made on Association Headquarters, and indicated there seemed no alternative but to raise the dues.

Chairman of the Advisory Council, Florine Oltman, summarized the activities of the Council in serving as a forum for problems of Divisions and Chapters and as a means of conveying membership opinion to the Board. Membership standards and recruitment were of greatest importance this year in the dis-

cussions of the Council. Increasing maturity in points of view and manner of presentation in the Council were noted by Miss Oltman.

First of the committees selected for the agenda was the Chapter Relations Committee report by William S. Budington. His short summary pointed up again the activity of Chapters in stimulating recruitment and studying membership standards, with the underlying aim the stimulation of Chapter growth.

Lois Brock, Division Liaison Officer, gave a brief report announcing the completion of a new Division Manual and the study being made of bulletin publication, in which Divisions are most interested.

Robert Gibson, as Chairman of the Foundation Grants Committee, informed the meeting of the current status of the Association's requests for funds made to the Council on Library Resources and the National Science Foundation. The Committee had solicited support for six important programs and was confident there were other projects that should be proposed for grants.

The Goals for 1970 Committee made a special study during the year of the structure and functions of the Association. Winifred Sewell, Chairman, reported the results of the investigation of the relative values of principal Association activities. The Committee hopes to establish goals within the framework of the new Bylaws, based on the recognized strength in the Association units.

The increasing importance to libraries of governmental activity on all levels was stressed in the first annual report of the Governmental Relations Committee, Alice D. Ball, Chairman. During its first year, the Committee explored the extent of its proper interests and actions, established ground-

work to receive information and began to set up procedures for action when action is necessary.

A new recruitment brochure designed by the Recruitment Committee was displayed and discussed by the Chairman, Herbert White. A particular feature of the brochure is a tear-out form for the interested candidate to mail to request further information or a personal contact. Mr. White emphasized the importance of follow-up by local chairmen on any of these requests. A further activity was the preparation by the New York Chapter Recruitment Committee of one-page data summaries on particular types of special libraries.

Seven John Cotton Dana Lectures are being presented this year, to good response, and the series is to be continued. The Recruitment Committee prepared two issues of the *SLA Recruitment Newsletter* to serve as aids to Chapters.

Elizabeth Walkey discussed the principal point from the *Survey of Translations Activities in Universities, Societies and Industry in the Fields of Science and Technology*, completed under NSF grant, and noted that a great amount of uncoordinated translation work is being done that could benefit from planning. Aside from the *Survey* the Translations Activities Committee was busy with promotional activities, including brochures at the Seattle Fair, news releases and special talks.

Following these committee summaries, the draft of the proposed Bylaws was presented by Katharine L. Kinder, Chairman of the Constitution and Bylaws Committee. After the February Advisory Council Meeting, the Committee had revised its draft, rewording for clarification and making changes apparently desired by the Council. Miss Kinder and Ann Nicholson read the changes the Committee proposed from the previously published draft and requested, item by item, consideration by the meeting. Discussion was encouraged to bring understanding of the new provisions and to insure their validity. The meeting afforded the opportunity to revise the amendments prior to their submission on mail ballot.

The wording of the section on Affiliate

membership brought forth comments reflecting the spectrum of opinion on the desirable qualifications for this class of membership. Similar discussion showed the interest of members in the Associate membership requirements. A number of editorial corrections and changes for consistency were proposed, discussed and voted. The final motion by Miss Kinder for approval for submission on mail ballot to the members was passed unanimously.

Helen Loftus announced the selection, from 32 applications, of four winners of \$1,000 scholarships and the winner of a \$500 Cavanaugh Scholarship.

Resolutions of appreciation for contributions to the Convention were presented by Agnes Gautreaux, and the motion for their adoption was passed.

The report of the Elections Committee was read by Mrs. Mary McDermott, after which President Jackson announced the election of the new officers and directors. Mrs. Elizabeth B. Roth and Joan M. Hutchinson, Directors; Ralph H. Phelps, Treasurer; Robert W. Gibson, Jr., Second Vice-President; and Mrs. Mildred H. Brode, First Vice-President and President-Elect, were called to the rostrum.

Miss Klahre in her first message to the Association related her remarks to President Jackson's hope for a "Giant Stride," expressing her wish that a series of important steps taken each year would provide the impetus for the "Giant Stride." Mrs. Brode called for grateful thanks to the retiring President and officers, after which the meeting was adjourned at 6:20 P.M.

#### CONSTITUTION AND BYLAWS REVISION PASSED

The membership overwhelmingly approved the revision of the Constitution and Bylaws. The results of the official count of the mail ballots is as follows:

Valid	2298
Invalid	18
Total	2316
Yes Vote	2189
No Vote	109
Total	2298

# Treasurer's Report

OLIVE E. KENNEDY

THE FINANCIAL statements of the Special Libraries Association for the year ending September 30, 1961, together with the report of Price Waterhouse & Co., certified public accountants who examined the accounts, were published in *Special Libraries*, January 1962.

The Treasurer reports that the finances of the Association show a deficit for the third consecutive year. The actual expenses of \$152,341.86 exceeded the actual income of \$146,352.88, leaving a deficit of \$5,988.98. This compares with the budgeted deficit of \$17,275 approved by the Executive Board. For the period ending September 30, 1961, as reported by the auditors, the excess of expenditures over income amounted to \$5,988.98. As voted by the membership, any amount over \$50,000 in the General Reserve Fund is transferred to the General Fund each year. This transfer from the General Reserve Fund to the General Fund might be considered a reduction in the deficit of \$5,988.98 to \$1,998.98. The amount of funds to be transferred each year cannot be predetermined to help our budgetary problem.

The General Fund balance as of September 30, 1960 was \$72,130.37. The balance as of September 30, 1961 was \$70,357.81. The difference represents \$5,988.98, the deficit for the year ending September 30, 1961, plus \$4,000 transferred from the General Reserve Fund and \$216.42 transferred from the Life Membership Fund.

Since these statements were published, the statement of income, expenditures and changes in the General Fund balance for the six months ending March 31, 1962, have been made available. Excess of income over expenditures for 1961-62 is \$52,581.12, which is \$13,070.44 greater for the same period in 1960-61. The increased number of exhibitors at the Annual Convention in San Francisco added to the increase in Convention receipts, \$3,429. This amount varies and cannot be counted as a steady income. In the same period in 1960-61, the Association had expenses of \$2,511.66 for the 1960 *Mem-*

*bership Directory*, which is not an expenditure in the 1961-62 statement. In addition, \$4,761.15 came from income for receipts of dues. The reason for the increase in this amount is that many of the Associate Members, whose status was reviewed, elected to become Active Members. We welcome their choice. However, do not assume that the increase in receipts of membership dues changed the picture.

From these figures, it is obvious that the Association needs additional dues to function. For the year 1959-60, the income from dues, \$84,610.80 was 63 per cent of the total expenditures, \$133,852.00. In 1960-61, the dues collected, \$85,764.18 was 56 per cent of the total expenditures, \$152,341.86.

A review of the special funds for the six months ending March 31, 1961, indicates that two of the funds no longer exist. The SLA Birthday Fund (John Cotton Dana Lectures) has been expended.

The balance of \$526.34 in the Eleanor S. Cavanaugh Scholarship Fund has been transferred to the Scholarship and Student Loan Fund. A Cavanaugh Scholarship was one of the awards given by this Fund in 1962.

The Equipment Reserve Fund is increased \$500 each year, the amount being transferred from the General Fund. This amount, plus \$25 interest, increased the fund to \$2,525.

The Life Membership Account has one new Life membership. The interest on the account and the new membership brings the total to \$3,388.28.

The Translations Center Fund operated from a grant given by the National Science Foundation and a contract with the U. S. Office of Technical Services. The budget for this Fund is separate from the Association budget. However, the Association administers the finances of the Fund.

The Publications Fund has a balance of \$30,625.99 as of March 31, 1962. Income from sales has increased over the same period in 1960-61. Production and selling expenses have increased. A committee has been

appointed to study the Publications Fund, and it is hoped that a report will be made in the fall of this year.

The Finance Committee, with the prior approval of the Executive Board, has invested \$24,956.94 of the authorized \$30,000 of the General Reserve Fund in the following mutual funds securities:

Stein, Roe & Farnham Balanced Fund dividend reinvested	\$4,984.56 341.26	TOTAL
Johnston Mutual Fund dividend reinvested	5,000.00 22.01	\$ 5,325.82
Loomis-Sayles Mutual Fund dividend reinvested	4,996.70 29.00	5,022.01
Scudder, Stevens and Clark Common Stock Fund		5,025.70
Stein, Roe & Farnham Stock Fund		5,000.00
		4,975.68
		<hr/> \$25,349.21

Investment in the last two named Funds was recently made, and this is the reason no dividends have been received. The Finance Committee is planning to invest the remaining \$5,000 of the authorized \$30,000 in the Scudder, Stevens and Clark Balanced Fund as soon as government securities are cashed.

Re-emphasizing the financial picture, which the Treasurer gave in her report of last year, the Association needs an increased income. It has no endowment nor large investment from which it can obtain revenue. We have an energetic membership and it wants service. It is entitled to have it. However, costs are mounting. Supplies, payroll taxes, postage have increased expenditures. These are only a few reasons why our expenditures have increased. Undoubtedly you have had more demands on your library time and budget than you had five to ten years ago. And I know that the demands on time and budget have increased at Association Headquarters. In order to meet the demands of members, we need a competent staff at Headquarters just as you do on your library staffs. We have such a staff and have had a loyal one for many years. How much more they can do for us, the members of this Association, depends

upon you. Among the questions asked in the Treasurer's report for 1960-61 was, "Shall we raise dues?" On the basis of the figures presented in this report that there is a deficit of \$5,988.98, which the transfer of \$4,000 might be considered as reducing it to \$1,988.98, the indication is that there is no alternative but to raise dues. To maintain the

Association, a sound fiscal policy is necessary. The Association strives to implement professional projects and to expand programs. How can this be accomplished financially? The answer to the question of last year is, "Yes, we should raise dues."

I wish to thank the membership, the officers and especially the staff at Headquarters for their confidence in me and for their assistance during these past two years.

#### CONVENTION PAPERS

The following convention papers will be published as complete articles, extracts or revisions in future issues of *Special Libraries*. This list is not complete but contains the papers accepted as of August 17.

ANDREWS, Elliot. Staff Organization.

BOWMAN, Raymond T. The Publication of Federal Statistics.

HAMRICK, Lillian. The Art of Progress.

HEILIGER, Edward. Applications for Advanced Data Processing Techniques to University Library Procedures.

KARTH, Joseph E. Libraries in the Space Age.

ORGAIN, Marian M. Problems of Reorganizing a Newspaper Library.

SWANSON, Don R. Library Goals and the Role of Automation.

TILLEY, William R. Scientific Information Activities at NBS.

VORMELKER, Rose L. Goals to be Reached in Newspaper Libraries Through Standards.

# Advisory Council Report

FLORINE OLTMAN, Advisory Council Chairman

THE ADVISORY Council has continued to serve as a forum for discussion of problems of Divisions and Chapters as well as a means of conveying opinion to committee chairmen and officers of the Association. It has also provided communication from the Executive Board to the leaders of the major groups of the Association.

Sessions were held at Dearborn Inn, Michigan, February 15th and 16th, 1962, with 25 Chapters, 13 Divisions and 15 Standing Committees represented. Standards for membership were a source of major concern of Chapters. In general the feeling was to maintain standards for Active membership, but to

permit liberalization in Associate and Affiliate memberships.

National Library Week participation and recruitment activities were emphasized to the group.

Feeling was expressed that on matters of significance in amendment proceedings, each member should be given an opportunity to vote by mail ballot.

Increasing maturity in the manner of presentation of problems and points of view has been observed.

It has been a pleasure to serve as the Chairman of the Council during the past year.

## Resolutions of Appreciation Adopted at the Annual Meeting

Resolutions Reference Committee, Agnes A. Gautreaux, Chairman

WHEREAS, the Association in this sixth year of the Space Age has been guided in its professional and other activities by one who combines competence, directness and a winning personality, punctuated occasionally by a touch of humor, and who further applied his administrative talents to the continuing study of the problems pertaining to Headquarters' operation.

BE IT RESOLVED: That the Special Libraries Association hereby expresses its sincere gratitude to its 1961-1962 President, Eugene B. Jackson.

BE IT RESOLVED: That the members of the Association further express their sincere appreciation for the time and energies expended in planning and executing the 53rd Annual Convention, specifically to:

Dr. Arch Gerlach, Convention Chairman, for engineering an enjoyable and meaningful Convention while at the same time instilling a calming influence on his Convention associates; the Convention Committees, whose Chairmen were: Mrs. Elsa Freeman, Convention Program; Joseph S. Freson, Exhibits; Mrs. Ruth Hooker, Hospitality; Mrs. Pauline Jennings, Assistant Chairman, Hospitality; Burton W. Adkinson, Information; Ralph Sullivan, Information; Paul Burnette, Local Arrangements; Margaret F. Brickett, Meals and Banquet; Bernard Fry, Printing; Karl A. Baer, Publicity; Mrs. Margaret Bryant, Registration; Agnes A. Gautreaux, Transportation and Tours; and

last, but not least, the Convention Treasurer, Jack S. Goodwin;

The Washington, D. C. Chapter for its role as host of the 53rd Annual Convention, for its co-sponsorship of the opening reception in the Exhibit Hall and also for its part in arranging visits to libraries and other research facilities in the metropolitan area;

The Reverend Maurice H. Hopson, for the invocation at the Opening General Session;

L. Quincy Mumford, Librarian of Congress, and to J. Heston Heald, President of the Washington, D. C. Chapter, for their formal welcome to the Convention;

Dr. Detlev W. Bronk for an inspiring Keynote Address, which highlighted the Convention's theme, "Progress Through Knowledge," especially in the fields of science and technology;

The Metals Division for arranging the embassy tours and to the Ambassador of Indonesia, Dr. Zairin Zain, and his staff; to Akateni Genichi, Cultural Counselor of the Embassy of Japan; to Dr. Mahmoud F. Hoballah, Director, Islamic Center, for their gracious and generous offer of their facilities for these embassy tours held for benefit of the Association's Scholarship and Student Loan Fund;

Verner W. Clapp, for presiding at the second General Session and to Ralph R. Shaw, Donald R. Swanson and Edward Heiliger for participating

in a lively and informative discussion of research sponsored by the Council on Library Resources, Inc.;

Dr. Paul A. Siple, Banquet speaker, who recreated the highlights of his lifelong work in Antarctica, and Verner W. Clapp, who interspersed levity with the evening's more serious moments; The Headquarters' staff for a year's job well done, specifically to Bill M. Woods, Executive Secretary, and to his staff: Grace Reynolds, Assistant Executive Secretary; Mary L. Allison, Publications and Public Relations Director; Mrs. Emily B. Shoemaker, Accounts and Records Department;

and Edythe C. Porpa, Publications and Public Relations Assistant;

The Management of the Sheraton-Park and Shoreham Hotels for making available their excellent facilities and services throughout this Convention, specifically David Stubblefield of the Sheraton-Park and John MacMertaugh of the Shoreham, who have been especially helpful and cooperative in meeting the needs for space and equipment; Grateful acknowledgement is also extended to the exhibitors, not only for their financial and moral support but also for the ideas and useful materials or equipment that they have introduced to us in well-managed exhibits.

### Special Libraries Association Membership, April 30, 1962

CHAPTERS	HONORARY	LIFE	EMERITUS	SUS-TAINING	AFFILI-ATE	ACTIVE	ASSOCI-ATE	STU-DENT	TOTAL
Alabama	—	—	—	—	—	52	12	1	65
Baltimore	—	—	—	—	—	39	1	—	40
Boston	—	—	5	—	1	195	40	7	248
Cincinnati	—	—	—	—	—	72	11	—	83
Cleveland	—	—	2	—	2	117	18	15	154
Colorado	—	—	—	—	—	46	11	1	58
Connecticut Valley	2	—	3	—	—	79	15	—	99
Georgia	1	3	2	—	—	68	11	1	86
Greater St. Louis	—	—	1	—	—	52	6	1	60
Heart of America	—	—	—	—	—	34	7	—	41
Illinois	1	1	2	—	2	250	29	8	293
Indiana	1	—	1	—	1	53	7	3	66
Louisiana	—	1	—	—	—	28	7	—	36
Michigan	—	3	5	—	2	121	27	14	172
Minnesota	—	—	1	—	—	72	9	3	85
Montreal	1	—	—	—	—	109	23	1	134
New Jersey	1	3	2	—	2	147	34	11	200
New York	2	4	14	—	9	866	130	57	1082
Oak Ridge	—	—	1	—	—	41	1	—	43
Oklahoma	—	—	—	—	—	23	1	—	24
Philadelphia	2	5	3	—	2	224	31	4	271
Pittsburgh	—	—	1	—	1	103	20	8	133
Puget Sound	—	—	—	—	—	68	11	11	90
Rio Grande	—	—	1	—	—	29	11	1	42
San Diego	—	—	—	—	1	39	10	—	50
San Francisco	—	1	1	—	1	198	49	3	253
Southern California	1	—	1	—	3	217	52	9	283
Texas	—	—	—	—	—	81	7	—	88
Toronto	—	—	1	—	—	109	30	1	141
Washington, D. C.	—	16	5	—	5	435	52	8	521
Western New York	—	2	1	—	1	132	17	12	165
Wisconsin	—	—	1	—	—	39	8	—	48
Unaffiliated									
U.S. & Canada	—	—	1	116	—	44	11	1	173
Outside U.S. & Canada	—	—	—	—	—	31	1	—	32
<b>TOTAL</b>	<b>12</b>	<b>39</b>	<b>55</b>	<b>116</b>	<b>33</b>	<b>4213</b>	<b>710</b>	<b>181</b>	<b>5359</b>

#### BOARD OF DIRECTORS MEETING

The Fall Meeting of the Board of Directors will be held at the Belmont-Plaza Hotel in New York City, September 27-28, 1962.

# Executive Secretary's Report

BILL M. WOODS

PERHAPS WE'RE getting sensitive in our Association maturity (15 years a member, nearly three as Executive Secretary), but sometimes we're alarmed and amazed to read or hear comments like these: "The latest SLA book is no good and no wonder because 'Headquarters' hasn't developed a publications program." "My friend was denied membership in the Association because 'Headquarters' has set up objectionable membership requirements." "There are too many sessions at this Convention on informational retrieval because 'Headquarters' is out of touch on what members want." "My Division didn't get its annual allotment because 'Headquarters' has devised some absurd financial standards." "Do you know why ALA and not SLA got a story in magazine X, because 'Headquarters' hasn't developed a public relations program." "And 'Headquarters' is probably planning to raise the dues." And then there are the favorable comments about "Headquarters."

What is Headquarters? Is it the Association President? Is it the Executive Board? Is it the Advisory Council? Is it the Executive Secretary? Is it the paid staff of the Association?

A major accomplishment of the Goals for 1970 Committee is the SLA Organization Chart that was published in the March 1962 issue of *Special Libraries*. Shown at the center of the Association are the individual members. The members elect the Executive Board, they elect most members of the Advisory Council, and they elect other officers of Chapters, Divisions, Groups and Sections.

The Executive Secretary is the Association's chief staff officer, is hired by the Executive Board and is responsible to the Board and to the chief elected officer, the President. Although the Executive Board is responsible for formulating rules of operation, they seek the advice of committees, of Chapters, of Divisions, individually and through the Advisory Council and, of course, the membership. The membership-originated document

under which the Board does business is the Constitution and Bylaws. Membership standards, rules governing determination of dues, duties of officers and other pertinent regulations are outlined here.

Association Headquarters, administered by the Executive Secretary, is responsible for administering the programs and policies approved by the membership and by the Executive Board. It is imperative that the Executive Secretary apply the approved rules to all in the same way. All programs, of course, must be conducted within the budget provided by approval of the Executive Board.

What then is Headquarters? It is the membership, the President, the Executive Board, the Advisory Council, the Executive Secretary and staff acting in concert.

We will attempt to describe some of the 1961-1962 accomplishments and activities of Special Libraries Association in which Association Headquarters has participated.

## Membership

Association Headquarters has several responsibilities in connection with membership. First, it assists the Admissions Committee in the review of membership applications. Accepted and denied members are informed of the Committee's decision. Dues invoices are prepared and dues collected and recorded. Plates are maintained for mailing purposes. Finally, changes are reported to subunits of the Association and membership statistics compiled.

Since January 1, 1962, a total of 538 new members have been accepted; 431 have paid as of May 17. From June 1-December 31, 1961, 251 persons were accepted; 191 paid. New members since the first of 1962 have qualified as follows:

Active	152
Associate	137
Affiliate	7
Student	128
Emeritus	1
Sustaining	6
Total	431



	1962	1961	1960	1959	1958
Active	4,255	3,932	3,897	3,926	3,399
Associate	717	878	909	809	830
Affiliate	34	26	13	3	—
Student	189	165	195	132	106
Life	38	39	39	38	37
Emeritus	57	53	49	42	41*
Honorary	12	12	12	14	14
Sustaining	116	110	101	99	18
Institutional	—	—	—	—	764
Total	5,418	5,215	5,215	5,063	5,209

\* Retired.

The approximate membership count on May 17, 1962, was 5,418 as compared to 5,215 in 1961 and 1960, 5,063 in 1959 and 5,209 in 1958. The breakdown by class of membership for this date was as shown above.

A total of 58 applications have been denied since June 1, 1961. Of some 25 past denials eligible for membership in 1962, five joined voluntarily, four joined upon invitation, two are pending.

An extensive review of the status of 610 pre-1959 Associate members by the Admissions Committee has been completed with these results:

- 247 are now Active members
- 219 have been made permanent Associates
- 26 resigned (a few in protest)
- 110 were dropped for nonpayment of dues
- 6 will be billed for Active membership in 1963
- 2 became Emeritus members

In the regular 1962 review of Associate members, 127 members were considered. Of that number, 59 have become Active, six qualified as permanent Associates, 11 have had their review date changed, two have resigned, 39 have been billed for Active membership but have not yet paid, and 20 have not responded to the regular review form. The Associate members still tend to be temporary or transitory members.

The present total of 119 Sustaining members is the largest total to date. Very little has been done to increase this total, although at the time this class of membership was established it was considered to be a major source of income. Still to be conducted is a

Sustaining membership campaign. Privileges of the Sustaining Member, particularly in publication benefits, have been increased substantially and most make liberal use of the privilege.

Dues collection during the first two quarters of the fiscal year have been unusually successful. Total amounts collected are illustrated below.

1961-62	\$84,208.58
1960-61	79,447.43
1959-60	79,004.15

It has been the practice for several years to mail a first dues invoice on November 1 and a second on March 1. A member is dropped on March 31 for nonpayment of dues in accordance with a constitutional provision. In addition, in mid-February each Chapter receives the names of Chapter members who have not renewed their memberships. It has been difficult to determine the use and value of this list. Although all Chapters were asked to inform Association Headquarters as to the effectiveness of this reminder procedure, only four did so in 1962. Two Chapters in particular reported on successful efforts to get members to renew for 1962. Sixty-nine per cent success was reported by one Chapter for Active and Associate members, 57 per cent reported by another. In the other instances the Chapter hesitated to follow through on the delinquents lest feelings be hurt. A letter of resignation was also suggested. The fourth Chapter, through the Membership Chairman, reprimanded the Chapter President for not forwarding the list to him until some six weeks after receipt

and Association Headquarters for not supplying a carbon of the list. This reminder list will be continued in 1963 only if other Chapters report interest and use. One Division felt that they, too, should have such a list or at least that members should be given more than three notices before being dropped!

Regularly it is pointed out that the Association spends a considerable amount of time and money providing to various subunits a record of changes in membership. Pertinent figures for the past year are presented below.

New and reinstated members	772
Members changed name, address or affiliation	2,231
Cards for changes sent Chapters, Groups, Divisions and Sections	11,587
Total number of cards made for all purposes	28,084

The Chapter Liaison Officer during the year polled the Chapters on the frequency with which they would be willing to receive notice of changes on membership. Twenty-five of the 32 Chapters replied with 19 favoring monthly rather than the present weekly schedule. Some Chapters would likely be concerned with monthly notification if the impatience displayed in the past is any indication. There has been no similar expression from the Divisions. On the basis of the Chapter vote, it is recommended that the frequency of membership changes sent for all subunits be changed from weekly to bi-weekly for a one-year trial period.

Under a plan presented to the Executive Board in February, statistics of membership will be prepared on April 30 for use in determining the Membership Gavel Award, the second allotment to Chapters and Divisions and for budget purposes. A September 30 count will determine the first allotment. A December 31 single figure count will also be reported. All other counts will be discontinued.

#### Finances

Close liaison has been maintained with the Finance Committee in connection with the 1961-62 Association budget, the investment of the General Reserve Fund of the Association and on other matters. Happily,

the projected large deficit in the 1960-61 budget materialized into one of \$1,988.98.

Executive Board approval of investments in mutual funds has been handled by the Executive Secretary for the Finance Committee. The following are now held:

July 27, 1961

Stein, Roe & Farnham Balanced Fund, Inc.  
 129 shares @ \$38.64 \$4,984.56  
 Earnings of \$311.09 reinvested  
 137.956 shares held April 30, 1962

December 7, 1961

Loomis-Sayles Mutual Funds  
 290 shares @ \$17.23 \$4,996.70  
 Earnings of \$29 reinvested  
 291.7364 shares held April 30, 1962

December 8, 1961

Johnston Mutual Fund, Inc.  
 318.066 shares @ \$15.72 \$5,000  
 Earnings of \$22.01 reinvested  
 319.567 shares held April 30, 1962

February 28, 1962

Stein, Roe & Farnham Stock Fund  
 146 shares @ \$34.08 \$4,975.68

February 28, 1962

Scudder, Stevens & Clark Fund, Inc.  
 244.499 shares @ \$20.45 \$5,000

An equal amount (\$5,000) of the Scudder, Stevens & Clark Balanced Fund is currently being purchased.

Upon recommendation of the Finance Committee, the Executive Board approved cashing of the government securities before maturity. This money and savings in other funds has been deposited in six accounts in five California savings and loan associations where the interest rates are higher than in New York.

#### Placement Service and Personnel

Several major changes in personnel occurred during the year. On March 15, Grace E. Reynolds, formerly Librarian, Railway Association of Canada, assumed the position of Assistant to Executive Secretary. This position had been filled on a temporary basis from September until March by Fannie Simon, for a four-week period in late May and June by Genevieve Ford, and in part during

### Placement Activities

May 1, 1961-April 30, 1962, Compared with the Same Period 1960-1961

	Headquarters		Chapters		Total	
	1960-61	1961-62	(20)	(21)	1960-61	1961-62
			1960-61	1961-62		
New Positions	438	434	252	436	690	870
Positions Listed 4/30	144	138	116	131	260	269
New Applicants	225	241	360	539	585	780
Applicants Listed 4/30	311	314	226	335	537	639
Placements	69	101	85	109	154	210

#### PLACEMENTS BY SALARY

	1960-61	1961-62	(15)	(21)	1960-61	1961-62
			1960-61	1961-62		
\$ 3,000-3,999	1	—	2	6	3	6
4,000-4,999	3	8	5	17	8	25
5,000-5,999	28	27	48	24	76	51
6,000-6,999	11	31	16	23	27	54
7,000-9,999	14	20	5	17	19	37
10,000 and over	5	5	1	3	6	8
Temporary and Part-time	21	10	5	7	26	17

the summer by Mrs. JoAnn Beths, Placement Assistant. Miss Reynolds' principal responsibilities are in connection with the Placement Service, Addressing Service, the scholarship program and the handling of personnel and other interviews (422 during the year) at Association Headquarters.

Edythe C. Porpa, formerly with the *Savings Bank Journal*, became Publications and Public Relations Assistant on April 1. Other staff appointments were Gail D. Cohen as Secretary to the Executive Secretary, Bernice Spitzer as Editorial Secretary and Arlene Goodman as Publications Accounts and Records Assistant, a newly created position.

The appointment of a Placement Policy Committee a year ago has already had desirable effects on the Placement Service of the Association. The Committee, through an August 1961 memo, stimulated discussion of the Service on the part of the Chapters. One of the responsibilities assigned to Miss Reynolds has been a staff study of the Service and suggestions for possible changes. A preliminary report was presented to the Committee and to Chapter Employment Chairmen at the Washington, D. C. meeting. There is staff confidence that the placement activity of the Association can be strengthened.

There was a noticeable increase in the Service during the year. A total of 210

placements were made as compared to 154 last year. Of the total, a nearly equal number were credited to 27 of the 31 Chapters maintaining the Service (109) and to the Headquarters Service (101). Over-all there was a 21 per cent increase in placements.

#### Convention

Principal responsibility for the Annual Convention rests with the host Chapter and primarily with the Convention Chairman. The Executive Secretary and Association Headquarters do, though, have responsibility for all preliminary arrangements, the sale of exhibit space and program advertising and national publicity, and provide general advice and counsel.

For the Washington Convention a total of 71 exhibit booths were used by 59 exhibitors. Twenty pages of Convention program advertising were purchased. Approximate income to date is \$12,944 for exhibits, \$1,070 for advertising. Final profit figures for the 1961 San Francisco Convention were \$5,868.05.

In connection with the 1962 Convention, several trips were made to Washington, to Denver in late April for preliminary planning for the 1963 Convention and to Montreal in October in connection with the 1969 Convention.

Sales Since Publication to April 30, 1962

	DATE PUBLISHED	COPIES PRINTED	COPIES SOLD	COPIES GIVEN	PROFIT OR LOSS
<i>Commodity Prices</i>	Jan. 1960	1,500	1,017	199	\$ 429.86
<i>Personnel Survey</i>	March 1960	1,830	344	1,366	—1,144.65
<i>Checklist</i>	Aug. 1960	3,952	2,420	921	1,101.61
<i>Directory of Members</i>	Dec. 1960	2,064	1,019	39	1,714.85
<i>Metallurgical Information</i>	May 1961	2,019	988	137	1,176.53
<i>Loan Collection Guide</i>	July 1961	1,026	565	105	38.54
<i>Petroleum Statistics</i>	Nov. 1961	1,279	315	69	—729.14

**Publications**

Three books have been published by the Association since the last Annual Report. Early in July 1961 a completely revised and expanded 5th edition of *Guide to the SLA Loan Collection of Classification Schemes and Subject Heading Lists* was issued. The *Guide*, compiled by Bertha R. Barden and Barbara Denison, lists 788 available schemes and lists in the Loan Collection at the Western Reserve University School of Library Science.

The Petroleum Section's work, *U. S. Sources of Petroleum and Natural Gas Statistics*, edited by Hall of Famer Mrs. Margaret Miller Rocq, was published in November and since then has received numerous favorable reviews and comments in trade and technical journals.

Latest to be published early in May was *Guide to Special Issues and Indexes of Periodicals*, a project of the Advertising Group, New York Chapter, and edited by Doris B. Katz, Charlotte Madison and Mary Margaret Regan.

All have been publicized widely, through direct mailings to librarians and subject specialists as well as to large public and university libraries. Press releases and review copies were distributed to the major media, and advertisements were carried in *Special Libraries*, *Library Journal*, *Library Association Record* and *Aslib Proceedings*.

The coming year promises a busy publishing schedule. Rosemary Neiswender's *Guide to Russian Reference and Language Aids*:

*SLA Bibliography No. 4* has received final approval from the Nonserial Publications Committee as has Dr. Anthony T. Kruzas' *Development of Special Libraries in American Business and Industry*. The Business and Finance Division's project, *Directory of Business and Financial Services*, is currently being reviewed by the Committee. Edited by Mary A. McNierney, this will be the 6th edition of the former *Handbook of Commercial, Financial and Information Services*. The Rio Grande Chapter's *Dictionary of Report Series Codes*, the New York Chapter's *Special Libraries: How to Plan and Equip Them*, edited by Chester M. Lewis, and the Insurance Division's *Sources of Insurance Statistics*, edited by Elizabeth Ferguson, are all in final stages of preparation.

Work on other publications, including the tentatively titled *Handbook for Special Libraries*, edited by John P. Binnington, is progressing. Work is beginning on second editions of *Picture Sources and Translations and Translations: Services and Sources*.

Royalties (30 per cent of net profit) paid to sponsoring Chapters and Divisions during the year were as shown below.

In the year ending April 30, 1962, a total of 4,563 items were sold for a total income of \$14,117.10 compared to 4,310 books and \$14,165.15 a year ago. Since January 1, 1962, a handling charge of \$1.50 has been charged the Publications Fund for each book sold. An October time-cost study determined that the average order-processing time for each book sold was approximately 31 min-

Picture Division	<i>Picture Sources</i>	\$142.31
Georgia Chapter	<i>Translators and Translations</i>	93.20
Insurance Division	<i>National Insurance Organizations</i>	11.84
Metals Division	<i>Guide to Metallurgical Information</i>	17.37
Business and Finance Division	<i>Sources of Commodity Prices</i>	72.80

utes and the time cost \$1.19. The additional charge has permitted employment of an assistant to handle bookkeeping, billing and inventory duties.

## Special Libraries

### *Contents*

One of the best sources of papers for *Special Libraries* is the Annual Convention. Of the 84 talks delivered at the 1961 Convention, 44 were received by the Committee for evaluation. Of these, 26 were accepted for publication, including papers on abstracting and indexing services and translation activities and problems, which formed the nucleus of two special issues. In addition the Special Libraries Committee and Editor considered 61 other manuscripts, of which 22 were accepted, 35 rejected, two accepted conditionally and two still being considered. Seventy-three feature articles or reports were published in the journal during the July-May period. In addition to the Convention papers, 25 articles were solicited, five were derived from Chapter sources and 18 were accepted unsolicited manuscripts. Although six fewer articles were published than during the preceding year, pagination of the 1961 volume totaled 600 pages, the largest ever. Growth may be attributed both to the increase in advertising and the number of lengthy articles and bibliographies. Fuller reports and news of meetings, projects and research of interest were carried. To help improve the quality and coverage of the journal still further, Alberta L. Brown and Dr. I. A. Warheit were appointed consultants to the Committee, and their advice and assistance will be sought in planning future special issues and articles.

A new feature beginning in January 1962 was the supplement *News and Notes* inserted into the middle of the journal. This is devoted entirely to Association news and replaces the former *Bulletin*. It will appear four times a year.

### *Circulation*

Monthly circulation July 1961-May 1962 averaged 6,722, compared to 6,533 for the previous year and 6,327 the year before. As

of May 17 there were 1,488 paid subscriptions. This income totaled \$11,174 and the sale of 1,133 back issues \$849.18.

### *Advertising*

Revenue from advertising increased \$1,913 from the same period a year ago to give an income of \$15,856. The May-June issue alone netted \$2,219 and included 22  $\frac{7}{8}$  pages of advertising, the largest to date. Total advertising space was 163  $\frac{7}{8}$  pages, compared with 145  $\frac{7}{8}$  pages for the previous ten issues. During the past five years there has been a 58 per cent gain in advertising income.

### *Student Subscription Rate*

Several times in the past two years the suggestion has been made that special distribution of *Special Libraries* to students be considered.

Both the 1960-61 and the 1961-62 Recruitment and Special Libraries Committees have endorsed the idea, as did the 1961-62 Finance Committee, which considered the proposal in detail. No expression either of approval or disapproval was received from the 1961-62 Membership Committee.

Contingent upon the Executive Board's decision regarding the Finance Committee's recommendation of an increase in the subscription price of *Special Libraries*, it is recommended that *Special Libraries* be available to students in recognized library schools, and so certified by the school's dean or director, at half price or \$5 a year. It is further recommended that Student members of the Association be allowed to subscribe at the special annual rate of \$2 in addition to annual membership dues of \$2. Subscriptions would not be available for a period of less than one year but may run from September through July-August or July-August through May-June.

### **Public Relations**

On other occasions an attempt has been made to define public relations. It is thought much easier to show what public relations is.

### *Exhibits*

One of the most effective means of

acquainting others with the objectives of special librarianship and Special Libraries Association is through displays and exhibits. SLA exhibited for the first time at the ALA Conference in Cleveland in July 1961 and did so again in June in Miami Beach. In November the Public Relations Director attended the ADI Boston meeting and manned the Association's booth. The Translations Center exhibit has been shown at a total of 13 scientific and technical meetings and in public and university libraries. Other principal meetings at which the Association has exhibited are the National Metals Congress, Joint Tennessee Library Association, American Association for the Advancement of Science, Annual Congress for Librarians at St. Johns University, National Girl Scout Jamboree, Catholic Library Association and New Mexico Library Association. Display materials, which are noted on an available list, have been supplied on numerous other occasions, and a number of new books were sent to the Combined Book Exhibit for display at nine state library association meetings.

#### *Promotional Materials*

The blue brochure, "Activities and Organization" was completely rewritten and greatly expanded to include descriptions of the membership, publications and programs of Divisions and Sections. The format of this, the Loan Collection and Publications brochures was changed and printed with two-color covers. A new recruitment brochure, "What is a Special Librarian?" was prepared in cooperation with the Recruitment Committee.

#### *Articles*

Business and technical journals have carried an increasing number of articles on libraries and information handling during the year, and many editors and writers have contacted the Association for information. Last July the *Wall Street Journal* called attention to the shortage and need for librarians in a front page story, and other features for which SLA provided data have appeared in *Administrative Management*, *Management Methods*, *Management Review*, *Comment*, *Institution Magazine* and Prentice-Hall newsletters for plant and office managers. Many

especially mentioned the Association and its Consultation Service. Contact with the editors of *Machine Design*, *Media Fact File* and *Book Production Magazine* will likely result in articles on some aspect of special library service. Photographs as well as information have been provided in a number of cases, and reference works as *Collier's Encyclopedia*, *Occupational Handbook* and the *Aslib Handbook of Special Librarianship* have sent proofs of material to be checked for accuracy and updating.

#### *Press Releases*

Throughout the year 28 news releases have been written and mailed to library and other appropriate trade and technical journals including SLA Chapter and Division bulletins. A number were prepared at the request of Association committees that wished to publicize their activities and achievements. Thus four releases dealt with the SLA scholarship program, three related to translations and the Translations Center, three concerned SLA's participation in National Library Week and two described the new recruitment brochure and other recruitment items. In addition four releases announced the publication of books, two described the Convention, five covered Association awards and five were devoted to Association officers and a staff appointment. All were used in total or in part by a number of periodicals.

#### *Media Lists*

In addition to a file of state, regional, national and international library journals, the Public Relations Department maintains Addressograph plates for the major news and book reviewing media in the subject fields of the Association's Divisions. They were all set up specifically to help Divisions and Chapters publicize publications, large meetings and projects. On five different occasions it has been called to the attention of Chapters and Divisions, yet this past year only one Association unit took advantage of this free service by submitting copy for a release on its union list of serials.

#### *Meetings and Visits*

Representation of the Association at meet-

ings and special affairs and in other dealings with other associations is a recognized function of an association headquarters. The principal activities will be mentioned although representation by an officially designated SLA representative is not noted and others have been mentioned elsewhere in this report.

The Executive Secretary represented SLA on the Council of National Library Associations (CNLA) and served as a Trustee, Chairman of the Committee on New Members and on the Committees for the *Bowker Annual*, Planning for CNLA Executive Secretariat and Protecting Cultural and Scientific Resources, on the Joint Committee on Exhibit Managers and is the newly elected Secretary-Treasurer. He also represented the Association on the Federation of Management Organizations (FOMO) in which he served on the Educational Survey Committee and is the 1962 Treasurer. Membership in the American Society of Association Executives, New York Society of Association Executives and National Association of Exhibit Managers involved several local meetings.

During the year the Executive Secretary has been able to attend Chapter meetings in Michigan, New Jersey and in New York, several Group meetings in New York and the Metals Division fall meeting in Detroit. SLA was represented by staff at the dedication of the Dag Hammarskjold United Nations Library and the National Library of Medicine. The Executive Secretary served on the Advisory Committee for the St. Johns Annual Congress for Librarians and with the Public Relations Assistant attended the Congress. The Assistant to Executive Secretary and the Publications and Public Relations Director attended the Chemist Club Library Symposium.

The Executive Secretary has presented talks at Pratt Institute, Brooklyn College, St. Johns University and the University of Denver, at a meeting of Long Island special librarians, at a New York Library Manpower Conference in Albany, before the Fifth Annual Illinois Land Surveyors Conference in Urbana and served as a recorder at the Western Reserve University Institute on the Future of Library Education. In the summer of

1962 he taught in the Graduate School of Library Science at Drexel Institute of Technology.

The Public Relations Director has been elected to the Executive Board of the Library Public Relations Council and the Executive Secretary to the New York Library Club.

Other meetings attended by staff were the Eastern College Librarians Conference, the Medical Library Association regional meeting in Philadelphia, New York regional Resources and Technical Services Group and the ALA Midwinter Conference.

Among visitors to Association Headquarters was Horst Ernestus, Executive Secretary of the Association of German Public Libraries, who spent the week of December 4 studying Association management.

#### *Other Activities*

Cooperative efforts with the Recruitment Committee have produced two issues of the *Recruitment Newsletter*, and two issues of a new *Public Relations Newsletter* were issued for the Public Relations Committee. Close liaison with the SLA National Library Week Representative has resulted in several releases, several stories in *Special Libraries* and in the National Library Week Publicity Award. Cooperative public relations with the Office of Technical Services has resulted in an initial release, and additional stories are planned.

#### **Miscellaneous**

Because an Association activity is classed miscellaneous in this report is no indication of the value of the program or indicative of the amount of staff participation. It is merely a convenient grouping.

Interim files of correspondence were put in good order, Archives were relocated, and progress was made on the library. All this was accomplished through the brief employment of an experienced classifier, and work of the Archives Committee and the staff, who celebrated National Library Week by "playing librarian."

The Executive Secretary worked closely with the Translations Activities Committee on Translations Center programs, including the Translation Survey.

Scholarship applications from 42 applicants were processed for the Scholarship and Student Loan Fund Committee. A total of 241 applications were supplied. Contributions totaling \$7,950.10 were received for the Fund. Details of payment to seven scholarship winners and two loan grantees were handled.

The average distribution of *Technical Book Review Index* for the first five months of 1962 was 1,712 compared to 1,634 in 1961 and 1,606 in 1960. 1,760 copies were mailed in March. A contract agreement between the Association and the Carnegie Library of Pittsburgh, where *TBRI* is edited by Anthony A. Martin, was discussed with the TBRI Committee in early May during a visit to Pittsburgh.

At the Midwinter Dearborn Executive Board meeting the offer of *Scientific Meetings* as an Association publication was accepted. Association Headquarters has appointed Mrs. Marian Patterson Holleman as editor and will handle production, subscriptions, distribution and promotion.

It is hard to assess accurately membership reaction to the Addressing Service provided to commercial interests. Careful screening is done to avoid use of a charitable or solicitous motive or not related to interests of the members. Varied comments have been received. One member accused the Service of making her name available to insurance salesmen; another urged greater use of the Service as a source of income; another protested that nothing received was of interest and that she found out about items of interest eventually through other ways; another pointed out the value of a particular notice that had otherwise escaped her attention. A total of 97 outside runnings plus 49 Division runnings produced an income of \$3,446.55.

Some 88 referrals were made to Chapter Consultants, and 16 requests for Professional Consultants resulted in the recommendation of 83 names (36 persons). The Executive Secretary met with the Consultation Service Committee in Detroit in early May for a discussion of Committee plans.

Association Headquarters assisted the work of the Special Classifications Committee by  
SEPTEMBER 1962

meeting in Cleveland with the Committee in August 1961 and with the Chairman in May to discuss the request for a grant to enlarge the scope of the Loan Collection of Classification Schemes and Subject Heading Lists at the Western Reserve University School of Library Science. A total of 63 referrals were made to the Collection.

Distribution of recruitment and other free materials has always been an important function of Association Headquarters. In the past year more than 19,000 copies of the five principal items have been sent out. In addition another 10,000 promotional brochures and reprints have been sent persons interested in special librarianship or Special Libraries Association.

Special Libraries Association in 1961-62 has had many accomplishments. Your Executive Secretary has appreciated the opportunity to participate in achieving them and to work with the officers, Committee Chairmen, Chapter Presidents, Division Chairmen, Special Representatives and hundreds of members who contribute their professional abilities. At this time though we want to acknowledge especially the loyal efforts of the Association Headquarters staff—to department heads Grace Reynolds, Mary L. Allison and Mrs. Emily B. Shoemaker and to their assistants. The Association and I owe them the deepest appreciation.

### Recommendations

1. It is recommended that the frequency of membership changes sent all subunits be changed from weekly to biweekly for a one-year trial period.
2. It is recommended that *Special Libraries* be made available to students in recognized library schools, and so certified by the schools' dean or director, at half-price or \$5 a year. It is further recommended that Student members of the Association be allowed to subscribe at the special annual rate of \$2, in addition to annual membership dues of \$2. Subscriptions would not be available for less than one year but may run from September through July-August or July-August through May-June.

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



# Chapter Relations Committee Report

WILLIAM S. BUDINGTON, Chapter Liaison Officer

It is perhaps something of a misnomer to imply by titles that "liaison" or "Chapter relations" can be thoroughgoing, when nearly all of 32 Chapters carry on enterprising and semi-autonomous programs. Assistance and advice to Chapters and to Association activities needing Chapter cooperation have been the Committee's aim this year, as always. Four letters went to all Chapter Presidents relating to fiscal and other reports. Representatives were sought from each Chapter to serve on the Washington Convention Hospitality Committee. Directives were relayed in behalf of the Public Relations Director, and an investigation was made of needed distribution frequency for membership change cards. A collection of Chapter constitutions and bylaws was put together for Headquarters' files, with 26 Chapters contributing. Assistance was provided in the distribution and collection of questionnaires relating to bulletin publication practices. And, finally, the Chapter visit schedule to five groups was arranged for the Association's President-Elect under the revised visit schedule adopted during the preceding year.

## Chapter Activities

Activities in many familiar areas are engaging many Chapters, and frequent mention is also made of new and highly original projects. The stimulation of the H. W. Wilson Company Chapter Awards, past and present, is readily apparent. National Library Week receives at least some attention from most groups now, with mention in bulletins at the very least. Special emphasis was reported by Cincinnati, Connecticut Valley, Cleveland, Greater St. Louis, Heart of America, Michigan, Pittsburgh and Puget Sound. Exploration of and cementing of relationships with library schools were reported by Colorado, Georgia, Illinois, Michigan, Minnesota, Montreal, New Jersey, Pittsburgh, Texas, Toronto, Puget Sound and San Francisco Bay. Assistance in organizing and teaching courses and workshops related to special libraries was noted eight times, while many Chapters made a particular effort to invite students to meetings and schedule library visits by them. In recruitment activity, one finds Boston, Cincinnati, Colorado, Heart of America, Indiana and San Francisco Bay among those groups pressing to gain librarian members for SLA, while Cleveland, Connecticut Valley, Indiana, Minnesota, Greater St. Louis, Texas and Wisconsin (among others) spread the gospel to prospective librarians.

Meeting programs displayed their usual variety of interest. Association concern with the copy-right problem produced relevant meetings or surveys in Cleveland, Connecticut Valley, Colorado, Greater St. Louis, Indiana, New Jersey, Toronto

and Rio Grande. Our "image" was considered in Connecticut Valley, Toronto and Wisconsin. Mechanization of routines and information retrieval were examined in Cincinnati, Connecticut Valley, Indiana, Minnesota and New Jersey. Illinois scheduled a series of four weekly evening study sessions, culminating in an all-day conference with papers and demonstrations, with well over 100 persons going the whole route. San Francisco arranged machine training classes for 25 members. Association membership qualifications were worked over by Cleveland, Greater St. Louis, New Jersey and Texas, and recommendations were forwarded to the Advisory Council and Executive Board.

## Publications and Projects

Directories considered, initiated or revised were reported by Cleveland, Heart of America, Illinois, Michigan, Minnesota, Montreal, New Jersey, Pittsburgh, Puget Sound, Texas and Toronto. In connection with this, New Jersey made an extensive and helpful survey of procedures in compiling such directories. Union lists of holdings were also in progress at Greater St. Louis, Heart of America, Indiana, Michigan, Minnesota, Oak Ridge and Rio Grande. New Jersey has now passed its successful union list compilation over to commercial hands. Chapter manuals received attention in Minnesota, Montreal and New York (a bulletin manual in the latter instance). Constitutional revisions are under way in Greater St. Louis, Illinois, Minnesota, Montreal, Pittsburgh, Puget Sound and Wisconsin. Chapters had been reminded this year that revisions should receive study by the Association's Constitution and Bylaws Committee. Unfortunately, this Committee's nearly insuperable task with the Association documents hampered its ability to assist Chapters; however, the latter are going ahead with intention of revising later where necessary.

Only representative projects can be mentioned, of the many good ones outlined. Montreal reports a buying guide to area library suppliers, while Pittsburgh has begun a collection of professional literature for its members' use. Boston supports its training class for library assistants (arousing considerable comment, but highly successful), San Francisco Bay now plans a similar effort, and Wisconsin held a program meeting on the problem. Related to this, the Illinois Placement Committee has had success in adding a placement person dealing solely with subprofessional and assistant openings and applicants. San Francisco Bay held a well-attended refresher course on developments in science and business reference materials, while Rio Grande pushed its report series dic-

tionary toward completion. New York's Advertising Group saw its *Guide to Special Issues and Indexes of Periodicals* culminated, and New Jersey participated in the state's Council on Research and Development, working toward a centralized information center. Illinois, in addition to its information retrieval series, presented a workshop series on library supplies and equipment, under the auspices of ALA's Library Technology Project.

#### Membership

General concern was expressed over the relative lack of growth in memberships; it is hoped that the revised requirements will make easier the proselytizing of librarians not now members or able to join. However, the "hard core" continues to carry the torch, and despite handicaps of distance, resources and other changes, maintains status as the most active of local and regional professional library groups.

# Division Relations Committee Report

LOIS BROCK, Division Liaison Officer

#### Division Manual

In early May 1962 a revised *Division Manual* was sent to members of the Executive Board for final approval. Although Division officers have carried on admirably with only words of wisdom from the Division Liaison Officer, they heartily welcome the appearance of this guide to Division operations and deadlines.

#### Bulletins

The formation of an Executive Board Ad Hoc Committee to Study Problems of Serial Publications of Association Units has also been enthusiastically endorsed. There has been a pattern in most Divisions of news bulletins becoming too burdensome to impose on a member's company or association. More and more Divisions were turning to commercial production with consequent financial difficulties. Geography and Map Division received a grant of \$250 from Rand McNally & Company and a similar amount from the Executive Board of the Association to bolster its excellent bulletin. This has made possible improvement in the bulletin, raising of the subscription price without losing customers and breaking the vicious cycle in which it had become involved.

Bulletins have been received from all Divisions but one. Coverage ranged from a few mimeographed sheets to many printed pages, from short news items and barest outline of convention plans to reprints of meeting papers, continuing features and detailed plans for Convention, including what to see and where to eat in Washington, D. C. The professional content of many bulletins is encouraging indeed. Back files of several have been requested for libraries and library schools.

Duplicate exchange programs were carried out either through bulletins or separately. Advertising Division established a "Wanted" column in its bulletin where needs for equipment, books or periodicals may be listed for \$1.

#### Other Publications

Many Division projects lead to publication of "source" manuals or bibliographies. Biological Sciences Division's *Information Sources for the*

*Biological Sciences and Allied Fields* is already out of print. Business and Finance Division has turned over the sixth edition of *Directory of Business and Financial Services* for final approval by the Nonserial Publications Committee. It has also launched a two-year project for preparation of a bibliography of basic reference sources for business libraries. The preliminary basic list will be sent to Division members for comment before the final listing is prepared. Geography and Map Division continues work on its *Cartographic Research Guide*. Insurance Division is preparing *Sources of Insurance Statistics. A Guide to Metallurgical Information* has appeared as SLA Bibliography no. 3. A new edition of the popular *Picture Sources* is pending.

There have been good public relations activities in connection with the successful publications of several Divisions. Releases were sent out by the Advertising and Metals Divisions. Advertising, Geography and Map and Metals Divisions have displayed their publications at meetings of allied societies. Metals Division has prepared *Standards for Metals Division Bibliographies* to foster consistent format and bibliographies of highest calibre for distribution at the Metals Show.

*Scientific Meetings* has been turned over to the Association to issue on a larger scale with the help of a paid professional editor.

Insurance Division has adopted the more comprehensive name, *Insurance Literature*, for its former *Insurance Book Reviews*.

#### Other Projects

Advertising Division is working on a master list of subject headings. Museum Division is contemplating preparation of a bibliography of publications issued by museums represented in Special Libraries Association. Insurance Division has been concerned about inadequate coverage of insurance literature in *Business Periodicals Index* and has a committee at work analyzing insurance magazines to determine which ones should be indexed. After seeking the advice of Division members and professors in the American Risk and Insurance Association, they hope to give college, public and special libraries their final recommen-

dations and request consideration in their voting for the next revision of the *Business Periodicals Index* list. The Insurance Division also has a committee for investigating methods of supplementing published indices. They conducted a workshop on this subject during the 1962 convention. Metals Division continues to have an interesting booth at the annual Metals Show, and the Publishing Division has one at the Special Libraries Association Convention.

#### Division Operations

Advertising, Metals and Science-Technology Divisions have been able to hold Executive Board meetings during the year. Geography and Map Division is developing a new procedures manual; Metals and Science-Technology Divisions have revised their procedures. Social Science Division is working out some new bylaws, and Metals Division has recently revised part of its bylaws.

The Hospital Division went out of existence as a separate Division, but members were welcomed into the Biological Sciences Division.

Advertising and Metals Divisions are thinking of changing their names, the latter to reflect a broader interest in materials. Although no official move has been made to change the name of Geography and Map Division, this group feels it could be a home for those interested in space exploration, oceanography, geophysics, etc. In other words, there should be equal stress on geography, lest outsiders think the Division is primarily concerned with maps.

A Planning, Building and Housing Section was established within the Social Science Division. A local Group of Documentation Division members was formed in Washington, D. C. with another group taking shape in New York City.

Geography and Map and Science-Technology

Divisions continue to have special honors and awards within their own Divisions.

Several Divisions have circularized their members regarding proposed changes in the copyright laws. Documentation Division carried an article on the subject in its bulletin; Advertising Division had a committee study proposed changes and sent their opinions to the Association representative for Copyright Law Revision. Publishing Division expressed a particular interest in the study of "image of the librarian." Advertising Division submitted a report on objectives of a special library to the Chairman of the SLA Professional Standards Committee.

#### Convention

In response to a telegram requesting an annual report, the Newspaper Division Chairman simply wired, "Have nothing to report. Spent entire year planning Convention upcoming, which will be the largest our Division ever held." Actually its program was a full one with breakfast discussion groups every morning and maximum use of time allotted for Division activities. Whether or not they have done anything else, every Division has made plans for Convention.

#### Officers

This has been a year of change for Division officers. One Chairman wrote that a change in his own occupation plus resignation of the Vice-Chairman "have kept the Division in a negative state of progress." At least four Chairmen have changed jobs during the year. However, fairly good communication has been maintained. Advertising Division was particularly helpful with various suggestions, i.e., indexing the biographical content of bulletins filed at Headquarters and re-considering the seating arrangement for Advisory Council meetings.

## Committee Reports, 1961-1962

By Committee Chairmen

### Admissions

The Admissions Committee has handled three types of assignments during the past year: 1) making decisions concerning applications for membership that could not be passed at Headquarters; 2) continuing the Associate Member review; and 3) working with the Constitution and Bylaws Committee on the revision of membership standards. The Admissions Committee held two meetings during the year.

The Admissions Committee was quite busy with its review of applications that could not be passed at Headquarters. In many cases the decision file, which was completed last year and updated as required, has been most helpful. The Admissions Committee has made every effort to be consistent in its decisions.

The Associate Member review was completed in early 1962. Thus all Associate Members who were eligible for Active membership were so notified. All persons who were Associate Members prior to 1959 then selected the class of membership they wished to retain.

Based on Chapter surveys and on discussions at Advisory Council meetings, the Constitution and Bylaws Committee and the Admissions Committee considered revisions in the membership standards. In addition the Admissions Committee submitted its recommendations for these revisions based on past experience in the review of membership applications. The resultant recommended revisions of membership standards are most satisfactory to the Admissions Committee.

JOAN HUTCHINSON

SPECIAL LIBRARIES

## Archives

During the Association year the Archives Committee held three morning meetings at Headquarters and spent the remainder of the day examining and processing archival material.

Mrs. Helen Snider has generously given weeks of her time to weeding, heading and filing material currently received for archives. Also, at the request of the Executive Secretary and at an hourly rate of pay, she weeded and filed a two-year backlog of material in the interim files.

The Committee is pleased to report that filing in both the archives and interim files is now on a current basis. With the recent addition to the Association Headquarters staff of an order and inventory clerk, the Committee hopes that the requested staff time (about ten hours per week) can be set aside for filing material into the archives and interim files and for typing of the necessary index cards and file folder labels.

Genevieve Ford has finished indexing the Annual Meeting Executive Board and Advisory Council minutes for 1961.

Headquarters staff has typed from the Committee's copy on slips all subject entries for the card index to papers and articles written by Association members. The cards have also been interfiled with the author cards.

Form letters requesting the transmittal to Headquarters of archival material accumulated during the Association year have been sent to Committee Chairmen, Division Chairmen and Chapter Presidents. Chapter Presidents were also asked to transmit specified copies of Chapter bulletins found to be missing from the files by the Association Headquarters staff.

Updating SLA's detailed chronology is a project the Committee did not have time to undertake this year. It plans to do so during the coming year.

### Recommendation

The Committee recommends that a minimum of ten hours per week of Headquarters staff time be set aside for filing material into the archives and interim files and for typing of the necessary index cards and file folder labels.

MARTHA O'LEARY

EDITOR'S NOTE: The Executive Board deferred action until September.

## Awards

No annual report.

## Committee on Committees

The Committee on Committees submits for consideration of the Executive Board revised

SEPTEMBER 1962

definitions of the following two Committees and recommendations on two subjects it was requested to consider:

### Archives

The Archives Committee shall be a standing committee of three members from the same geographic area as the Association's Headquarters, appointed for overlapping terms of two years each. Its duties shall be to collect, review and organize historical data concerning the Association and to assure its proper preservation and suitable storage. The Committee shall be responsible for maintaining a chronology of the Association and for the indexing of the meetings of the Executive Board.

### H. W. Wilson Company Chapter Award

The H. W. Wilson Company Chapter Award Committee shall be a special committee of five members and three alternates, selected from the Association's former members of the Executive Board, appointed for one year, with the Chairman having been a member of the Committee a previous year.

The duties of the Committee shall be to choose a professional program for Chapter competition, prepare the announcement, give details of form of entry, basis of judging and rules of the competition. The members of the Committee shall also serve as judges and report the winners to the Executive Board for announcement during the Annual Convention.

### Suggestion that the Committee on Committees Prepare a List of Persons Qualified for Committee Appointments

The Committee on Committees has considered the suggestion noted in the May 28, 1961, Minutes of the Executive Board that it "was proper for the Committee on Committees to make recommendations to the President and to the Executive Board of persons uniquely qualified for appointment to Association Committees," and in its September 28, 1961, Minutes that "it was felt proper for the Committee on Committees to prepare a list of persons qualified for appointment to Association Committees and to supply such a list to the President-Elect." While appreciating the difficulties of Committee appointments, it is our feeling that such recommendations should not be the responsibility of this Committee. We do not feel that this Committee's work enables it to make suggestions any more helpful than those which may come from officers and members of the Association. However, it certainly would entertain any specific requests for recommendations that the President or Board might wish to make.

### Special and Ad Hoc Committees

The Committee on Committees has considered the President's suggestion that "some of our regular committees that function year after year

401

might well be standing committees." The term special committee has been given some committees to indicate that their membership changes each year, even though the committee may represent continuing organizational needs or interests of the Association. The Committee on Committees feels that this is a useful distinction and that they should continue to be termed special committees.

Presently listed in the *Official Directory of Personnel* with the type of special committees just described are two that represent temporary interests of the Association—the Copyright Law Revision Committee and the Goals for 1970 Committee. It is suggested that these be termed ad hoc committees (or special committees of the Board of Directors—see proposed Bylaw IX) and that future issues of the Association's *Official Directory of Personnel* separately list all ad hoc committees in existence at the time of printing.

Full agreement of the Committee could not be reached on definitions for the Public Relations and Photographic Reproduction Committees; they will be referred to next year's Committee for further consideration.

NATALIE N. NICHOLSON

EDITOR'S NOTE: The Executive Board deferred action on the recommendation for the Archives Committee, approved the status of the H. W. Wilson Company Chapter Award Committee and rejected the recommendation for ad hoc committees, with the exception that those in existence be listed in the *Official Directory of Personnel*.

## Constitution and Bylaws

Initial activity was a review of the open meeting held during the 1961 Convention in San Francisco for the purpose of presenting informally all changes under consideration by the Committee at the close of its first year of work toward complete revision of the Constitution and Bylaws. Association members participating in the discussion indicated approval of a single document called Bylaws and most other changes excepting those pertaining to the membership requirements, which remained unaltered for any of the voting classes but offered an extended concept of Affiliate and an interim provision, Chapter Associate, to permit a level of participation during the waiting period for Associate membership.

Opinions expressed at the above meeting were summarized and reported to the Executive Board in September 1961, together with a request for permission to submit final proposals for discussion at the 1962 Annual Meeting and subsequent mail ballot, the proposals to be presented as a single document and to incorporate such changes as seemed desirable.

Nine meetings were held prior to the February 1962 Executive Board and Advisory Council meetings at which a complete draft was submitted for consideration. In the course of these nine meetings

the Committee prepared a restatement of the Association's objectives, revised the Active and Associate membership requirements by coupling the terms *special library* and *information center*, incorporated suggestions received from the Association's legal counsel and others, prepared a section on the responsibilities of certain standing committees functioning in areas that require particular coordination of Association, Chapter and Division activity and reviewed the entire document for clarity.

All members of the Committee were present for the Executive Board and Advisory Council discussions of the complete draft. Thoughtful comment and deliberation led to deletion of the Chapter Associate plan, revision of the Associate membership requirements to permit immediate admission of a special library or information center employee who holds a university, college or technical school degree, elimination of details on committee responsibilities as noted in the previous paragraph, omission of the requirement for approval of Association disaffiliation at an Annual Meeting and various adjustments in wording to increase clarity. With these modifications the Executive Board approved the draft for submission to the Association membership. Approval was also granted to the Committee's recommendation that formal published *Definitions* no longer appear as an essential supplement to the membership requirements.

The final meeting of the Committee was held on April 26, 1962, to prepare recommendations on adjustment to a three-year term for the office of Treasurer, on an appropriate time for establishment of the office of Chairman-Elect of the Advisory Council, election of the Secretary by the Board of Directors and on other transitional measures.

The Committee hopes that the proposed Bylaws will be received favorably and acknowledges with gratitude the guidance received during the past two years from individual members, the Executive Board, the Advisory Council and the Executive Secretary.

KATHARINE L. KINDER

## Consultation Service

The Consultation Service Committee met three times during 1961-62. In lieu of additional meetings, Committee business was transacted by telephone and correspondence because of travel limitations.

At the request of the Committee, Eugene Jackson, President, and Bill Woods, Executive Secretary, joined the Committee in a meeting, April 30, to discuss policies and aims of the service, the results of which were helpful and constructive. Our thanks to Messrs. Jackson and Woods.

A newsletter, to be written by the Committee and produced by Headquarters, will be initiated in the near future. Mr. Woods' offer of assistance was most welcome. No progress has yet been

made in distributing more of the work load to Chapters.

The tabulation of Chapter activities included in this report represents a slight increase over last year. Twenty-nine Chapters reported 107 inquiries, 61 consultations, 27 inquiries pending and 17 libraries started.

The Executive Secretary reports that since May 1, 1961, Headquarters has made 87 referrals to Chapter Consultants and has received 14 requests for use of professional consultants. Sixty-nine names were supplied in referrals for consultants.

The New Jersey Chapter has an active publicity program under way resulting in a small feature article in the *Newark Sunday News* press releases to 350 newspapers with clippings being collected by a news bureau and representation on the Research and Development Council of New Jersey, which is studying need for a Central Information Center. As a result of the news release, Mrs. M. O. Baker, Chapter Consultant, was asked to have her portrait taken for a local exhibition of "Names in the News."

The Chairman wishes to express her appreciation to members of the Committee for their whole-hearted support, cooperation and assistance.

#### CHAPTER CONSULTATION STATISTICS

May 1, 1961—May 1, 1962

CHAPTER	INQUIRIES	CONSULTATIONS	IN-QUIRIES PENDING	LIBRARIES STARTED
Alabama	1	0	0	0
Baltimore	3	3	0	2
Boston	8	2	3	0
Cincinnati	2	1	0	0
Cleveland	7	7	1	1
Colorado	No Report			
Connecticut Valley	6	2	4	2
Georgia	2	1	2	0
Greater St. Louis	7	3	2	2
Heart of America	2	0	2	1
Illinois	7	3	2	0
Indiana	0	0	0	0
Louisiana	1	1	1	0
Michigan	1	0	0	0
Minnesota	2	2	1	1
Montreal	2	2	0	0
New Jersey	6	2	0	0
New York	15	8	0	1
Oak Ridge	0	0	0	0
Oklahoma	2	2	1	1
Philadelphia	6	4	0	4
Pittsburgh	0	0	0	0
Puget Sound	3	1	2	1
Rio Grande	1	0	0	0
San Diego	0	0	0	0
San Francisco	3	2	1	0
Southern				
California	9	4	5	0
Texas	No Report			
Toronto	5	5	0	0
Washington, D. C.	No Report			
Western New York	4	4	0	1
Wisconsin	2	2	0	0
TOTALS	107	61	27	17

GERTRUDE LOSIE

## Convention 1962

The 53rd Annual Convention of Special Libraries Association was the largest in the history of the Association, with a total registration of 1,900 members, guests and exhibitors. Convention activities included at least 85 professional papers, 30 business meetings, 30 group trips, 20 receptions and 42 meal functions. Fifty-nine exhibitors rented 71 booths, and the sidewalk-cafe-lounge in the center of the Exhibit Hall proved popular for the opening reception, which was cosponsored by the Washington, D. C. Chapter, as well as for meeting friends over a cup of coffee or a Pepsi-Cola throughout the Convention.

To assist the officers and Executive Secretary in planning and organizing this Convention, the host Chapter provided a Convention Chairman, 50 members to serve on ten Convention Committees, 15 liaison officers for Divisions, and more than 50 additional members to perform specific tasks during the Convention. The most important component of the Convention, however, was the attendance, which is tabulated below.

#### CHAPTERS

Alabama	16
Baltimore	23
Boston	73
Cincinnati	33
Cleveland	31
Colorado	11
Connecticut Valley	18
Georgia	20
Greater St. Louis	14
Heart of America	10
Illinois	71
Indiana	14
Louisiana	4
Michigan	46
Minnesota	22
Montreal	48
New Jersey	62
New York	232
Oak Ridge	10
Oklahoma	2
Philadelphia	106
Pittsburgh	33
Puget Sound	11
Rio Grande	7
San Diego	4
San Francisco	24
Southern California	32
Texas	13
Toronto	21
Washington, D. C.	364
Wisconsin	12
Unaffiliated	26
Nonmembers	229
Paid registrants	1,691
Guests	22
Staff	6
Exhibitors	181
	<u>1,900</u>

DIVISIONS AND SECTIONS

Advertising .....	51
Biological Sciences .....	105
Business and Finance .....	132
Documentation .....	20
Geography and Map .....	43
Insurance .....	33
Metals .....	42
Military Librarians .....	66
Museum .....	28
Newspaper .....	46
Picture .....	24
Publishing .....	22
Science-Technology	
Chemistry .....	146
Engineering .....	170
Paper and Textiles .....	27
Petroleum .....	32
Pharmacy .....	53
Public Utilities .....	30
Nonsectional .....	178
Social Science	
Planning, Building and	
Housing .....	6
Public Administration .....	2
Social Welfare .....	10
Nonsectional .....	101
Transportation .....	25
Unaffiliated .....	70
<hr/>	
Total members .....	1,462

Committees

The Executive Board established in 1960 a Convention Program Committee, consisting of nine members, to provide continuity to Convention program planning, to select the keynote speaker for the opening session, to advise Divisions on their program plans and to plan the Convention-wide general sessions. That new Committee, under the chairmanship of Mrs. Elsa Freeman of the Housing and Home Finance Agency, recommended the theme "Progress through Knowledge" for 1962, secured Dr. Detlev Bronk as keynote speaker and arranged for the second general session a panel of three speakers: Ralph R. Shaw, Donald R. Swanson and Edward Heiliger, under the chairmanship of Verner W. Clapp to discuss "Research Sponsored by the Council on Library Resources of Particular Interest to Special Librarians." Under pressure from Divisions, the Convention Program Committee abandoned plans for a third general session to leave more time for Division programs. It was, however, successful in urging several Divisions to combine in support of a few joint meetings of outstanding interest on the third forenoon.

Detailed planning for the 53rd Annual Convention was accomplished by the Convention Chairman in close cooperation with the Chairmen of ten Convention Committees. The membership of that group is listed below:

Convention Treasurer: Jack S. Goodwin, Smithsonian Institution

- Exhibits Chairman: Joseph S. Freson, Catholic University of America
- Hospitality Chairman: Mrs. Ruth Hooker, Naval Research Laboratory
- Assistant Chairman: Mrs. Pauline Jennings, U.S. Department of Agriculture
- Information Chairman: Dr. Burton W. Adkinson, National Science Foundation
- Associate Chairman: Ralph Sullivan, National Science Foundation
- Local Arrangements Chairman: Paul Burnette, Army Library
- Meals and Banquet Chairman: Margaret Brickett, U.S. Department of Labor
- Printing Chairman: Bernard Fry, National Science Foundation
- Publicity Chairman: Dr. Karl Baer, National Housing Center
- Registration Chairman: Mrs. Margaret Bryant, U.S. Department of Agriculture
- Transportation Chairman: Agnes Gautreaux, Federal Aviation Agency

Division Representatives

Since Convention programs are largely composed of Division meetings, liaison officers from the respective Divisions must bear considerable responsibility in scheduling Division activities. The successful arrangement of so many concurrent sessions, meal functions and field trips without serious conflict indicates that Division liaison officers did a fine job in connection with the Convention in Washington, D. C. Those involved were:

- Advertising: Mrs. Louise Aldrich, National Association of Broadcasters
- Biological Sciences: Mrs. Thelma Robinson, National Institutes of Health
- Business and Finance: Alvern Sutherland, Federal Reserve System
- Documentation: Mrs. Mildred K. Heatwole, The Herner Company
- Geography and Map: Muriel H. Parry, Washington, D. C.
- Insurance: Dorothy M. Jones, Department of Health, Education and Welfare
- Metals: Mrs. Mildred H. Brode, David Taylor Model Basin, and Leslie Rajkay, Armco Steel Corporation, Baltimore
- Military: Harry F. Cook, Libraries Section Headquarters, USAF
- Museum: Anna M. Link, National Gallery of Art
- Newspaper: Jack W. Burness, The Washington Post
- Picture: Dr. Edgar Breitenbach, Library of Congress
- Publishing: Logan Cowgill, Office, Chief of Engineers, U.S. Army
- Science-Technology: Melvin S. Day, National Aeronautical and Space Administration
- Chemistry Section: Edwin J. Anderson, OTS, U.S. Department of Commerce
- Engineering Section: Mrs. Joanne T. Maton,

John I. Thompson Co.

Paper and Textiles Section: Mrs. Ruby H. Fox,  
U.S. Department of Agriculture

Petroleum Section: Margaret Frawley, U.S. Department of Interior

Social Science: Ruth Fine, Bureau of the Budget

Transportation: Agnes Gautreaux, Federal Aviation Agency

#### Program

More than 200 activities were scheduled within the four days of the 53rd Annual Convention, in addition to Executive Board meetings and post-convention tours. Among many highlights should be mentioned a reception with cocktails in the Sheraton-Park Exhibit Hall to mark the formal opening of exhibits on Sunday. Only a few of the hundreds who entered the well-arranged hall at 5:00 P.M. knew that the place had been a complete shambles of packing cases, excelsior and waste paper two hours earlier. Through a misunderstanding, the drayage firm had withdrawn its men and trucks after delivering the exhibit crates and before removing the trash. Only with the complete cooperation of the hotel management and staff, including the cooks and electricians, was the room cleared in time for the opening reception. The innovation of maintaining a lounge area in the center of the exhibit hall throughout the Convention was successful in bringing about better attendance of exhibits as well as in providing a convenient meeting place for members to discuss mutual problems over refreshments.

At the opening session on Monday, the Librarian of Congress, Dr. L. Quincy Mumford, welcomed members warmly on behalf of all the libraries in this metropolitan area and expressed pleasure at the number who had visited the Library of Congress during the open house period of its special divisions and the Copyright Office on Sunday afternoon. The keynote address by Dr. Detlev W. Bronk, President of The Rockefeller Institute, was inspirational, and the panel on "Research Sponsored by the Council on Library Resources" presented many challenging thoughts at the second general session.

Among the luncheon and dinner lecturers were popular scientific and cultural writers such as Rachel Carson, who spoke to the Biological Sciences Division on "Man and Nature in a Chemical Age," L. Sprague de Camp, who spoke to the Publishing Division on "Science in Fiction and Fact" and Edward Steichen, who discussed with the Museum and Picture Divisions "The Function of the Picture in Communication of the American Image to the World." Technical librarianship was the center of attention in many Division programs, such as the Documentation Division panel on "Applications of the Large Computers to Information Storage and Retrieval," the Metals Division panel on "U.S. Government Sources of 'Materials' Information" and a panel

on "Organizing Special Libraries in Underdeveloped Areas" jointly sponsored by the Social Science and Business and Finance Divisions.

The federal government was well represented in the professional meetings with Congressman Joseph E. Karth of Minnesota speaking to the Science-Technology Division on "Work of the House Committee on Science and Astronautic Information," by the Public Printer of the Government Printing Office, James L. Harrison, who spoke on "The Preparation and Printing of Public Documents" and scores of government employees who participated actively in other Division programs. A session on "The Copyright Law Revision" proved to be very popular and quickly overflowed the room provided for it, and the report of the Translations Activities Committee attracted the largest number of non-Association members of any single event on the program.

An embassy tour sponsored by the Metals Division ran into unfavorable weather but netted \$520 for the SLA Scholarship and Student Loan Fund. A check for that amount was presented at the Annual Banquet, along with the H. W. Wilson Company Chapter Award, the National Library Week Publicity Award, the SLA Professional Award and the Membership Gavel Award. Dr. Paul Siple, Science Advisor to the Army Research Office, spoke on the "Progress of Science and Technology in the Polar Regions" and Verner W. Clapp provided commendable wit and humor as toastmaster.

The Publicity Committee, under the chairmanship of Dr. Karl Baer arranged for the filming of a 30-minute program. The film, entitled "Is Knowledge Power," was broadcast over channel 26, Washington's educational TV station (WETA). Senator Hubert H. Humphrey introduced the subject of "A National Goal and Schedule for Strengthening of Scientific and Engineering Information," which was then discussed by a panel under the Chairmanship of Dr. Burton W. Adkinson, Director, Office of Science Information Service, National Science Foundation. Panel members included Rutherford D. Rogers, Chief Assistant Librarian of Congress; Foster E. Mohrhardt, Director, National Agricultural Library; R. E. Gibson, Director, Johns Hopkins Applied Physics Laboratory; and Colonel William H. Crosby, Director, Division of Medicine, Walter Reed Institute of Research.

Copies of the film and radio tape may be borrowed through SLA Headquarters in New York City.

#### Conclusions

There were numerous expressions of pleasure in connection with the 53rd Annual Convention, but there were also some mistakes. There was considerable excitement when 30 people arrived at the Sheraton-Park Hotel on Saturday to stuff registration envelopes and discovered that the newly printed programs were not there. They had been



delivered by mistake to the United States Book Exchange, where Alice Ball discovered them when she went to her office Saturday noon to clear some unfinished business from her desk. The programs were transferred to the hotel in time for distribution on Sunday.

The opening of registration caused some congestion for the first hour, and a bridge tournament player and a milk truck driver, who got into the lines, were registered as nonmembers but obtained refunds when they discovered their errors. Pre-registration totaled 958 by the deadline date of May 14, thus providing an excellent basis for estimating total registration and attendance at Division meetings and meal functions. For several years the pre-registration has been very close to half the total attendance at the Conventions.

It was a large Convention and a good one. Both praise and gratitude are due to all of those who participated in its planning and operation, but particularly to the Convention Committee Chairmen who are listed above. Now it is time to focus attention on the 54th Annual Convention, which will be at the new Denver-Hilton next June 9-13. Shall we see you there?

ARCH C. GERLACH

## Convention Program

During its second year of operation the Convention Program Committee seemed to make measurable progress toward becoming a vehicle by which meaningful Convention-wide programs can be systematically planned and developed. At the Midwinter Meeting in Dearborn in February, the tentative decision taken the previous year in Kansas City to build the Convention-wide program for the 1963 Convention in Denver around an educational theme was confirmed. In addition, a number of ideas as how to best develop a program that would have real meaning for the entire membership was discussed.

At the Washington Convention, a joint meeting of the Convention Program Committee and the Education Committee was arranged and proved to be most productive. General agreement was reached concerning the content of the Convention-wide program for the Denver Convention:

1. There would be a need to emphasize the necessity of special librarians being alert to new educational opportunities, which might have a direct bearing on their ability to function and compete successfully in a society whose informational needs become more acute and complex year by year.

2. There would be a need to discuss the ways in which library schools could be encouraged to develop and promote postgraduate courses and workshops designed to keep special librarians abreast of the latest advances in methods and machines applicable to special library operations.

3. There would be a need to discuss how library school programs on the graduate level could be developed that would more clearly recognize

the tremendous need for information specialists in all fields.

The members of both Committees felt that a Convention program, which in some manner incorporated all of the above, would have concrete meaning to all members of the organization. Subsequent discussions recommended that such a program could be cast around the following general Convention theme, "Start Learning Again."

The ultimate success of the Convention program in Denver and, as a matter of fact, of the Convention Program Committee itself in years to come, is dependent upon how far the Committee and the Convention Chairman can persuade the Divisions to build Division programs around any general Convention theme. If the rather heated discussions regarding changing those sections of the Bylaws relative to membership in SLA can be used as a guide, there would seem to be little doubt that a program built around education for special librarianship would have a wide appeal among individual members and the various Divisions and should provide an interesting and productive Convention in Denver.

As for the future of the Convention Program Committee itself, it would be my recommendation that it continue to develop along its present lines, whereby it performs the essential function of bringing together on a more or less regular basis those Association, Chapter and Division officers who will be the most intimately involved in planning Association Conventions. There are indications that the Committee is beginning to develop into the kind of organization envisioned by Winifred Sewell when she promoted its establishment—an organization that acts as a sounding board for new ideas, provides an opportunity for evaluating past conventions and provides a means of synthesizing both into concrete planning for the future.

H. WILLIAM AXFORD

## Copyright Law Revision

The complexities of the problems involved in the proposed revision of the United States copyright law are such that it has been difficult to stimulate over-all Association interest. Sessions at the Advisory Council last year generated little interest. Some Divisions have not had an opportunity to meet until the 1962 Convention to discuss the matter and only ten Chapters and one Division were able to poll their membership on the survey, "Recommended Revisions of the U.S. Copyright Law of Special Interest to Libraries," prepared by the Copyright Office.

The Committee distributed a memorandum on September 15, 1961, to all Chapter Presidents and Division Chairmen requesting a response to this survey. It was followed by a letter from the Executive Secretary making available additional copies of the survey and a House Committee Print of the 87th Congress, 1st Session, entitled *Copyright Law Revision: Report of the Register*

*of Copyrights on the General Revision of the U.S. Copyright Law.*

Out of a total membership of some 5,000 individuals, the maximum response to the survey numbered approximately 250 individuals or approximately one twentieth of the total membership. On the surface this appears to be a lack of interest, which may be true in some cases. A second factor involved was the lack of time on the part of individuals to study the proposed revisions. Thirdly, other groups, such as the Montreal Chapter, felt that they are not affected by the law. Some Divisions and Chapters appointed special committees to respond to the survey.

SUMMARY OF RESPONSES FROM SLA MEMBERS  
PREPARED FOR SURVEY PURPOSES BY THE  
COPYRIGHT OFFICE

RECOMMENDED REVISED SECTIONS	AGREE	DISAGREE	No OPINION	TOTAL	
II	A	199	—	45	244
	B	179	4	62	245
III	A	223	1	23	247
	B	213	3	30	246
IV		163	10	6	179
V	A	178	16	55	249
	B	204	23	31	258
	C	195	16	40	251
	D	201	3	34	238
VI	A	219	2	26	247
	B	107	107	30	247
	C	181	16	41	238
	D	179	12	33	224
	E	206	10	32	248
	F	171	11	46	228
VII	A	149	37	61	247
	B	202	3	41	246
	C	191	—	55	246
	D	204	4	40	248
	E	205	5	38	248
	F	177	2	19	198
	H	161	9	28	198
VIII	B	168	6	25	199
IX	A	190	14	34	238
	B	199	9	40	248

The only Division or Chapter that passed an official resolution was the Geography and Map Division which, at its meeting of July 1959, passed the following:

"RESOLVED: That the Geography and Map Division of the Special Libraries Association go on record as endorsing a copyright law requiring that map publishers desiring copyright protection for their works include a notice of copyright in the long form, including the copyright claimant's full name and address and the year date of publication."

The Executive Board endorsed the recommenda-

tion of its representative to the Joint Libraries Committee on Fair Use in Photocopying. Accordingly, no opinion was sought in the Copyright Office survey on Section III C dealing with photocopying by libraries. However, there were numerous indications by individuals and Association members that something must be done to resolve the problem of multiple copying.

The strongest reaction in the survey regarded the position of a copyright notice. The Copyright Office revision was favored by 107 individuals, and 107 disagreed with it.

In addition to the above activities, the November 1961 issue of *Special Libraries* carried a series of articles on copyright. Further, the Committee arranged a panel discussion at the Convention during which Abraham L. Kaminstein, Register of Copyrights and Abe A. Goldman, General Counsel of the Copyright Office, appeared to discuss the proposed revisions and answer questions.

It is hoped that, as a result of this panel discussion, recommendations can be made to the Executive Board for action on the Special Libraries Association's position in regard to the law.

CHESTER M. LEWIS

## Education

At the end of its first full year as a new standing SLA committee, the Education Committee submits to the Executive Board its first conclusions, which include the following:

1. A major problem in special librarianship has developed from the fact that an increasing proportion of the work of handling and processing information is being done by persons who do not have formal library education and training. This is most evident in the relatively new field of documentation, especially in private industry and in technical research activities of industry, governmental agencies and research organizations.

Much of this problem has arisen because there is a lack of people qualified by proper library education to handle these highly specialized and highly technical positions. The Education Committee believes that SLA can and should marshal all possible facts that illustrate and dramatize the fact of this need for more properly qualified special librarians and should bring these facts as forcefully as possible to the attention of library school administrators. The Committee believes that SLA must emphasize and re-emphasize to the library schools the fact that in the next five to ten years more and more people will be needed in this area of technical information service and that if the library schools do not supply properly qualified candidates for these positions, the vacuum will be filled by people with other types of education and training.

It is also true that in the past 15 years there has been a great and growing need for librarians who are competent to handle information materials in the various areas of scientific research and development. Many of the positions in these areas also

are being filled by people who may have the scientific subject background but not the formal library science training, or by people with library training but who do not have adequate scientific background. Again it is the Education Committee's opinion that SLA must note this fact and emphasize it to the library schools so that they can in turn emphasize to their students and to prospective candidates for library school the great and increasing value of scientific education for a successful career in special librarianship.

2. The Committee feels that for the time being SLA need not attempt to form any concrete and specific recommendations on library school curricula. Enough work has been done and is now being done by the schools and other agencies on this problem. But SLA should offer to help the library schools evaluate their present curricula, perhaps through a cooperative effort, with the aid of practicing special librarians, in trying to determine the relative effectiveness of various parts of the curricula to help prepare them for the work they are now doing.

3. The Committee feels that in order to prepare any library school student for a possible career in special librarianship, this preparation should include a knowledge and understanding of the new concepts of information storage and retrieval. This should include an understanding not only of the various types of mechanical equipment, which might be used in this activity, but also the basic and revolutionary principles of the various systems, along with the proper background on why they have been developed and how and why they will be needed in the libraries of the future.

4. The Committee knows that most special librarians are well aware of their need for constantly trying to make themselves more competent in the jobs they now perform. SLA can help in this effort by cooperating with library schools in their plans to expand their programs of postgraduate education. SLA could help library schools determine what sorts of educational programs are most needed and how this added education can best be accomplished. This might include short courses, institutes, symposia, evening school courses, etc. SLA's assistance might take the form of financial aid or help in finding financial aid for such programs, i.e., through financial grants from private, semi-private and public organizations. Another possibility is that SLA might draw on its Scholarship and Student Loan Fund to pay part or all of the tuition costs of postgraduate education for selected persons—perhaps SLA members and active working librarians,—rather than undergraduate students. SLA might also cooperate with other professional groups such as the American Chemical Society, the American Marketing Association, the American Institute of Biological Sciences and others in developing specialized programs that would aim at helping librarians in those fields provide better access to the literature of their various fields.

5. The Committee believes that SLA should investigate ways to recruit for the field of special librarianship more people who have or who plan to obtain subject training in the natural and physical sciences. And SLA should urge the library schools to intensify their efforts toward the same goal. This might have considerable attraction for women especially, since it is well known that women face greater obstacles than men in advancing in industrial research and in scientific organizations. But the idea might also appeal to both men and women who, for various reasons, would like to use their subject background in information and library work.

6. Specifically and right now, the Education Committee makes the following suggestions of actions that can be taken at once to implement the conclusions listed above:

a) *SLA 1963 Convention*

The theme is "Education," and the Committee will work closely with the Convention Committee, all Chapters, Divisions and other SLA committees, in developing plans and programs on this theme that could be used next year in Denver. Details of these plans will appear during the year ahead as they are developed and put into action.

b) *American Library Association*

The Committee will look into the problem and possibility of establishing liaison with the ALA Accreditation Committee and also with the U.S. Office of Education's Library Education Division and the American Association of Library Schools. It will only be through the combined and concentrated efforts of all agencies, which are concerned with the need for more and better librarians, that much of this problem can be solved.

c) *American Documentation Institute*

The Committee will also contact the ADI Education Committee, which is primarily interested in specialized training in the new techniques of information storage and retrieval.

d) *Postgraduate Education*

We will review the past ten years of postgraduate education in this country, including formal courses, symposia, institutes and various activities of SLA Chapters and Divisions, all aimed at helping working librarians improve their on-the-job efficiency. We will try to determine what the general trend has been in this kind of education and what future trends may be. Which subject areas have been emphasized? Where have most of these activities been held, and under whose auspices? Has more of this been done in recent years, or is it decreasing? What are the library schools doing to sponsor such activities? How many and what kinds are being held under other auspices?

e) *SLA Chapters*

The Committee believes that SLA should review

the work done by its Chapters, commend those which have shown their awareness of the need for continuing education and have done something about it, and SLA should help other Chapters to know what has been done and help them adapt and adopt what has been done.

#### f) *Wilson Award*

The past year's award for cooperative efforts by Chapters in improving relations with library schools was a great help in this entire problem of better education for special librarianship. The Committee suggests that perhaps the Wilson Award during this coming year could go to the Chapter that does outstanding work in helping its members reeducate themselves and improve their efficiency as special librarians. This would be particularly appropriate this year, since the Award presentation will be made at Denver during the 1963 Convention, and the theme is to be "Education."

#### Conclusion

In all its deliberations and in the ideas and recommendations listed above, the SLA Education Committee has constantly kept in mind four basic viewpoints concerning the problem of education for special librarianship:

1. *From the viewpoint of the students.* What program of preparation will give me the best chance to fill the best possible position when I graduate and will provide me with the best background for continued future growth in my profession?
2. *From the viewpoint of the school.* What program of preparation will best make our students wanted and appreciated by employers of all kinds and will produce the future leaders in library science?
3. *From the viewpoint of the employer.* What kind of preparation provides the kinds of librarians we need now and in the future to fulfill properly our responsibility as a school, as a public or governmental organization, as an industrial or research or service organization?
4. *From the viewpoint of the library profession and SLA.* What program of preparation best provides the kinds of librarians needed to make our profession and our association increasingly useful and valuable to employers, to our country, to our society, to the entire community of human recorded thought and to the betterment of all people everywhere through the medium of "Putting Knowledge to Work"?

GRIEG ASPNES

## Elections

Ballots for SLA officers and Directors were counted on May 17, 1962. Of the 2,762 ballots received, 39 were eliminated as invalid—26 of these because they were received after the deadline. A total of 2,723 ballots were valid and

counted, showing that about 54 per cent of SLA members who were eligible to vote, did so. The following were elected:

President: Ethel S. Klahre  
First Vice-President: Mrs. Mildred H. Brode  
Second Vice-President: Robert W. Gibson, Jr.  
Secretary: Mrs. Jeanne B. North  
Treasurer: Ralph H. Phelps  
Directors: Joan M. Hutchinson and Mrs. Elizabeth B. Roth

GWENDOLYN JONES

## Finance

The Committee held meetings in July, September, December and March. To insure complete liaison with other affairs, problems and activities within the Association, the Executive Secretary was a participant in all the Committee's meetings. In addition to the general business relating to budget affairs, a number of special studies were conducted, each of which relates to the financial well-being of the Association. Recommendations growing out of these analyses and the bases for such proposals are detailed later in this report.

#### Committee Activities

1. *Membership Revenue.* The Committee Chairman wrote to the Chairmen of the Public Relations, Membership and Recruiting Committees expressing the Finance Committee's concern for sound programs of expansion and to proffer the Finance Committee's aid in the efforts of these other committees wherever feasible.
2. *Income on Investments.* The Committee began a program of investment on behalf of the Association in no-load mutual investment funds. It requested and received approval from the Executive Board to invest \$10,000 more than the original sum of \$20,000, which had been approved earlier. These funds were invested by the Executive Secretary during the past year at a series of planned intervals under the Committee's direction.

The Committee recommended to the Board that the Executive Secretary be empowered to cash Association government securities from the General Reserve Fund account at his discretion in order to take advantage of higher interest rates available in savings and loan institutions. Following approval by the Board, a program of such planned transfer of funds was begun after the Executive Secretary had reported to the Committee that study revealed that all of the government bonds might be advantageously liquidated at the earliest possible date.

3. *General Reserve Fund.* The Committee reviewed the revised General Reserve Fund—History and Policy statement and recommended its adoption by the Executive Board.
4. *Review of Executive Secretary's Proposals.* The Committee considered the proposed increase in processing charges for nonserial publications and

endorsed the recommendation to the Board of an increase from \$.75 to \$1.50 for each volume sold, with the added funds to be used to support a new position of publications assistant.

5. Budget and Budget Allocations. The Committee submitted the Association's annual budget to the Board at the September meeting covering the (October-September) 1961-1962 fiscal year. It recommended that allocations to Chapters be based upon 15 per cent of dues collected for members of each Chapter, with a minimum allotment of \$100. It recommended that allocations to Divisions be based upon five per cent of dues collected for members of each Division, with a minimum allotment of \$100. For the first time the Committee reviewed the budget of the Translations Center and recommended that the Board call to the attention of the contractor that upward salary adjustments should be considered. The Committee recommended that the payroll account of the Association be increased from \$3500 to \$4000. All of these recommendations received Board approval.

6. Special Studies. Members of the Committee assumed responsibility for conducting specific studies, which became the basis for recommendations to the Board as means of improving the Association's financial condition. The detailed study reports form supplements to this report for the Board's more detailed consideration.

#### Recommendations

##### *a) Special Libraries Subscription Rates*

In December 1961, based upon a careful comparative analysis, Ralph Phelps recommended to the Committee an upward revision in the subscription rates and single copy price of *Special Libraries*. Before making this recommendation to the Board after the Finance Committee had reviewed and approved the proposal, the Committee Chairman submitted the study findings to the Special Libraries Committee for its consideration. This Committee raised a number of questions, which led to a review and further study by Ralph Phelps. Following this the Finance Committee again deliberated the recommendation. Once more it voted to endorse the recommendation. The Finance Committee requested the Special Libraries Committee to consider the new data and concur in the Finance Committee's recommendation, which it did.

It is recommended that, effective January 1963, the rate for *Special Libraries* be adjusted as follows: annual subscription, United States, \$10; annual subscription, foreign, \$11; and single copies, \$1.50.

##### *b) Special Libraries Student Subscriptions*

Related to the study of *Special Libraries* subscription rates, Ralph Phelps conducted an analysis of possible student subscription rates to *Special Libraries*.

The Committee reviewed the problems relating

to student subscriptions and recommended that the Executive Secretary communicate with other appropriate committees to advise them that the Finance Committee had considered the financial feasibility of making a special rate available to students and to encourage these committees, in cooperation with the Executive Secretary, to develop such a subscription proposal for Board consideration.

##### *c) Addressing Service Charges*

Elizabeth Usher made a study of charges leveled by the Association for the use of its addressing service. Based upon this survey and subsequent Committee discussions, the following recommendation is made:

The Committee recommends to the Board a revision in its addressing service charges as follows:

Increase the rate for the use of the complete list from \$75 to \$95, increase the rate for the use of partial lists from \$1.75 per hundred names to \$2.00 per hundred names and level a \$10 minimum charge in place of the former \$7 minimum. The Committee further recommends that the Association not charge for mailing of Division bulletins and Division ballots for the election of officers in each Division's annual election. Postage and supplies for such mailings should continue to be provided at their actual cost. The Committee agrees that it would be unwarranted to make available the Association's mailing lists for any other purposes by any other groups without charge.

##### *d) Membership Dues*

There has been continual concern in recent months about the need for some means of improving the financial position of the Association. At the Executive Board sessions in Dearborn, the Chairman of the Finance Committee stated the case and the problem as clearly as he could. The mounting pressures by Divisions and Chapters and the continued demands by the membership for increased and improved central Association services continues. At the same time the Association continues each year to operate the organization's affairs using deficit financing. It is simply not possible to continue providing appropriate support for its subsidiary groups and through its central secretariat unless there is an increase in the funds available for these purposes.

In recent months the Finance Committee has sought means of improving the Association's financial base. For an organization in which membership fees provide such a great percentage of funds, our Association's membership base has not increased rapidly enough to keep up with demands. Sustaining membership has not been gaining. Standards have served, at least in part, to restrict increased membership size. The Finance Committee has made suggestions to other committees, but it cannot in and of itself stimulate ade-

quate financial improvement. It has guided the Association's investment program, but this activity is designed for long-term rather than immediate gains.

In spite of a dues increase five years ago, deficit budgeting has continued every year. Another factor of need is related to the Executive Board's approval of a retirement plan for Headquarters staff beginning in 1963-64, a recommendation that had this Committee's support. It seems now clear to the Finance Committee that if the Association is to keep pace with its demands for support, it is once more necessary to recommend an increase in the dues base of the Association.

Jean Flegal prepared an analysis of membership dues that served as the basis of a lengthy review and discussion by the Committee. After very careful consideration and deliberation, the Committee finds it necessary to make the following recommendation:

The Finance Committee recommends to the Executive Board that Active membership be increased beginning January 1, 1964, from \$15 to \$20 a year. The Finance Committee recommends that Associate membership be increased from \$10 to \$20 a year.

The Committee recommends the services of Price, Waterhouse and Company for auditing the Association's accounts.

PAUL WASSERMAN

EDITOR'S NOTE: The Executive Board approved the four above recommendations.

## Foundation Grants

The Foundation Grants Committee wishes to inform the Executive Board of the current status of outstanding proposals.

### Council on Library Resources

Apparently the agenda of the Council is oversupplied with proposals. The proposed joint SLA-ALA statistical study, *Special Libraries Standards* (\$54,300) and *Determination of Cost of Interlibrary Loan Service to Special Libraries* (\$24,480) are still to be acted upon by the Council, and we hope some word will be forthcoming in the near future. However, in consultation with the Association's Standards Committee Chairman, it was agreed that perhaps the Committee should no longer wait for the requested funds but attempt to proceed in some manner on a more limited basis.

### National Science Foundation

Our first proposal requesting funds to aid in compiling the necessary data to prepare a manuscript for a revision of *Translators and Translations: Services and Sources*, has been rejected by NSF. We subsequently requested a copy of the reviewer's critique which, we hope, can be used by our Translations Activities Committee, Subcommittee on Translators and Translations, as an aid

in revamping the project into a workable form, which the Association itself could support.

Our second proposal to the National Science Foundation requesting its support of the SLA Loan Collection of Classification Schemes and Subject Heading Lists (approximately \$28,000), has been discussed at various times with the Executive Secretary, Dr. Jesse Shera of Western Reserve University and Miss Meredith Wright, Chairman of the Special Classifications Committee. A revised draft incorporating some of the NSF suggestions has been prepared, and upon its acceptance by WRU, the Committee and the Executive Secretary, will be resubmitted to NSF. One of the major difficulties in revising this proposal has been in locating a qualified individual whose name could be submitted to NSF as the part-time curator.

Our third request for funds to implement the proposed exchange visits of Russian and American scientific and technical librarians has been in a state of suspension until word was received by the State Department concerning the negotiations with the Soviet Union on the entire exchange program. As most of you are well aware, the Russian Government did not accept the exchange of special librarians in their long list of cultural exchanges. Accordingly, a formal withdrawal of SLA's proposal has been sent to the National Science Foundation.

The Foundation Grants Committee has a total of \$106,780.00 in outstanding proposals. It is undoubtedly time that the Committee suggest to the Association members that additional requests would be welcomed. We should not be discouraged over our first defeats. There must be many more ideas worthy of our seeking support.

ROBERT W. GIBSON, JR.

## Goals for 1970

In 1960 the Goals for 1970 Committee was established to set goals for continuous, coordinated growth and strengthening of Special Libraries Association. Among other assignments it was asked to determine the past, present and possible future functions of the Association that should be considered in our 1970 goals. In 1961 the Executive Board voted the continuation of the Goals Committee "to make an over-all study of our operation in the light of developing trends and the changing needs of our membership."

This year the Committee has undertaken to fulfill this assignment by several methods:

1. It reviewed past Association studies by H. A. Fountain (1948), J. K. Lasser & Company (1953) and Executive Research, Inc. (1959) and the report of the Science-Technology Division's Committee on Division and Section Structure (1961). Parenthetically, it was pleased to note that many of the specific recommendations in the Fountain and Lasser reports are now established practice, although others were only suggestive or of historical interest.

2. It attempted to analyze Chapter, Division and committee activities by preparing tables on operations and policy responsibilities of each and their inter-relationships with other parts of the Association. This study points up a pattern in the relationships of some committees to Chapters and Divisions or both and of all committees to Headquarters and the Executive Board.

3. It formulated a number of questions that were published in *Special Libraries*. In addition to answers received by correspondence, views of the Advisory Council were obtained at its meeting in February. One important question concerned the value of functions of the Association. Though several were given greatest emphasis, all that were suggested were considered to be above average in importance by at least a third of the group. Those functions that half or more of the audience ranked highest are: meetings and conventions, recruitment, professional standards, special publications and services, education and public relations.

4. The Committee prepared a diagram on the organization of the Association, which it hopes will be useful for purposes additional to its original one—to help clarify the thinking of the Committee.

On the basis of these studies, the Committee is now formulating specific recommendations with respect to policies and procedures that it hopes will be useful in helping the Association to make fullest use of its resources of manpower as well as money.

It is apparent that the strength of the Special Libraries Association lies in its units—Chapters, Divisions, Groups and Sections. We differ from all other organizations in the library and information field in our much greater emphasis on association of individuals working in related subject areas. And, within a geographic location, the fact that each individual has a special subject interest provides the common bond. The lack of uniformity in these special subject interests creates problems, but our strength is increased through frequent local association and cross-fertilization.

The Committee feels that the goals it ultimately sets should add to these already-established strengths. The future is on our side with its improved means of communication and streamlined techniques for accomplishing routine tasks. But it makes superhuman demands on our resources because of the burgeoning interest in the entire information field. The goals of another society contain the statement that they "should avoid national membership 'drives' " and instead "members should be attracted by the high quality of professional services offered to them." Certainly Special Libraries Association can and must make the second statement. But we must also echo a group of interested members who wrote: "Anyone who is active in helping to 'Put Knowledge to Work' is needed as a participating member of our Association." With this in mind, our Committee hopes to establish goals within the framework of the

proposed Bylaws if they are adopted. We shall endeavor during the coming year to present these goals for consideration by the Association.

WINIFRED SEWELL

## Governmental Relations

The fact that ten of the meetings in Washington, D. C. have involved the importance of some aspect of government relations of importance to libraries in general or special libraries in particular, is certainly an evidence of the importance of this particular field at which our Committee is attempting to look.

That the meetings are held in Washington, D. C. explains this in part, but the increase in governmental activities of all kinds has meant an increasing interest on the part of librarians or increasing importance to libraries and librarians of government activities on all levels: international, national, state and local. This, therefore, is the reason for the initiation in 1961 of this Committee.

During this first year, the Committee has done three principal things, all of them of a preparatory nature rather than an active nature. The Committee has explored the kinds of matters that seem pertinent to its activities to determine the possible extent of its interests and actions. It has established some groundwork in the area of receiving information, printed and verbal, which will be useful for information and giving us the proper reference background for any decisions the Committee may be able to pass on to the membership. The single most important item in this area is the very pleasant and fruitful liaison we have been able to set up with the American Library Association's Washington office, which is the only lobbying office with libraries as its principal interest. And thirdly, we have begun to set up procedures for action when action is necessary.

In the first of these three areas of concern we have found that government matters of interest to libraries are almost infinite, and this has not changed very substantially. Therefore we have a tremendous body of action and ideas and general information to consider, and we have found ourselves somewhat overwhelmed by the extent of it during this first year.

We have planned, but have not yet carried out, the attention to the first kind of government activities that the membership should know about. It is the first because it is the largest, not necessarily the most important, and that is the area of general information on things going on that may be valuable to the special librarian, the library itself or to interests in library information in general. This information should come to the membership from our Committee in the form of regular articles or notes in *Special Libraries* and other SLA publications. We have been delinquent in not initiating reports of this nature yet, but we hope to do so very soon.

We will be referring matters that seem to the Committee to be in the second category, those demanding longer-range action and very positive action on the part of SLA, to existing committees or perhaps to the Executive Board for the establishment of new committees, either of short-term or standing nature. For example, and this is given to include at least a glimpse of some of the things we have looked at this year, we might recommend to the Executive Board the establishment of a committee on postal regulations.

At the present time such a committee could address itself to the immediate need for action—to impress Congress of the danger of restricting the mailing of publications they deem include Communist propaganda. In the long run, such a committee on postal regulations could concern itself with the fact that the United States has not practiced the principles it has agreed to in the International Postal Union, that is, to reduce international postal rates on library materials. Thirdly, and perhaps most important to special libraries, such a committee could work on the proper lobbying and pressures on a long-range basis to remove the exclusion of many special libraries from sending interlibrary loan or exchange materials by the library materials postal rate. This could be accomplished by a mere change in the definition of libraries, by putting the libraries in the field of public service rather than the nonprofit or educational area, but such a change takes a long time to effect.

The third category of items that have come to our attention and which we have done something about, includes those demanding immediate action before the Executive Board can get together to consider them. We have had one such action during the year. In November we found that the Department of State Library was to suffer an immediate and crippling cut in its staff, and we set up a procedure whereby the Chairman of the Committee can work and consult with the President and the Executive Secretary to take action which, in this case, was in the form of telegrams to the President and the Secretary of State protesting the action.

There are two footnotes on this. One, this action was not an attempt to protest against librarians and possibly special librarians losing their jobs. This was a protest against the cutting of library services in an area where they were distinctly needed. Secondly, none of our telegrams or those of the American Library Association or anyone else were successful, and the State Department Library is suffering from that at this moment.

As the work of the Committee goes into its second year, with the beginning of an idea of the possible scope of the job in the members' heads, our first aim will be to increase the publicity. The second will be to consider all of the items that have come to our attention during the year to see whether any of them should be referred to committees or recommended to the Executive Board

for the institution of new committees. We hope that the membership will help in these recommendations after they have seen our initial article on the items that have come before the Committee.

We made only one recommendation during the year, which the Executive Board adopted and acted upon, and that was to offer the thanks of the Association to the American Library Association for its splendid office worker cooperation.

ALICE D. BALL

## Headquarters Personnel

No annual report.

## International Relations

The activities of this Committee have been carried on through correspondence between Committee members and with other professional librarians and groups interested in projects of international scope or by individual Committee members working with appropriate groups. While the duties of the Committee as defined in official communications have been observed, some of the specific activities indicate the variety of interests and efforts of the Committee to strengthen professional interests of visiting foreign librarians or others to whom the Committee could be of service. These include:

1. Correspondence with the Thai Library Association in the interest of two Thai librarians visiting in the United States.
2. Representation of the Committee by Dr. Joseph Groesbeck, Deputy Director of the United Nations Library, at ceremonies dedicating the Dag Hammarskjöld Library on November 16, 1961. This occasion brought together the largest number of foreign librarians, at least among the top echelon, ever assembled in America. The dedication afforded an opportunity for the visitors to meet about 75 leading United States librarians, and the Committee worked with the International Relations Committee of ALA on this occasion by helping to entertain the overseas guests and by introducing them to American colleagues.
3. Attendance by Committee member Dr. Groesbeck at the New York Regional Peace Corps Conference, October 15-16, 1961, representing the Special Libraries Association.
4. The formulation of plans to host visiting foreign librarians at the Washington Convention. This activity was most ably directed by Committee member Mrs. Elaine Austin Kurtz in cooperation with Lucile Dudgeon, Special Representative to the CNLA Committee for Visiting Foreign Librarians. Host librarians assisted the visitors in attending desired sessions of the Convention and made efforts to introduce the foreign librarians to Association members. Two tables were reserved at the banquet where the visiting foreign librarians were



seated with Committee members and other librarians from the Association, most of whom had been abroad on some library-related project.

5. The visiting foreign librarians were registered as guests of the Association at the Washington Convention. Among those visitors registered were: Arne M. Holter, District Librarian and Inspector, Central Library, Hamar, Norway; Mrs. Jean Sealy, Senior Librarian in charge of Juvenile Section, Trinidad, West Indies; Veronica Young, Senior Librarian, Randwick Municipal Library, Sydney, Australia; Estelle Velasquez, National Library, Lima, Peru; and Jean Prinnet, Bibliothèque Nationale, Paris, France.

6. Publication of a "Letter to the Editor" (over the name of the Chairman) in the April 1962 issue of *Special Libraries* inviting the membership of the Association to cooperate with the Books for Asian Students project, centered in San Francisco, which collects and sends usable library materials to understocked libraries of Asia.

#### Recommendations

SLA members should inform the International Relations Committee of appropriate information concerning visiting foreign librarians so that members of the Committee can cooperate in developing professional programs for the visitors.

The practice of registering visiting foreign librarians as guests of the Convention is commendable and should be continued. When budgetary limits allow, the Committee should underwrite the expense of the banquet ticket for the visiting foreign librarians.

#### Conclusion

The Chairman of the SLA International Relations Committee takes this opportunity to thank the other members of the Committee for their work and support throughout the year, particularly in preparation for and during the Washing-

ton Convention. Grateful acknowledgment is also made of the excellent cooperation received from the officers and the Headquarters of the Association in carrying out the projects of this Committee. Finally, it is with regret that the Chairman of this Committee submits his resignation, occasioned by the acceptance of a Fulbright grant to Teheran for the present year.

PAUL KRUSE

## Membership

No annual report.

## Nominating

For report, see *Special Libraries*, vol. 52, no. 10, December 1961, p. 592.

## Nonserial Publications

Three projects resulted in publication during the year: *U. S. Sources of Petroleum and Natural Gas Statistics*; *Guide to Special Issues and Indexes of Periodicals*; and *A Guide to the SLA Loan Collection of Classification Schemes and Subject Heading Lists*. Five other projects are advanced to the point that final manuscript copy can be expected by the end of 1962. At the close of the Association year, 16 projects remained in the active category.

Seven new projects were considered by the Committee during the year. The Committee has taken favorable preliminary action on four of these. The number of new proposals and the substantial progress made on several of the older ones promise to make the coming year a banner one for the Association's nonserial publications.

Details of each numbered project are given below.

JOHN SHERROD

## Nonserial Publications Committee Project Report as of May 1, 1962

Project	Title	Author	Preliminary Approval	Action; Remarks
109	Subject Headings List for a Transportation Library	Transportation Division B. Hickok	May 1957	No progress report received from Transportation Division.
110	Guide to Cartographic Research	Geography & Map Division W. W. Ristow	Nov. 1955	Progressing very slowly. No estimated completion date.
111	Subject Headings for Audio-Visual Materials	M. Lois Gauch		Author hopes to have manuscript to NPC in 1962.
113	A Guide to the Published Series of College and University Engineering Research Departments in the U. S.	John M. Bobb	1955	Engineering Section, Sci-Tech Division will consider at 1962 meeting.

Project	Title	Author	Preliminary Approval	Action; Remarks
120	Technical Libraries, rev. ed.	Lucille J. Strauss	May 1957	Rejected by Committee and Executive Board, June 1961.
123	Subject Headings List in Chemical Engineering	Sci-Tech, Chemistry Section Mary F. Pinches	May 1957	Progressing slowly.
135	Special Libraries: How to Plan and Equip Them	New York Chapter Chester Lewis	June 1959	Editor expects to send manuscript to Committee by June 1962.
139	U. S. Sources of Petroleum and Natural Gas Statistics	Sci-Tech, Petroleum Section Margaret Rocq	July 1959	Published November 1961.
140	Sources of Insurance Statistics	Insurance Division Elizabeth Ferguson	Sept. 1959	Progressing. Expect to complete index in fall of 1962.
144	Guide to Russian Language and Reference Aids	Rosemary Neiswender	Sept. 1961	Final Committee and Executive Board approval April 1962.
146	Directory of Business and Financial Services, 6th ed.	Business & Finance Division Mary A. McNierney	April 1960	Manuscript under NPC review.
147	Dictionary of Report Series Codes	Rio Grande Chapter Helen F. Redman	June 1960	Expect to receive final manuscript in summer 1962.
148	Development of Special Libraries for American Business and Industry	Anthony T. Kruzas	Sept. 1960	Expect to receive final manuscript before end of 1962.
149	Guide to Special Issues and Indexes of Periodicals	Advertising Division Advertising Group, New York Chapter	Sept. 1960	Published May 1962.
151	A Guide to the SLA Loan Collection of Classification Schemes and Subject Heading Lists	Special Classifications Committee B. Barden and B. Denison	Oct. 1960	Published July 1961.
153	Readings in Special Librarianship	Harold Sharp		Rejected by NPC.
154	Handbook for Special Libraries	John P. Binnington	Sept. 26, 1961	Manuscript expected late 1962.
155	Special Libraries: A Guide for Management	Illinois Chapter Edward Strable	Sept. 1961	No recent progress report received.
156	Translators and Translations, 2nd ed.	Frances Kaiser	Being Requested	
157	Pacific Science Congress	John Sherrod		Rejected by NPC, 1961.
158	1961 John Cotton Dana Lectures on Special Librarianship	Marguerite Moran		Rejected by NPC, April 1962.
159	Picture Sources, 2nd ed.	Picture Division C. Frankenberg	May 1961	
160	Proceedings of the Forum on the Abstracting and Indexing of Petroleum Exploration and Production Literature	Petroleum Section Lee Traven		Being reviewed by NPC.

EDITOR'S NOTE: The Executive Board gave preliminary approval to project 156. Project 160 was evaluated and approved by the Committee for publication by the Petroleum Section.

## Personnel

No annual report.

## Photographic Reproduction

The Committee has kept current with new developments in microforms and copying processes, including the related equipment and techniques, both in the United States and abroad and has supplied information to members of the Association.

### Activities

The following activities were carried out:

1. Revised and updated the Committee's file of trade literature and correspondence information.
2. Supplied information to the editor of *Special Libraries* for publication under the title, "Developments in Photoreproduction."
3. Brought current the annual "Bibliography on Reproduction of Documentary Information" through December 1961 (published in *Special Libraries*, March 1962).
4. Handled a number of requests for information, including some from foreign libraries.
5. Members of the Committee attended several trade demonstrations: the Annual Meeting of the National Microfilm Association, the National Business Show and the Business Equipment Exposition. The Chairman participated in the program of the New England Libraries Association in a discussion on the subject of photoreproduction.
6. Informal discussions were held with members of the National Microfilm Association on the need for low-cost reading equipment and related microfilm problems.

LORETTA J. KIERSKY

## Placement Policy

This Committee sent a report on August 4, 1961, to the 32 Chapters of the Association outlining some of the problems in placement and requesting that the Chapters send the Committee their recommendations to the solution of some of these problems.

On December 20, 1961, this Committee reported to the Executive Board the results of this survey. Further study was to be made by the Association Headquarters, and a report will be submitted at a future date.

JOSEPH M. SIMMONS

## Professional Standards

A year ago the Professional Standards Committee recommended that the Division committees working on standards be allowed additional time so that those that had not completed their assigned work would have another opportunity to

do so. At this point it can be said that the time extension has not produced the hoped-for results. A total of ten reports have been received by the Committee and not all of these are usable.

Each Committee member has had an opportunity to study these reports. A few represent a real contribution. Some were written from the comparatively narrow approach of the particular Division concerned rather than from a broader point of view that would make the suggested standards applicable to all special libraries. Others demonstrate that only a token effort was made to meet the assignment.

The Committee is not attempting to fix the blame for this lack of success; perhaps the difficulty of communication was just too great, since there was no opportunity for face-to-face discussion with the divisional representatives. The problem of coordinating the work of the Division committees and of urging them to make the necessary effort was considerable, and, of course, there was no way of getting cooperation when such cooperation was not forthcoming.

### Revised Standards Outline

In any case, the situation is now as follows:

The Committee has continually reviewed and revised the outline of standards and is in reasonable agreement on the one given at the end of this report. As a Committee it has not been able to do more than that, except that it has tried to follow work on standards being done by other groups in this country and abroad. This is not necessarily to say that the actual standards cannot be produced by a committee. The fact is simply that this Committee has not found it possible to do so.

As the Executive Board is aware, there is now a request before the Council on Library Resources for a grant to be used to complete the standards project. Such a grant would result in the ideal solution since the Committee feels it has a good start, and what is needed is intensive work on the part of a qualified person who can devote his entire time to the work until it is finished. Unfortunately, there has been no word at this date as to whether the request for the funds will be granted.

If the request is turned down, the Committee recommends that the Executive Board give serious consideration to the possibility of using SLA funds to hire any one of a number of available and competent retired SLA members to devote full time for a designated period to work on a draft of standards based on the Committee's outline. Such an individual, working with the Committee and making use of the usable material in the Division reports, as well as of other pertinent material in the Committee's files, should be able to complete a draft within a reasonable time.

The Executive Board may also wish to consider reconstituting the Professional Standards Committee with the purpose of getting a completely fresh approach to the problem.

## OUTLINE OF PROPOSED STANDARDS FOR SPECIAL LIBRARIES

### I OBJECTIVES (To be stated in form of written charter)

- A. Purposes of the library (function in broad terms)
- B. Scope of library activities (in broad terms)
  1. General subject areas to be covered
  2. Clientele to be served
- C. Place of library in organization

### II SERVICE

- A. Services provided at client's request
  1. Requests for specific publications
    - a. Publications in library collection
    - b. Publications to be obtained elsewhere
      1. Photocopies
      2. Interlibrary loan
  2. Requests for information
    - a. Statements of fact
    - b. Statistical data
    - c. Reference verification
    - d. Unpublished information
  3. Requests for bibliographies
    - a. Selected list of references
    - b. Annotated bibliographies
    - c. Literature searches
  4. Requests for translations
- B. Services offered on librarian's initiative
  1. Notification of new acquisitions
    - a. By direct contact
    - b. By periodic publication
  2. Routing of new periodicals
  3. Routing of title pages
  4. Preparation of reading lists on subjects of general interest
- C. Educational and public relations services
  1. Speaking to groups on the library and its services
  2. Brochure describing the library and its services
  3. Book reviews for house organ
  4. Personal book purchase service
  5. Recreational reading
  6. Exhibits

### III COLLECTION

- A. Forms and types of material
  1. Books and pamphlets
  2. Society yearbooks and transactions
  3. Bibliographies, indices and abstract journals
  4. Periodicals and journals
  5. Services
  6. Government documents
    - a. General
    - b. Classified
  7. Dissertations and theses
  8. Types of microreproduction
  9. Trade catalogs
  10. House organs
  11. Company reports

12. Laboratory notebooks
  13. Archival and museum materials
  14. Special collections
- B. Scope and concentration of the collection
    1. Range of subjects to be covered, with degree of coverage
    2. Reference concentration, with degree of coverage
    3. Size of collection
      - a. Rate of growth
      - b. Duplication policy arrangements with other libraries
      - c. Retention and discard policies
  - C. Acquisitions
    1. Purchasing procedure
    2. Gift policy
    3. Exchange policy
  - D. Organization of the collection
    1. Classification
    2. Cataloging
    3. Special indices
  - E. Physical arrangement
    1. Book arrangement
    2. Special files
  - F. Maintenance of the collection
    1. Inventory procedures
    2. Binding program
    3. Weeding
  - G. Statistics

### IV STAFF

- A. Professional
  1. Head librarian
    - a. Qualifications
      1. Education
      2. Experience
    - b. Duties
      1. Administration
        - a. Personnel selection
        - b. Personnel supervision and training
        - c. Evaluation of library services
        - d. Communication with management and clientele
      2. Policy determination on matters relating to collection, services, space, equipment and budget
      3. Participation in professional activities
  2. Other professional personnel
    - a. Qualifications
      1. Education
      2. Experience
    - b. Duties
      1. Reference
      2. Cataloging
      3. Translating
      4. Literature searching
      5. Participation in Professional activities

- B. Nonprofessional
  - 1. Qualifications
  - 2. Duties
    - a. Routine ordering
    - b. Circulation
    - c. Preparation for cataloging
    - d. Periodical records
    - e. Periodical routing
    - f. Filing
    - g. Preparation for binding
    - h. Photocopying
    - i. Typing
- C. Size
  - 1. Method of determining
  - 2. Ratio of professional to nonprofessional
  - 3. Minimum

## V SPACE AND EQUIPMENT

- A. Space
  - 1. Location
  - 2. Size
  - 3. Acoustics
  - 4. Lighting
  - 5. Ventilation and temperature control
- B. Equipment
  - 1. Reading rooms
    - a. General
    - b. Microreproduction
  - 2. Shelving and files
  - 3. Staff
    - a. Offices
    - b. Workrooms

## VI BUDGET

- A. Method of determining total budget
- B. Allocation of budget items
  - 1. Salaries
  - 2. Books
  - 3. Periodicals
  - 4. Binding
  - 5. Supplies
  - 6. Professional association expenses

SAMUEL SASS

EDITOR'S NOTE: The Executive Board has taken no action to date on the recommendation that SLA funds be used to employ an individual to complete the standards project.

## Public Relations

After a study of the *SLA Bulletin*, the Public Relations Committee recommended on September 13, 1961, that the *Bulletin* be discontinued, and it was suggested that information reported in the *Bulletin* be printed on colored stock and be inserted in *Special Libraries* as "News and Notes."

It was felt that this recommendation and suggestion have the following advantages:

- 1. A greater coverage of readers of Association news.
- 2. A frequent and regular reporting of all news items.

3. A colored insert would be an eye-catching touch of variety to *Special Libraries*, would continue to provide a separate file for Advisory Council and Committee members and would draw immediate attention to the news of the Association.

4. An insert would be most advantageous to the SLA Public Relations Department in that its content could be prepared independently of *Special Libraries* and could vary its pages according to the number of newsworthy items available.

During the latter part of the year a letter was addressed to all Chapter Presidents requesting that a discussion be held at a Chapter meeting on the status and image of the librarian. This request was supplemented by a short article in *Special Libraries*, December 1961.

Communications received on this matter formed the basis for a discussion at the Advisory Council meeting on Monday, May 28, 1962.

JOHN P. BINNINGTON

## Publications

No annual report.

## Recruitment

The major activity of the Recruitment Committee during the 1961-62 year was the writing of a new recruitment brochure designed to fit approximately halfway between "Make Your Career in a Special Library" and "Putting Knowledge to Work." Entitled "What Is a *Special Librarian*? Should You Consider Becoming a *Special Librarian*?" the brochure contains a unique feature in the fact that the back cover is actually a form that can be mailed in for further information and direct contact. It is planned that prospects located in this manner will be turned over to the nearest Chapter Recruitment Chairman for intensive follow-up.

The John Cotton Dana lectures, initiated last year, were continued into 1961-62 by the Recruitment Committee. The first lecture was presented on April 10 at Catholic University by Dr. Burton Adkinson, who spoke on "Special Libraries Anticipate the Future." Herbert S. White spoke at Syracuse University on April 19 on "Special Librarianship in a Changing Society." Grieg Aspnes delivered a talk on "The New Image of the Special Librarian" at the University of Minnesota on May 8, while Charles Zerwekh, Jr. spoke at the University of Texas on May 10. The lecture at the University of Washington was presented by Chris G. Stevenson. Two of the seven lectures are scheduled for presentation in the fall. John Sherrod will speak at Western Reserve University, and Eleanor Gibson will present a talk at the University of Toronto.

Two issues of the *Recruitment Newsletter*, reactivated during the past year, were published in

SPECIAL LIBRARIES

the spring of 1962. It was also used as a vehicle for transmitting copies of the new recruitment brochure.

Data Sheets on eight types of special libraries were prepared by the New York Chapter Recruitment Committee, and these have received wide distribution.

William Budington has agreed to write the brochure on special libraries requested by the American Library Association as part of a series financially supported by Demco Library Supplies.

A number of letters were written to wide-circulation periodicals in an attempt to obtain publicity for special library recruitment.

Some work was done on the selection of a recruitment poster, but no final decision was reached.

#### Recommendations for Coming Year

1. That the John Cotton Dana lecture series be extended into 1962-63.
2. That work on the selection and production of a display poster be continued, and that the funds originally allocated for this purpose be reallocated into 1962-63.
3. That the Chapters be encouraged to participate in the preparation of additional special library career data sheets.
4. That the Chapters be encouraged to make full utilization and follow-up of recruitment prospects furnished to them through the new recruitment brochure.
5. That efforts to obtain publication of special library recruitment needs in wide-circulation periodicals be continued.

HERBERT S. WHITE

## SLA Professional Award and Hall of Fame

Requests for nominations for the 1962 SLA Professional Award and to the Hall of Fame were mailed to the Executive Board, Chapter Presidents and Division Chairmen on September 1, 1961. This was followed by an article in the October issue of *Special Libraries* outlining the criteria for each award. A further reminder of the January 31, 1962, deadline was sent out on January 9, 1962.

The Committee met in February at the Dearborn Inn in Dearborn, Michigan, during the Executive Board and Advisory Council meetings.

There was discussion of the purpose of the Hall of Fame Award for "contributions to the growth of the Association over a period of years." The Committee felt that there should be further study on the problem of whether contributions by a member on the Association level would be given preference to contributions by a member who may have worked diligently but only on a Chapter level, since many individuals who may be qualified for Division or Association level offices may be unable to accept such offices.

Of eight nominations submitted for the Hall of Fame three candidates were selected for their outstanding contributions to the Association. These are: Rose Boots, Mrs. Margaret Miller Rocq and Fannie Simon. Two candidates were deemed worthy of this recognition, but because of the uncertainty of their dates of retirement their names were referred to the next Committee.

In regard to the SLA Professional Award, the Committee discussed the matter of instituting the presentation of a standard award, such as is done for the Hall of Fame.

The names of five candidates for the SLA Professional Award were considered by the Committee. Cyril W. Cleverdon was nominated for the contributions to the field of special librarianship by his work on the study of the comparative efficiency of four indexing and classifying systems.

The Committee made the following recommendations:

1. That further study be made of qualifications for the Hall of Fame Award, in regard to participation in Association-level activities as compared to contributions on a Chapter level.
2. That the Association adopt a medal, scroll or certificate to be presented to the recipient of the SLA Professional Award.

BURTON W. ADKINSON

EDITOR'S NOTE: This report did not come to the Board's attention, and the recommendations were not discussed.

## Scholarship and Student Loan Fund

Forty-two applications were received this year for the three announced \$1,000 scholarships and a special \$500 scholarship to be awarded in memory of Eleanor S. Cavanaugh. The Committee recommended to the Executive Board and received approval to award an additional \$1,000 scholarship. The qualifications of the applicants, except in two or three instances, were outstanding. The future potential for contribution to the profession of special librarianship was evident in almost every folder. Most of the applicants had worked in libraries with specialized collections during the summer or were working part-time in special libraries while going to school. The Committee was faced with the most difficult of decisions in selecting the final four winners and alternates.

Listed below are the final winners of the 1962-1963 Special Libraries Association \$1,000 Scholarships and the winner of the \$500 Cavanaugh Scholarship. Two of the winners originally selected to receive the scholarships accepted; the other two original winners accepted other scholarships of higher monetary value and these scholarships became available to the first and second alternate winners. The winner of the Cavanaugh Scholarship accepted.

The \$1,000 Special Libraries Association Scholarships have been accepted by: Grace Alice Moore, Long Beach, California; Arlee May, Louisville, Kentucky; Barbara Jean Biebrich, East Lansing, Michigan; and Ellida Anne Milton, Detroit, Michigan.

The \$500 Cavanaugh Scholarship was accepted by Mary Lou Woehlk, Winthrop, Iowa.

Alternate \$1,000 scholarship winners are: Dorothy Ann Lundeen, Superior, Wisconsin, and Patricia Ann Huggins, Selma, Alabama. The alternate Cavanaugh Scholarship winner is Isa Zubaidah, Djakarta, Indonesia.

**Progress Report on 1961-1962 Scholarship Winners**

The 1961-1962 scholarship winners were contacted late in April to obtain an expression of opinion relative to what they felt their own progress has been during the past year, to learn when they will complete their graduate work and to determine their employment plans. This is part of a program to keep in touch with the winners throughout the year as a tacit reminder to them of their moral obligation to the Association. The brief resumes below give some indication of the responses received:

Marlene A. Barrett (\$1,000 scholarship). Miss Barrett, who is to be married this summer, received her degree from the Carnegie Institute of Technology, School of Library Science, June 1962. She has accepted a position as an Assistant Librarian in the Science Library, MIT. She states that "I had hoped to obtain a job in a company library in that area but, as far as I am concerned, there were none to be had."

Mrs. Irene G. Wallace (\$1,000 scholarship). Mrs. Wallace will graduate in January 1963 with a master's degree in library science from the University of California. Completion of her graduate work has been delayed because of family problems caused by the recall of her husband into the Army in January 1962.

Almuzaff Khan (\$1,000 scholarship). Mr. Khan received his master's degree from Western Reserve University, School of Library Science in June 1962. He hopes to work in the United States for a short time before returning to India.

Jacqueline K. Johnson (\$1,000 scholarship). Miss Johnson received her degree in June 1962 from Western Reserve University. She will return to her former employer in a special library in Canadian industry.

Emery Baldi-Becht (\$500 Cavanaugh scholarship). Mr. Baldi-Becht will receive a master's degree from the University of Southern California, June 1963. He is presently employed full-time in the University of Southern California Law Library and expects to continue this affiliation after receiving his degree.

Mrs. Mary F. Riley (\$500 Cavanaugh scholarship). Mrs. Riley expects to complete her graduate work in August 1963 at Columbia University. She then plans to work part-time in a business library

until September 1964 when she will be able to accept full-time employment.

Mrs. Florence E. Johnson (\$500 Cavanaugh scholarship). Mrs. Johnson expects to complete her graduate work this summer at Chicago University. She is presently employed part-time in the Chicago Municipal Reference Library.

FINANCIAL STATEMENT  
SCHOLARSHIP & STUDENT LOAN FUND

May 1, 1961 to April 30, 1962

Contributions	
<i>Individual members</i>	\$ 2,955.10
<i>Memorial donations</i>	\$ 2,955.10
In memory of Rose Boots (from McGraw-Hill staff)	55.00
In memory of Mrs. Ruth Garbett (\$20 from Mrs. Garbett's co-workers and \$100 from Field Enterprises, Inc.)	120.00
In memory of Alma Mitchell (from Public Utilities Section)	65.00
In memory of Mary E. Jameson (from Agnes E. Law)	5.00
In memory of Joseph Olah (from Cincinnati Chapter)	100.00
	<hr/> \$ 345.00
<i>Organizations</i>	
Standard Oil of California Time, Inc.	\$ 100.00
Atlas Chemical Industries	500.00
H. W. Wilson Foundation	250.00
Silvestri Art Manufacturing Co.	2,000.00
	20.00
	<hr/> \$ 2,870.00
<i>Chapters</i>	
Greater St. Louis	\$ 75.00
Pittsburgh	100.00
New York	1,000.00
Wisconsin	25.00
Southern California	130.00
	<hr/> \$ 1,330.00
<i>Divisions</i>	
Metals	\$ 250.00
<i>Sections</i>	
Pharmaceutical	\$ 200.00
	<hr/>
Total contributions	\$ 7,950.10
Total interest earned May 1, 1961 to April 30, 1962	389.94
Repayments on loans, May 1, 1961 to April 30, 1962	1,159.00
Balance transferred from E. S. Cavanaugh Fund	526.34
	<hr/>
<i>Total Additions to Fund</i>	<u>\$10,025.38</u>

#### SUMMARY

Cash balance May 1, 1961	\$ 7,702.90
Scholarship and Student Loans (1961-1962)	\$ 3,755.00
	\$ 3,947.90
Additions May 1, 1961 to April 30, 1962	10,025.38
Cash balance in fund April 30, 1962	\$13,973.28
Loans outstanding	2,946.00
<i>Total Balance in Fund, April 30, 1961</i>	\$16,919.28

#### Contributions to Scholarship and Student Loan Fund

The H. W. Wilson Foundation, Inc. again contributed \$2,000 to the Fund. Contributions were also received from several Chapters and business organizations. The Pharmaceutical Section for several years has contributed \$200 a year to the Fund. As a token of appreciation of the cooperation received from the Southern California Chapter, the Immaculate Heart College Graduate School of Library Science made a contribution to the Fund. Fifteen students from this school applied for student membership in the Association.

The Metals Division again sponsored a special convention activity, an Embassy Tour, and contributed proceeds to the Fund. The Business and Finance Division sold a guidebook at the Convention entitled *Washington, D. C. in a Nutshell*, with the profits going to the Fund.

A program to stimulate corporate contributions is needed. To be most effective this program needs to be developed a year in advance so that the contact with organizations can be made in the fall during the time operating budgets are under consideration. There is not sufficient time for the incoming Chairman to orient herself to this problem and to get a program developed following the Convention. It is felt that proper timing is vital to such an undertaking if it is to be fruitful.

#### Division Scholarship Programs

It was brought to the attention of the Committee by the Executive Secretary that the Pharmaceutical Section is considering the possibility of establishing its own scholarship or revolving scholarship fund, and that such a program might be in direct conflict with the Association's scholarship program. A Scholarship and Student Loan Fund Committee member is to discuss this situation informally with the Pharmaceutical Section.

#### Loan Fund Ceiling

After some discussion by the Committee of the loan repayment situation during the past few years, the current loans outstanding and the funds currently available, it was decided to postpone at this time any request to increase the Loan Fund limit from the current \$4,000. There is \$1,054

now available for loan, with \$2,946 outstanding. With the present limitation that only \$2,000 may be loaned during any one year, it is probable, with the repayments expected this year, that the loan limit will soon become available.

Two loans were granted during the year amounting to a total of \$605. This was all that was available for loan throughout most of the year.

HELEN E. LOFTUS

## Special Classifications

No annual report.

## Special Libraries

During the year a total of 103 manuscripts were read and discussed by the Committee. Of these, 48 were accepted, 53 were rejected and 2 were accepted conditionally if the authors re-write.

We welcomed, as Consulting Editors, Alberta Brown and Dr. Albert I. Warheit. The value of these two positions will grow as the new consultants become acquainted with the aims and the problems of the Committee. No specific requests were submitted to Miss Brown and Dr. Warheit, as (amazingly enough) we had a smooth-running year, with no earthshaking policy problems.

The Committee met twice to discuss the proposals of the Finance Committee to raise the subscription price of *Special Libraries* to \$10, United States; \$11, foreign; and single issues to \$1.50. After some questioning of accounting methods, we agreed to support the Finance Committee in its request. *Special Libraries* should be sound financially.

An open meeting was scheduled for Wednesday, May 30, at the Convention in Washington to give any interested Association member a chance to join in a general discussion of *Special Libraries*, its format, content, periodicity, etc.

It has indeed been a pleasure for us to work with Miss Allison and Mr. Woods. Their interest and enthusiasm are ever constant.

MARY BONNAR

## Statistics

By Executive Board action on June 2, 1961, the name of the Advisory Committee on Statistics for Library Services Branch, U.S. Office of Education, was changed to the Statistics Committee. By the same action the Committee's status was changed from that of a special committee of the Association to a standing committee and its composition and duties were redefined.

Under the new definition the Committee has responsibility for activities pertaining to the development, coordination and interpretation of statistical data relating to special libraries. In pursuance of this responsibility it is charged with the follow-



ing duties: 1) studying the needs for statistical data; 2) promoting necessary investigations and compilations; and 3) representing the Association in matters relating to statistics.

Committee activities for 1961 in these three areas are reported below.

1. Studying the need for statistical data. No organized Committee work has been undertaken in this area. With the publication in June 1961 of the Office of Education, Library Services Branch's *Statistics of Libraries; an Annotated Bibliography of Recurring Surveys*, the Committee has available to it documented evidence confirming the general view that little usable systematic data is currently available. Any further literature search that may be contemplated will have to cover special library management literature in general if it is to reveal reported needs for statistical data.

Some study was made of a related matter, i.e., the ALA "Definitions for Library Statistics; a Preliminary Draft." Committee members were supplied with copies of this brochure, and views were solicited on their applicability to special libraries. This is an area requiring concentrated effort if usable comparative data is to be gathered.

2. Promoting necessary investigations and compilations. Major efforts during the year concerned our continuing effort to obtain a grant from the Council on Library Resources for a special library statistics survey. Failure to obtain favorable Council action in June 1961 led to a reassessment of the project objectives, direction and costs. In agreement with the ALA-LAD Statistics Coordinating Committee, a new proposal was developed limiting geographical coverage of the project, combining the two projects under ALA leadership and materially reducing its costs. With SLA Executive Board approval, the new proposal was submitted to the Council for consideration at its 1961 Fall Meeting.

Still unapproved, but not abandoned, the project was subsequently referred back by the Council with a suggestion concerning the type of project director to be selected. This was the subject of deliberations at the ALA Midwinter Meeting attended by the SLA Statistics Committee Chairman. As a result of these discussions, and with Executive Board agreement, the Council was advised that any change in project direction deemed desirable would be acceptable. As of this date it is our understanding that the Council will reconsider this project at its May meeting.

3. Representing the Association in matters relating to statistics. In connection with the pending ALA-SLA Statistics Project, the Chairman of the Statistics Committee was designated the SLA special representative to the ALA Statistics Coordinating Committee and represented the Association at the ALA Midwinter Meeting of the Committee. Deliberations of that meeting were reported above.

On an informal basis the Chairman has kept in close touch with pertinent activities of the Library Services Branch of the Office of Education, and is

happy to report that, in the coming fiscal year, the Branch will be extending its regular data collection and analysis program to include special libraries services. Specific authorization has been given for this activity, and an additional staff member will be available to pursue this work.

RUTH FINE

## Technical Book Review Index

The 27th volume of the *Technical Book Review Index* was published during 1961. Ten monthly issues were published with no issues during July and August. There were 1,178 titles indexed and, for most entries, excerpts or abstracts from the reviews were presented. Including the annual author index, there were 204 pages.

The *Technical Book Review Index* makes it possible to locate quickly reviews and expert opinions about books in technical publications. Culled from a large number of scientific, technical and trade journals, these references to reviews, plus quotations from the original reviews, constitute a most important source for the evaluation of technical books. *TBRI* is the only index to books of this type. It should be noted that the *Technical Book Review Index* is an index to the book reviews; it makes no attempt to index the books according to their subject coverage.

*Technical Book Review Index* is compiled in the Technology Department of the Carnegie Library of Pittsburgh. Office and storage space, supplies, furniture and other facilities are provided for the Editor, Anthony A. Martin, and his clerical assistant. The assistant works approximately 38 hours per month. When she is not available during the summer months and at other times, the Technology Department assists with the location of reviews and provides editorial assistance if needed.

The source of the reviews is the large collection of scientific and technical journals in the Technology Department. With a substantial increase anticipated in the Department's subscription list for 1962-63, many new titles will become available to the Editor. This expanded coverage should strengthen and provide a broad, sturdy foundation for *Technical Book Review Index*.

A communication to all subscribers to the *Book Review Digest* was circulated during April 1962. The Editorial Committee asked subscribers to indicate additions and deletions in coverage of various subject fields. Especially mentioned was the present coverage of science and technology periodicals by the *Technical Book Review Index*. At this time, the results of the questionnaire are unknown, but it is likely that the relatively few scientific and technical journals now included in *Book Review Digest* will be deleted, leaving *Technical Book Review Index* as the only publication performing this indexing service for technology.

The average number of subscriptions to *Technical Book Review Index* has increased during

1961 and is approaching 1,700 per month. It is hoped that this trend will continue. If the promotional campaign undertaken by the Public Relations Director at Special Libraries Association Headquarters is continued and stepped up, it is believed that the number of subscribers will increase.

The Technical Book Review Index Committee for 1962-63 might wish to study the possibility of preparing and issuing a cumulated, author index to cover ten or 15 years. Such a project would be time-consuming and costly. The index might be sold separately to cover the added costs, and a promotional campaign might be conducted with such a publication.

At the present time, a contract operation between the Carnegie Library of Pittsburgh and the Special Libraries Association is under consideration. Discussions have been held with Bill Woods, Executive Secretary of Special Libraries Association, and Ralph Munn, Director, Carnegie Library of Pittsburgh. It is more businesslike to cover the publishing activities with an agreement, and it is hoped that the contract soon will be signed.

For a number of years, *Technical Book Review Index* has shown a profit each year. 1961 was no exception when a profit of \$2,499.99 was reported in addition to the subscription handling charges deducted by SLA Headquarters. A comparison of the expenditures, income and profits for the last two years follows.

	1960	1961
Income	\$12,723.65	\$13,191.20
Expenditures	10,407.23	10,691.21
	<hr/>	<hr/>
Profit	\$ 2,316.42	\$ 2,499.99

An increase in the subscription price for 1963 should be considered. No increase has been made since September 1937, when the present price was established. Since that time, all production costs have increased. Within the last five or six years, printing costs and postage have grown steadily higher. It is likely there will be an increase in the cost of handling subscriptions and in other miscellaneous budget items in 1963. Although no abnormally large expenses can be anticipated at this time, it is doubtful whether the operation can continue at its present level and either show a profit or break even without a price increase to bolster the financial structure.

D. R. PFOUTZ

EDITOR'S NOTE: The Executive Board approved increasing the subscription price of *Technical Book Review Index* to \$10 in the United States, \$11, elsewhere, and \$1.50 for single copies, effective January 1963.

## Translations Activities

Reflecting its broadened scope as the single SLA Committee concerned with policy for all transla-

tions matters, this Committee has put considerable thought and effort into a variety of projects this year.

At this writing, we have had two Committee meetings: in New York on September 30; and in Chicago, at the Translations Center, on January 12. In addition, the Chairman attended the Mid-winter Meeting in Dearborn, Michigan, in February and again visited the Translations Center on February 20.

Throughout the year we have been in frequent contact, by letter and personal visits, with OTS and NSF representatives on a most cordial basis in an effort to improve many aspects of our cooperative translations program. We hereby acknowledge our appreciation to NSF for additional financial support this year as compared with previous annual grants.

### Translations Survey

Our most time-consuming endeavor has been the completion of the "Survey of Translations Activities in Universities, Societies and Industry in the Fields of Science and Technology" under NSF grant. In September we accepted a progress report from Survey Consultant Alberta Brown. As Miss Brown was not available after November 12, the expiration date of her contract, and there was additional work to be done on the Survey, we requested a time extension to January 31, 1962, from NSF and retained a management consulting firm, George Fry and Associates, for data analysis, evaluation and preparation of a final report. The entire Committee participated actively in guiding and assisting the Fry organization and met with Fry representatives in Chicago to discuss progress and results. The final report represents a remarkable cooperative effort on the part of past and present Committee members, the two consultants and the Translations Center personnel. Following a news release from SLA Headquarters, the Survey has aroused great interest and many inquiries. The Survey results were presented to the public at a luncheon sponsored jointly by the Committee and Science-Technology Division at the Washington SLA Convention in May 1962.

### Public Relations and Promotion

In line with our newly defined responsibilities, much time has been spent on public relations and promotion (deemed the most important factor in stimulating contribution to, and use of, the Translations Center) with the following results:

1. From August 1961 through June 1962, the two units of the Translations Center exhibit have been seen at over a dozen technical meetings—in such locations as Cleveland, Detroit, Chicago, Boston, Denver, Pittsburgh, Baltimore, Washington, D. C. and Miami Beach, with many more contacts made and in process of negotiation.
2. SLA and OTS representatives have met to work out a series of press releases and articles on trans-

lations for professional journals, newspapers, trade journals and the popular press, as outlined at our New York Committee meeting.

3. In the form of TC brochures and other handout material, SLATC will be represented at the Century 21 Seattle Fair this summer in cooperation with the OTS exhibit.

4. Two articles in the January 1962 (translations) issue of *Special Libraries* were inspired by the Committee: Alberta Brown's progress report on the Translations Survey and Rosemary Neiswender's article and comparative chart on Russian transliteration systems.

#### Other Activities

Miscellaneous activities of the Chairman included a talk on obtaining translations before a special libraries class in the Graduate School of Library Science at Immaculate Heart College, Hollywood, California, and evaluation, by NSF request, of an Engineers Joint Council proposal for grant to conduct a pilot study on availability of foreign engineering literature in the United States and to determine requirements for a comprehensive program.

#### Subcommittee Activities

In this Committee's enlarged capacity, we have had the benefits this year of operating with two subcommittees whose reports follow mine.

ELIZABETH M. WALKEY

### Subcommittee on Transliteration

Correspondence between members has resulted in the publication of the Chairman's article *Russian Transliteration—Sound and Sense* in the January 1962, *Special Libraries*. A comparative chart of major transliteration systems was given along with historical development of the various schemes. Advantages of the BSI (British Standards Institution) system were presented. Since publication of the article, the Chairman has accepted an offer to serve on the ASA Z-39 Subcommittee on Transliteration, which should provide SLA with valuable liaison in the American Standards Association's program on transliteration matters.

ROSEMARY NEISWENDER

### Subcommittee on Translators and Translations

The Subcommittee on Translators and Translations: Services and Sources, an ad hoc committee appointed by President Eugene B. Jackson to serve under the jurisdiction of the Translations Activities Committee, was largely inactive during 1961-1962 while awaiting action of the National Science Foundation on the SLA proposal submitted on May 5, 1961. During the waiting period, however, the Subcommittee submitted a proposal to the SLA Nonserial Publications Committee on August

26, 1961, for permission to compile and edit a second edition of *Translators and Translations: Services and Sources* in the event that financial support was forthcoming from the National Science Foundation.

#### Second Edition of "Translators"

On January 30, 1962, the National Science Foundation notified the SLA Foundation Grants Committee that it was unable to support the proposal for compiling data and preparing the manuscript of the second edition. Following further discussions between the Subcommittee, the Executive Secretary and other interested groups in SLA, the Subcommittee submitted a revised project proposal and budget on May 15, 1962, to the Translations Activities Committee with a view to undertaking the project on a reduced budget and with the help of more volunteer workers. The TAC accepted the revised proposal and referred it to the SLA Executive Board for approval on May 27, 1962. The Board gave the proposal preliminary approval on that date, authorizing the Subcommittee to begin work immediately upon a second edition of *Translators and Translations: Services and Sources*. The Subcommittee is to spend the summer months enlarging and bringing up-to-date the mailing list of translators and revising the project questionnaires in collaboration with the Rich Electronic Computer Center at the Georgia Institute of Technology. Upon completion of the preliminary phase of the project, it is to submit a firm estimate of the costs of completing the work for the approval of the SLA Executive Board at its September meeting.

FRANCES E. KAISER

### H. W. Wilson Company Award

The theme of the H. W. Wilson Company Chapter Award for 1962 was "Closer Relations Between Chapters and Library Schools in Their Areas." The entries illustrated the many and varied ways a Chapter can achieve sound working relations with library schools.

The judges decided that these features made the winning project from the Toronto Chapter outstanding: 1) unusually careful planning and execution; 2) the opportunity for each individual Chapter member to participate, including those in widely scattered areas; and 3) a plan that can easily be adapted by other Chapters.

Eleven Chapters entered the competition. They were: Connecticut Valley, Illinois, Minnesota, New Jersey, New York, Pittsburgh, San Francisco, Southern California, Texas, Toronto and Wisconsin.

The present policy of the Committee directs that the theme for the competition be assigned by the same Committee that will act as judges. This year's experience indicates that this is a consistent and satisfactory procedure.

ELIZABETH FERGUSON

# Special Representatives' Reports, 1961-1962

By the Association's 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 Denver, Colorado, December 26-31, 1961, and participated in the AAAS Council meetings. At that time a new AAAS Section on Information and Communication (Section T) was established. As a result of this action, the Special Libraries Association has a new home in the AAAS as a charter member of Section T. The new Section will sponsor a special program in its subject area at the AAAS meeting in Philadelphia in December 1962.

JOHN SHERROD

## American Association of Colleges of Pharmacy

### Joint Committee on Pharmacy College Libraries

Current representatives on the Committee are as follows: from the American Association of Colleges of Pharmacy, Dr. Patrick F. Belcastro (Chairman) and Dean Albert C. Smith; from Special Libraries Association, Efren W. Gonzales and Mildred P. Clark; and from Medical Library Association, M. Margaret Kehl and Philip Rosenstein.

With the Chairman abroad on sabbatical leave, activities of the Committee have been confined to publication of the first number of its *News-Letter* in April. Graced with an attractive green masthead, this mimeographed publication included items explaining the purpose of the Joint Committee and of the *Letter*, listed the membership and reported forthcoming publications of interest to pharmacy college libraries. The editor is Philip Rosenstein, Librarian, Brooklyn College of Pharmacy. Copies of the *News-Letter* went to librarians and deans of all colleges of pharmacy, certain officials of the American Association of Colleges of Pharmacy, Special Libraries Association and others likely to be interested. Future issues will appear at irregular intervals.

As AACP representative to the American Standards Association Committee Z-39 on Library Work and Documentation, Mrs. Clark attended the full Committee meeting in New York on De-

ember 1, 1961, and a meeting of its Subcommittee on Abbreviations for Periodicals in Washington on March 27. Because Committee Z-39 received a generous grant from the National Science Foundation and Council on Library Resources, travel expenses were available, and the full membership was present. A preliminary draft of a standard for periodical abbreviations was agreed upon, which, with further refinement, will be presented to the American Standards Association for possible adoption as an American Standard. This draft differs in various details from the International Standard for Periodical Title Abbreviations (which was not acceptable to the United States). Since members of major abstracting and indexing services, as well as practicing librarians, compose the Subcommittee, this draft represents compromises among several systems which, it is hoped, will be eventually acceptable to all concerned with periodical title abbreviations.

EFREN W. GONZALES  
MILDRED P. CLARK

## American Documentation Institute

No annual report.

## American Library Association Library Technology Project Advisory Committee

The SLA Representative to the Library Technology Project Advisory Committee was appointed in December 1961 and attended the January 30, 1962, meeting held at the ALA Midwinter Meeting in Chicago.

The two major publications issued by the Project, *Study of Circulation Control Systems* and *Photocopying from Bound Volumes* were completed prior to the appointment of the SLA Representative. Handout material on *Small Catalog Card Duplicators* and *Organizing a Technical Library* have been prepared to answer repetitive inquiries. Bill M. Woods and the SLA Representative reviewed and suggested revisions to the latter prior to publication. Under preparation is material on carpeting and a model library insurance policy.

The Project has work under way on the design of pamphlet boxes, improved book packaging, adhesives and a simplified transaction charging sys-

tem. All of these have implications for special librarians; there are also a number of activities that do not. The work of the Project is sufficiently important to the Special Libraries Association to warrant representation.

GORDON E. RANDALL

### **Resources and Technical Services Division, Acquisitions Section, Reprinting Committee**

This Committee has been inactive during the past year.

Retention of representation on the Committee is of doubtful value.

JOHN P. HERLING

EDITOR'S NOTE: The Executive Board approved the recommendation that representation on this Committee be discontinued.

### **Resources and Technical Services Division, Book Binding Committee**

For report, see *Special Libraries*, vol. 53, no. 4, April 1962, p. 207.

### **Statistics Coordinating Committee**

See Statistics Committee report, page 421 of this issue.

## **American Standards Association**

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

Two standards have been approved by the sponsor and are now in print: *American Standards Specifications for Micro-opaques, PH-5.5* and *American Standard Dimensions for 100-foot Reels for Processed 16mm and 35mm Microfilm, PH-5.6*.

Subcommittee PH-5-1 on Micro-transparencies is working on the following matters: 1) Feasibility of interesting the National Bureau of Standards in a micro-test object; 2) Consideration of the National Microfilm Association glossary; 3) Quality standards or legibility; 4) Consideration of card stock as related to microfilm; 5) Provisional standard for card-to-card printers; 6) Consideration of methods of measuring screen brightness; 7) Consideration of test targets for flow cameras.

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

Subcommittee PH-5-3 on Documents Readable Without Optical Devices has moved to letter

ballot sheet standards with some new sizes added. It is also considering the use of reflection densitometers and quality standards.

CHESTER M. LEWIS

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

The Sectional Committee Z-39 met on December 1, 1961, in New York. At this meeting the Chairman, Robert E. Kingery, introduced Marguerite von Geyr, who had been appointed Administrative Associate of the Committee in August. A grant of \$16,940 had been received from the National Science Foundation and the Council on Library Resources to provide funds for the activities of this Committee. The various sub-chairmen reported on the work of their committees, and Melville J. Ruggles of the Council on Library Resources discussed "Mechanization in Russian Libraries."

The next meeting of the Sectional Committee was held on April 13, 1962, in New York. The Chairman and Administrative Associate reported that they had met with the Subcommittee on Machine Coding, the Subcommittee on Abbreviations for Periodical Titles and the Subcommittee on Transliteration. The Subcommittee on Bibliographic References had also held a meeting. The Subcommittee on Library Statistics, with Dr. Frank Schick as Chairman, is planning to meet with the Statistics Coordinating Committee of ALA and SLA in June.

With a grant from the National Science Foundation, Mr. Kingery, Henry Dubester and Dr. Jerrold Orne planned to attend the Ninth Plenary Meeting of the International Standards Organization, Technical Committee 46, in Paris, June 25-27. Bernard Fry of the National Science Foundation was also expected to participate. The International Subcommittee of Z-39 held a briefing session with the delegates to the ISO/TC46 meeting on May 11th.

MRS. ANNE J. RICHTER

### **ASA Z-39 Subcommittee on Machine Coding**

No annual report.

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

No meeting of this Sectional Committee has been held. A SLA Representative and member of the Steel Shelving Subcommittee has reported that a preliminary draft of the specifications for the finishing of shelving has been prepared and sent to the members for review and comment.

GORDON E. RANDALL

SPECIAL LIBRARIES

## Conference on Science Manuscripts

The 1961 Annual Meeting of the Conference was held at the Shoreham Hotel, Washington, D. C., on Thursday, December 28, 1961, at 4:15 P.M. The program consisted of a talk by Derek J. de Solla Price of Yale University on "The Archives of the Cavendish Laboratory, Cambridge" and one by Murphy D. Smith of the American Philosophical Society, Philadelphia, on "Preparing a Manuscript Guide for a Learned Society."

A business meeting followed, conducted by the Chairman, Dr. Nathan Reingold of the Science and Technology Division of the Library of Congress. Dr. Reingold announced the formal organization of the Conference on Science Manuscripts and the adoption of a constitution, which states the purpose of the Conference to be "to encourage the preservation of the primary source materials for the history of the pure and applied sciences and their cultural influences. The Conference is a nonprofit organization, no funds which accrue to the benefit of any member and does not engage in political or legislative activities." The SLA Representative has been supplied with a copy of the constitution.

Suggested goals of the Conference are: 1) a manual to tell scientists what they can do to preserve their manuscripts; 2) a newsletter of Conference activities; and 3) guides to manuscript collections.

The papers presented at the first Conference in 1960 have been published in the March 1962 issue of *Isis*, a publication of the History of Science Society. The papers of the 1961 Conference will not be published.

Dr. Reingold was reelected Chairman, and Dr. John Blake of the National Library of Medicine was elected Vice-Chairman.

Of particular interest to the Special Libraries Association was the report of the Chairman of the Committee on Relations with Industry, O. E. Anderson, Deputy Historian of the Atomic Energy Commission. He spoke of his Committee's contacts with records managers and its studies of practices as they now prevail, usually in large companies. He believes business organizations will preserve their manuscripts if they know how and suggests that management must be "sold" on this idea. He mentioned the desirability of cooperation with business history organizations and stressed the need for more publicity regarding the Conference and its aims.

In the activities of the Committee on Relations with Industry, SLA and certain of its members could make a real contribution to the purpose of the Conference.

It is recommended, therefore, that SLA continue its representation to the Conference on Science Manuscripts and that an effort be made to have an appropriate SLA member appointed to the Committee on Relations with Industry. Dr. Rein-

gold is receptive to these ideas and would welcome additional cooperation with SLA.

MRS. MARIE S. GOFF

EDITOR'S NOTE: The Executive Board approved the recommendation that representation be continued.

## Council of National Library Associations

For report, see *News and Notes*, January 1962, no. 1, p. S-2 in *Special Libraries*, vol. 53, no. 1, January 1962.

Also, see the report of the Executive Secretary, p. 396 in this issue.

### CNLA Joint Committee for Visiting Foreign Librarians

The Council of National Library Associations Joint Committee for Visiting Foreign Librarians held meetings on November 20, 1961, and on March 14, 1962, in Washington, D. C. An informal meeting was held in Chicago on January 30, 1962.

A search for funds to establish a National Center for Foreign Librarians continued. The Committee was unsuccessful in obtaining financial assistance from a foundation or from a government agency. A new approach to the search for adequate sponsorship was initiated—namely, to establish a National Center for Foreign Librarians under the aegis of the American Institute for Research, an established nonprofit research organization with projects in the international field. A draft proposal was prepared, carefully studied and after discussion at the meeting on March 14, approved. The May 4, 1962, meeting of CNLA approved the project in principle and authorized the Committee to proceed.

The definitive statement for the National Center for Foreign Librarians under the sponsorship of AIR is now being prepared.

When the National Center is established, the present CNLA Committee will continue as an advisory panel on professional library matters to the National Center for Foreign Librarians of the American Institute for Research.

LUCILE DUDGEON  
LEWIS M. BRIGHT

### CNLA Joint Committee on Exhibit Managers

Committee is not yet organized.

### CNLA Joint Committee on Library Education

No annual report.

## CNLA Joint Committee on Library Problems Related to the Peace Corps

No annual report.

## CNLA Joint Committee on Library Work as a Career

No annual report.

## Federation of Management Organizations

The Association was represented at two meetings this year: Ethel S. Klahre and the Executive Secretary attended the October 20, 1961, meeting in Cleveland, and Mrs. Elizabeth R. Usher attended the April 26, 1962, meeting in New York City. During both sessions the International Management Congress scheduled to be held in New York City in September 1963 was discussed, and as a result the Association has decided to participate in the Congress. Plans and programs are being developed by a SLA committee chaired by Paul Knapp.

The Executive Secretary, Bill M. Woods, is serving as the Treasurer of FOMO for 1962. He also served as Co-chairman of a committee that prepared a survey of educational programs in the management field. During the fall FOMO issued a directory of the officers of the local chapters of its 12 members, and this included the officers of SLA's 32 Chapters.

EUGENE B. JACKSON  
BILL M. WOODS

## Interagency Council on Library Tools for Nursing

The Interagency Council on Library Tools for Nursing met October 30, 1961, and March 2, 1962, at National Nursing Headquarters, New York City. SLA was represented only at the spring meeting.

While the Committee has no executive power, its function of exchanging ideas and experiences leads to discussion from which recommendations to interested bodies can be made. During 1961-1962 it discussed:

1. Possible exhibits and program participation at the 1963 National League of Nursing and the 1964 American Nurses Association Conventions, plans for which are still fluid enough to allow program changes.
2. Preparation of a film that would emphasize the way medical literature can help nurses in the actual performance of their duties.
3. Possible revision of the National League for Nursing's *Library Handbook for Schools of Nursing*, 1953.

4. Publication arrangements for the retrospective index to nursing journals being prepared at Yale University School of Nursing under the leadership of Virginia Henderson, R.N., Librarian.

5. Formation of the American Nurses Association committee to investigate the possibility of preparing a current index to nursing literature based on needs of various nursing groups. The first meeting was scheduled for April 1962.

6. The Council's comment on the recently published *Cumulative Index to Nursing Literature 1956-1960*, edited by Mildred Grandbois of Glendale Hospital and Sanitorium Library, California. In the Council's opinion some improvement of coverage and format is needed in this tool, although it is at present filling an otherwise unmet need. The existence of this index and the experience of its editor should have bearing on the activities mentioned in item 5.

7. Inclusion of more nursing material in the MEDLARS project of the National Library of Medicine. A favorable response to ANA's recent inquiry has been received.

MRS. BARBARA COE JOHNSON

## Interassociation Hospital Libraries Committee

The Interassociation Hospital Libraries Committee met February 3, 1962, at the home of Mrs. Vera Flandorf, Chicago, Illinois. The Chairman, Jean Paige, American Library Association Representative, called the meeting to order at 4:30 p.m. Mrs. Ardis Engle, Special Libraries Representative, served as Secretary. Other members of the Committee present were Mary M. Dobnikar, Catholic Libraries Association Representative, and Mrs. Margaret Hopkinson, Medical Libraries Association Representative.

The major function of the Interassociation Hospital Libraries Committee is to serve as a clearing house for information about projects in ALA, SLA, MLA and CLA and to transmit the information to the hospital librarians.

Mrs. Margaret Hopkinson reported that the Convention of the Medical Libraries Association would be held in Chicago, June 5-8, 1962, at the Sheraton-Chicago Hotel and outlined the program briefly.

Seminars in medical librarianship were held June 9-15 at the University of Illinois Medical School in Chicago.

The 1963 MLA meeting in Washington will be the Second International Congress on Medical Librarianship. A full-scale Congress is planned at that time.

Helen Yast is planning an Institute on Hospital Librarianship for non-professional staff to be held in New York City in October. For further information write Miss Yast, Librarian, Association of Hospital and Institutional Libraries, 50 East Huron Street, Chicago 11, Illinois.

Mary M. Dobnikar, CLA Representative, reported that the Catholic Library Association, Hospital Section, has completed a project sponsored by Sister Mary Leonilda, S.C.N., Chairman of the organization, namely, the "Orientation Plan for Doctors, Faculty Members, and Student Nurses." At the 38th CLA Annual Conference in Pittsburgh, April 23-27, the topics discussed in the Hospital Section were: "The Function of the Large Medical Library in the Community," "The Need for a Liberal Arts Collection in a Nursing School Library" and "Accreditation for the Nursing School Library," a panel.

Jean Paige, ALA Representative, stated that a 1963 issue of *Library Trends* will be on bibliography. The guest editor will be Ruth Tews, Mayo Clinic, Patients Library, Rochester, Minnesota.

Claire Luciola is working on a new edition of *New Horizons*. This is a bibliography of books for the handicapped and will be available later at the American Library Association Headquarters.

Helen Yast is writing a brochure to go with slides on hospital, medical and institutional libraries. They are available from ALA Headquarters. Anyone having slides or film that could be added to this collection should contact ALA.

Reprints from the *ALA Bulletin* section "Hospital and Institution Library Service" are available at ALA Headquarters also.

Mrs. Margaret Hopkinson, MLA Representative, will serve as Chairman for 1962-1963, with Mary M. Dobnikar, CLA Representative, as Secretary.

MRS. ARDIS ENGLE

## Joint Committee on Union List of Serials

The work on the third edition of the *Union List of Serials* is progressing satisfactorily. The Committee believes it has financing adequate to prepare this for publication, which is expected to be sometime in 1965. It will be published by the H. W. Wilson Company. When published this will replace the second edition and its supplements and will contain corrections and many new entries. This is expected to be the final edition of the *Union List of Serials*, which contains titles originating prior to 1950. All serials starting 1950 or later are reported in *New Serial Titles*, published by the Library of Congress.

MRS. RUTH H. HOOKER

## Joint Libraries Committee on Fair Use in Photocopying

The Committee's report on single copies has been approved by the American Library Association, the American Association of Law Libraries and the Association of Research Libraries. The

Executive Board of the Special Libraries Association approved the policy contained in the report following the last Annual Meeting.

Supplementary procedural recommendations were submitted to the Executive Board at its February 16th meeting in Dearborn and were approved. In effect, these procedural recommendations were designed to assist libraries in carrying out the Committee's recommendation that it be library policy to fill an order for a single photocopy of any published work or part thereof. The recommendations were arrived at after representatives of the Committee met with publishers' representatives, representatives of the Copyright Office and other interested persons. As a result of these meetings and discussions, and after full consideration of the positions taken by representatives of copyright owners, the Committee is confirmed in its view that photocopying by libraries in accordance with the Committee's recommendation does not cause appreciable economic injury to copyright owners and is an appropriate and natural extension of library service.

The Committee, while fully appreciative of the efforts of the Copyright Office to find a statutory formula for regulating library photocopying, does not believe that library photocopying can be satisfactorily subjected to statutory regulation under the Doctrine of Fair Use.

Specifically, the Committee does not feel that library photocopying, alone of all the kinds of fair use, should be subjected to regulation, nor does it like the proposed requirement for written applications for a photocopy.

Consequently, while the Committee is very desirous that the revised act should specifically mention fair use as limiting the rights of copyright owners, and that library photocopying be mentioned as one variety of fair use, it prefers its own solution of the problem, and until such time as its solution is shown to be unfeasible, opposes the adoption of the Copyright Office formula.

CHESTER M. LEWIS

## Jointly Sponsored Program for Foreign Librarians

The Special Libraries Association has continued to cooperate with the American Library Association and the Department of State on the Jointly Sponsored Program for Foreign Librarians.

At the conclusion of six years, the Program has assisted 30 librarians from abroad to become working staff members in 26 American Libraries. Of these librarians, 22 have completed their period in the United States and have returned to their own country. Four are now in the United States:

Mahmoud al-Akhras, Chief of Ministry of Education Library Section, Amman, Jordan. Sponsor library: Baltimore County Public Library, Towson, Maryland.



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, Washington. Xenia Sorokin, Assistant Chief, Legislative Reference Section, Library of Congress, Buenos Aires, Argentina. Sponsor library: State Library, Harrisburg, Pennsylvania.

The Washington Committee, upon which the SLA representatives serve, has completed the placement of six librarians who have been invited to become staff members of American libraries during the coming year. International travel and one month study tour of the United States for these librarians are covered under the Department of State 1962 budget.

These six librarians who have been invited but have not yet arrived in the United States are:

Mr. Qasen Eftekhari, Librarian, Medical Faculty Library, University of Meshed, Iran. Sponsor library: Wayne State University Library, Detroit, Michigan.

Jeffrey Clyde Hazell, Librarian in charge of State Department of Agriculture Library, Sydney, Australia. Sponsor library: Free Library of Philadelphia, Pennsylvania.

Arne Marinius Holter, District Librarian and Inspector Central Library, Hamar, Norway. Sponsor library: Free Library of Philadelphia, Pennsylvania.

Daphne M. Labega, Chief Librarian for the Island Territory of Curacao. Sponsor library: Free Library of Philadelphia, Pennsylvania.

Jean Anita Sealy, Senior Librarian in charge of Juvenile Section, Trinidad, West Indies. Sponsor library: Free Library of Philadelphia, Pennsylvania.

Veronica Josephine Young, Deputy Librarian of Randwick Municipal Library, Sydney, Australia. Sponsor library: Free Library of Philadelphia, Pennsylvania.

A change in budget arrangements of the Department of State made it necessary to postpone until fiscal 1963 the placement of other librarians whose qualifications have been received.

It is hoped that during this coming year additional special libraries will participate in this program. SLA members may obtain information on foreign librarians who are candidates under this exchange arrangement by writing to the Secretary of the **Washington Committee**:

Mrs. Mary Ann Adams  
International Library Relations Assistant  
Library of Congress  
Washington, D. C.

LUCILE DUDGEON  
MRS. ELAINE A. KURTZ

## Library Binding Institute

No annual report.

## Library of Congress Advisory Committee on Public Law 480

It is a pleasure to report that for the fiscal year ending June 30, 1962, the Congress made \$400,000 available to the Library of Congress to be used for the acquisition of foreign books and their distribution to United States research libraries (Public Law 87-130). This is in relation to the Public Law 480 program, which involves the use of American credit in foreign currency. The countries involved in the program this year are India, Pakistan and the United Arab Republic. The Librarian of Congress has issued two newsletters this year describing this activity; they are called *Library of Congress PL-480 Newsletter*. Interested libraries or individuals may ask to be on the distribution list to receive copies of the *Newsletter*.

MRS. RUTH H. HOOKER

## Librarian's Liaison Committee

No annual report.

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

The National Science Foundation continued its financial support of the NAS-NRC Office of Critical Tables. The Office, established in October 1957, does not itself publish compilations of critical data but stimulates and coordinates the continuous compilation of critically evaluated numerical data. Consequently, the efforts of its Director, Dr. Guy Waddington, and his staff are concentrated very largely on conferences, meetings and personal contacts to encourage coordination and general standards of quality among existing data projects and the starting of new data centers.

The Office has found that such programs in this country are weakened and held back by recurrent difficulties in the funding of projects and has developed a tentative plan to establish a contracting mechanism and a fund earmarked for data compilation activities.

The experimental OCT Central Index was published this August as NRC Publication No. 976, *Consolidated Index of Selected Property Values: Physical Chemistry and Thermodynamics*. It is a guide from name of property and substance to certain selected project publications that contain the numerical data.

The Office of Critical Tables issues *OCT Newsletter* twice a year, which describes compilation activities, contemplated, in process and as issued throughout the world. In addition to the *Newsletter*

ter, the 1960-61 Annual Report, the 1961-62 Report of the NAS-NRC Division of Chemistry and Chemical Technology and six issues of NAS-NRC *News Report* were received this year. Your Representative was reappointed to the OCT Advisory Board for the three-year term ending June 30, 1964.

ANNE L. NICHOLSON

## National Book Committee

It was with real trepidation that the writer of this report assumed her duties last spring. Confidence, however, was restored as the year progressed due to the splendid cooperation of SLA officials, National Library Week officers and the chairmen of many special committees.

For the fifth year the Special Libraries Association has participated in the observance of National Library Week, April 8-14, 1962. NLW, a country-wide public relations campaign for all types of libraries, is sponsored by the National Book Committee, Inc., an independent, nonprofit citizens group in cooperation with the American Library Association and the active participation of more than 50 organizations.

Gearing to stimulate a long-range, year-round program to help build the interest of management as well as employees in reading and libraries, this year's SLA-NLW successful campaign inaugurated several "firsts." Through the generosity of the E. I. du Pont de Nemours & Company, two new NLW publicity awards were given at the Annual Convention Banquet. These awards, one of \$75 and another of \$25 were given for the most effective 1962 United States or Canadian NLW project carried out by a library represented in the Association's membership. It might be added here that the Procter and Gamble Company has confirmed its offer to present these awards next year. The NLW billboard poster, an innovation, sponsored by Efren W. Gonzales and the Greater St. Louis Chapter is indeed worthy of note. Nineteen billboards were seen in the three largest cities in the state of Missouri during the "Week" carrying the words, "Mid-America's Special Libraries Salute National Library Week. . . ."

Although at this point it is too early to know the extent of the 1962 campaign, the articles entitled, "Why I Participate In National Library Week," edited by Mary Allison in several spring issues of *Special Libraries* gave a cross section of continued interest. Still another article in the January issue, "National Library Week Is Yours—Use It," urged librarians to take advantage of NLW. In addition, hundreds of releases were sent to periodicals and newspapers from individual Chapters.

Throughout the year liaison was maintained with Virginia Mathews, Associate Director of National Library Week, and Special Libraries Association Headquarters. Also special bulletins were sent to Chapter Presidents keeping them informed of activities as well as giving information on displays

and publicity aids. Since National Library Week has definitely been established as a part of the SLA program and will continue for the next five years, a final bulletin sent to Chapter Presidents included a questionnaire similar to the one sent last year. This requested a summary of individual library NLW activities, in order that Headquarters may have an accurate account of the extent of SLA's participation.

As SLA Representative for 1962 National Library Week, this reporter attended the SLA Advisory Council Meeting at Dearborn, Michigan in February. Following her report, most favorable comments were received on the previous campaigns indicating that Chapter participation would be even greater in the ensuing years.

MRS. DOROTHY MCNUTT

## United Nations Nongovernmental Organizations Observer

The Observer has only two specific actions to report this year.

He prepared and forwarded to the Board for its approval a resolution expressing the Association's regret over the death of Dag Hammarskjold, Secretary-General of the United Nations. This resolution was approved and forwarded to His Excellency Mongi Slim, President of the Sixteenth Session of the General Assembly.

Secondly, he assisted the Executive Secretary in filling out a form requested by the United Nations Office of Public Information. The information supplied supported and reaffirmed the Association's status as an affiliated Nongovernmental Organization.

Various invitations to briefing sessions at the United Nations were received, but since the subjects of discussion were matters of political substance as opposed to Association interests, the Observer has not attended.

While our relationship with the United Nations as a Nongovernmental Organization is not very active, it is felt that it is a valuable relationship and should be continued.

DONALD WASSON

## United States Book Exchange

The Representative of SLA attended Board meetings of the USBE on August 18, 1961, March 9, 1962 and May 11, 1962. He participated also in the annual meeting of the corporation on March 23, 1962. He has served as Vice-President of USBE for 1961-1962 and was elected President for 1962-1963 at the corporation meeting on March 23, 1962.

For the history of SLA's representation in the USBE, no better brief can be made than to refer to Elizabeth Ferguson's "What Is This CNLA" in the *Library Journal* of May 15, 1962. SLA is one

of the constituent members of CNLA. The USBE is a creation of CNLA and its Bylaws III, Section 1 state:

"Member organizations of the USBE corporation consist of (a) the following members of the Council of National Library Associations, each of which shall designate a single delegate to represent it: American Association of Law Libraries, American Documentation Institute, American Library Association, American Theological Library Association, Association of American Library Schools, Association of Research Libraries, Catholic Library Association, Medical Library Association, Music Library Association, Special Libraries Association and Theatre Library Association."

Article III, Section 3 states:

"Each delegate is responsible for bringing USBE matters to the attention of the group he represents. He shall bring to the attention of the corporation the opinions and views of his group. His vote in the corporation, however, shall be that of an individual and shall be binding upon the organization or institution he represents only if his group so elects and duly notifies the corporation."

This Representative has received no particular instruction beyond the advice concerning appointment and the implicit responsibility to safeguard the interests of the Special Libraries Association.

The Board meetings and the corporation meeting have been concerned with a number of developments in programs of great value to SLA members. The most notable of these is a proposal, now before a foundation, for a West Coast branch of USBE. This is an avidly sought goal, earnestly desired by a multitude of special-type libraries in the western half of the United States, particularly the coastal area. The goals are dual: first, to facilitate movement of exchange materials within the United States and second, to promote the input of Oriental and Asiatic materials into the United States. A second project of interest to SLA is the proposed Current Exchange Referral Center, to be sponsored by NSF on an experimental basis. Such a project, it is hoped, would enable members to locate available exchange material not found in USBE or other common sources.

In its last fiscal year, the USBE distributed over half a million items. A considerable number of these went to special libraries. It is a well-known fact that special libraries are commonly stocked with unusually difficult materials by subject interest and source. In many instances the USBE is able to fill the unusual need. Considering the extremely modest investment required, both SLA and the member libraries are well-advised to continue to take an active part in the work of the USBE.

The historical record of SLA participation in USBE follows:

1948-49	Irene Strieby (Vice-President)
1949-50	Irene Strieby (Vice-President)
1950-51	Irene Strieby (Member of the Board)
1951-52	Irene Strieby (Member of the Board)
1952-54	Helen Scanlon (Member of the Board)

1954-55	Helen Scanlon (Member of the Board)
1955-56	Alvern Sutherland (no office held)
1956-57	Alvern Sutherland (Member of the Board)
1957-58	Alvern Sutherland (Member of the Board)
1958-59	Alvern Sutherland (Secretary)
1959-60	Jerrold Orne (Member of the Board)
1960-61	Jerrold Orne (Vice-President)
1961-62	Jerrold Orne (Vice-President)
1962-63	Jerrold Orne (President)

The Special Representative of SLA to the USBE respectfully recommends that SLA strengthen its representation by allocating approximately \$100 towards his travel to the annual corporation meeting of USBE, held in Washington each year. The USBE pays the expenses of its officers to all other meetings. This amount would not be needed in my particular case, since my expenses usually run about \$40 for this trip. (This was approved.) However, against the eventuality that another person may now be assigned this responsibility by the new President of SLA, the larger sum should be set aside. Further, since I have been duly elected President while representing a constituent Association, the SLA could now conceivably appoint another person to represent it without affecting my availability.

JERROLD ORNE

## United States National Committee for the International Federation for Documentation (FID)

At the February 28, 1962, meeting, a number of committee reports were given:

Robert Harte reported that the Conference Planning Subcommittee had made a firm reservation with the Sheraton-Park Hotel, Washington, D. C., for the October 1965 Congress, and a budget of \$150,000 was estimated (\$85,000 maximum travel support). Preliminary arrangements have been made for liaison with the State Department, and a schedule of Congress preparation has been prepared. The first subcommittee was dissolved, and Mr. Harte was appointed chairman of a new Congress Organizing Committee.

Malcolm Rigby of the Universal Decimal Classification Subcommittee reported on extensions of UDC suitable for use by *Meteorological Abstracts and Bibliography* and showed run sheets indicating the schedules to be "readily machinable." In his opinion, potential United States users of UDC should be provided convenient access to the schedules.

Karl Honaman reported that the Finance Subcommittee needed money but is not yet far enough along to justify firm proposals for support.

Mrs. Helen Brownson, FID/MSR, reported an

unsatisfactory situation in the Machine Storage and Retrieval Committee following her attendance at the London meeting. She reported that the Chairman's ideas and suggestions were sound but his actions negligible. The Committee was disturbed and discussed various ways of solving this problem.

A refreshing change has occurred in the subjects discussed by the FID Bureau. Four years ago they occupied themselves entirely with administrative details; today they are concerned with selecting projects and prodding committees into action.

Verner Clapp made the point, generally concurred in, that neither his Program Subcommittee nor USNCFID could choose the most important areas for action until the representatives knew the needs of the organizations they repre-

sented. I was in no position to express SLA views on the 13 areas for FID action, much less on the 62 individual topics.

A Subcommittee on Information for Industry was set up with Ken Lowry to represent large industry, John Green to speak for industry generally and a third member, yet to be appointed, from small industry.

Running through most of the meeting was an idea that an annual review paper on the international state of the art in machine storage and retrieval would be extremely useful. Dr. Hutchisson thought AIP would support such a study at \$1,000 a year, and that many other organizations would contribute. The big question was who has the time and competence to undertake such a project.

RITCHIE R. WARD

# SLA Official Directory 1962-1963

## Association Officers

### PRESIDENT

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

### FIRST VICE-PRESIDENT AND PRESIDENT-ELECT

Mrs. Mildred Hooker Brode, David Taylor Model Basin, Washington 7, D. C.

### SECOND VICE-PRESIDENT

Robert W. Gibson, Jr., Technical Processing, Thomas J. Watson Research Center, P.O. Box 218, Yorktown Heights, New York

### SECRETARY

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

### Headquarters

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#### EXECUTIVE SECRETARY

Bill M. Woods

#### ASSISTANT TO THE EXECUTIVE SECRETARY

Grace E. Reynolds

#### PUBLICATIONS AND PUBLIC RELATIONS DIRECTOR

Mary L. Allison

#### PUBLICATIONS AND PUBLIC RELATIONS ASSISTANT

Edythe C. Porpa

#### HEAD, ACCOUNTS AND RECORDS DEPARTMENT

Mrs. Emily B. Shoemaker

### TREASURER

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### DIRECTORS

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Joan M. Hutchinson, T. R. Evans Research Center, Diamond Alkali Company, P.O. Box 348, Painesville, Ohio

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

Mrs. Elizabeth B. Roth, Library, Standard Oil Company of California, 225 Bush Street, San Francisco 20, California

Edward G. Strable, J. Walter Thompson Company, 410 N. Michigan Avenue, Chicago 11, Illinois

Mrs. Elizabeth R. Usher, Metropolitan Museum of Art, Art Reference Library, 5th Avenue at 82nd Street, New York City 28

### IMMEDIATE PAST-PRESIDENT

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

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BOSTON: Robert L. Martin, 24 Fisher Street, Natick, Massachusetts

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CLEVELAND: Eloise E. Grant, Meldrum and Fewsmith, Inc., 1220 Huron Road, Cleveland 15, Ohio

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GEORGIA: William S. Learmonth, 3304 Matheison Drive, N.E., Atlanta 5, Georgia

GREATER ST. LOUIS: William A. Wilkinson, Information Center, Monsanto Chemical Company, 800 N. Lindbergh Boulevard, St. Louis 66, Missouri

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OKLAHOMA: Mrs. Carrie W. Eagon, Jersey Production Research Company, 1133 N. Lewis Avenue, Tulsa 10, Oklahoma

PHILADELPHIA: Jean M. Steever, Library 10-2, RCA Defense Electronic Products, Camden 2, New Jersey

PITTSBURGH: Maurice F. Rahilly, 144 Avenue A, Forest Hills 21, Pennsylvania

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SOUTHERN CALIFORNIA: John M. Connor, 231 S. Carondelet Street, Los Angeles 57, California

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TORONTO: Ruth Briggs, Connaught Medical Research Laboratories, Library, University of Toronto, Toronto 4, Ontario, Canada

WASHINGTON, D. C.: Mrs. Catherine Q. Hetrick, Air Force Office of Scientific Research, Washington 25, D. C.

WESTERN NEW YORK: William C. Lowe, Research & Product Development, Xerox Corporation, Building 5, 800 Phillips Road, Webster, New York

WISCONSIN: Mrs. Elizabeth J. Fabry, Downtown Campus Library, University of Wisconsin-Milwaukee, 600 W. Kilbourn Avenue, Milwaukee 3, Wisconsin

## Division Chairmen

ADVERTISING: Duane R. Day, Campbell-Mithun, Inc., 1300 Northwestern Bank Building, Minneapolis 2, Minnesota

BIOLOGICAL SCIENCES: Genevieve Cole, 77a Revere Street, Boston 14, Massachusetts

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DOCUMENTATION: Philip Leslie, 4792 Mt. La Palma Drive, San Diego 17, California

GEOGRAPHY AND MAP: George R. Dalphin, 3 Freeman Road, Hanover, New Hampshire

INSURANCE: Richard W. Luce, Continental Companies, 310 S. Michigan Avenue, Chicago 4, Illinois

METALS: James B. Dodd, 1505 Club Terrace, Lynchburg, Virginia

MILITARY LIBRARIANS: George R. Luckett, U.S. Naval Postgraduate School, Monterey, California

MUSEUM: Mrs. Miriam L. Lesley, Free Library of Philadelphia, Logan Square, Philadelphia 3, Pennsylvania

NEWSPAPER: Clement G. Vitek, *The Baltimore Sun*, Sun Square, Baltimore 3, Maryland

PICTURE: Forrest H. Alter, 1522 Cromwell Avenue, Flint 3, Michigan

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SEPTEMBER 1962

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STATISTICS: Ruth Fine, Bureau of Budget Library, Washington 25, D. C.

TECHNICAL BOOK REVIEW INDEX: Virginia L. Garland, 4601 Bayard Street, Pittsburgh 13, Pennsylvania

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TRANSLITERATION: Rosemary Neiswender, 3720 Strand, Manhattan Beach, California

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ELECTIONS: Elizabeth M. Mulhall, The Chemists' Club Library, 52 East 41st Street, New York City 17

GOALS FOR 1970: Winifred Sewell, 335 Howard Avenue, Rockville, Maryland

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SLA PROFESSIONAL AWARD AND HALL OF FAME: Winifred Sewell, 335 Howard Avenue, Rockville, Maryland

H. W. WILSON COMPANY CHAPTER AWARD: Elizabeth Ferguson, Institute of Life Insurance, 488 Madison Avenue, New York City 22

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ASA SECTIONAL COMMITTEE ON PHOTOGRAPHIC REPRODUCTION OF DOCUMENTS, PH-5: Chester M. Lewis, *New York Times*, 229 West 43rd Street, New York 36, New York

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ASA Z-39 SUBCOMMITTEE ON MACHINE CODING: Dake Gull, 541 Beall Avenue, Rockville, Maryland

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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

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Pont de Nemours & Co., Inc., 3149 du Pont Building, Wilmington 98, Delaware

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Mrs. Elaine Austin Kurtz, 8 Terrace Court, N.E., Washington 2, D. C.

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CNLA JOINT COMMITTEE ON LIBRARY PROBLEMS RELATED TO THE PEACE CORPS: Miss Marion E. Bonniwell, 2800 Quebec Street, N.W., Washington 8, D.C.

CNLA JOINT COMMITTEE ON LIBRARY WORK AS A CAREER: Herbert S. White, Engineering Libraries and Information Service, Data Systems Division, IBM Corporation, Poughkeepsie, New York

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William Beatty, 1509 Forest Avenue, Evanston, Illinois.

INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS COMMITTEE ON LIBRARY BUILDING: Gordon E. Randall, 2240 Van Cortland Circle, Yorktown Heights, New York

JOINT COMMITTEE ON UNION LIST OF SERIALS: To be appointed.

JOINT LIBRARIES COMMITTEE ON FAIR USE IN PHOTOCOPYING: Chester M. Lewis, New York Times, 229 West 43rd Street, New York 36, New York

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.

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.

LIBRARY OF CONGRESS LIBRARIAN'S LIAISON COMMITTEE: Eugene B. Jackson, Research Laboratories, General Motors Corporation, 12 Mile and Mound Roads, Warren, Michigan

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: To be appointed.

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, 93 El Toyonal Road, Orinda, California

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### Rapid Microform Space Data

A new scientific information service, which distributes microfilmed documents to NASA Research Centers and organizations concerned with aerospace research and development, has been initiated by the Scientific and Technical Information Facility of the National Aeronautics and Space Administration in Bethesda, Maryland. The 5 x 8 inch microforms are sheets of transparent film capable of holding 76 photographically reduced standard pages and were developed by Forbes & Waite, Inc., specialists in information handling. The NASA Facility provides for worldwide acquisition, filing and distribution of technical reports for participants in space programs. An electronic computer annually culls information and prepares bibliographies from about 30,000 technical reports. The microfilm service will eliminate the necessity and delay of formal requests from NASA contractors.



# Association News

## New Editor and Publisher for "Scientific Meetings"

Mrs. Marian (Patterson) Holleman, Librarian in the Reference Department of the University of Southern California Library and former SLA Director, has been appointed Editor of *Scientific Meetings*, a periodical listing forthcoming conventions, colloquia, symposia and other meetings sponsored by scientific, technical, engineering, medical and management organizations. For six years this useful reference list has been issued by the Science-Technology Division, but beginning in January 1963 the Association will take over the responsibility for its publication and distribution. A year subscription will cost \$7 in the United States, \$8, elsewhere.

The change in publisher and the addition of a full-time paid editor will enable *Scientific Meetings* to increase its scope and coverage of national, international and regional meetings. Meetings will continue to be listed chronologically and by name of sponsoring organization, with numerous cross references. Joan M. Hutchinson, Librarian, T. R. Evans Research Center, Diamond Alkali Company, Painesville, Ohio, and former Business Manager, is Chairman of the newly established Scientific Meetings Committee, which will suggest policy and advise Mrs. Holleman. The former Editor, Gertrude Bloomer, Librarian, The William S. Merrell Company, Cincinnati, Ohio, will also serve on the Committee.

The new Editor will continue to use material submitted by volunteer contributors but will concentrate on obtaining information on the location, dates, theme, registration fee and other pertinent details on forthcoming meetings directly from the sponsoring organizations and from published sources.

## SLA Participates in First AMA Library Seminar

Cooperative planning between the American Management Association, Inc. and Special Libraries Association will culminate in the AMA's Administrative Services Seminar,

"Establishing and Managing the Company Library," to be held October 3-5 at the Hotel Astor in New York City. This seminar, AMA's first dealing with librarianship, is part of a program of over 1,000 AMA meetings planned and conducted from coast to coast each year.

Eugene B. Jackson, SLA Immediate Past-President, will act as the discussion leader at the opening afternoon session. Other SLA members scheduled to speak include: Katharine L. Kinder, Librarian, Johns-Manville Research Center, whose topic will be "Mission and Objectives of the Company Library"; Mrs. Margaret H. Fuller, Librarian, American Iron and Steel Institute, who will discuss "Organizing the Company Library"; Mrs. Marie Simon Goff, Librarian, E. I. duPont de Nemours & Company, Inc., speaking on "Library Facilities"; Elizabeth Ferguson, Librarian, Institute of Life Insurance, who will explain "Specialized Services and Techniques"; and Mrs. Claire K. Schultz, Research Associate, Institute for the Advancement of Medical Communications, who will speak on "Service Systems and Information Retrieval."

Further topics to be explored during the three-day seminar are "Service Systems," "Service Criteria and Control" and "Problems of Registrants."

Registration, which is for the entire duration of the seminar, will be \$150 for AMA members and \$175 for nonmembers. This cost includes lunch on Thursday and Friday and a notebook of seminar material. Registration is being handled by the AMA Seminar Registrar, 1515 Broadway, New York City 36. Mention of Seminar Number 6213-01 must be included.

## Subscription Increases for SLA Periodicals in 1963

Effective with the 1963 calendar year, the subscription rates for *Special Libraries* and *Technical Book Review Index*, both published ten times annually, will be raised to \$10 in the United States, \$11 elsewhere and single copies, \$1.50.

*Special Libraries* has not increased its price since 1947, at which time an issue averaged 32-36 pages. Today the official journal has grown to 56-60 pages an issue and includes five supplements annually—four "News and Notes" supplements in January, March, July and November and a 16-page author-title-subject index in December. It is interesting to note that, although the amount of advertising has steadily increased, the proportion of text to advertising space is greater at present than it was 12 years ago. More full-length articles and short features are carried, and national and international news and meetings of concern to the library profession are reported in greater detail.

*Technical Book Review Index*, which quotes reviews of technical books appearing in more than 1,500 scientific, technical and trade journals, has maintained its same low price for the past 25 years, despite growth in scope and coverage. A valuable tool for the selection and evaluation of technical literature, *TBRI* also serves as a check list and index to new scientific and technical books published in the United States and abroad.

#### **Special Subscription Rates for Library School Students**

Effective immediately, library students at recognized library schools in the United States may subscribe to *Special Libraries* for \$5; in Canada and elsewhere the rate is \$5.50. A year's subscription may begin at any time—in September, February or July, according to a student's school year. Student members of the Association, who pay an annual dues of \$2, may now receive *Special Libraries* at a special Student membership rate for an additional \$2 for their school year. Student membership is available to any person enrolled full- or part-time in a library school of recognized standing and may be held for two years. A student who wishes to subscribe to *Special Libraries* and/or become a member should ask the dean of his school for an application blank, or he may request one from Association Headquarters.

#### **Seven 1963-64 Graduate Study Scholarships**

Seven scholarships of \$1,000 each will be awarded by the Association to qualified men

and women who intend to do graduate study in special librarianship leading to a degree at an accredited library school in the United States or Canada during the 1963-64 academic year. The \$1,000 scholarships are available to college graduates working in a special library or with experience in a special library, or to recent college graduates or college seniors wishing to enter the special library profession. Qualifications are 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 and Canada. Applications may be obtained from the Executive Secretary, Special Libraries Association, 31 East 10th Street, New York 3, New York, and must be received by *February 15, 1963* by the Chairman, Scholarship and Student Loan Fund Committee, at the same address.

A Student Loan Fund is also available to provide financial assistance to individuals who wish to carry on graduate professional study in special librarianship at an accredited library school in the United States or Canada.

#### **Assistant Selected for Translation Project**

The Executive Board has approved the appointment of Mrs. Lois M. Flury as editorial assistant to Frances E. Kaiser, Editor of the forthcoming second edition of *Translators and Translations: Services and Sources*. Mrs. Flury has, for the past five years, been in charge of the Population Research Library, a departmental library at Princeton University.

#### **Librarians Lecture at Workshop**

To help introduce basic library practices and usages to library assistants, the SLA San Francisco Bay Region Chapter sponsored a two-day "Workshop for Library Assistants," September 13-14. Prominent librarians who were guest lecturers were: Marjorie Griffin, Librarian, IBM Advanced Systems Development; Robert S. Meyer, Head Librarian, University of California Lawrence Radiation Laboratory; Mrs. Margaret M. Rocq, retired Librarian, Standard Oil Company of California; and Mrs. Margaret Uridge, Head, Inter-library Service, University of California.

# Kathleen Brown Stebbins: An Appreciation



A COURAGEOUS and forthright librarian died on July 23, 1962, after a brave fight against formidable odds. Kathleen Brown Stebbins will not be forgotten by people in and out of the library field. She was an inspiration to young people about to enter the library profession. She was sound in her thinking and forthright in her approach. To her associates and her friends, she was steadfast and true. Her standards were high, and she expected the standards of others to be equally high. She helped to create a better library world for those who worked with her and for those who would follow her.

Mrs. Stebbins was a librarian dedicated to making the library profession a better profession. She could not be pigeonholed as a special librarian, a public librarian or an association leader, for she was all of these. She started her library career in the public library of her home city of Rochester, New York. She became a special librarian in New York City. She tried newspaper work and promotional writing. For 13 years, 1940-1953, she was Executive Secretary of the Special Libraries Association. At the time of her death, in her 57th year, she was the Personnel Director of The Detroit Public Library, a position she had held since 1953. Even as late as the end of June, she hoped to return to her post and also work on a second edition of her book, *Personnel Administration in Libraries*, published in 1958 by The Scarecrow Press, for which she had been gathering vital new material.

As Executive Secretary of the Special Libraries Association, Mrs. Stebbins, over a 13-year period, helped double the membership, administered a growing and efficient office and gained financial stability for the Association. She prepared carefully for conferences and guided activities that required firm leadership.

Her thoughtful planning produced effective results for other organizations. She was President of the Library Education Division and Chairman of the International Relations Round Table of the American Library Association. In these positions and in countless other activities, her wise counsel helped build effective programs. A firm believer in the fact that no organization is an island unto itself, she worked actively with personnel and management groups. She contributed the library point of view but gained insight, which she applied to her own profession.

Mrs. Stebbins' basic interest was in people and in their placement in the right places, here and abroad. She devoted hours to librarians seeking positions and to employers seeking librarians. She inspired thousands of young people and library school students to think of librarianship as a place to grow, a place for high-caliber people with ever-stretching ideals. At the same time, she sought to make life better for all who happen to serve in libraries.

Kathleen Stebbins will be sorely missed by her family, her friends, her colleagues and by those she met briefly but influenced profoundly. Her integrity, her courage, her gallant mind will remain engraved in the minds of those who were privileged to know her.

HELEN E. WESSELLS

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EDITOR'S NOTE: A Kathleen Brown Stebbins Memorial Fund, to which SLA has donated \$100, has been set up at the Detroit Public Library.

# Have You Heard . . .

## NSF Grants

The National Science Foundation recently announced its support of further investigations in information retrieval in the scientific field: 1) Massachusetts Institute of Technology will work on the development of a realistic test environment for the evaluation of system components that would contribute to a more effective flow of scientific information. 2) The Office of Technical Services is undertaking the distribution of a permuted title index to all government report literature already made available through OTS. The index will also serve to speed up announcement of documents. 3) The Association of Research Libraries is establishing a full-time secretariat and developing programs for better means of recruitment, integrating materials in collections, applying recent technology to library operations and promoting more effective use of research material. 4) D. J. Hillman of Lehigh University has begun a theoretical analysis of information storage and retrieval techniques, and it is expected that new theories will be developed and submitted for experimental confirmation.

## Law Book Classification Scheme

A grant of \$34,200 has been made by the Council on Library Resources, Inc. to the Library of Congress for the preparation and publication of a shelf classification schedule for Anglo-American law books. Once developed, the scheme will be applied to law books acquired by the Library of Congress and will be available to other libraries. To date, no shelf classification scheme has been widely accepted by American law libraries. The project, which follows an earlier grant enabling the Library of Congress to make a preliminary classification study, is expected to be completed by the middle of 1964, and, if the funds are available, the Library will also classify earlier book holdings.

## Magna Data Reproduction

An easy and economical method of reproducing changes or additional data on file or

punch cards, reports, catalogs, price lists, schedules, charts and graphs has been made available by the Magna Data Systems Division of the Patent Intelligence File Company. The magna data systems were originally designed for reproducing patent abstracts. The system uses a photographic process and double-sided rubber-bonded permanent magnets and is designed for use with the Xerox Copier 914, but the reproduction service is available from the company as are the magnets, paper, tape and other supplies. A seven-page pamphlet, "The Magna Data Story," gives details of the process and may be obtained from the firm at 187 Olive Street, New Haven 11, Connecticut.

## Report of Union Catalog of Medical Periodicals

The first progress report of the Union Catalog of Medical Periodicals, issued recently by the Medical Library Center of New York, previews several changes for revision and services. In the planning stage are a definition of the Catalog's function, a survey of the medical and related organizations in the New York metropolitan area; a study of the operation of other union catalogs and consideration of various methods of compilation and filing systems. Jacqueline W. Felter, Director of the Catalog, plans to have in working order, within two years, permanent filing equipment that will be able to service libraries interested in the location of medical periodicals needed on interlibrary loan.

## Coming Events

The ANNUAL WORKING CONFERENCE OF THE INTERNATIONAL FEDERATION FOR DOCUMENTATION (FID) will hold its 1963 meeting during the first week in September at Stockholm, Sweden. The site of 1964 Conference has been tentatively set for the Netherlands; Washington, D. C. will be host in September 1965 to an Open Congress, possibly followed by a Working Conference in the Netherlands and one in Asia in 1967 or 1968.

The 1962 JOINT COMPUTER CONFERENCE, sponsored by the American Federation of Information Processing Societies and Simulation Councils, Inc., will be held December 4-6 at the Sheraton Hotel in Philadelphia. The Conference theme is "Computers in the Space Age." Papers based on original investigations in the field have been solicited.

The sixth annual MILITARY LIBRARIAN'S WORKSHOP, at which librarians from army, navy and air force installations will be represented, will be held September 26-28 at the White Sands Missile Range, New Mexico. Discussions, investigations and resolutions of common administrative and technical problems of library organizations and services will revolve around the theme, "Personnel Practices in Military Libraries." Individual participation will be emphasized as it is an important aspect of the workshop technique. Attendance is by invitation.

The University of Illinois Division of University Extension will hold its NINTH ANNUAL ALLERTON PARK INSTITUTE OF THE GRADUATE SCHOOL OF LIBRARY SCIENCE, November 11-14. The Institute will concern itself with the problems of the "Selection and Acquisitions Procedures in Medium-Sized and Large Libraries." The course of study will take the form of the presentation of 11 papers and scheduled and informal discussions. The speakers will be prominent librarians and administrators from government agencies and public and university libraries. Attendance is limited to 100 persons, and the registration fee is \$45. For information, write to the Institute Supervisor, 116b Illini Hall, Champaign, Illinois.

The Price Gilbert Memorial Library and the Engineering Experiment Station of Georgia Institute of Technology will conduct an intensive two-week SHORT COURSE FOR INDUSTRIAL INFORMATION SPECIALISTS, October 29-November 9, 1962. The program is designed to help industrial and governmental information personnel with technical literature and bibliographic techniques. Applicants are required to have a B.S. degree in science or engineering or its equivalent in experience. Write Richard Wiegand, Director, Short

Courses and Conferences, Georgia Institute of Technology, Atlanta 13, for further information.

#### In Memoriam

MAURINE HUGHES, Chief Librarian at the Veterans Hospital, Birmingham, Alabama, and Immediate Past-President of the Alabama Chapter, died June 29.

FRANZISKA GAY SCHACHT, Photo Librarian in the Picture Collection of the New York Public Library, and Chairman of the Picture Division, 1960-1962, died July 25.

#### Members in the News

WILLIAM K. BEATTY, former Medical Librarian, University of Missouri Medical Library, Columbia, assumed the duties of Librarian and Professor of Medical Bibliography at Northwestern University Medical School, Evanston, Illinois, on September 1.

ALTA B. CLAFLIN, a member of the SLA Hall of Fame, retired June 30 after 18 years as Cataloger at the Western Reserve Historical Society Library. She first retired from the Federal Reserve Bank of Cleveland in 1944.

DONALD T. CLARK, Librarian at Baker Library, Harvard Graduate School of Business Administration, has been appointed University Librarian at the University of California, Santa Cruz campus.

MARK KILEY, Librarian of The University Club of New York since 1929, retired on May 1. JOHN DUNCAN PRESTON has succeeded him as Librarian.

LUCY O. LEWTON, who for the past eight years has been Administrative Assistant in the Division of Medical Research, Hoffman-La Roche, Inc., is now employed as Head of the Technical Literature Section, Riker Laboratories, Inc., Northridge, California.

CARROLL C. MORELAND, former Professor of Law and Biddle Law Librarian at the University of Pennsylvania, has left for a two-year assignment with Asia Foundation. He will be attached to the University of Dacca, East Pakistan, teaching, organizing the li-

brary and developing training programs. He was originally scheduled to work in Rangoon, Burma, but a change in policy prevented him from going there.

JOHN B. STRATTON, Assistant Librarian at Oklahoma State University, Stillwater, has become Librarian of the Imperial Ethiopian College of Agricultural and Mechanical Arts for 1962-1963.

ROSE VORMELKER, former SLA President, retired July 1 as Librarian of the Cleveland *Plain Dealer*. She will continue to work by teaching at Western Reserve University.

BESS PATERSON WALFORD, Librarian, Research Center, Philip Morris, Inc., Richmond, Virginia, has recently been elected President of the Virginia Library Association.

### Letters to the Editor

#### ISO/R9 CLARIFIED

We have just seen the January issue of your journal and have noted with particular interest the article by Rosemary Neiswender entitled, "Russian Transliteration—Sound and Sense."

There is one apparent misapprehension, however, which we are sure the writer would not wish to leave undisputed in view of her warm tribute to ISO/R9, since it could very easily develop in the minds of readers to become an insuperable barrier to the ultimate adoption of a unified world system acceptable to English-speaking and all other peoples. On page 39 we read: "After ISO/R9 had

later been considered and rejected by the British Standards Institution, certain modifications were made in the Royal Society's proposals, and the long-awaited British Standard was finally published in 1958 as B.S.2979:1958."

Since B.S.2979 provides both the 'national' (British) and 'international' (ISO/R9) systems and the Foreword refers repeatedly to the present (not necessarily permanent) need to supplement ISO/R9 as the single, internationally recognized system for romanizing the Cyrillic alphabet by a more traditional type 'English' system for direct, everyday rendering of Cyrillic, it is perhaps not quite accurate to speak of the B.S.I.'s rejecting ISO/R9! An account of ISO/R9 appeared in *New Scientist*, vol. 14, May 31, 1962, p. 481-2, in case you are interested.

G. A. LLOYD, Secretary  
BSI Documentation Standards Committee

#### THE RIGHT KIND OF SCOTCH TAPE

I refer to the article "Handling Pictures and Audio-Visual Materials in Company Libraries and Archives" by Mrs. Helen L. Davidson in the July-August issue. On page 328, first column, last five lines, there is a warning against use of Scotch tape because it discolors and becomes sticky. We have been using the same company's Scotch Magic Mending Tape No. 810 for over three years now and have not had this difficulty, as it appears to be a different base material. That is, I agree with the criticism of Scotch tape but am pointing out that there is a variety that seems to avoid those faults.

Please do not allow this comment to seem to apply to the article itself, as it is excellent and well worth reading and use, and I am making a photocopy for our advertising department.

RINEHART S. POTTS, Librarian  
Aero Service Corporation, Philadelphia

## Off the Press . . .

### Subject Index to Microproduction

The first subject index to microreproduced materials available from United States commercial publishers has just been published in conventional form by Microcard Editions, Inc. Entitled *Subject Guide to Microforms in Print*, it will appear once a year as a companion volume to *Guide to Microforms in Print*.

### 17-Volume NAS Proceedings Reprint

Volumes 1-17, 1915-1931, of the *Proceedings* of the National Academy of Sciences will be reprinted shortly in an offset edition by Johnson Reprint Corporation. Orders may be placed with Johnson Reprint either at 111 Fifth Avenue, New York City 3 or Berkeley Square House, Berkeley Square, London W.1.

SEPTEMBER 1962

### Correction

On page 347 of the July-August 1962 issue of *Special Libraries*, Policy Books were erroneously reported to be issued by the Council on Foreign Affairs. These books are published under the auspices of the *Council on Foreign Relations, Inc.*

### Washington, D. C. Chapter Directory

The Washington, D. C. Chapter has recently published a new edition of its *Handbook and Directory*. In addition to the listing of members with their complete addresses and telephone numbers, the *Handbook* contains the Chapter constitution and bylaws and an alphabetical listing, including telephone numbers, of special libraries and reference facilities in Washington, D. C. Copies are available at \$1 from Special Libraries Association,

Washington, D. C. Chapter, Benjamin Franklin Station, P.O. Box 287, Washington 4, D. C., in care of Mrs. Virginia H. Caponio.

### History of Science Society Papers

The papers presented at the Conference on Science Manuscripts held May 5-6, 1960, in Washington, D. C. by the History of Science Society have been published as volume 53, part 1, number 171 of *ISIS*, the Society's official quarterly, March 1962. The Conference papers were presented in four parts: Case Studies of Research Experience, What Shall We Save?, The Collection of Scientific Manuscripts and Suggestions and Proposals.

### Book Review

HANDBOOK OF SPECIAL LIBRARIANSHIP, 2nd ed. *Wilfred Ashworth*, ed. London: Aslib, 1962, 208 p. 50/—, members and students; 63/— to others. (Students must state name and address of school when ordering.)

This second edition of a well-known and used British textbook on special librarianship is a welcome addition to the how-to-do-it literature of the field. Again edited by Wilfred Ashworth, librarian and information officer for British Nylon Spinners Ltd., the new volume includes the same 13 chapter headings, although the same specialist has not always revised the chapter as originally presented in the 1956 edition. Once more Ashworth, himself, is responsible for two of the sections, one on "Abstracting" and another consisting of "A Review of Mechanical Aids in Library Work." The 1962 edition is 121 pages longer than its predecessor, provides an index of 21 pages (as against 16 in 1956) and includes only a minimum of charts or tables, these mainly in the chapter on "Library Planning." Other chapters include "Filing and Storing Material," "Reference and Information Work," and "Publications of the Library and Information Department." For some reason, the editor (or Aslib?) has decided to omit the degree qualifications of the various authors and the name of the libraries with which they are affiliated. This information was a rather useful feature of the first edition, particularly for librarians outside the British Isles.

Chapter revisions vary. Some are slight and add neither content nor length of any consequence. Others, however, show considerable revision and expansion sometimes adding 50 per cent or more to the length of the chapter. The one on "Cataloging and Indexing" for example, revised in this edition by John R. Sharp, is almost twice as long and adds considerable information, particularly on nonconventional indexing. Foskett's chapter on "Classification" incorporates general and over-all revisions, with particular reference to the current literature of the field. His bibliography, which includes some 281 references, should prove especially

interesting and useful. However, the sources are more apt to be British or continental European than United States or Canadian and may prove a loan problem for some special libraries.

The most comparable United States text in the same field is the now-dated (1951) and out-of-print Special Libraries Association volume edited by Lucille Jackson, titled *Technical Libraries, Their Organization and Management*. SLA is planning a much needed new edition of this as well as publication of a completely new item based on Anthony Kruzas' dissertation, titled *The Development of Special Libraries for American Business and Industry*, a historical survey of this particular field of special libraries.

The Aslib volume is most welcome, indeed, even though students and practitioners in the United States and Canada may wish for comparable references to North American publications, practices, equipment and the like. Its greatest use in this country, therefore, lies more in the philosophic and administrative concepts presented rather than in its specificity as to particular practice and procedure. The special librarian looking for the why-we-do-it and not just the how-we-do-it approach will be amply rewarded; others probably frustrated because budget or equipment costs are in pounds and shillings, not dollars and cents—or reference is made to gramophone records, a term now uncommon in the United States.

A surprising omission to this reviewer are references to ALA's Library Technology Project and its many research projects, testing programs and publications relating to library equipment and supplies. It is mentioned, albeit briefly, in Leslie Wilson's useful review chapter on "Organizations in the Special Library Field," which incorporates an overview of current ALA activities.

The book should certainly be considered a "must" reference item for the very large public, university and special library and for library schools. Other libraries may possibly wish to wait for SLA's own publications while at the same time investigating the Aslib volume through interlibrary loan. They may find this surprisingly rewarding, pertinent and provocative.

ROSE VAINSTEIN, Associate Professor  
School of Librarianship, University of  
British Columbia, Vancouver, Canada

### New Serials

AMERICAN NOTES & QUERIES, published intermittently since 1857, has made a fresh appearance for the fourth time and will be published ten times a year. The 16-page magazine, edited and published by Lee Ash, carries queries, replies, editor's notes, items on bibliographic work in progress, information on special collections and a monthly review service for foreign-language reference books. Editorial contributions and subscription orders should be sent to the publication at 31 Alden Road, New Haven 15. The annual rate is \$6.50.

CONNOTATION, a quarterly magazine of the arts, is being published by Fairleigh Dickinson University, Madison, New Jersey. The spring 1962 issue contained contributions from well-known essayists, critics and writers. The subscription price is \$3, and it is available from the editorial office at 285 Madison Avenue in Madison.

INTERNATIONAL BIBLIOGRAPHY OF AUTOMATIC CONTROL publishes, in English and French, bibliographic information on books and papers concerning digital and analog computing, measurement, biocybernetics, standards, terminology, patents, etc. Cost for the four volumes, published by the International Federation of Automatic Control with the assistance of the UNESCO Department of Natural and Exact Sciences, is \$25. Subscriptions are available in the Western Hemisphere from Gordon and Breach, 150 Fifth Avenue, New York City 11.

INTERNATIONAL JOURNAL OF AUTOMATION, published 12 times a year in three volumes, will report on world-wide developments in automation and contain translations of articles and abstracts from two Russian journals, *Automation and Telemechanics (Automatika i telemekhanika)* and *Bulletin of the USSR Academy of Sciences—Power and Engineering and Automation (Izvestia Akademii Nauk SSSR, Otdelenie Tekhnicheskikh Nauk, Energetika i avtomatika)*. Volume one, published in July, is available from Gordon and Breach for \$60.

INTERNATIONAL JOURNAL OF COMPUTER MATHEMATICS, also distributed by Gordon and Breach, is a quarterly of original research and symposia in the field as well as translations of the Russian *Journal of Computer Mathematics and Mathematical Physics (Zhurnal vychislitel'noi matematiki i matematicheskoi)*. Annual subscription price is \$20.

JOURNAL OF APPLIED METEOROLOGY, a quarterly published by the American Meteorological Society, will carry original papers and critical surveys emphasizing the practical applications of the atmospheric sciences. Information may be obtained from the Society at 45 Beacon Street, Boston 8.

JOURNAL OF INORGANIC CHEMISTRY, index volume and the 12 issues of the Russian publication, *Journal of Inorganic Chemistry*, 1957 and 1958, has been published in translation by the Israel Program for Scientific Translations. The series cost \$33 plus \$1.75 for mailing from the Program at 14 Shammai Street, Jerusalem, Israel.

JOURNAL OF THE ATMOSPHERIC SCIENCES has replaced the American Meteorological Society's *Journal of Meteorology*. The bimonthly is the result of the Society's intention to cover all the enlarged practical and applied aspects of the science's related fields. Subscriptions are available from the Society for \$15 a year or \$4 for single issues.

QUARTERLY REVIEW OF SCIENTIFIC PUBLICATIONS, published by the Polish Academy of Sciences in Polish and English is available in three series: social sciences, biological sciences and pure and technical sciences. The items reviewed note whether the text and/or summary are in one of eight languages, English included. Information is available from the Foreign Trade Enterprise "Ars Polona" Warszawa, Krakowskie Przedmiescie 7.

USSR COMPUTATIONAL MATHEMATICS AND MATHEMATICAL PHYSICS is a translation of *Zhurnal vychislitel'noi matematiki i matematicheskoi fiziki*, a Russian Journal covering theoretical and applied computer mathematics. The journal, first published in June, will be published on a quarterly basis by Pergamon Press, Inc. Annual subscription rate is \$75.

### New Catalog

G. K. Hall & Company is publishing *The Catalogue of The Hispanic Society of America*. It covers the art, history, literature, music, social customs, regional costumes and description and travel of Hispanic civilizations, excluding Indian subjects. The catalog, which contains 206,000 cards, has at least an author card for every book in the Library printed since 1700. The price of this work is \$6.75.

### Monthly Report Series Offered

Biogram Corporation, 47 Fremont Street, San Francisco, California, has begun publishing a monthly chemical toxicity report in a single reference volume. Subscribers to this new reference source will receive annually laboratory studies on at least 120 chemicals selected by a technical advisory committee composed of authorities in science, industry and government. Each chemical is reported as a separate Biogram. An annual subscription to this service is \$300. Inquiries should be directed to the company's marketing director.

### SLA Authors

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MELTON, Jessica S. *Vague New World. Library Journal*, vol. 87, no. 13, July 1962, p. 2490-3.

SHARP, Harold S. *Give the Boss a Break. Trained Men*, vol. 42, no. 2, 1962, p. 5-8.

WOODS, Bill M. *Recruiting and the Special Library. Library Journal*, vol. 87, no. 13, July 1962, p. 2485-7.

—Indexing and Filing of Surveying Materials. *In Proceedings of the Fifth Annual Illinois Land Surveyors Conference 1962*, p. 13-20.



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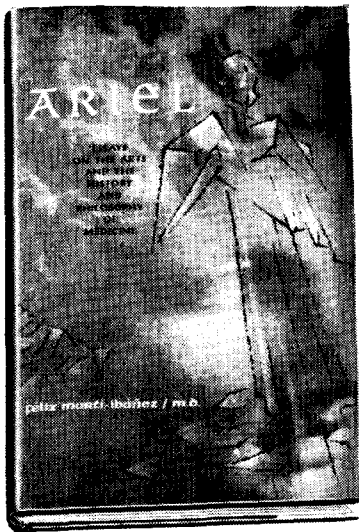
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 II. THE WONDER-WORLD OF SYMBOLS / *Symbols and Medicine • On An Armenian "Flying Carpet"*  
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 IV. THE EPIC OF MEDICINE  
 V. JOURNEYS, PORTS, PEOPLES / *The Family of Man • Vast and Wide is the World • The Restless Emerald • The Chase of the Butterfly • Those Glittering Towers • and others*  
 VI. LOVE, LUST, AND LETTERS / *Ars Aramdi • Casanova, Then and Now • A Letter from Madame*  
 VII. THE MARVELS OF MAN / *The Mask and the Mirror • The Miracle Tool • The Eye and the Glance*  
 VIII. THE PHILOSOPHY OF MEDICINE / *Doctors Must Tell • Man, as Nature and as History*  
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