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NOVEMBER 1965. VOL. 56, No. 9

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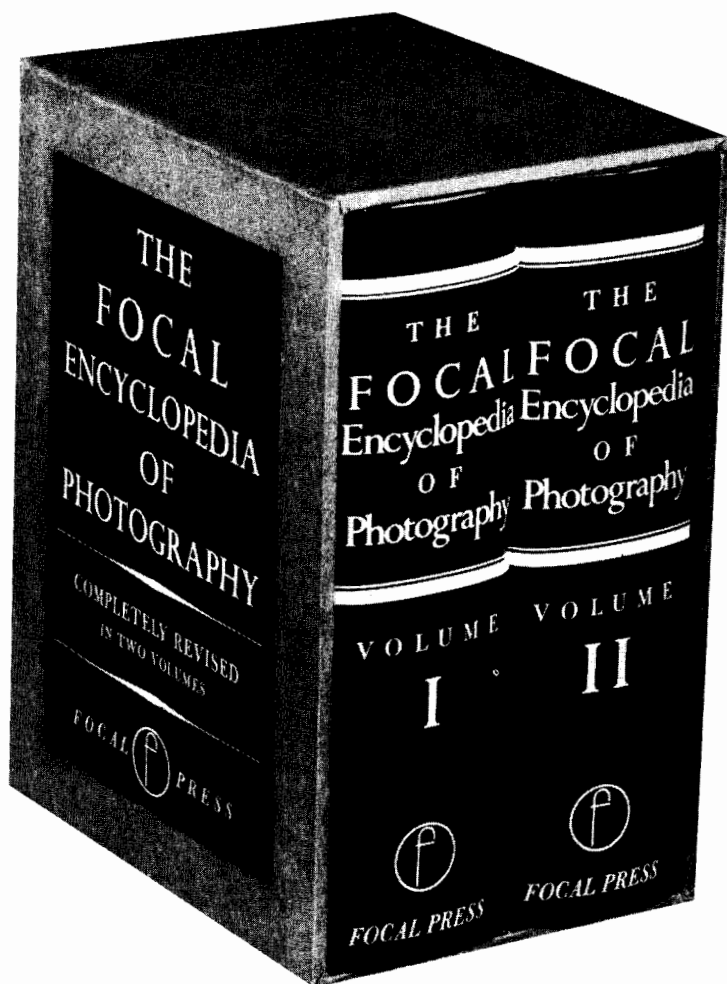
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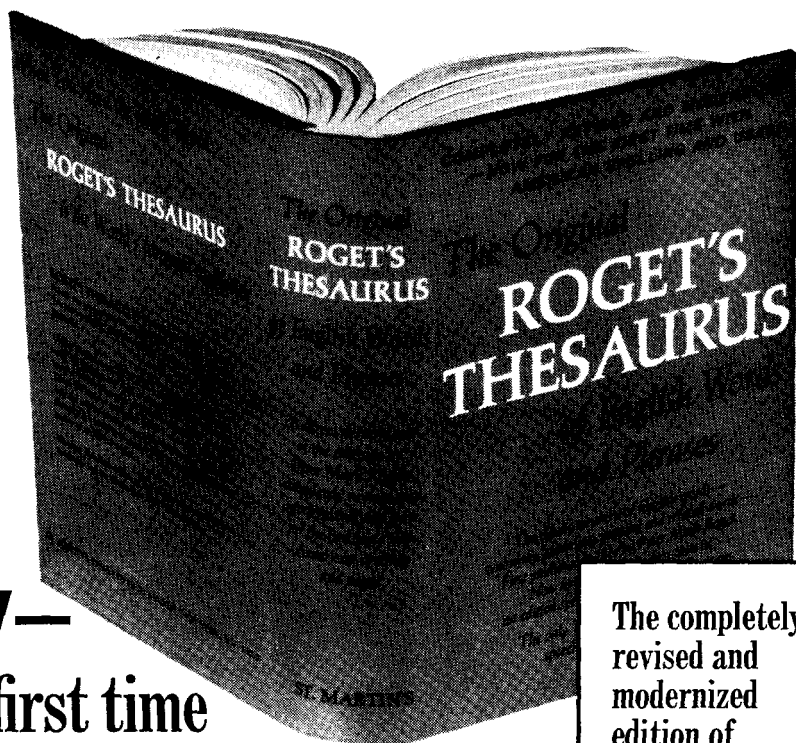
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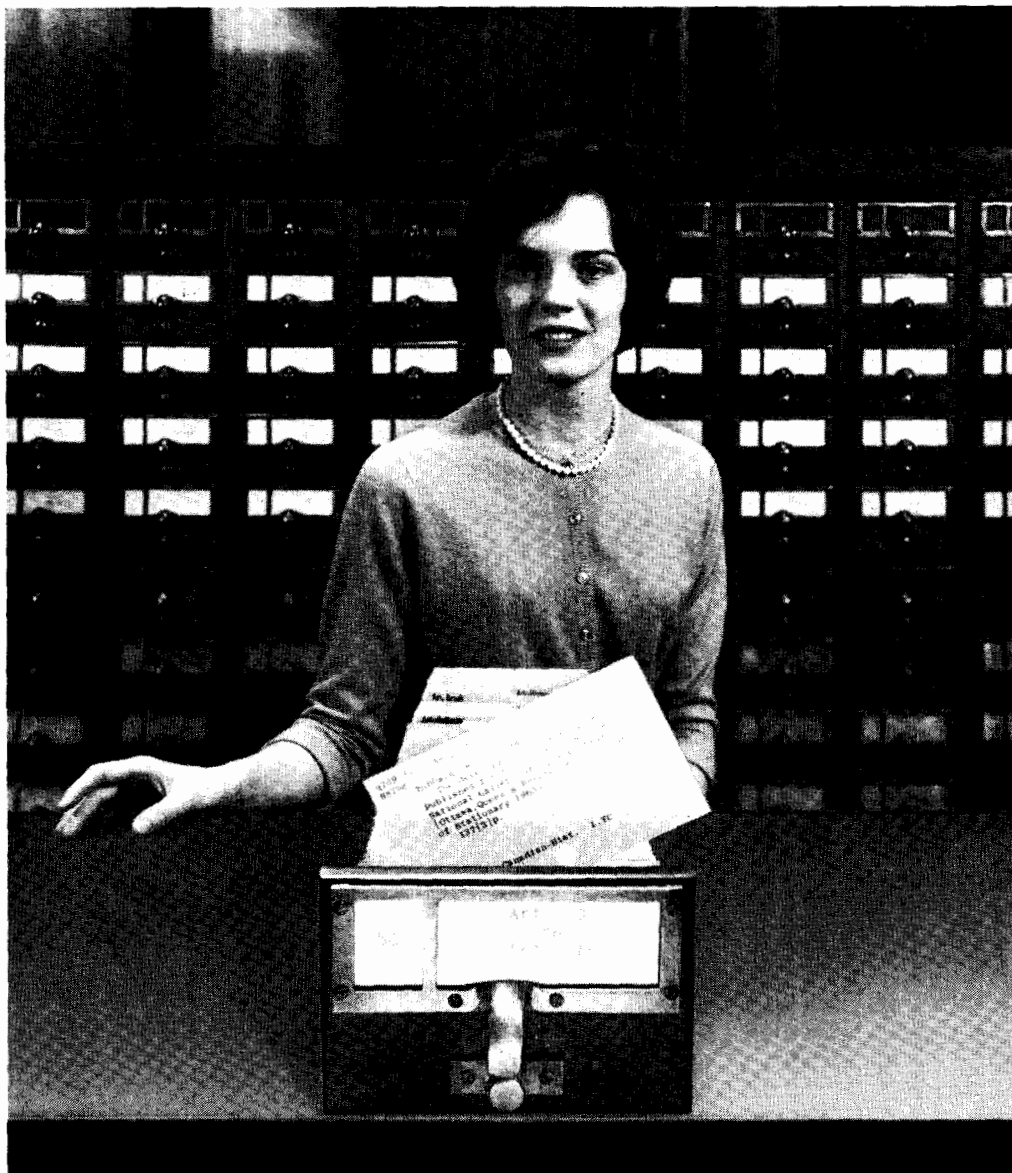
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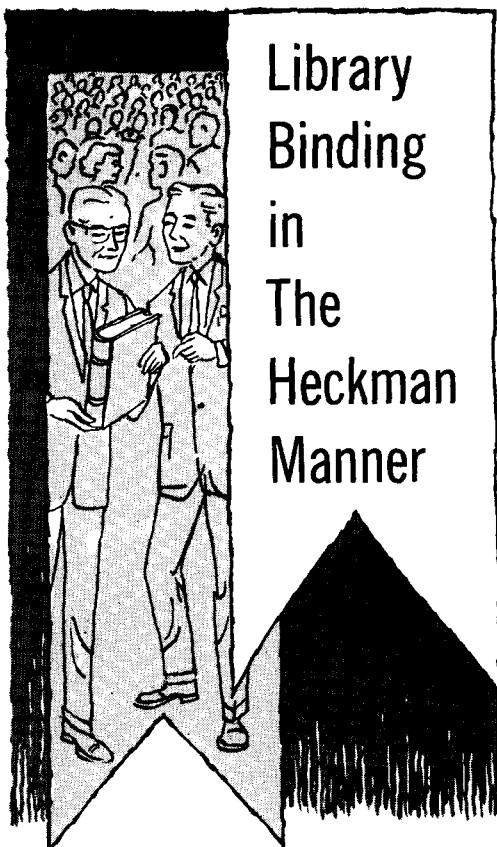


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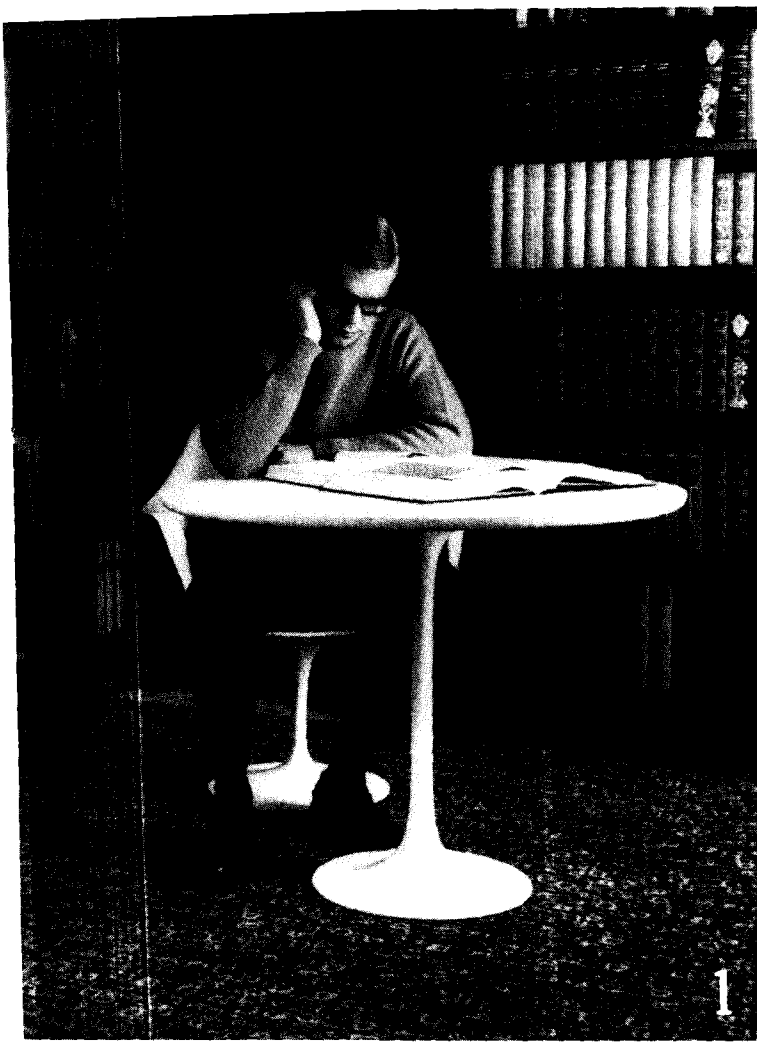
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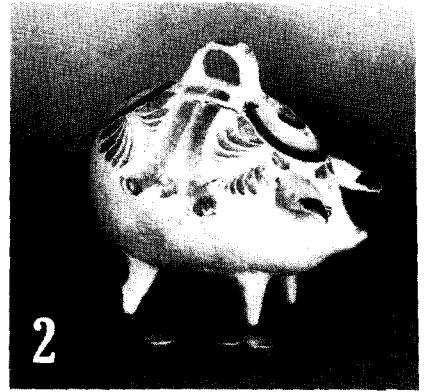
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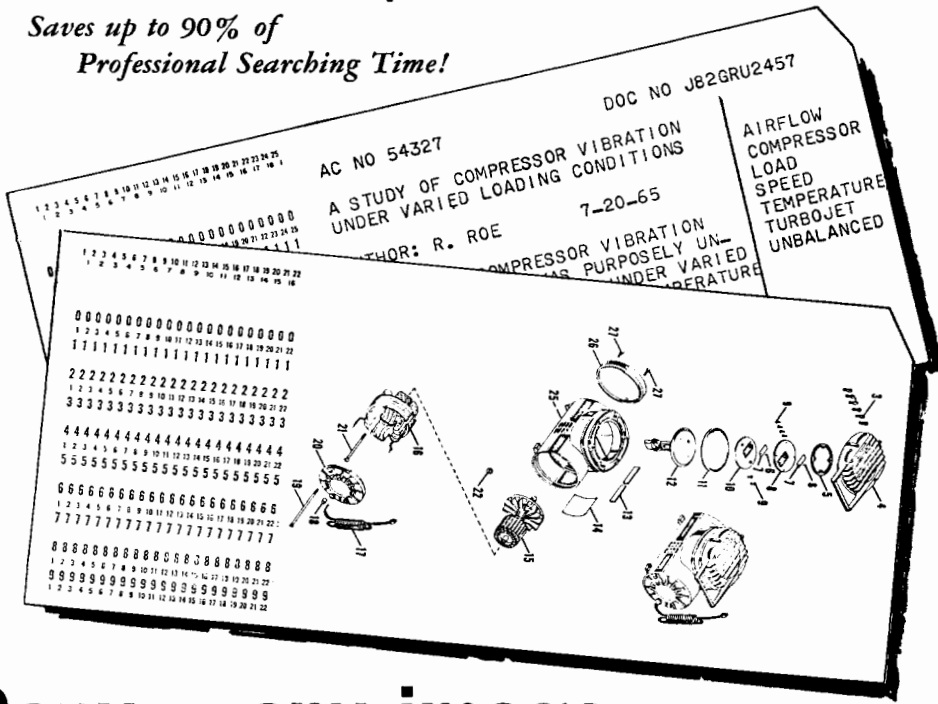
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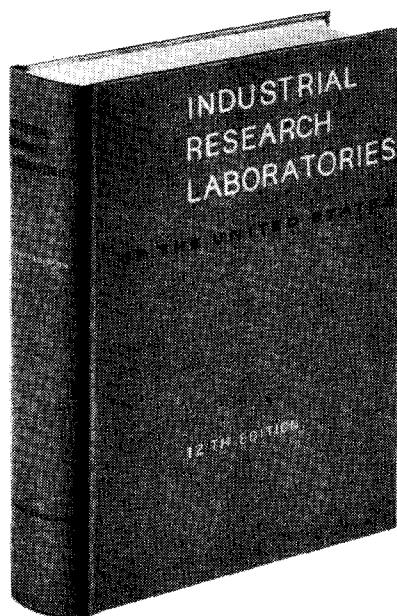
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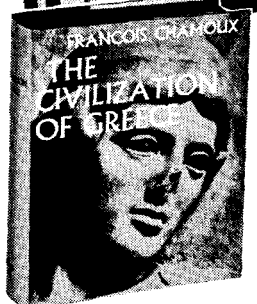
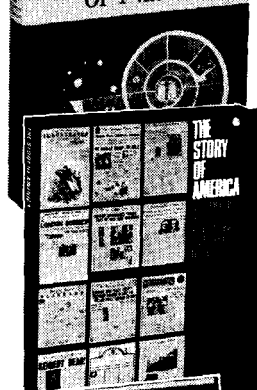
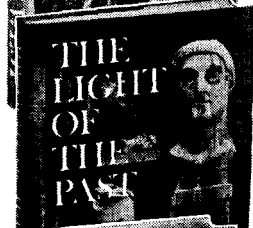
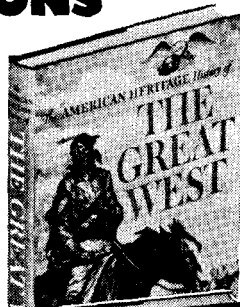
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The publisher of professional-level scientific and technical books is faced with several serious problems. One is the coupling of rising costs with static markets, which may be greatly eroded in the near future by photocopying and the advent of automated library systems and mechanized information services. Such erosion can skyrocket book prices to levels at which many valuable works cannot be published. It will be difficult to establish a practical, economical way of collecting fees for copying copyrighted work. Also serious is the threat of preemptions of whole disciplines of scientific information by government projects that freeze out private enterprise publishing. The author is concerned for the ultimate welfare of both scientific literature and his own industry.

Everything Is Not Coming up Roses

CURTIS G. BENJAMIN

THE INFORMAL title of this talk was selected after a more formal and descriptive one had been discarded as being a bit too long. The first title was "What I Would Worry About If I Were a Young Man in the Technical Book Business Given to Lying Awake Nights Worrying About Its and My Future." As a lover of long and descriptive titles, I still think the discarded one was the better. It describes precisely the substance and the burden of my presentation.

Many of the problems of technical book publishers are problems of librarians as well. In the endless loop of generating, stating, publishing, vending, and using technical information, all of us—scientists and engineers as generators; publishers, printers, booksellers, and librarians as vendors; and scientists and engineers again as users—are collectively "a part of the maine," and what diminishes one of us, diminishes all.

My specific frame of reference is the kind of technical books in which special librarians have the most interest—advanced treatises, monographs, handbooks, symposia, and series in science and applied science—the kind of books that have the most importance to special librarians and the people whom their libraries serve, indeed the very kind of books on which the health and progress of science and technology in America have traditionally depended. We do not have to worry much,

if at all, about technical textbooks, training manuals, operating manuals, and the like; they will take care of themselves. But not so with the advanced technical books of professional importance. They, and their writers and publishers and users, can be hurt badly in the foreseeable future if we fail to have proper care for them.

Reasons for Rising Costs

The nut of the issue seems to be prices—the high prices of technical books. We do not have to worry much about the high prices of this year or next (though some of us do), but we must worry about the prospect of much higher prices—prohibitively higher, perhaps—in the foreseeable future, which is to say five years hence at the least and ten to 20 at the most. I would say we have *little* to worry about today and *much* to worry about in the prospect of tomorrow.

In a recent article in the *ALA Bulletin* (January 1965, p. 61-4), I outlined the present causes, as I perceive them, of the relatively high present prices of technical books. It might be well to review briefly the three principal causes, because they point up the prospect of critical future developments.

The first is a lack of technological innovation to reduce the cost of setting type for printing technical books. It is true that some of the new methods of cold-type composition

Mr. Benjamin is Chairman of the Board of the McGraw-Hill Book Company in New York City. This is a condensed version of the address he presented to the Science-Technology Division at the 56th Special Libraries Association Convention in Philadelphia, June 9, 1965.

are reducing costs for certain kinds of technical books (those with a high content of chemical symbology, for example), but for most technical books with high mathematical and symbolic content, the combination of monotype and hand-set composition is still the best and the cheapest. Indeed, for some books hand-set still is better than monotype and cheaper than a combination of the two. Not so long ago McGraw-Hill lost the opportunity to publish an important and very prestigious mathematical work to the Cambridge University Press in England because the author felt that the hand compositors at that venerable press would do a better and cheaper job of handling the complexity of his elegant mathematical statements. In this case, it is not important that McGraw-Hill lost a prestigious book to Cambridge; it is important to note that British handicraft skill won out over American technology—that the practitioner of the Gutenberg method of type composition won out, in terms of both quality and cost, over all other methods that have been invented and perfected since the 1450s.

The second cause of high costs is the coupling of what has been called the "twigging" phenomenon in science and technology with rising production costs in the book industry. The "twigging" phenomenon occurs in the endless fractionation of interest and knowledge in technical fields, a continuing fractionation that has held markets for specialized books to the same size they were 15 or 20 years ago—this in spite of the fact that the total corpus of technical knowledge is at least five times larger than it was 20 years ago and there are at least three times as many professional scientists and engineers, or customers, in the United States. (Thus the tree is much larger, but the twigs are the same size.) In this same 20-year period, the absolute production costs of technical books have gone up about 100 per cent. It takes no mathematical wizard to see what must happen, and has happened, to prices when increased costs are coupled with static markets.

The third cause of higher prices of technical books is the so-called "manufacturing clause" in the United States copyright law of 1891, a restriction which has since prevented American publishers from taking full

advantage of lower production costs abroad. The argument over it between authors and publishers on the one side and printers and labor unions on the other—an argument sparked in 1961 by the Register of Copyrights' recommendation for outright repeal of the manufacturing clause—is well known.

The Register's original recommendation, and the backing of his proposal by authors and publishers, stirred certain leaders in the printing and labor unions to retaliate by demanding the explicit cancellation of a so-called "loophole" practice under which American publishers have been able to reduce composition costs of very complex technical matter by as much as 20 to 30 per cent. Under this practice, such composition is done abroad (usually in the United Kingdom or Japan), and reproduction proofs are sent to the United States. Then the true manufacturing processes (platemaking, printing, and binding) are completed in American plants. Printing firms and labor unions are now insisting that the "manufacturing clause" must be tightened up so that *no* part of the production process may be done abroad without the loss of copyright protection for American authors.

Most publishers feel that their opponents in this hassle are taking a very shortsighted position. By having complex composition done abroad at lower costs, they have been able to publish many important works that could not have been produced in the United States at going prices. If foreign composition is stopped, much printing and binding in the United States will also stop. And the consequences of possible retaliation by the leading European nations must be considered. About 50 per cent of all advanced technical books manufactured in the United States are now sold abroad. It would be easy and natural for the affected foreign countries to impose retaliatory restrictions on the import of our books. Moreover, the possible provocation of such restrictions is in contradiction to the present international trend toward the elimination of barriers of all kinds to the free flow of books among the nations of the world.

With the heat of the legislative battle rising in Washington, it is comforting to know that the SLA, through the Joint Libraries Committee on Copyright, is firmly support-

ing the Register of Copyrights' basic position against the restrictions and discriminations of the present "manufacturing clause."

Threats of Photocopying, Automated Libraries, and Mechanized Data Systems

If I were a young man in the technical book business, I could soon give myself many gray hairs worrying about three really serious threats to the economic health of my chosen enterprise. The first is the inevitable increase in photocopying, either with or without permission, with or without payment. The second threat is the inevitable advent of the automated library system in which documents (including book pages) are exchanged and displayed by photocopy, by microimages, or by more sophisticated electronic-optical devices. The third threat is the equally inevitable advent of completely mechanized data systems in many of the major disciplines of science and technology.

As we all know, problems of coping with photocopying are on us today, hot and heavy. The problems of coping with the library automation and mechanized data systems would be problems to worry about later if it were not for the fact that we must today try to anticipate them in the current legislation on copyright revision. I am convinced that both the automated library system and the mechanized data system will become generally operative in the United States within the foreseeable future.

In anticipating automated libraries, I am not referring to Dr. Licklider's "library of the future," with its procognitive systems and subsystems, which rejects the physical book as a "passive repository for printed information." I am talking about the library system in which one copy of a printed reference book will serve the present uses of ten or even 20 or more copies. In the case of the data systems, I am not talking about a total national system that provides for sophisticated interfaces and interactions between man and the system or between one discipline system and another, a system that handles both data and "facts" as well as documents. I am talking about a more simple, yet comprehensive, single-discipline system such as the projected computer-based Chemical Information System that is being organized by the Chemical Abstracts Service.

This system will produce computer files of compound names, compound structures, physical properties, biochemical properties, and so forth and is sure to replace many commercially published handbooks and data books in chemistry and chemical engineering.

In my mind there is no doubt at all that increased photocopying and the advent of automated library systems and mechanized data systems will surely and sharply erode the already thin markets for high-level technical books. What then? I think the answer is obvious: prices will go up sharply over already high levels. Instead of 5,000-copy editions at \$10 per copy (which at present is minimal for a publishing break-even), we shall see, perhaps progressively, 1,000-copy editions priced at \$50 per copy, next 500-copy editions at \$100, then possibly even 100-copy editions at \$500 per copy. (The \$5,000 per copy price is reserved for new automated library systems established after the 100-copy editions have been sold out.) Either we shall have to publish at such prices, or the advanced and specialized treatises, the monographs, the handbooks of data and tables will not be published at all. Or perhaps I should say that they certainly will not be published in printed form or under the traditional pattern of author-publisher-buyer-user relationship. If published at all, they probably will have to be produced on a subscription basis, with the size of the edition and the price determined in each case by the number of advance orders. So I emphasize that the prospect of much higher prices or no books at all is something for all of us to worry about.

Reprographic Clearinghouse

At this point the thought that must have come into your minds, "What's to keep you publishers from charging fees for the reproduction of your copyrighted publications? Why don't you stir yourselves and do what has been so often recommended? Why don't you set up a system under which you can collect payments for reprographic rights and thus compensate yourselves and your authors for the loss of sales of printed books?"

These certainly are good questions. Most of my answers were given in an article in the *Library Journal* (August 1963, p. 2837-41) in which I tried to present the

position and attitude of technical book publishers generally with respect to the many hard problems involved in the establishment of a clearinghouse for reprographic rights in copyrighted works. Unhappily nothing significant has happened in the two years since that article was written to make me feel less discouraged about the practicability of establishing a workable clearinghouse of the kind about which there has been so much *theoretical discussion* and so little action. In truth, I think the publishers' situation has deteriorated, and I want briefly to cite four reasons why.

First, there have been recent reports of new technological developments that promise substantial reductions in the costs of photocopying. (One of these, a new diazo technique, is promising enough, we are told, to be rightly called a "breakthrough.") Further, there are reports that at least two very large manufacturing firms are planning to launch new photocopying machines and methods that will out-Xerox Xerox. Thus it seems that the present universal urge to photocopy, either legally or illegally, will surely be escalated in the near future.

Second, in all the discussion of the urgent need for a national clearinghouse for reprographic permissions, there has been no recognition whatever that anyone other than the publisher has a responsibility in the matter. Scientists, educators, librarians, systems innovators, and equipment manufacturers keep saying to publishers, "We are all of us in this together and it is up to *you* to do something about it." And the tone of voice usually suggests that the "something" should be designed and operated to solve their problems, not those of the publisher. Again I ask, "Why should publishers take the lead and make a special effort to establish a system which will encourage reprographic practices for which we have no enthusiasm and from which we chance little gain and much injury?" I am sorry to say that I have heard no reasonable answer to this question.

Third, one continues to encounter evidence that very few people are willing to face up realistically to the prospective costs of establishing and operating a clearinghouse system that would serve satisfactorily on a national scale. (Anything less than a total

national system would not serve its purpose.) At the same time, one continues to hear only of "nominal" charges for reproduction rights. Obviously, the combination of the two factors makes no economic sense. Other interests are proposing that publishers should establish and maintain a facility in which it would cost dimes to collect pennies or dollars to collect dimes. Yet it appears that the monkey inevitably will be placed on publishers' unwilling backs. I can only hope that, come what may, we publishers shall be clever enough to insist on charging what it costs to carry him, plus a little leftover gain for ourselves and our authors.

The fourth item in my list of discouraging developments is the recent and unexpectedly strong opposition of organized educators to the Register of Copyrights' position on the "fair use" section of the new copyright bill. The Division of Audiovisual Instructional Services of the National Education Association recently issued a broadside that has excited many educators to the belief that the new copyright bill would deny certain fair-use rights that teachers have always enjoyed in the exhibition or performance of an educational work in the course of face-to-face teaching activities in the classroom. Hundreds of aroused educators and friends of education have been encouraged to go overboard to the position that any educational use is fair use—and woe unto him who proposes legislation to the contrary! One can hope that calm and informed voices will be able to quiet this misinformed attack on the fair-use section of the new bill, but at the moment it looks as though a nasty fight is brewing. I fear it will spill over to concepts of fair use of copyrighted technical works.

Government's Role in Publishing

There is still another set of problems that has long-range importance to technical publishing in general and to commercial publishers in particular. The problems in this area concern the ever larger role of the Federal Government as a producer of scientific and technical information and the attendant question of the copyrightability of literary works produced wholly or in part with government funds. These problems have been mounting steadily in recent years, although it cannot be said that they have yet reached a critical

stage. But this is something that must be worried about today rather than tomorrow, because the new copyright bill provokes immediate debate and decisive action on questions that have been skirted for half a century.

All of us are familiar with the growing dimensions of federal participation in the total national development of science and technology. To some it appears that this trend may in time result in government preemption of certain large and important areas of scientific and technical information. Perhaps this development is inevitable, but if private publishers are excluded from participation in the production and dissemination of government-sponsored works, then much harm will be done to the total information industry. The extent of harm will be in relation to the proportion of "in-house" versus "out-of-house" governmental activity, because private industry will certainly be excluded from the "in-house" programs. The extent of harm to commercial publishers will be in proportion to governmental favor of nonprofit publishing organizations over for-profit organizations. There is much for commercial publishers to worry about at both levels.

The *Rickover v. Public Affairs Press* case set off in Washington a near-panic line of thinking about the question of private copyright in government-sponsored literary works. The U.S. Copyright Office responded splendidly to the challenge by making proper discriminations and qualifications. Later the Register of Copyrights proposed in his original draft of the new copyright bill that a governmental agency should be allowed to take copyright in certain kinds of official publications, provided that this would be done "in the public interest" and with proper over-all executive-branch approval. Under strong opposition, he again had to retreat and compromise. Now he holds the position that nothing in the new law should deny any governmental agency the right to allow a contractor or grantee to take and hold copyright in a literary work produced as a part of a government-financed project. This position is sure to be strongly opposed by a large body of public opinion that holds that anything and everything produced in whatever form or manner at government ex-

pense should be public property. If this strict public-domain policy should prevail in the end, it will spell double trouble—trouble for government agencies and trouble for private publishing organizations. Who will print technical works of limited interest that are in the public domain?

This whole category of government-related problems is capsulated in the Chemical Abstracts Service plan for the development of a computer-based information system. The costs of the R & D phase and of the installation of operating subsystems of this project will be financed, presumably, by a series of grants by the NSF. (The present estimate of these costs is over \$15 million.) If the system is successfully developed, it will give the Chemical Abstracts Service, a nonprofit organization, what will amount to a practical monopoly of chemical information of a research and reference character, including print-outs of handbooks of data and technical practice. Thus it appears that a government activity may in this instance effectively preempt a whole discipline of scientific information and give it over to a nonprofit publishing organization. What is here happening in chemical information can, and probably will, happen over and over again in other disciplines. The long-range prospect of government-financed freeze-outs is understandably disquieting to taxpaying commercial publishers.

Further, the promise of the Chemical Abstracts Service system will not be so bright for the American Chemical Society or anyone else if the public-domain advocates have their way and copyright of the products of the system is prohibited by the new law. It pains me to think of the many unhappy consequences of this possible event of copyright legislation.

I sincerely hope that I have not sounded too negative in some of my references to the bright and very promising new tools of your profession. Naturally I have an overriding concern for the future of the book. I am concerned lest we allow ourselves to be too quickly persuaded that the book can be abandoned, that the motivations for its creation can be safely destroyed. In short, I am concerned that we be not tempted to cast aside the old before we can be sure that the new will serve us better.

The technical library at the IBM Development Laboratory conducted a systems study to help define and analyze decisions for library improvement. Several decision-making tools were employed in the study, which examined the requirements, facilities, methods, procedures, and performance of the library on a total operational basis. As a result of this study, procedures were improved and some processes automated with significant advantages attendant to computer processing, all pointing to better service to the user. Additional benefits include more efficient operation and cooperative standardization with other libraries.

Decision-Making Tools for Improved Library Operations

BURTON E. LAMKIN

WE LIVE IN an era of rapid change in which librarians have an important role. There are many different types of librarians, and their missions vary considerably, but certainly the common denominator among all librarians is their responsibility to provide effective, efficient, and complete service to their users and to perform a vital role within their parent organization or their sphere of influence.

Today's librarian is continually challenged to maintain effective service to his users and, at the same time, to anticipate change and to institute innovations and improvements with skill and imagination. At the technical library in the IBM Development Laboratory in San Jose, we are determined to gain a thorough understanding of the needs of the library, its problems, its role in the parent organization, and how we can best implement and improve library operation to expedite the fulfillment of its mission.

At the beginning of our library systems study, we took an over-all or "total" look at the operating functions of the library, such as acquisitions, processing, reference, and so on. These operating functions were investigated simultaneously and in functional relationship with each other. We believed that benefits from systems planning could best be realized by reviewing, comparing,

and evaluating the needs and procedures of all library functions on a concurrent basis.

We felt that this approach would identify similarities in functions and requirements and would help define the degree of consistency and expandability needed for workable library standards. Furthermore, with the "total look" approach we could coordinate all library functions for machine processing and adapt to computer format smoothly and efficiently.

At the beginning of this systems study we recognized that continuity must be maintained in a library's development. A library is a continuous operation. There is ceaseless accumulation of new materials, and records about these materials must be processed on a current and timely basis. The procedures used tomorrow to prepare records and handle information must improve upon, yet be consistent with the procedures used yesterday. Consistent procedures insure compatibility of necessary library functions, such as cataloging and indexing materials, shelving and filing, and the preparing and updating of associated records.

This compatibility of library procedures is desirable in an all-manual library system and is essential in an automated system. In our approach to the library's problems, we aimed toward automating as much of our business

Mr. Lamkin, who was with the Development Laboratory, Systems Development Division, International Business Machines Corporation, San Jose, California, when he presented this paper at the General Session of Technical Papers at the 56th Special Libraries Association Convention in Philadelphia, June 7, 1965. He has recently become head of the Federal Aviation Agency Library in Washington, D. C.

as practical and possible, and we designed our procedures study in this direction. By making procedures compatible with the computer, we took advantage of this powerful tool, not only for automating the library's normal business, but also for the important job of measuring and analyzing the results of our decisions and procedures.

Flow and Characteristics of Materials

In the systems study, we first tackled the area of library input—materials flowing into the library from outside sources. Throughout any normal day, the library receives many inputs such as books, periodicals, reports, and the like. These form the bulk of the library's stock in trade. When these input units are received, many decisions must be made to make these units fit into their proper place in the library structure.

The decisions to be made are based on the characteristics or properties of the information units, some of which are inherent properties and some of which are imposed properties—imposed by the organization and processing requirements of the library. We considered four general properties for this analysis:

1. **PHYSICAL NATURE**—We differentiate between forms of input, such as books, periodicals, maps, films, slides, and so on, since each form requires procedures for handling and storage based on its physical nature.
2. **TYPE OF CONTENT**—This affects the handling and disposition of the input material. For example, one book may be indexed in total, whereas another may need to be indexed by chapters. In some instances, specific factual data are extracted and fed into an information retrieval system. Also, reference tools are a form of input that may be indexed in a special manner to make their content more useful.
3. **MANNER OF PUBLICATION**—This property defines how the unit will be received by the library. It differentiates between sequential publications, a limited or one-time issue, and a unit of a series.
4. **RETENTION SCHEDULE**—This is based on an empirical decision formed by individual library requirements and specifies if an information unit should be retained indefi-

nately, kept for a year, routed immediately, and so forth.

There are many subdivisions to each of these four basic properties, and the extent of the subdivisions is largely influenced by the requirements of the library. Because of the many subdivisions under each property, the matter of making decisions for the proper handling procedures becomes complex and interrelated, especially in view of the emphasis on consistency, continuity, compatibility, and expandability.

To help organize and display the various factors to be considered, we found the flow chart format to be useful. The chart in Figure 1 is considerably simplified for this illustrative example, but it gives an indication of how flow charts can be used in the decision-making process.

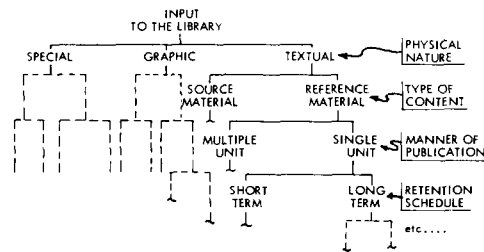


Figure 1

Using the chart it is possible to observe the many different conditions that exist and their variety and similarity. The chart points to similarities in materials, ways of handling and processing, end requirements, and so on, so that we can devise procedures that will actually enhance our efforts to achieve consistency. Among the various types of input on the chart, like characteristics will stand out and indicate where format or procedure planning can be combined to achieve short cuts in our operations with the benefits of a compatible system.

Analysis of Problems

Likewise a decision table is useful in problem analysis and can aid library operations on a daily basis as well. For example, if we examine one terminal point of input to the library, say conference proceedings; numerous possibilities exist that influence the cataloging of the proceedings. Each of these pos-

CONFERENCE PROCEEDING	Decision Yes or No		
-- OF A SPECIFIC ORGANIZATION	Y	Y	Y
-- ON A SPECIFIC TOPIC	N	N	Y
-- HELD PERIODICALLY	Y	Y	Y
-- AN INDEPENDENT SERIES	Y	N	N
-- PART OF ANOTHER SERIES	N	Y	N
-- A PUBLISHED MONOGRAPH	N	N	Y
PROCESS ACCORDING TO RULE :	A	B	C

Figure 2

sibilities must be examined to assure that the proceedings are cataloged consistently, will conform to existing records, and that future records will be consistent with the records prepared today.

In Figure 2 the list of statements comprise the different decisions that must be made to process a proceeding into the collection. At the bottom, rules A, B, C, and so on indicate procedures that have been compiled for each specific case. For example, let us consider the 56th annual Convention of the Special Libraries Association in June 1965. The proceedings of this convention were published in the September issue of *Special Libraries*. Therefore, the convention proceedings are published as part of another series (see Y in second column), and procedure "B" is indicated.

Now, if and when SLA convention proceedings are issued as a separate publication, column 1 will apply (see Y in first column), and procedure "A" will be applicable. One significant difference between procedure "A" and "B" is that in procedure "B" standardized cross-references are required to properly catalog the proceeding.

As illustrated in this example, a decision table not only helps one to study and analyze the requirements but also is a tool the cataloger can use to determine proper procedures. Thus, a decision table is a possible format for displaying a procedure once it is formulated. This tool helps bring about consistency in library records and procedures despite problems of changing personnel and the long time span possible between receipt of similar input materials.

Information Control

Another part of the library systems study was concerned with the over-all operations of the library in satisfying information requested from users. For this purpose we devised

an information control system, which is displayed in flow chart form in Figure 3.

The flow chart has been constructed with a single entry point, called input, and a single exit point, which is the user. In between we approached the study with a "total" look concept; all library functions pertinent to this process were included. Here again, this illustration is a condensed and simplified version of the total study, but it shows the essence of the process.

This chart of the library information control systems gives an over-all view of factors surrounding the information units in the library and relates the flow of these units, communications about them, and records necessary for their proper control and distribution. The flow chart helps us to examine the needs and practices necessary for each library function and relates each as a contributing and effective cohesive part of the over-all operations. Further expansion of this chart would help to analyze each operation step-by-step and to examine the decisions made by the different library sections.

Benefits of Study

One of the very significant results derived from the study was the ability to automate a considerable part of our internal processing. We introduced punched card records in many operations, and we used computer processing to streamline many of our functions. For example, we automated the ordering, receiving, and inventory control of new purchases. The machine programs developed for this purpose account for items from the time the initial order is placed until the item is processed and its records appear in the library catalog. Book catalogs are prepared by

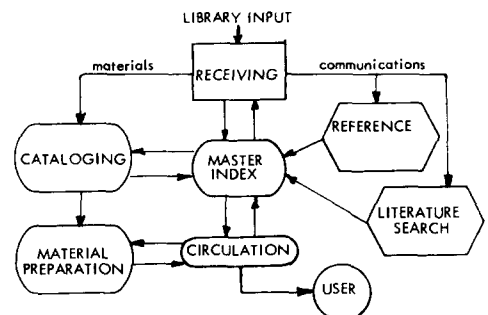


Figure 3

computer, or 3 x 5 filing cards may be printed also if they are needed. Machine-prepared circulation cards and book labels help with the processing of the materials, and an operating machine program exists for periodical inventory and control.

In the reference activity records of service performed are keypunched and processed by computer to give summary reports. These vital reports enable us to make numerous observations and evaluations of these services. In the distribution phase of our business, circulation activity and feedback response are likewise computer processed to reduce clerical time and, at the same time, allow the librarian to observe user interest patterns and technology trends.

All of the computer programs referred to above have been designed to be compatible with each other. By combining all of this in the computer, a vast quantity of statistical information is available. The output reports derived are valuable in appraising the overall functions performed in the library and also reflect the value and significance of the library to the using population. This statistical information is useful in identifying user requirements so that the library's services can be better oriented toward serving user needs. This information is also particularly appealing to the sponsoring management of the library.

Another advantage derived from the study is more effective library cooperation. Before the systems study, each IBM library located in the domestic organization was doing its own independent procedures planning. Libraries planning to use data processing equipment designed their own formats and programs. After the system study, several of these libraries in different geographical locations abandoned their tentative or partial programs and cooperatively adapted to some formats resulting from our study. Library ideas and procedures were exchanged and formulated, and a fairly well standardized and uniform system was adopted.

This cooperative effort brings many advantages to all the participating libraries. For example, during the four years that the IBM San Jose library has been in operation, it has not been necessary to catalog or index a single technical report. The processing was done at another IBM location and fits right

into our system. Not only are records and index information exchanged, but also computer programming. Several IBM libraries have computer programs for bulletin preparation, current awareness, and information retrieval processing. The programs are useful to all the participating libraries, save valuable time, and provide a fuller service to our users.

IBM libraries at Bethesda, Maryland, and in New York state at Kingston, Owego, Poughkeepsie, and Yorktown Heights, as well as the Advanced Systems Development Division library at San Jose, have all adapted computer programs for library applications. Although each of these programs influenced the library systems study at the San Jose Systems Development Division's Development Laboratory, the approach used here was unique in its "total look" aspect.

General Observations

In the conduct of a system study for any library, it is well to keep in mind the many tools that are available. The devices mentioned in this paper—flow charts, decision tables, data processing equipment—are only examples of some of the many tools that can be adapted by the librarian to enhance his operations. In this era of change and rapid progress, it behooves all librarians to consider employment of any or all innovations, technologies, and tools that appear promising. Communication and cooperation between librarians will stimulate knowledge and awareness of fruitful new methods and procedures.

It is well to point out that whereas the library systems study helped with many problems and decisions, at no time did any of the aids indicate that the librarian could be dispensed with, especially in the areas of interpretation, evaluation, and judgment. The tools we used provide a vehicle for organizing and displaying information, thus aiding the librarian in the decision-making process. Moreover, computer-aided support for routine and clerical functions frees the librarian for more professional-oriented activities. He therefore becomes more valuable to his clientele and his management and gains increased job satisfaction as well.

The study also confirmed the fact that the librarian need not fear that the new tools

will radically affect his vocation. It is not necessary for the librarian to become a systems analyst or a computer programmer in order to seek and gain solutions to library problems through data processing. However, it is important that the librarian address himself vigorously to the planning, organization, and systems design efforts as they relate to the library or the over-all information requirements in his organization. No one else is better qualified to understand and foresee library problems and the optimum solutions.

We have only scratched the surface. Many more new tools and methods will become available. As professional library administrators, we must become aware of all new things that may affect our business. By establishing consistent decision patterns for library operations, we can better understand our business and how effective use may be made of these new tools for the fulfillment of the library's mission.

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The library systems study at IBM San Jose was the work of many people. Much of the analysis and derivation of methods were done by Allan D. Pratt and Robert H. Odenthal. Supporting efforts were contributed by Beverley Clarke and Lo Anne Jex. Encouragement and critique were offered by Charles P. Bourne, Robert E. Durkin, John H. Gustafson, Louise M. Stubblefield, and Dr. I. A. Warheit.

SPOTTED

- *What follows is a single-minded column devoted to the status of women librarians, extracted from a speech by Mrs. Arthur Holden at the Convention of the National Women's Party and published in "Antiquarian Bookman," August 23, 1965:*
- *The financial and technological revolution developing in the library field is, nevertheless, causing job discrimination against women workers to increase rather than decrease. Although women now represent upwards of 90 per cent of the profession of librarian, they are represented in the extreme minority at the top in the few rare jobs that carry highest pay and status.*
- *As more attractive salaries and career opportunities open in the future, more men will enter the field to take over even those middle-level jobs now filled by women librarians. Thus, fully qualified women in library work now face the plain prospect of being relegated to the lowest and middle-range of salaries and status in a profession which they actually dominate by numbers. The objective evidence indicates that for women librarians there is now only **TOKENISM AT THE TOP**. This trend toward job discrimination will filter down to the middle-level of titled positions during the coming 20-year period unless steps are soon taken to correct the situation.*
- *What is the reason for the apparent willingness of women to step aside and allow men to take over at the top of a profession which women dominate by numbers. In an interview last week with a dean of one of the foremost library schools in the country . . . he gave me the following as his informal opinion: "The failure of women to advance in any reasonable numbers beyond the middle-level of library management probably rests on two bases. First, women find it difficult to pay for the more advanced degrees, and our culture does not encourage subsidizing the education of female members of the family, much beyond the average level. . . . Second, the environment of the job operation itself. Right or wrong, where men are presidents and board members . . . they usually select men for the management operations position because they find men to be more in harmony with their way of thinking. . . ."*

An examination of the processes of establishing a company archival program. The support of top management and a thorough understanding of the company organization are essential. The characteristics of archival material and the differences between library and archival practices are pointed out. Examples of archival material are discussed briefly.

The Special Librarian as Company Archivist

JOSEPH M. SIMMONS

AN EXAMINATION of the nature of archives indicates that to be considered archival material must have been created or accumulated to accomplish some purpose. Simple examples of this are certificates of incorporation, partnership agreements, real estate leases, titles, etc. There is also the cultural aspect in that the material or the archives will be preserved and will be used by others than the person or persons who created them. And finally, the "integrity of the records" is preserved. This means: 1) records are kept intact and not fragmented, 2) arrangement of the records are left intact as much as possible, and 3) records are not altered, mutilated, or partially destroyed.

Most companies and organizations begin to become archival conscious when they approach their fiftieth anniversaries, although some may show an interest at an earlier date. This is understandable as a company is initially too absorbed in establishing itself and acquiring a position and recognition in the industry it serves.

As a particular anniversary date approaches, someone from the public relations or the promotion department conceives the brilliant idea of locating old letters, newspapers, pictures, and other memorabilia and making a display of this material. It is about this time that the importance of archives become apparent, and usually the company librarian is charged with the responsibility of creating and planning an archival program. The problem is to assemble as much as possible, recreate if feasible, and bring together in an

orderly manner what can be very diverse and, seemingly, unrelated material.

Characteristics of Archives

There are certain characteristics of original archival materials that should be examined. These are:

1. **PHYSICAL PROPERTIES:** Usually they are paper in nature in the form of letters, patents, legal documents, reports, financial records, maps, photographs, diaries, books, etc.
2. **IDENTIFICATION DIFFICULTIES.**
 - A. Records are not always created by one person but are the product of an administrative unit.
 - B. Often the author is unknown or difficult to identify. An example of this would be when a consultant or specialist was contracted for a particular assignment or project.
 - C. Records may be old and no longer needed in the administration of the organization, and this adds to the confusion of identification.
 - D. Records may be acquired that are not identified or organized on a subject basis. This is often the result of the manner in which the collection grew.
 - E. Further confusion arises when a person ascends the administrative ladder and takes his records with him, even though they are useless to him.
 - F. The subject matter does not always reflect the title or heading. To librarians, this should have a familiar ring.

Mr. Simmons, who is Librarian of the Chicago Sun-Times and Daily News, presented a somewhat longer version of this article to the Newspaper Division at the 56th Special Libraries Association Convention in Philadelphia, June 8, 1965.

3. **ARRANGEMENT OR CLASSIFICATION:** Records received by the archivist may be arranged in many different systems. They may be alphabetical, numerical, chronological, or color coded depending on the department, department heads, file clerks, and precedents. In large organizations there is often no uniform system of filing.

4. **UNIQUENESS:** As a rule, items making up archives are singular in character and do not exist in multiple copies.

5. **SELECTIVITY:** Material saved for historical or informational value is culled from a great mass of records generated by the parent company. Material is often selected for its significance to the entire collection rather than an interesting individual item.

6. **VALUE:** Material not normally of intrinsic value may be valuable for historical research, use by company for promotion, advertising, and other research requirements.

Archival and Library Relationships

In the areas of collections, there are significant differences. Archives are created, produced, and accumulated in connection with the aims and functions of the organization they serve and have little or no cultural value to others outside the organization. Library materials are usually culturally oriented. From a public library we may borrow books on art, music, and literature, and we may also borrow records and paintings. Further, library materials in this context are not used in the operation of an organization. However, the library may have its own archival collection, which pertains to its own entity.

Another difference is in the nature of acquisitions. Library materials are referred to as acquisitions; in the archival field, the materials are known as accessions. An archival institution is usually a receiving depository, and it organizes the material produced by the body it serves. In acquiring material, the librarian often selects from several choices; the archivist evaluates or appraises materials received from a single agency. The librarian is a collector and will purchase what he needs. The world is his market place, and he may purchase from any country. The restrictions on what he will purchase are self-imposed by interest, budget,

space, staff, and other needs. The archivist does not have this license.

The cataloging approach is also different. The librarian evaluates material as individual items; the archivist will classify the material according to its relation to the creating agency and to the functions of that agency. The archivist views an item in relation to other items in the entire collection and not as an individual item. The librarian classifies by a prearranged or predetermined system and brings similar items together. The librarian catalogs separate or individual items, while the archivist catalogs by units or aggregates of units. The librarian classifies by a set scheme or discipline; the archivist by function. Finally, the librarian usually catalogs and classifies the item and this information is printed on three by five cards. The archivist usually classifies and then prepares lists with appropriate descriptions.

Support of Company Archives

In organizing a company archives, it is important that support for this project come from top management. However, before approaching management at this level, the archivist should prepare a program defining as much as possible the aims and goals of the archival program.

To do this, he should study the company structure and how it evolved through the years. He should understand the position of each department in the administrative hierarchy. Policy decisions are made on the top level, and the execution of these decisions are administered by the various departments on different levels. By understanding the position, function, and activity of each department, a knowledge of the entire organization and operation will be acquired. Company records will then be examined as a whole and not as fragmentary items.

Learn as much as possible about the history of the company as well as its present and previous executives. Do not limit the biographical research to the principal officers, as many executives in the middle or upper middle management group have had a great influence in suggesting and/or executing policy decisions.

Initiating the archival program should come from the highest managerial level pos-



News and Notes

November 1965, No. 4

SPECIAL LIBRARIES
ASSOCIATION

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The Board of Directors held its Fall Meeting at the Belmont Plaza Hotel in New York City on September 23 and 24, 1965. The Division and Chapter Liaison Officers, Finance Committee Chairman, Convention Chairman, and other committee chairmen and officers also participated in the discussions and deliberations. Director Kenneth N. Metcalf's sudden death several days earlier was regretted by all. Gordon E. Randall, Manager, Thomas J. Watson Research Center Library, IBM, Yorktown Heights, New York, was appointed to fill the vacancy until June 1966 when new elected officers begin their terms.

John M. Connor, Chapter Liaison Officer, reported that, at the request of the H. W. Wilson Company Chapter Award Committee, he is asking all Chapters to consider ways of making the Award more vital and meaningful. A questionnaire seeking a consensus of membership opinion on four proposals has been circulated: 1) That the duration of the contest extend for a two-year period rather than the present one-year period with a prescribed subject each time (If the Award were on a two-year basis, the cash prize would be twice as large.); 2) That the duration of the contest be one year but that any good project coming to fruition during that year be eligible; 3) That the duration of the contest be two years and that any good project be eligible, with same cash prize terms as in 1 above; and 4) Leave the contest rules as they presently exist. Chapters that have never or only sporadically participated in the contest are also being asked to tell why they have not entered the competition.

The Board voted to increase the fringe benefits available to the Association's staff in New York City by introducing shared-cost health insurance. Under the plan the Association and its employees will each pay half of the cost of individual expanded Blue Cross-Blue Shield.

The Board agreed that hereafter Chapters and Divisions will not be reimbursed for the costs incurred for printing and mailing extra copies of their bulletins for the Board of Directors, Association Headquarters, and other Chapter Presidents or Division Chairmen.

A revised Division Manual, prepared by the Division Relations Committee, Robert W. Gibson, Jr., Chairman, was approved. Copies are currently being assembled at Headquarters and will be mailed out shortly.

There was considerable discussion of the recommendations proposed by the Ad Hoc Committee to Investigate Methods and Programs for Increasing Association Membership, of which Mrs. Dorothy B. Skau is Chairman. The Membership Committee and the Chapter Liaison Officer will be asked to work with Chapters located in the areas where there are library schools to increase Student memberships, while the Convention Program Committee will study the program content of SLA Convention with an eye to making them more meaningful to potential members. The Nonserial Publications and Special Libraries Committees will be requested to investigate ways and means of improving the professional journal and initiating more publications and to reconsider the matter of granting royalties to individual authors. The Membership Committee was charged with

the task of rethinking the concept and name of Sustaining members as well as effective methods of contacting potential Sustaining members. It will also endeavor to find out how many of the library school students who are credited in the annual *Library Journal* survey by Donald and Ruth Strout as taking their first jobs in special libraries join the Association. The Board moved that the Ad Hoc Committee rework its recommendations with the advice of the Admissions and Membership Committees, giving particular attention to the idea of inaugurating a program of nominating individuals for membership and to the recommendations presented in the 1959 report of Executive Research, Inc., a public relations consulting firm.

Janet Bogardus, Chairman of the Finance Committee, presented the budget for 1965-66. In the general operations budget, a \$260,198 income is projected, while expenditures are estimated at \$260,580. Although this is a slightly deficit budget, income is expected to increase over last year, and every effort will be made to increase it still further. To this end the Finance Committee has recommended that "an enthusiastic and comprehensive membership campaign be undertaken" and that appropriate committees consider raising the rates on other sources of income. The largest expenditure increase is the amount that will be paid to Divisions, as the Division allotment has been increased from five to ten per cent of the dues paid by their members, with no minimum. The Chapter allotment of 15 per cent of the dues paid by their members, with a \$150 minimum, remains the same. The Translations Center budget of \$74,530 was approved. \$27,600 of this will come from contract support from the Clearinghouse for Federal Scientific and Technical Information and \$46,930 from a National Science Foundation grant. A summary of the general operations budget is given below; the January 1966 *News and Notes* will give the detailed report of the Treasurer.

	Income	
	1964-65	1965-66
Dues	\$132,470	\$139,205
Interest on Savings	1,400	2,200
Transfer from other Funds	8,764	6,436
<i>Scientific Meetings</i>	8,144	8,907
<i>Special Libraries</i>	43,800	53,950
<i>Technical Book Review Index</i>	19,385	20,750
<i>Unlisted Drugs</i>	1,400	1,350
Addressing Service	5,500	6,200
Convention	21,000	20,200
Miscellaneous	500	1,000
Total	\$242,363	\$260,198

	Expenditures	
Chapters	\$ 17,330	\$ 17,803
Divisions	6,600	14,760
Committees	9,490	7,760
General Operations	36,163	35,803
Salaries	68,386	70,681
<i>News and Notes</i>	1,200	1,350
<i>Scientific Meetings</i>	7,945	8,904
<i>Special Libraries</i>	44,325	48,420
<i>Technical Book Review Index</i>	14,020	14,569
<i>Unlisted Drugs</i>	1,400	1,350
Convention	9,500	9,500
Retirement Program	10,600	12,585
Health Insurance	—	800
Miscellaneous	17,045	16,295
Total	\$244,004	\$260,580

The sample Chapter and Division Bylaws prepared by the Bylaws Committee, Mrs. Margaret H. Fuller, Chairman, were approved. Copies have been sent to all Chapter Presidents and Division Chairmen so that their units can revise their bylaws to conform with the recent changes made in the Association's bylaws.

Karl Baer, the Association's Representative to the International Federation of Library Associations, reported on the 1965 IFLA meeting in Helsinki (see the October issue of *Special Libraries* for his description of this meeting).

With the expiration of a National Science Foundation grant in December, there will no longer be funds to support the Special Classifications Center. Various possibilities for continuing its activities were discussed before the Board voted to offer to Western Reserve University the collection of classifications schemes, subject heading lists, and other materials useful for organizing information systematically. The University has accepted the collection, and arrangements for the transfer will be made as soon after December 31, 1965 as is practical. The level and extent of service the Center will offer thereafter has not yet been determined.

Ted Miller, Chairman of the Convention Committee, reported that plans for the 1966 Convention in Minneapolis are developing well. Program ideas have been received from all but one Division, and the general sessions have been outlined. The banquet will feature a smorgasbord. The Minnesota Chapter has been empowered to make a commitment for the Association for a performance at the Tyrone Guthrie Theater for the Scholarship Fund event. The Convention Advisory Committee, the Division Liaison Officer, and officers of the Metals/Materials Division have been asked to recommend future permanent procedures for arranging this benefit.

Anne Nicholson, Chairman of the Convention Advisory Committee, discussed a number of procedures to be followed in managing the Convention. The Board voted that Convention expenses incurred by any Association unit are the responsibility of that unit. Larger fees will be made available for the general sessions, banquet, speakers, and entertainment. Miss Nicholson reported that the Convention Manual is being revised.

Ellis Mount, SLA's Representative on the American Book Publishers' Council-SLA Joint Committee presented ten recommended practices for advertising books. The Board approved the sense of the draft but asked Mr. Mount to rework the actual statement.

At the recommendation of the Ad Hoc Committee on Extra-Curricular Activities of the Liaison Officers, the Board agreed that the Chapter and Division Liaison Officers would no longer be ex officio members of the Public Relations Committee. Their membership on the SLA Professional Award and Hall of Fame Committee was referred to the Committee on Committees. The Division Liaison Officer will continue to serve on the Convention Program Committee, but the question of membership of representatives of the subject Divisions was referred to the Committee on Committees. The Ad Hoc will continue its study and report again at the Mid-Winter Meeting.

During the discussion of the report of the Committee on Committees, Edward G. Strable, Chairman, it was determined to hereafter use the term "Advisory without Vote" rather than ex officio and to continue the practice of selecting a regionally diverse Nominating Committee. The Committee's recommendations clarified the relationships of the Personnel, Professional Standards, and Statistics Committees.

Preliminary approval was given to two new publications: Graduate Pharmaceutical Theses, which is being sponsored by the Joint Committee on Pharmacy College Libraries and edited by Dolores Nemeč, and Introduction to Libraries for Library Assistants, a project of the San Francisco Chapter that is being edited by Mrs. Martha W. West.

The Board approved the recommendation of the Scholarship and Student Loan Fund Committee, Jackson B. Cohen, Chairman, that \$1,500 scholarships be awarded for the 1966-67 academic year. Chapters will be urged to adopt scholarship winners attending library schools in their areas during and after the school year. It was also decided to continue the policy of not creating scholarships named for individuals. A new policy was set allowing scholarship winners to accept financial assistance from all sources up to the amount of \$3,000.

Six new Professional Consultants were approved.

During the 1965-66 year President Alleen Thompson will visit the following Chapters:

Greater St. Louis	September 27	Minnesota	October 25
Heart of America	October 9	Georgia	March 25
Cincinnati	October 19-20	Oak Ridge	March 29
Indiana	October 21	Alabama	March 31
	Louisiana	April 4	

President-Elect Dr. F. E. McKenna's Chapter itinerary is:

Montreal and Upstate New York	October 16	Baltimore	March 1
Philadelphia	January 10	New York	March 3
Dayton	February 11	New Jersey	March 9
Connecticut Valley	February 21	Boston	March 14
	Washington, D. C.	March 21	

The Mid-Winter Meeting of the Board of Directors and the Advisory Council will be held January 20-22, 1966 at the Western Skies Motel, Albuquerque, New Mexico.

The Insurance Division's project, *Sources of Insurance Statistics*, edited by Elizabeth Ferguson, Librarian, Institute of Life Insurance, with the assistance of Katharine E. Cook, Librarian, Metropolitan Life Insurance Company, and Mrs. Ruby C. Fangemann, formerly Librarian, Insurance Society of New York, all of New York City, will be published early in December. It will sell for \$8.25.

The Committee on Serials of the Advertising and Marketing, Business and Finance, and Social Science Groups of the SLA New York Chapter has recently compiled *Serials: Advertising, Business, Finance, Marketing, Social Science, in Libraries in the New York Area*. Almost 1,800 periodicals from 192 libraries are included, giving the names of the libraries, their holdings, the years covered by each collection, and the extent of access to the holdings. The 165-page, 8½ x 11 computer-produced volume costs \$15, and checks should be made payable to Committee on Serials, Philip Rappaport, Chairman, and sent to Philip Rappaport, Senior Librarian, New York State Department of Labor Library, 80 Centre Street, New York 10013.

The second edition of *Guide to Metallurgical Information: SLA Bibliography Number 3* was published by the Association on October 21, 1965. Containing 1,100 annotated references to sources of information on all aspects of metallurgy, the *Guide* contains almost twice as many entries as the first edition, which *American Metal Market* hailed as "invaluable to librarians and researchers" in 1961. A cooperative project of SLA's Metals/Materials Division, the work has been edited by Eleanor B. Gibson, Librarian, Logan Lewis Library, Carrier Corporation, Syracuse, New York, and Elizabeth W. Tapia, Librarian, Research Library, Eastman Kodak Company, Rochester, New York. The 240-page bibliography is bound in sturdy paper covers and sells for \$7. The coverage of the work is world-wide, with emphasis on current information centers, indexes, ab-

stracts, serials, guides, directories, bibliographies, dictionaries, encyclopedias, handbooks, specifications, standards, and statistics. Non-English language sources have been increased, new editions and volumes noted, addresses and zip codes added, and pre-1945 titles reviewed for retention. Material has been reorganized, with numerous subdivisions, into five major chapters: General Continuing Sources, General Reference Sources, Metallurgy: Science and Technology Sources, The Metals/Materials Information Sources, and Translations and Microforms. There are now five indexes: Personal Author, Organization, General Title, Serial Title, and Subject.

SLA Sustaining Members

The following organizations are supporting the activities and objectives of the Special Libraries Association by becoming Sustaining Members for 1965. This list includes all applications processed through October 22, 1965.

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 ATLAS CHEMICAL INDUSTRIES, INCORPORATED
 BANK OF AMERICA, Los Angeles, California
 BASIC ECONOMIC APPRAISALS, INCORPORATED
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 UNION ELECTRIC COMPANY
 UNITED COMMUNITY FUNDS & COUNCILS OF AMERICA, INC.
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 UNIVERSITY OF MINNESOTA LIBRARY
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DIVISION BULLETINS

DIVISION	TITLE	EDITOR	COVERAGE	FORMAT	ISSUES PER YR.	PRICE	PAY CHECK TO AND SUBSCRIPTION FROM
ADVERTISING AND MARKETING	<i>What's New in Advertising and Marketing</i>	Elin J. Christianson, Ln. J. Walter Thompson Co. 410 N. Michigan Ave. Chicago, Ill. 60611	Advertising, media, and marketing publications; consumer surveys and bibliographies; pre-publication announcements; analyses of important books, services and periodicals	8 pages Offset	10	\$3.50 SLA members \$5.00 nonmembers	Advertising & Marketing Div. Mr. Johann Patton WBBM-TV 630 N. McClurg Court Chicago, Ill. 60611
ADVERTISING AND MARKETING	<i>Advertising Division Bulletin</i>	Regina Marrus MacManus, John & Adams, Inc. 444 Madison Ave. New York 10022	Division news; news of members and membership changes; membership directory; annual reports; convention news; special features	Various pages and supplements Offset	4	Free to members \$2.00 nonmembers	Advertising & Marketing Div. Louise Stoops, Ln. U.S. Steel Corp. 71 Broadway New York 10006
AEROSPACE	<i>Proceedings in Print</i>	Barbara A. Spence Avco-Everett Research Laboratory 2385 Revere Beach Pkwy. Everett, Mass. 02149	Bibliographic data about proceedings Index	50 pages Multilith	6	\$20.00	Aerospace Division, SLA Maurice Rahilly, Business Manager Proceedings in Print P.O. Box 247 Mattapan, Mass. 02126
BIOLOGICAL SCIENCES	<i>The Reminder</i>	Gertrude L. Losie, Ln. Research Laboratories Library Parke, Davis & Co. 2800 Plymouth Rd. Ann Arbor, Mich.	News notes; official notices; original articles	15-30 pages Offset	4	Free to members \$2.00 nonmembers	Biological Sciences Division <i>see editor</i>
BUSINESS AND FINANCE	<i>Business and Finance Division Newsletter</i>	Portia Christian, Asst. Ln. School of Business Indiana University Bloomington, Ind. 47405	Division news; brief notes of members' activities	2 pages Offset	3	Free to members \$1.00 nonmembers	David Zachringer, Ln. Business Library Phillips Hall University of Iowa Iowa City, Iowa 52240
DOCUMENTATION	<i>Documentation Progress</i>	Abraham I. Lebowitz Division of Technical Information Extension USAEC P.O. Box 62 Oak Ridge, Tenn. 37831	Division news; descriptions of mechanized library systems	8-12 pages Offset	3	Free to members	
GEOGRAPHY AND MAP	<i>Geography and Map Division Bulletin</i>	Frank J. Anderson 111 West Wilson Salina, Kansas 67401	Professional articles; Division news; book reviews; bibliographies; project reports; membership lists; cartographic or geographic bibliographical news	28-36 pages Offset	4	Free to members \$4.00 nonmembers	John A. Wolter 374 Jackson Hall Anatomy Dept. University of Minnesota Minneapolis, Minn. 55455
INSURANCE	<i>Insurance Literature</i>	Marian G. Lechner, Ln. Connecticut General Life Insurance Co. Hartford, Conn. 06115	Annotated listings of current literature of all types in the field of insurance	4 pages Offset	10	\$3.50/yr. \$6.00/2 yr.	Mrs. Jean French, Ln. Nationwide Insurance Cos. 246 N. High St. Columbus, Ohio 43216
INSURANCE	<i>Insurance Division Bulletin</i>	Marjorie L. Holt, Ln. John Hancock Mutual Life Insurance Co. 200 Berkeley St. Boston, Mass. 02117	Division news; annual reports; convention programs; membership list and membership changes	Mimeo	3	Free to members	

DIVISION BULLETINS

DIVISION	TITLE	EDITOR	COVERAGE	FORMAT	ISSUES PER YR.	PRICE	PAY CHECK TO AND SUBSCRIPTION FROM
METALS/MATERIALS	<i>Metals/Materials Division News</i>	Mrs. Marian S. Veath Technical Ln. Major Appliances Division General Electric Co. Appliance Park Louisville, Ky. 40225	Division news; annual reports; Fall meeting and convention programs; membership directory and changes	8-12 pages Offset	3	Free to members	
MILITARY LIBRARIANS	<i>Military Librarians Division Bulletin</i>	John J. Asero 11975 Andrew Street Wheaton Silver Spring, Md.	News notes; official notices	Various Offset	4	Free to members	
MUSEUM	<i>Museum Division Special Libraries Association Bulletin</i>	Mrs. Rose Sellers, Assoc. Ln. Brooklyn College Library Brooklyn, N. Y. 11210	Division news	Various	Various	Free to members \$2.00 nonmembers	Museum Division, SLA see Editor
NEWSPAPER	none—utilizes <i>Library Bulletin</i> issued by American Newspaper Publishers Association						
PICTURE	<i>Picturescope</i>	Mrs. Minna Breuer 143 Melrose Ave. Albany, N. Y. 12203	Division news; bibliographies; articles; book reviews; membership list; project reports; abstracts	15-20 pages Offset	4	Free to members \$2.00 nonmembers	Picture Division, SLA Mrs. Caroline Backlund 114 E. 90th St. New York 10028
PUBLISHING	<i>Publishing Division Bulletin</i>	Adelaide L. Moen, Ln. Encyclopedia Britannica, Inc. 425 N. Michigan Avenue Chicago, Ill. 60611	Division news; articles on libraries; membership news; want lists	4-5 pages Offset	4	Free to members \$1.00 nonmembers	Don Hotaling 448 W. 22nd St. New York 10011
SCIENCE-TECHNOLOGY	<i>Sci-Tech News</i>	Gordon E. Randall IBM Research Library P.O. Box 218 Yorktown Heights, N. Y. 10598	Division and Section news and annual reports; bibliography digests; new serial titles; editorials and articles	30-80 pages Printed	4	Free to members \$2.00 nonmembers	Sci-Tech News Walter A. Kee 25017 Woodfield Rd. Damascus, Md. 20750
SCI-TECH PHARMACEUTICAL SECTION	<i>Unlisted Drugs</i>	Boris A. Anzlowar Pharmaco-Medical Documentation P.O. Box 401 9 Passaic Ave. Chatham, N. J. 07928	List of new drugs and compositions with reference to source	11-13 pages photo-reduced Offset	12 plus semi-annual, cumulative annual index	\$20.00	Special Libraries Association 31 East 10th Street New York 10003
SCI-TECH PHARMACEUTICAL SECTION	<i>COPNIP List</i>	Mrs. Theodora Andrews, Pharmacy Ln. Purdue University Lafayette, Ind.	Listing of current free industrial or institutional pamphlet material of an informative nature	5-6 pages Mimeo	4	\$3.00	Pharmaceutical Section Mrs. Alma S. Roman Business Mgr., Copnip List Lederle Laboratories Pearl River, N. Y.
SOCIAL SCIENCE	<i>Bulletin of the Social Science Division</i>	Eleanor Scanlan Bureau of Industrial Relations University of Michigan Ann Arbor, Mich. 48104	Division news; membership lists; articles	Various	4	Free to members \$1.00 nonmembers	Kanardy Taylor 316 Wayne Avenue Silver Spring, Md.
TRANSPORTATION	<i>The Bulletin, Transportation Division, SLA</i>	Mrs. Constance G. Moore United Air Lines P.O. Box 8800 Chicago, Ill. 60666	Division news and business; convention programs	Various Mimeo	2	Free to members	

San Francisco Wilson Chapter Award Entry 1965

THE THEME that guided the San Francisco Bay Region Chapter in planning its programs and special projects for the year 1964-1965 was "Library Cooperation—Key to Greater Resources." The major project was the preparation of a *Union List of Periodicals: Science-Technology-Business*. In October 1964, a committee of five was appointed to undertake this project, and utilizing *New Serial Titles*, the national *Union List of Serials* and *Ulrich's Periodicals Directory* (10th ed.), it prepared union list "work sheets" to be sent to the libraries asked to cooperate.

The work list was an added inducement to libraries to cooperate, since it would materially reduce the amount of typing required. Libraries having titles not included in the work list were asked to type the title and holdings on 3 x 5 slips of paper and staple these to the appropriate page of the work sheets. The time required for selecting titles, editing, compiling, and reproducing the work sheets (four months) was donated by the committee members. The use of Xerox machines and multilith duplicators, as well as the necessary paper and other supplies (the cost of which, including operator time on the equipment, amounted to \$130.00), were donated by the various companies whose librarians served on the committee.

The completed work sheets were mailed to 121 libraries on April 1, 1965. By May 19, 1965, more than 60 completed work lists had been returned, and an additional 12 have reported work in progress. The committee was confident of attaining a minimum of 75 per cent of the work sheets sent out. In addition to stimulating response, the preparation of the work sheets has been considered well worth the time invested since it has vastly increased the accuracy and uniformity with which holdings are reported.

Final compilation and editing will be done from September through November 1965, and followed by publication in December. The companies supplying the Xerox and multilith capability have also agreed to provide their printing press facil-

ities for the final publication. Copies will be provided free of charge to cooperating libraries and offered for sale to others.

Also during the year, the compilation, editing, and publication of a *Union List of Science Technology House Journals* of the special libraries of the San Francisco Bay Region was accomplished. This list, intended as an interim list pending publication of the new union list, represents the holdings of 22 of the major research libraries in the area. The companies whose members undertook this project absorbed the cost of the publication. Purchase price of the list was 10 cents, covering postage.

Although the *Union List* was the largest single project undertaken to increase the availability of published resources to all libraries, the Chapter membership felt that another of our most important resources was to be found in the knowledge and experience of our finest librarians. The Chapter Education Committee organized and offered, under the sponsorship of the University of California Extension Center, San Francisco, several series of eight to 15 two-hour lectures on such subjects as the selection and evaluation of materials in science and technology, library use of computers, law librarianship, and legal bibliography. Three day-long seminars were offered on problems and techniques of library personnel administration. All of these were offered under the sponsorship of the Center, which also paid the librarian-instructor's salary and supplied facilities and equipment as required. Tuition ranged from \$20 to \$46, depending on the course length.

The Program Committee organized several panel meetings, among them a panel on "Cooperation Among Bay Area Libraries," which resulted in the creation of a Committee on Standards for Library Cooperation to facilitate and improve methods and techniques for cooperation. During the year committees were also appointed to begin work on a "Directory of Area Resources" as well as a "Union List of California Library Meetings, Seminars, Symposia, etc."

sible. If the program is to be successful, it is from this source that the direction, support, and prestige will be given. The archivist must receive direction from top management in determining how extensive and detailed the archival program is to be structured. If it is to be a working archives in that the material will be made available to scholars and researchers, the problem of in depth cataloging is presented. Also, space requirements must be considered for outsiders using the material. If the material is to be used only within the organization, these problems are not as complicated.

Management must be advised that a program of this type cannot be successful without adequate funds, staff, and continuing support. Obviously in setting up such a program, a librarian's time will be taken away from library activities. Funds will be needed for shelving, file cabinets, document boxes, and other necessities. Finally, the prestige of the principal officer will be needed to provide the motivation and impetus in getting the program into motion. This can be done by reporting to the board of directors about the program and a written memo to department heads requesting their cooperation. This type of support is necessary as doors will remain closed, cabinets locked, and records destroyed by those who have no knowledge or sympathy for such a program.

Contents of a Company Archives

What kinds of material should be saved for the company archives? Usually those things that are of paper although there may be other items as medals, medallions, samples of company products, and so forth.

In the case of newspapers, rehearsal editions should be kept. Rehearsal editions are those newspapers printed prior to the official publication date, or known in the industry as "dry runs." Copies of each run of each edition should also be saved and bound for permanent preservation. As an added precaution, they should be microfilmed.

If possible, correspondence dealing with the formation of the company or any of its subsidiaries should be saved. Other items include bylaws, charters, and legal contracts. Papers pertaining to the company business should be preserved on a selective basis.

Minute books of board meetings may or may not become part of the archives because of the confidential nature of its contents. If the policy is not to give these books to the archivist, the books should be locked in a vault, and the archivist should make a record of this and indicate the number of books and the period of time covered. This record will have to be revised regularly.

Other records to be included are financial records and company reports. These may be of a confidential nature or the type sent to stockholders. Company reports are a source for historical background. Labor records pertaining to production, merchandising, advertising, and sales should be saved.

Legal contracts in any form, even those no longer in effect, should be part of the archives. These contracts may be with unions, leases, purchase of property, agency agreements, advertising agencies, and any other activity where a legal instrument is required.

Company publications for and by the company employees may be the beginning of an archival program. These magazines or house organs, varying in size and format and frequency of publication, contain information about the company and its employees. Unless they are indexed, a good deal of time is lost searching through them. For safety and protection, it is best to have these bound.

Executives are usually invited to make civic or professional speeches. Unless he is gifted as a speaker and needs no prepared notes or text, he will write the speech. Copies of these speeches by any and all executives should be made part of the archives.

The promotion or advertising department may prepare brochures on the history of the company and its products. These are not usually definitive and limit the contents to interesting highspots in the company's career. Catalogs, brochures, or pamphlets issued by the company about its products and/or services should be part of its historical archives as they are a potential record of when products were introduced, how long they were marketed, and when discontinued.

Organization charts saved over a long period of time will show how the company grew. These will present a visual understanding of the development of the parent

organization. Departments were formed that grew into divisions, some divisions consolidated, new services were introduced and others combined. The charts demonstrate the growth and development of the company's structure.

Papers received by the company archivist may be personal papers of company executives, they may be corporate or organization papers, or possibly a combination of both. In the newspaper field, it is very probable that the executives (editors, editorial writers, publishers, and others) may have correspondence with important members of the academic, business, and political communities. These papers may be of a personal nature in that they were created through friendships rather than corporate identity. A relatively simple alphabetical-chronological arrangement may be established for filing and control of these papers.

Other types of personal papers may be broken down on a subject basis, if the collection is large, or in a straight alphabetic arrangement. The size of the collection and how it will be used will eventually determine the methods to be used in arrangement and control.

Corporate papers received for archival preservation should be kept in the original order in which they were established. If the company is in operation, those records consigned to the archives should remain in the order established by the creating body.

Awards and citations presented to the company should eventually be turned over to the archives. Awards made to company employees will probably be kept by the recipients, but a record of the event, the date, and other details can be added to the employee's file or a general awards file. Anything published by an employee, whether an article in a periodical or a book, should become part of the archives. Newspaper clippings concerning employees or company products should be saved.

Some preservation of employee activities should be made. There are many industrial leagues in which employees bowl, play chess, softball, basketball, and other sports. If for no other reason, some of this material should be kept as part of the record.

Finally photographs of any nature should be made and kept. Obviously pictures of the

principal officers should be saved as well as those of the board of directors. Photographs of building exteriors and interiors should be taken as well as any of the company's factories, branch offices, trucks, ships, automobiles, airplanes, or products. These pictures should be taken at regular intervals to show graphically how the company's growth has progressed. It is also a historical record of how conditions have affected the company. Photographs of various departments of the company should be made and to bring interest and life to the photograph, members of the department should be in the photograph rather than bare walls and inanimate furniture and office equipment.

Unfortunately, there is no simple formula, no rule of thumb to provide the company archivist with a neat, tidy, and concise method of establishing an archival program or archives. Much will depend on the material available, the attitude and support of management, and his own resourcefulness, initiative, and aggressiveness. Finally the element of luck prevails in locating desired materials. This can be in the form of a chance remark, carelessness on the part of somebody who did not discard something long ago, which is now a windfall, or procrastination on the part of a file clerk in purging files.

Experienced archivists report that biographical data regarding executives and directors, present and past, is frequently requested. This information should be assembled and kept current.

From the very beginning, in arranging the archival material, make a habit of noting on index cards pertinent items of historical information, which are revealed through the organization of the archives. Facts regarding the organization of the company, various buildings and their locations, new equipment, formation of subsidiaries, dates of new products or departments, or company "firsts" are most useful and valuable reference sources.

References

- BERNER, Richard C. Manuscript Collections and Archives—A Unitary Approach. *Library Resources and Technical Services*. Spring 1965, vol. 9, no. 2, p. 213-20.
- SHELLENBERG, T. R. *Modern Archives: Principles and Techniques*. Chicago: University of Chicago Press, 1956.

The proliferation of bound volumes of papers presented at meetings poses a difficult selection problem for librarians. A group of measures is suggested that may be used by the non-subject specialist to determine within reasonable limits the value of such published collections.

Scientific and Technical Meeting Papers: Transient Value or Lasting Contribution

HARRY BAUM

THE AEROSPACE Division of the Special Libraries Association recently began publication of *Proceedings in Print*, "intended as an index to all conference proceedings pertinent to aerospace technology." The first volume, comprising the issues of October, November, and December 1964, lists more than 1,000 items. This publication, which is intended to fulfill the need for an index of conference proceedings, points up another problem that I consider even more serious than that of coping with the difficulty of retrieving conference literature, that is, the *evaluation* of such literature. There has developed among institutional libraries and information centers an almost insatiable hunger for information.

One of the responses to that hunger is the increasing tendency to publish conference proceedings in bound form. This tendency has been disparaged, I think, with only partial justification, by many who complain that the binding tends to imply a lasting value not necessarily reflected in the quality of the papers. While this is undoubtedly true, I don't consider that it is an entirely valid argument against such publication. Were such publication not desired by the information-consuming public, it would not be economically supportable. The fact is that such publications proliferate because the demand for them is great enough to make them economically feasible and, in many cases, profitable.

Meeting papers may be published before (or at) a meeting or after a meeting. The former practice permits attendees to familiarize themselves with the content of papers

before the meeting and, thereby stimulates meaningful discussion at the meeting. Such publications are often not intended for archival use.¹ Papers published after a meeting must, obviously, be intended as archival. In the absence of other publication, however, *both* types find their way into permanent files.

The problem for the librarian—and for the scientific and technical community as a whole—stems from two sources. The first is that most meeting publications are "non-books,"^{2,3} that is, they are collections of papers with little unity of focus or organization. The second is that critical review procedures for meeting papers vary widely. Because of the lack of unity and organization, bound proceedings volumes cannot be indexed as books. To do so would be to render most of the material irretrievable. They should be indexed, if at all, on a paper-by-paper basis. The decision of whether or not to index deeply—at a cost that can easily run into the thousands of dollars—can be made rationally only if one is aware of the quality of the review to which the papers have been subjected. Unfortunately, a non-subject specialist cannot easily determine this, and unless he can, all such collections may be treated similarly. Either all of them will be deeply indexed, thus wasting money, or none will be deeply indexed, thus increasing the irretrievability of much valuable information. What is needed, then, is some means by which the value of a collection of papers can be estimated within reasonable limits by a non-subject specialist.

The Director of Technical Meetings Information Service, New Hartford, New York, presented this material at the General Session of Technical Papers at the 56th Special Libraries Association Convention in Philadelphia, June 7, 1965.

Possibilities for Measuring Value of Proceedings

My thesis is that the value of a proceedings volume is an almost direct function of the attitude, or philosophy, of the sponsor of the meeting toward the oral paper.⁴ The task, then, is one of evaluating that attitude for any given meeting. Most sponsors of meetings have general rules for preparing and processing papers for presentation at meetings of their society. In addition, many societies and other organizers of meetings solicit contributed papers for some of their meetings by means of a specific "call for papers." In these two documents—the rules for preparing and processing of papers and the call for papers—one can often find enough information to permit a fair evaluation of the papers. But what specific measures can be used? I consider the most important one is the procedure used to review papers. This procedure will be given in one of the two documents mentioned.

Procedures for review of papers for meeting presentations cover the following spectrum:

1. Review by short (250-word) abstract only
2. Review by long (1,000-word) abstract or summary
3. Review by complete paper with only accept or reject option
4. Review by complete paper with provision for revision before acceptance
5. Complete critical review with written criticism by discussors.

While the review procedure used is important, it is not completely definitive. I would, in general, use this measure to reject from consideration as archival papers reviewed by short abstract only, and to accept as archival papers that undergo complete review with written discussion. I consider the in-between group to be quite heterogeneous. Unfortunately, most proceedings volumes fall into this intermediate area. To them, one must apply additional measures. Those I propose are specificity of review and reputation of the reviewer.

The coverage of most meetings is sufficiently broad so that no one person is qualified to review all the papers submitted. It is also assumed that it is unlikely that people

qualified to review all the papers will be found in a single geographic location. If it is determined that the review is being performed by a review committee chosen primarily for geographical contiguity, I would question the acceptance of the proceedings as archival literature; if the review committee is spread out geographically, this is a good indication that the members have been chosen for their technical or scientific competence, and this puts the proceedings in line for the archival classification. A certain amount of judgment must, of course, be used. For example, if the subject matter of a meeting is sufficiently narrow, the criterion breaks down. It is very likely that competent reviewers for all papers for a meeting on standards of measurement could be found at Boulder, Colorado, or that reviewers for a meeting on ocean science could be found at Woods Hole, Massachusetts, or at La Jolla, California.

The final measure I would apply is that of reputation of the reviewer. This can be partially determined by reference to standard directories such as *American Men of Science* or *Who's Who in Engineering*. Unfortunately, neither of these references is as helpful as one might hope. *Who's Who in Engineering* has criteria for listing that are so restrictive that only senior engineers will be found therein. Since interest in meetings seems to be a characteristic of the younger engineer, few of the names of members of program committees will be found in it. *American Men of Science*, on the other hand, lists anyone who can reasonably be considered a scientist. Hence, the mere fact of listing is not a valid criterion for competence. One must see what the man has done and judge accordingly; therefore, some knowledge of the field is required.

To sum up the previous discussion:

ACCEPT AS ARCHIVAL:

1. Papers that have received critical review with written criticism by discussors
2. Papers that have been reviewed by summary or by complete paper, provided that the reviewers are technically competent and of sufficient standing in their profession.

REJECT AS NOT ARCHIVAL:

1. Proceedings reviewed by short abstract only.

These criteria still leave a large gray area. The problem of deciding on the classification of papers reviewed by long abstract and papers reviewed by complete manuscript, for which the competence and reputation of the reviewers is not readily determinable or is not up to the highest standards, is still undefined. The decision for classification then becomes more difficult and must be made largely on the basis of value judgments. A few factors that may be weighed are:

1. The closeness of the subject matter to the interests of the organization served by the library or information center
2. The type of paper and the level of treatment
3. The general attitude toward self-review by authors as reflected in the general rules of the society.

While the use of criteria of the type just presented does represent a method of approach to the problems posed by the meetings literature, it is at best only a half-measure. The real answer lies not in finding methods for bypassing the problems but in devising means whereby they may be eliminated. I offer two suggestions: 1) a loose-leaf format for proceedings volumes could permit greater choice of what to index and what to leave out, and 2) asking sponsors of meetings to indicate, in the volume itself, the type of review that papers have undergone and the names (preferably on a paper-by-paper basis) of the reviewers. This would be of great value to the librarian as well as to the scientist or technologist. However, while someone outside the community of librarianship can offer suggestions, it is you, the librarian, who must apply the pressures needed to bring about a change. As long as you continue to buy these non-books without effective protest, they will continue to be published in their present form.

Citations

1. For example, the *Proceedings of the 12th Annual Convention of the Society of Technical Writers and Publishers* (New York, May 19-22, 1965), which was available at the meeting, is an example of the type of publication that is clearly not intended for archival use. The papers were printed in unedited form exactly as submitted by the authors. The volume contains a table of contents, but it is neither indexed nor paginated.

2. DE SILVA, Paul. NATO Advanced Institute on Books and Non-Books. *Science*, vol. 148, April 30, 1965, p. 620-1. The term "non-books" is taken from this book review. (I should say non-book review, but it must be clearly understood that it is a review of a non-book, not a non-review of a book.) Dr. De Silva has some cogent and beautifully phrased remarks on the subject of bound collections of papers.

3. ASHBY, E. C. Symposium Papers. *Science*, vol. 145, September 18, 1964, p. 1290-1. More worthwhile comment via a book review.

4. BAUM, Harry. Documentations of Technical and Scientific Meetings. *Proceedings of the American Documentation Institute Annual Meeting*, Philadelphia, Oct. 5-8, 1964. This paper elaborates in some detail on the variation of publication practices and their underlying philosophies.

MESSAGE FROM LILLIPUT

If there is one thing that irritates me more than the plethora of library organizations, it is library journals.

But one thing at a time.

Let's take library organization first. In the Metropolitan New York area and environs, it is possible to join ADI and the New York Chapter of ADI; SLA and the New York Chapter of SLA. If one is an eager beaver it is even possible to join a "Group" in the New York Chapter SLA. But let us not stop there. Across the murky, turgid Hudson lies New Jersey. A different state. An excuse for a different organization—The New Jersey Chapter of SLA. Let's be parochial and join the organization of our geographic region. But if we live in New Jersey and work in Manhattan, let's join both.

Broaden your view. There is more to librarianship than the mere provision of statistical data to the drone who is responsible for your remuneration in the industrial environment. Librarianship encompasses the entire area of reader-literature relationship. There is poetry, drama, fiction, adult education, the challenge of meeting the threat of intellectual censorship. Let's not be bound by limitations; join ALA.

This one step opens an intriguing, magnificent Pandora's box. One just can't stop with ALA! In addition to the parent national body, just as there is in SLA, there are the provincial possibilities: NYLA, the Westchester Library Association, the New York Library Club (annual trips, charter flights, and all that).

One word of caution. Don't try to join WSLA—not if you're reading this publication. They have stringent standards. To join this group one must be a student in a secondary school in Westchester County working in the high school library—for free.

One consolation: the dues are reasonable.

B. LITTLE

Growth of Bound Volume Holdings of Special Libraries Correlated to the Growth of Chemical Literature

ADELAIDE A. DEL FRATE

HOW FAST could our library expect to grow? On what factors did its growth depend?

As part of the support for our library building appropriation request, we made a brief study of the growth of 24 special libraries, mostly in the petrochemical field, noting the increase in their bound volume holdings over a period of time. We reasoned that one of the primary factors would be the growth of the main contributor itself—the chemical literature. We found that the total chemical literature grew exponentially during the period under consideration (1953-1958). A plot of the number of volumes (logarithmic scale) versus the year (arithmetic scale) yielded a straight line whose slope represented the growth rate of chemical literature. Having established this, it was reasonable to assume that each of the 24 libraries studied showed a similar exponential growth, though the growth rate (slope of line) varied widely.

Two bases for correlation of the log growth rate for the different libraries were considered: 1) the year of establishment of the library and 2) the number of volumes in the library in 1953.

No correlation was found between the year of establishment of the library and the growth rate. On the other hand, when a plot was made of the log rate of growth for a five year period versus the number of books held at the start of the period, a clear line of demarcation was found:

Miss Del Frate was Supervisor of the Technical Information Group at the Research and Technical Division of Mobil Chemical Company in Metuchen, New Jersey, at the time she wrote this report. In May of this year she became Librarian at the NASA Electronics Research Center in Cambridge, Massachusetts.

1. Libraries holding under 2,000 bound volumes in 1953 showed the highest growth rate: 3.5 fold in the five-year period.
2. Libraries holding over 5,000 bound volumes in 1953 grew only 1.7 fold in the five-year period.
3. The average growth rate was 2.5 fold in the five-year period.

We concluded that the rate of growth of bound volume holdings is a function of the number of volumes held at the start of the period.

Background Data on the Growth of Libraries

SOURCES:

Special Libraries Association Directory, 1953
American Library Directory, 1960

LIBRARIES:

Twenty-four libraries comprise the sampling group. Emphasis was placed on petroleum-petrochemical libraries. No attempt was made to omit the "low scorers."

PERIOD:

A time span of approximately 1953-early 1960 is covered in the growth figures. Eleven of the 24 libraries reported 1957, 1958, and 1959 figures.

ITEM:

The figures used are those cited for "bound volume" figures.

LIBRARY	ESTABLISHED	BOUND VOLUMES 1953:1960	GROWTH FACTOR
API	1920	1500:15000	10
Celanese	1947	1900:10000	5
Colgate	1938	8000:14000	2
Dow	1944	2100:8000	4
duPont	1928	1500:5000	3
Ethyl	1943	5000:10000	2
Esso	1920	2000:40000	20
Esso	1920	1800:5100	3
Gen. Aniline	1942	1000:7000	7
Gen. Petrol.	1919	2000:5500	3

LIBRARY	ESTABLISHED	BOUND VOLUMES 1953:1960	GROWTH FACTOR	LIBRARY	ESTABLISHED	BOUND VOLUMES 1953:1960	GROWTH FACTOR
Gen. Tire	1956	900:4500	5	St. Oil N. J.	1948	5000:50000	10
Godfrey L.C.	1945	1000:2750	3	St. Oil	1923	8500:11000	1.4
Gulf R&D	1927	15000:33000	2	Sun Oil	1928	5500:11000	2
Hercules	1918	14000:20000	1.5				
Houdry	1946	850:3300	4				
Humble	1932	8500:12500	1.5				
Linde Air	1939	5000:10000	2				
Monsanto	1928	2000:14190	7				
Phillips	1930	150:7900	8				
Shell	1928	10000:17000	1.7				
Socony	1931	10500:14500	1.4				

OUT OF 24 LIBRARIES:

10 reported growing more than 3 timesfold
 9 reported growing 2 to 3 timesfold
 5 reported growing 1.4 to 1.7 timesfold
 (3 of the 5 libraries using early 1958-1959 figures are in this group)

After comparing various methods, the library decided to do its own microfilming of old clippings. The advantages are: economy, material always on hand, ease of operation, speed, can be done any time, and extra microfilm roll for safety.

Microfilming Newspaper Clippings

ELAINE M. RIKER

AS IT MUST to all newspaper libraries, the hour of decision arrived at the *Republic* and *Gazette*. What to do with old clippings? The library could not buy cabinets and expand its area indefinitely. It had outgrown its quarters twice in less than ten years; in 1961 a wall was knocked out to secure an additional 500 square feet of space. The problem was compounded by the fact that we are in one of the fastest growing areas in the country. The average size of the *Republic* ten years ago was 40 pages; today it is 80 pages, with the Sunday edition well over 100 pages. The *Gazette*, the evening paper, has grown at the same rate. The solution, of course, was to microfilm the old clippings.

The first step was to remove from the cabinets the oldest, well-filled envelopes for weeding. Little could be discarded from these as they had already been reduced to

the minimum. Only one staff member had been with the organization long enough to be familiar with the background and wise enough in judgment to weed properly. She was placed in charge of the entire microfilming procedure.

The first months dragged on with little progress. One company alone had six 4 x 6 envelopes one inch thick. We were getting off to a slow start and more than a little discouraged. Finally the clippings from the letter "A" were weeded, trimmed, and ready for filming.

The problem then was how and by whom this was to be done. If the clippings were sent out of town, it would mean two to three weeks when there could be a blackout on background for the reporters. Of course, we have the entire paper on film, but this would not take the place of the clipping file, especially if a big story broke just at deadline

Mrs. Riker presented this paper to the Newspaper Division at the 56th Special Libraries Association Convention in Philadelphia, June 8, 1965. She has been Head Librarian at the Republic and Gazette, Phoenix, Arizona, since 1959.

time. As a test, one box of clippings was sent away. The results were not entirely satisfactory as to cost or condition.

There are several local companies doing microfilming so we made the rounds of them. Here again the results were less than desirable. The entire project seemed to be stalled. We spent a great deal of time and thought weighing all the methods and visiting microfilming establishments.

When shopping for a reader-printer we discovered the new Recordak portable microfilmer. This was the answer to our particular problem. We could do our own microfilming and eliminate the disadvantages of other methods.

After carefully investigating and evaluating the costs and the finished product, the portable microfilmer was purchased. It has many advantages besides economy. The clippings are never out of our hands. The filming can be done as the weeding proceeds and at odd moments. It is small and easy to operate. It weighs only 24 pounds, which is less than a typewriter, and can be moved easily. It is quick; after the film is exposed it is mailed to a Phoenix processor and returned to us in two days.

There is also a safety factor. Two rolls of 16mm film are exposed at the same time. One is mailed a day later so that we are protected in case of accident or delay. After processing, one roll is deposited in the vault and the other is cut into strips and inserted in 4 x 6 plastic jackets. An index tab is inserted at the top, and the jacket is interfiled with the current clippings. There is a special tool that inserts the film strips into the channels easily.

The lowest estimate quoted to have the microfilming done by a local company amounted to \$5 for one roll of film, 6½¢ per 4 x 6 jacket, 1¢ per document (in our case, clipping), and 10¢ for mounting and indexing. This, with the duplicate roll, amounted to a total of \$10.76.

By doing the filming ourselves the cost breaks down to \$4.75 per roll of film and 6¢ per jacket. This eliminates the mounting cost of 10¢ per jacket and the 1¢ per clipping. The actual saving per roll of film has been about \$1, but more important has been the fact that we have complete control over the clippings at all times. We also have

eliminated the delay caused by outside filming.

By doing our own filming we have found that on each 100-foot roll of film, there is an average of 75 different subjects. There are approximately 100 clippings of all sizes and shapes per jacket. Some have as many as 110 clippings. Each jacket will hold 24 inches of film, which equals the clippings from two 4 x 6 envelopes each one inch thick.

The envelopes to be filmed were put into boxes approximately the size of a shoebox. We found that 16 of these boxes were condensed into one box of microfilmed jackets.

The reporters are happy with the reader-printer, even the sceptics, and they are able to take hard copies of any stories back to their desks. Cost of a reprint has been about 9¢. This cost may vary according to locality, as will all the costs I have quoted.

Because of the great backlog of old clippings we are not yet through the alphabet on one filming. However, as we catch up, the filming will be a continuing project for all clippings older than two years. The initial work was almost overwhelming, but it has been a source of great satisfaction to see each step evolve and the finished jacket interfiled with the current clippings. Now that the problems have been solved, the work is proceeding rapidly. Our "inner space" no longer seems to encompass "outer space."

Future SLA Conventions

- 1966: Minneapolis, May 29-June 2
Radisson Hotel
- 1967: New York City, May 28-June 1
Hotel Commodore
- 1968: Los Angeles, June 2-7
Statler-Hilton
- 1969: Montreal, June 1-5
Queen Elizabeth
- 1970: Detroit, June 7-11
Sheraton-Cadillac
- 1971: Seattle, June 6-10
Olympic Hotel
- 1972: Boston
- 1973: Houston
- 1974: Cincinnati
- 1975: Hartford

Emphasizes how through systems engineering a fine processing area—a “library kitchen”—was achieved. Custom-made work surfaces, shelving, catalogs, and circulation desk, plug molding, and careful planning have provided versatility, comfort, and smooth work flow.

Planning the New Library: TRW Systems (formerly TRW Space Technology Laboratories)

MARGARET N. SLOANE

ABOUT TWO years ago I stood in the entrance of a recently completed corporate library. Rarely had I seen such evidence of care and planning as had gone into the reading and study areas: warm earth tones in furniture and carpeting, indirect lighting, individual study rooms, all unclassified material arranged and labeled for easy browsing.

This was at the end of a three-month trek spent studying and analyzing new libraries in preparation for planning our own in a building under construction. Management had said to me, “We want the kind of physical equipment and layout that our Technical Information Center deserves—go design it.”

So here I was after three months and 18 libraries, still looking for something I had not found. And I did not find it in this last one, either.

But what was I looking for? I was looking for, but had not found, a library that was designed with more in mind than the comfort of the engineers and scientists it served. I was looking for a technical processing area designed specifically for the people “behind the scenes”—people without whose contributions the library could not hope to succeed—for a processing area with enough room to order, receive, and catalog, a processing area with enough room to accomplish the myriad functions of circulation. In other words, I looked for a good “library kitchen” to give

me ideas on designs for work flow from the time the groceries were ordered, to their delivery, to putting them away, to planning the meals, to preparing the meals, to serving them, to clearing the table, to washing the dishes. When designing a house, we women always give a great deal of thought to our kitchens, so why don't we librarians give more thought to the processing areas? I think we do, but it is extremely hard for management to see the need for special designing and construction in a processing area.

“What's wrong,” management says, “with standard desks, work tables, and shelving? What's wrong with typewriter cords and phone cords trailing across the desks or hanging from the ceiling? No one sees them—they get the electricity there just as well as plug molding.”

“Of course they do,” the librarian answers, “but what about aesthetics? What about staff morale?”

“Aesthetics! Morale!” counters management. “Good heavens, we're talking about dollars, not aesthetics and morale. Morale is up to you to maintain. We're buying all this new wood shelving, these study tables, these card catalogs, this new furniture for the reading area, this metal shelving for the vault, these reader printers—don't talk about aesthetics in an area where people are just *working* and nobody sees them!” Such discussions have taken place.

Although I never found the perfect kitchen, I did find an arrangement on which I based my concept of design. In what technical library, attached to what progressive, successful corporation did I find it? In none—I found it in a public library where a progressive city government had allowed its city librarian to design and build perhaps one of

Mrs. Sloane is Manager of the Technical Information Center of TRW Systems, Redondo Beach, California. The accompanying photographs are courtesy of the corporation's photographic services.



J. Edmund Watson
Los Angeles Whittier

the most functional libraries ever built.¹ In the cataloging areas I saw my "built-ins": attractive work modules affording privacy and ample work space, which resulted in an efficient work flow.

At this point I shall make a digression—and what I have to say is to management or special librarians or Special Libraries Association, as the case may be. Why have we allowed the physical layout of our important processing areas to remain in the Middle Ages? All the advertisements in the library periodicals are for furniture, shelving, catalogs, book trucks, and equipment in general. All the photographs advertising these show magnificent libraries—the reading areas, the study areas, the circulation desk. But what about the areas housing technical processing—the kitchen? Our books are treated as kings; there are special cartons for mailing them, special book trucks for transporting them from acquisitions to cataloging, and then even more special, beautiful ones for taking them out to be shelved—beautiful because the patrons will see them.

But what about the poor girl who typed the book orders? Trying to plug in her typewriter—down on her hands and knees searching for that plug underneath her desk, becoming ensnarled in her phone cord or lamp cord—bumping her head on the underside of her desk as she tries to rise quickly to answer the phone as it rings—but it's not her phone ringing, so she stumbles over a book truck beside her desk as she rushes to reach the phone that is ringing on the serials order desk. The girl who orders serials is checking the serials record somewhere far away from her desk because there's no room for the serials record where she works and no phone near the serials record, because the only space available for the records was near a retaining wall and to put a phone or electrical outlet there would have meant miles and miles of conduit and cable, because no one thought a phone or electrical outlet would ever be needed there when the building was constructed—such was our setup in

1. This is the Public Library of the City of Burbank, California, E. C. Perry, City Librarian. Since my tour in late 1963, several cities in Southern California have built outstanding libraries, e.g., the City of Commerce, Beverly Hills, and Riverside.

the past, and I'm chagrined just remembering some of these conditions under which we worked from 1958 to 1964.

Is there a standing committee or ad hoc committee in SLA for standards of design and construction in technical processing areas? For functional design criteria? I don't mean recommended square footage per person. I mean *standards* that librarians can wave under management's nose. Is it any wonder our support people—our nonprofessionals—our typists—our clerks—without whom we could not operate, in some instances feel like peons? I believe that, properly presented and justified, the majority of managements will see the cost effectiveness in the dollar outlay required to give behind-the-scenes personnel the most efficient working conditions possible.

At the end of the three-month tour, we were ready to begin our basic plans and designs. I must mention here my very important companion on this tour: one of our corporate architects whom management had assigned to help in any way he could. He was, of course, a specialist in construction, but there were certain elements of the work flow in our kind of technical information center with which he had to become familiar. There is no great mystery about planning a good work flow, but our facility operates under a Department of Defense security clearance, which means our first consideration in structural design and work flow is for the vault area—the area which houses classified material. Therefore, the corporate architect approached the challenge of work flow in relation to security requirements, and his questions and observations on the tour were made with this kind of requirement in mind. His contribution, combined with that of the corporate designer with whom I worked every day for five months, are two of the primary elements to which the successful completion of the Technical Information Center can be attributed.

Initial consideration for space allocation on my plans was based on the following over-all desired elements:

1. Vault entrance must be as close as possible to the rear entrance so that classified mail could come directly into the vault. (A



A section of the main reading-study area, looking toward the circulation desk. The card catalog island was custom-made, utilizing an unsightly pillar to advantage. The document catalog is on the far side, the book catalog faces the reading room. Growth allowance calls for another such card catalog "island" to be built on another problem pillar.

vault entrance opening directly into a public corridor of a building is not desirable.)

2. Circulation area must be adjacent to the vault as well as to the processing areas. Yet the circulation area for "open literature" (books and periodicals) must be in an "open area"—not in the vault.

3. Circulation of classified material and a reading room for this material must be in an area adjacent to the main circulation area for convenience of patrons as well as staff personnel.

4. Classified material must move from receiving to cataloging to processing without leaving the closed area.

5. No typewriter noise or any of the necessary noises of the processing areas or strident telephone bells must carry into the patron reading-study areas.

6. There must be continuous visual control by staff personnel of all electric gates securing the vault area.²

7. The main entrance must be as near as possible to the building lobby, not only for the convenience of TRW personnel, but also for the convenience of our staff personnel in escorting visitors from the lobby.

8. Since I proposed to build in our processing and circulation areas, there must be adequate growth potential, since there would be no way to "add a desk" when the staff increased.

9. Because of the dollar outlay in the built-in

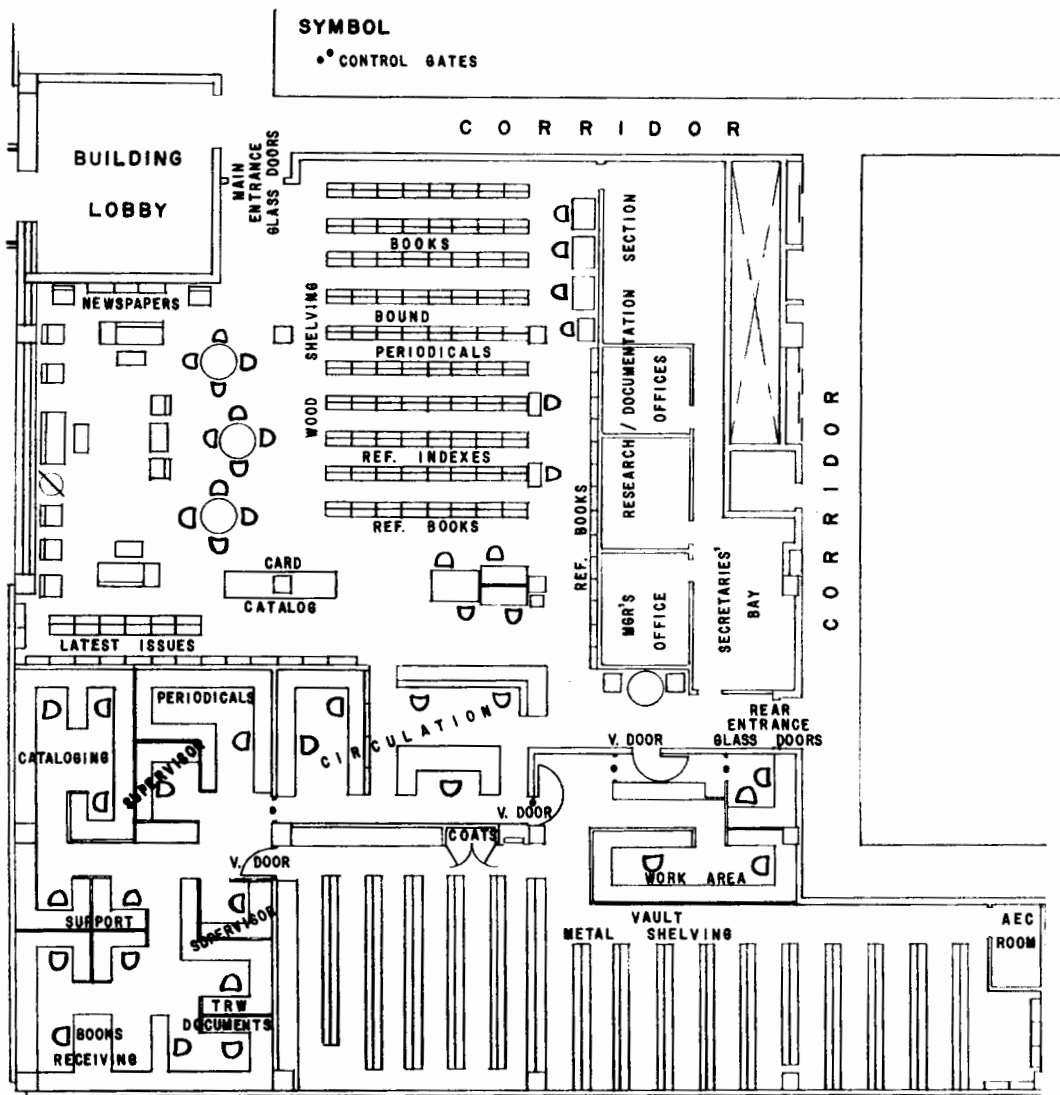
2. Plans for placement of the vault doors and the electric control gates were submitted to TRW security Department for approval before we completed our design. This procedure should be followed by anyone building a vault area. Regardless of what the architect or librarian might want, certain security regulations must be followed, and only a security department can advise in such matters.

processing and circulation areas, there must also be adequate growth allowance for the collection of materials as well as for the reading-study areas. This growth allowance was planned for a five- to seven-year period, based on predicted corporate growth and equated in direct proportion to such growth. 10. And certainly not the least nor the greatest but very important—there must be a coat closet for staff use. (This becomes an important item if you've had costumers and/or coat racks taking up needed floor space. A coat rack is always in the way whenever a heavily loaded book truck is being moved.)

Obviously a certain square footage had to be allocated for the planned ranges of shelving for books and periodicals and a certain amount of square footage for the vault area and for the reading-study areas. I shall not dwell on the formulae for determining these as many fine articles are available on this subject.

Since we hold in excess of 100,000 hard copies of technical documents³ (not including our 80,000 microfiche) and since over half of this collection is either classified or restricted as to dissemination, the placing of the vault entrance was of primary consideration. Also, the space allocated for receiving and processing this classified material had to be in an area to which access is controlled. Thus, I began the floor plan by placing the vault, utilizing the outside building wall to advantage for security purposes. I had budgeted for new metal shelving in three colors—yellow for unclassified, green for confidential, and coral for secret—so I knew this

3. At this time we are considering installation of equipment to convert as many as possible of these hard copies to microfilm or microfiche.

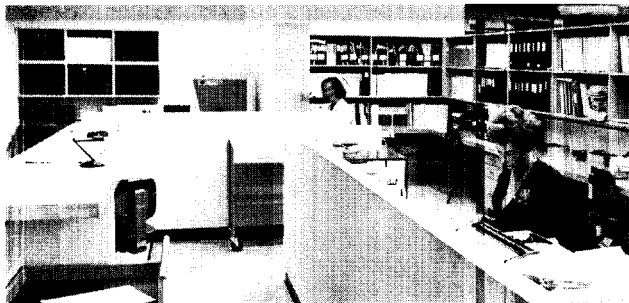


FLOOR PLAN

A certain amount of privacy was needed in the processing areas for the supervisors of acquisitions and cataloging. These offices are formed with six-foot high partitions, which are indicated on the plan with heavy lines in the lower left corner. The circulation area is conveniently adjacent to both the vault and the processing area.



A 40-inch return around work surfaces affords privacy for cataloging classified documents and helps buffer typewriter and telephone noise.



A work area in the vault with microfiche reader-printers and space for reading classified material in upper left.



Looking toward cataloging from books receiving area.

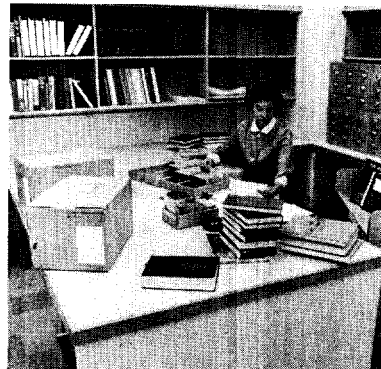
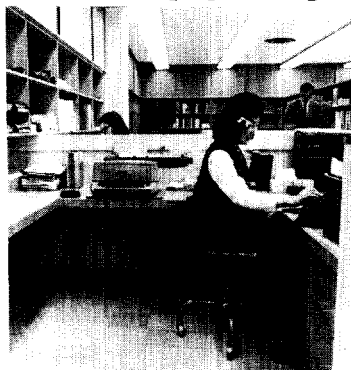
Drawers, open shelves, closed cabinets, plug molding.

**A Variety
of
Built-in
Desks, Shelves,
Work Surfaces,
and
Storage
Cabinets
Save Space
and
Provide Good
Working
Conditions
for the
Staff**



Area for preparing journals for bindery.

Books are received on a double width desk.



The circulation desk with recessed space on the staff side and a nine-inch overhang on the 40-inch high counter on the patrons' side. Note dictionaries on swivel stands at right, permitting use by both staff and patron.



would be a colorful, pleasant place, instead of the depressing, drab vaults we had had in the past.

The only logical spot for office space was a long, narrow area, not the most desirable arrangement for an office complex. But this location is considered temporary, and the space now utilized for these offices is planned as growth allowance and expansion for the reading-study areas. When this expansion occurs, the office complex will be moved across the hall, directly opposite the rear entrance to The Center.

In planning the design for work surfaces, I considered the equipment we had been using for years: standard metal desks and tables that measured 60 inches long, 30 inches wide, and 30 inches high, with the typewriter extensions at a 27 inch height. To ensure flexibility for either writing or typing at any given location in the processing area, a standard height for typing and writing was essential. Of the 30 inch width, only 24 inches were ever really utilized for working, the remaining 6 inches at the back of the desk or table were wasted space. So—why not have a 24 inch wide work surface, with shelves beginning about 14 inches above?

And *was* there such a thing as a standard work height, one that was comfortable for both writing and typing? We experimented. We raised and lowered desks throughout the whole processing area. At the end of a month's trial, when no strain was evidenced, I settled on 28 inches high and 24 inches wide for all work surfaces, including the circulation desk.

I was determined to have closed storage in the processing areas. I remember when we were completing the designs, my boss said, "Okay, you can have your sliding panels all the way to the ceiling above the shelving. But I'll bet when you open those doors in one month they will look just like all you women's kitchen cabinets do—stuffed with junk you never use." And I said, "But of course—that's why we *have* doors on them, to *hide* the junk."

The panic of the staff at the loss of a wide, shallow center drawer, standard in our 30-inch wide desks, presented a challenge to me. When they saw the final perspective drawings and realized they had no center drawer, the reaction was varied and interest-

ing, and the manner in which I handled each situation was varied and interesting. When all reasoning failed, I think my most convincing demonstration went something like this:

"Okay," I would say to her, "pull open your center drawer." (The men had no objections—only the women.)

"What for?" she would ask.

"I want to use your small stapler."

She would pull the drawer out about 8 inches, and in the front tray were paper clips, pens, pencils. Then she would push herself and her chair back, pull the drawer out another 8 inches, revealing order forms, scissors, staple remover, stamp pad, stamps—but no stapler.

"It's way in the back," she would finally say. "I'll have to get up and move my chair—here, use the one on top of my desk."

"Okay," I would answer, "now get up and pull out the drawer." Only then, with the drawer extended to its maximum, was it clear that, to save time and energy, she had duplicated on top of her desk every item hidden away in the inconveniently-placed center drawer.

The photographs show that we placed this shallow drawer to the side of the sitting area in all instances. These drawers also serve as a structural support. We provided small trays for those who want them; these are kept out on the work surfaces for quick access to paper clips, rubber bands, and the like.

Plug molding for all electrical outlets and special apertures to allow telephone cables to come up through the work surface relieve us of snarling cords. The plug molding has the capability of adding an outlet at any desired location on the strip, and telephone outlets are spotted at frequent intervals to allow for future instruments. This construction makes it possible to place people in functional groupings, instead of being confined to conventionally placed electrical and telephone outlets in the floor or on a wall.

All four of the electrically controlled gates giving access to the closed area are operated on direct current instead of alternating current. This means we get only a click when the door is released, instead of the incessant buzzing when AC is used. This may seem a small item, but with the staff traffic in and

out of these gates, the noise of AC operated gates would have been unbearable. Speaking of noise, there are no typewriters at the main circulation desk—only behind the glass paneled areas. And telephones in the circulation area use a chime instead of a bell. We have been amazed at the favorable reaction from patrons at the absence of "ringing phones."

The other design with which I lived concurrently with that of the processing area was the circulation desk. I wanted a desk at which we could stand or sit and perform the duties necessary to circulation. I started with the 28-inch desk height and 24-inch work surface, combined with the 40-inch standard height for circulation desk counters. Since our circulation records are at present manually controlled, I wanted a recessed area for such messy items as stamp pads and date stamps. (Electricity, not now required, was brought in through the floor with the telephone cables. Thus we have the capability for an automated circulation system.)

This particular design exercise involved more than living with a 28-inch work height. Out of cardboard I constructed the top section—12 inches which were necessary to bring the overall height to 40 inches. I placed this cardboard section on top of a 28-inch height and pushed it forward, pulled it back, stood at it, sat down at it, reached up while sitting, leaned forward while standing—trying to arrive at the proper width for the top of the counter. As so many times during this planning stage, the corporate architect made the simple suggestion, "Let's have an extension of 9 inches on the front where the patrons stand." This was the solution.

Linoleum topping was used on all the work surfaces; this standardization, in addition to having all work surfaces 28 inches high and 24 inches wide, increased the potential for less costly construction. I was advised, and I certainly agree, that the quality of linoleum we used is far superior for a work surface than is Formica. The soft white never glares and is easy for the custodial services to keep clean.

Finally, I began to see all of my "desired elements" becoming a reality, even the coat closet, which fitted nicely on the east wall of the vault. It is 24 inches deep to match the 24-inch work surface along the remainder of that wall.



Continuous visual control is maintained by the staff over control gates to the vault.

When the facilities department was ready with cost estimates for the construction of the built-in areas we had designed, a meeting was arranged with management. I prepared for this by taking a set of one-quarter inch scale plans showing the built-in areas and superimposing over all of this the outlines of desks, tables, and shelving. It showed very clearly that if standard 60 x 30 inch desks and tables and 12-inch wall high shelving were used in the square footage allocated for the built-ins, it would not be possible to obtain the same linear feet of work surface, shelving, or storage. To obtain this same linear footage would require an additional 750 square feet of space, which would mean reducing drastically the reading-study area. In addition, the cost of these standard desks, tables, and shelving came to within a few hundred dollars of the cost of constructing the built-ins. It was a graphic presentation, one that left the decision entirely up to management. The decision was, I believe, based on the cost effectiveness realized through our plans to build-in these areas. (Specific details on the linear footage and building specifications of the work surfaces, shelving, and overhead storage cabinets as well as figures for the growth allowance for staff are available from the author upon request.)

And it was finished.

And we moved in.

In spite of the careful planning that had resulted in a beautiful and functional area, I spent some restless nights wondering, "Would it really work?" I am happy to say that it did work, and after a year we are still discovering "hidden wonders" that continue to prove our design was right.

There are a few minor changes we would have made, had we known at the time of designing what we have discovered through use. For example, the walls in the processing areas that receive heavy traffic and heavy "laying on of hands" were difficult to keep clean. The facilities department has repainted some of these surfaces with an epoxy paint, which has solved the problem. Also, the pine

used to bond the linoleum on the work surfaces has proved too soft (no reflexion on TRW or the subcontractor), and chair backs and arms have dented this and made rough edges, which are hard on nylon-clad knees. Again, the facilities department solved this problem by rounding the edges. No more splinters!

It is always gratifying to create something and see that creation prove itself. And in the case of our new Technical Information Center at TRW Systems, this gratification is all the more meaningful because it is a daily reminder of the understanding and cooperation we had, and continue to have, from management. And so I say, if we did it—so can you. Surely such understanding and cooperation need not be peculiar to TRW Systems.

VITAL STATISTICS FOR TRW SYSTEMS TECHNICAL INFORMATION CENTER

Total square footage	10,520
Offices, 1160; Vault, 2760; Reading-Study, 4200; Processing areas, 2400	
Staff: Professional, 11; Non-professional 21	
Employees served	9,340
Services extended to other areas	All services extend company-wide
Approximate number of daily users (including telephone)	370
Volumes (books, bound serials)	27,000
Periodical subscriptions	650
Technical documents	over 100,000
Microfiche	80,000
Microfiche reader-printers, 2; Microcard reader, 1	
Date of completion	March 1964
Planned by librarian and corporate architects-designers	

Council on Library Resources Grants

A Center for the Coordination of Foreign Manuscript Copying will be established in the Manuscript Division of the Library of Congress with a \$75,000 grant. The Center, which will also serve as the secretariat for a national committee on the photocopying of foreign manuscript and archival material needed by American scholars, is expected to be in operation for three and one-half years on an experimental basis and will have the assistance of an advisory committee.

A prototype filmcard camera-processor will be developed by the Westwood Division of Houston Fearless Corporation with a \$63,000 one-year grant. The device is expected to fill the need for low-cost of-

fice-type processing that would enable libraries and individual scholars to make microfiches from books, periodicals, and documents. The step and repeat camera will permit images to be added to a card one at a time.

A grant of \$3,723 has been made to the University of Nevada for an experiment in the library application of telefacsimile. To be completed by January 31, 1966, a study will be made of the telephone circuit transmission between the University of Nevada and the University of California, Davis, libraries. The results should indicate techniques and quality of reproduction of material transmitted and its adequacy as a substitute for interlibrary loan.

1965 FID Congress

SINCE 1965 has been designated International Cooperation Year, it was a privilege for the United States to host for the first time a Congress of the International Federation of Documentation (FID) in Washington, D. C., October 10-15. The Congress climaxed a series of other recent international documentation meetings on the East Coast, including those of the International Association of Agricultural Librarians and Documentalists, the ICOM (International Council of Museums) International Committee for Documentation, the Round Table on International Cooperation for Library and Information Services in Latin America (see report elsewhere in this issue), and the 31st Conference of FID, which met before the Congress on October 7-9. Here the FID Study Committees and officers transacted their business and elected W. K. Lowry President for the coming year.

During the Congress more than 1,300 men and women, of whom 20-25 per cent were from outside the United States, milled up and down the corridors of the Sheraton-Park Hotel throughout the six full days of scheduled meetings and informal discussions. The exhibits attracted considerable interest from both natives and foreigners, and it is a pleasure to report that the Translations Center and SLA booths were particularly popular. Many active SLA and ADI members were in evidence among the crowds and on the programs, while names familiar in non-North American library and documentation circles—P. Poindron, B. V. Tell, C. W. Hanson, W. Pirog, R. Ortiz Aguiar, to mention a few—were spotted on badges and on rostrums. Although the majority of the papers were given in English, overheard conversations in Japanese, Polish, French, Spanish, Hungarian, and German gave the Congress an unmistakable international flavor as did the variety of information centers and documentation activities discussed.

There were more than 38 events to choose from—2 plenary sessions, 10 symposia (the papers from these will be published in a proceedings volume), 12 sessions of contributed papers, 2 UDC forums, an SLA meeting, 2 ADI meetings, five tours, and four

social events. Admittedly spotty coverage produced the following highlights.

At the Biomedical Documentation session, Mrs. Margaret Kolb and her associates at Merck Sharp & Dohme Research Laboratories reported on their information control system involving complete duplication of all the company's scientific and technical correspondence, with files kept in the Information Section. V. E. Giuliano urged the development of mathematical models to show the relationships between collections, users, indexing, and search-logic processes, while Robert Fairthorne remarked, at the close of the same Symposium on the Comparison and Evaluation of Transformation Techniques and Organizational Structures, that the real problems were caused by human fallibilities rather than inadequacies of systems.

Two papers on abstracting treated the problem of overlap of abstracting services in quite different fashions. The one emanating from a study conducted at the American Institute of Physics utilized statistical counts to show overlap, while the Aslib study examined sources of references in various representative bibliographies. No solutions were proposed, although both served to illustrate the problem dramatically. Several papers were concerned with thesaurus construction and some examples of usage were included. One of the most interesting aspects of these papers was the prevalence of incorporating "faceting"—or some variant of the classification concept—an idea that appears to be gaining ground and provides an effective device for thesaurus consistency and quality control.

Education was given serious and varied attention in two symposia and in one contributed papers session. Shera of Western Reserve reviewed the present status of education and training in documentation, information science, and special librarianship (much as he did on June 11 at SLA's Education Forum), decided that IS is firmly rooted in librarianship, and reported on a new WRU six-hour team-taught course in "Across the Board" librarianship.

Other speakers from Poland, Argentina, Canada, and France told of training for doc-

umentation in their countries. The need for librarians to learn "how to listen" in French was apparent. Rothstein of the University of British Columbia saw documentation as a specialization within librarianship and felt that library associations should see that the various continuing courses lead to something. Donohue, recently at RAND, learned that although library schools have traditionally emphasized school and public libraries, they do have the "stuff" with which to train the information scientist. Bohnert described an introductory course in IS that she teaches at American University, while Batty of Wales boasted of success with an integrated experimental training model in documentation—a student-prepared multi-index to *Library Science Abstracts*. Martinson, late of the Institute for Advancement of Medical Communication, described and defended library technician training, usually two years of college, and the existing market.

What several Congress participants described as the best session of the FID week was the SLA Washington, D. C. Chapter-sponsored evening session at the Smithsonian on documentation activities in six selected countries. Leslie Wilson, Aslib, told of efforts in the United Kingdom to provide up-to-date library and information services. Eric de Grolier of the Conseil International des Sciences Sociales (UNESCO) dated the French information explosion from 1791. Dr. Helmut Arntz, Director of the Deutsch Dokumentation Gessellschaft, reported close and comfortable cooperation in Germany. Dr. Kobayashi described operations of the Japan Information Centre of Science and Technology. Dr. A. A. Fonin, Deputy Di-

rector of Viniti, told of strength in the structured information network in the USSR. The final speaker was Col. Andrew Aines, Executive Secretary of COSATI. Moderator of the evening was Dr. Luther H. Evans, Columbia University, and President of the Congress.

Another topic receiving attention was information needs. In a symposium chaired by Leslie Wilson of Aslib, J. C. R. Lickliger, IBM, in a matter-of-fact presentation concluded that "software" is lagging behind "hardware" in all but one area. "The exception is the interface between information machines and people . . . but . . . there is now much interest and good prospect for advance." (What is interface?)

Another star was Yale's political scientist, Harold D. Lasswell, who in a magical presentation, "Policy Problems of a Data-Rich Civilization," seemed to ask if there is too much information, is it all worth collecting, is there a lack of privacy of information? On the last point, which evoked all kinds of questions, he felt that although alarming, "privacy won't work." There must instead be a shift to "strategies of insight." It's a tough job ahead. He concluded that "knowledge is power."

At the opening plenary session, the outgoing FID President, Burton W. Adkinson, stated that attendees should not expect the Congress to solve any problems. Rather he hoped it would help them to identify problems more clearly and provide new ideas to stimulate them to work on these problems of information transfer. In many respects the Congress fulfilled these two aims.

mla and bmw

ADI's Education Symposia

FROM SEPTEMBER 7-10, 1965, at the invitation of the American Documentation Institute and its President, Dr. Lawrence B. Heilprin, 58 persons with special interest or competence assembled in an ADI Working Symposium on Education for Information Science at Airlie House, Warrenton, Virginia. They considered the topic in a serious way, both broadly and specifically. (*Proceedings* were available on October 10 and will be reviewed in *Special Libraries*).

Also on October 10 ADI sponsored the final session of the Symposium in Washington, D. C. ADI's responsibility and concern for education in information science was reaffirmed by Dr. Heilprin in the opening remarks. The session was worthwhile.

It seemed important to some panelists to introduce platitudes, however appropriate, in their attempt to answer questions asked by the morning moderator, Dr. Harold Borko, ADI's President-Elect: 1) What is informa-

tion science and how is it taught? 2) Should information science be affiliated with library schools, with another school, or be an independent curriculum? 3) Should IS be taught at the masters or doctoral level? 4) What will happen to graduates of IS programs?

Barnett of RCA believed in a good background in bibliography; Childer, Philco, wondered how much IS might be introduced in high school (Just because it's new doesn't make it graduate!); Rees of Western Reserve made a point by asking if the objective is to train researchers or practitioners. IS seems to be emerging as a discipline but its status as a profession (compared to library science, which is a profession) is still confused. And is it interdisciplinary or multidisciplinary? Slamecka said it is important to know whether methods, concepts, or skills should be taught. His school, Georgia Tech, is doing the former. Wasserman was positive in saying that IS belongs to library science, is really a craft, and at his new school, University of Maryland, they're going to teach all kinds of librarianship under one roof.

The audience had its chance at the panel, and vice versa. Discipline vs. profession; information science vs. library science; concepts vs. skills; research vs. science. There wasn't a whole lot of disagreement, nor was there anything like agreement.

The afternoon session was a little of the same, yet different. Dr. Fred Goodman, an education professor at the University of Michigan, introduced the first speaker, philosopher Mark Belth, Queens College, who set the theme. He wondered whether there is a need to identify this undertaking as a science (or did he state it positively?), is it a discipline of its own or interdisciplinary, and when is a science present? To qualify, information must have both a theory and a mode for developing hypotheses.

The panelist with the most to say was Dr. Saul Gorn, University of Pennsylvania, and he would make IS include almost everything. (Reporter's Question: Does the good driver need to know how to design, build, or repair the car?) Koller of the Patent Office introduced the conflict between the rational scientist and the passionate man. Parker of Stanford pleaded for a study of the human "organcy," and Rigby of American Meteorological Society defended browsability. But before the latter two speakers a star shone bright and all lady librarians did too when one of their kind, Pauline Atherton, American Institute of Physics, suggested we use a bag of tools to get the job done. Earlier someone had suggested that a bag of tricks would do the job. The retooling seems to be well under way!

bmw

The Round Table on International Cooperation for Library and Information Services in Latin America

"**W**E KNOW the direction in which Latin American libraries should go; the problem is to be sure that technical assistance goes in this direction." This informal summing up was made by Marietta Daniels Shepard at the end of a three-day meeting in Washington, D. C., September 30-October 2. Mrs. Shepard, who heads the Library Development Program at the Pan American Union, planned and organized the Round Table of more than 100 United States and Latin American participants (librarians, documentalists, representatives of national and international agencies, foundations, and other interested bodies). The

Library Development Program has the responsibility of gathering and disseminating information of benefit to the library movement in America, including information on the program and activities of organizations that aid Latin American libraries. Also, it is important for the Pan American Union to determine from librarians themselves what they consider to be their common problems that can or should be solved by outside assistance.

The purpose of the Round Table was thus to review present technical and financial assistance given for library and other related services in Latin America, to explore the needs

of institutions and the ways to best service them, and to suggest and strengthen methods of increasing cooperation among libraries and librarians. Emphasis was placed on the most serious and recurring problems requiring international action or outside assistance.

Background papers, which had been prepared in advance, served as the basis for panel discussions, followed by open discussions, on four major topics: 1) library organization and administration, 2) selection and acquisition of library materials, 3) professional preparation of librarians, and 4) national planning for library services.

After two days of discussion of these topics, small groups were formed to prepare conclusive statements and recommendations; these were presented to the entire group on the last day.

Emma Linares, Librarian of the Instituto Torcuato di Tella, Buenos Aires, presented the recommendations in the area of library organization and administration. Some of these were: to obtain assistance in establishing special libraries; to promote the study and reorganization of school and public libraries in relation to literacy campaigns; to stimulate and promote more international library meetings; to promote publication of national bibliographies in each of the Latin American countries as well as special bibliographies; and to begin publication of a Latin American library science journal.

The summary of recommendations concerning acquisitions was made by Abner Vicentini, Director of Libraries at the Universidade de Brasilia. Of great interest to participants was the suggestion for creating an Inter-American Institute of Bibliography for the control of Latin American publications through a central agency with regional centers. Other needs mentioned were: intensified and broadened use of Unesco book coupons; the increase of translation programs, especially in the fields of science and technology; the reactivating of the United States Book Exchange program for free service to libraries through the Agency for International Development or other available means; the compilation of lists of current government documents; and support of the work of the Library Development Program.

Maria Luisa Monteiro da Cunha, Director of the Central Library, University of Sao Paulo, summarized needs with regard to professional education. The training and education of special librarians is one of the most serious needs to be considered by the profession. There is great necessity for improving Latin American library schools in both number and quality, and in the ones that exist, better

basic collections are required. It is as important for Latin Americans to acquire education in library teaching in other countries as it is to send foreign teachers to Latin America. Library school curricula need to be reinforced and made more flexible with respect to local needs. More scholarships should be available, not only to library schools but for attendance at professional meetings. There is a great need for library legislation in most Latin American countries so that the profession can be given proper recognition. Regional seminars would help to create better understanding and cooperation in a given geographical area.

The subject of national planning—problems that can be attacked by external aid—was covered by Maria Teresa Sanz, Director of Libraries of the University of Chile. She emphasized the need for adopting well organized plans for library services and for responsible organizations to lend their support to preparing and carrying out national plans. Since library development in Latin America needs help in all of its aspects and since such necessities are beyond the resources available, preference should be given to projects that are not isolated but are part of national planning, such as the support of library associations, establishment of pilot libraries at various levels, book publishing for new literates, creation of a dollar fund for credits to aid in acquiring bibliographic material, and funding for centralized cataloging and union catalogs, buildings for university libraries, and equipment.

Olga Lendvayova, Librarian of the Inter-American Institute of Agricultural Sciences, discussed international library cooperation in relation to the four major themes of the meeting. She stated that greater concentration of cooperative efforts and financial assistance is required for basic and advanced library training, for improving collections, for photocopying equipment and services, and for professional literature in the Spanish language. She reiterated the plea for support of national as well as international associations of librarians and suggested that local groups try to develop greater cooperation among themselves.

The Pan American Union will publish the resolutions of the conference and prepare a final report on the Round Table. This will incorporate all the working papers for the meeting as well as summarize the various recommendations and discussions. It should be a useful document for those interested in furthering Latin American librarianship.

MRS. ELAINE A. KURTZ
United States Book Exchange
Washington, D. C.

SPECIAL LIBRARIES

Have You Heard . . .

Bureau of Information Sciences at Rutgers

Rutgers University, New Brunswick, New Jersey, has recently established a Bureau of Information Sciences Research as part of the Graduate School of Library Service. It will conduct certain teaching and research activities at the University of Hawaii, where the Bureau's Director, Dr. Ralph Shaw, is on a two-year leave of absence. The Bureau will concern itself with computer science, library science, operations research, and cybernetics. Staff appointments will be made from the various disciplines and among the several colleges and departments of the University. Also to be called upon are scientists and scholars temporarily engaged in study away from their parent organization.

BDSA Services

The Business and Defense Services Administration of the United States Department of Commerce has published a brochure, *BSDA—How It Works with Business for Business*, describing its services and publications of benefit and interest to the business community. The program is comprised of domestic industrial and market reporting, international business, industrial modernization, legislation and regulation, government-business relations, industrial mobilization, and government services. Among its publications are *Industrial Outlooks*, *Industry Reports*, *Marketing Information Guide*, *Overseas Business Reports*, and *Foreign Statistical Information*.

Grant for Standards Meeting

The American Standards Association received a \$2,130 grant from the Council on Library Resources for support of an international standardization of library statistics meeting at Paris in November. Participating will be members of the International Federation of Library Associations, the International Standards Organization, and ASA. The Glossary of Statistical Terms and Definitions in the *Library Statistics* handbook, to be published by the American Library Association, is expected to be used as a working paper.

Engineers' Information Movie

The Engineers Joint Council and the Department of Defense have cosponsored a 30-minute film, "How to Succeed without Reinventing the Wheel," or "Engineers Can Still Retrieve Information," which represents an experimental attempt to stimulate engineers to evaluate the ways they retrieve and use technical information. The motion picture was prepared originally for the nationwide educational TV series, "Science and Engineering TV Journal," and is now available for showing to companies, associations, and educational institutions by writing to EJC, 345 East 47th Street, New York 10017.

Revision of "American Library Directory"

Questionnaires have been sent to libraries throughout the United States and Canada to gather information for the 25th edition of the *American Library Directory* to be published by R. R. Bowker Company, New York, in 1966. Libraries will receive clippings of their entries in the current edition for revision. Any library not receiving the questionnaire by November 15 should request one from Eleanor Steiner-Prag, Editor, *ALD*, 1180 Avenue of the Americas, New York 10036. Those who have received the form are urged to furnish the information immediately.

Herman Miller Library Furniture

Herman Miller, Inc., designers of commercial and home furniture, has recently placed on the market some 24 related products called the Herman Miller Library Group. The design emphasis is on comfort and convenience of the user and includes individual slope-top carrels, table-top dividers, small half-tables and slanted readers' tables with soft vinyl edges, foot rests, and stocking-run-proof aluminum legs. These legs also permit one to sit down and stand up without knocking knees or shins and have a "raceway" for electrical wiring. All items in the Group are geared to accommodate all kinds of electronic devices that are fast becoming standard library equipment. Catalogs may be obtained from the company at Zeeland, Michigan 49464.

Members in the News

WILLIAM S. BUDINGTON, Associate Librarian at The John Crerar Library, Chicago, since 1952, has recently been named Librarian, succeeding HERMAN H. HENKLE, who was appointed Executive Director of the Library. Mr. Budington was President of SLA during 1964-5, and Mr. Henkle in 1945-6.

JOHN A. HARRISON, former Librarian of Harvard University's Gordon McKay Library of Engineering and Applied Physics, has been named Librarian of the new Kline Science Library at Yale University.

MARGARET E. HUGHES was appointed Head Librarian at the University of Oregon Medical School, Portland. She has served on the library staff since 1937.

GEORGE I. LEWICKY, Assistant Project Director at Library/USA at the New York World's Fair since January 1964, has been appointed Administrative Assistant for Indexing Services for The H. W. Wilson Company, New York.

JAMES I. SOULE, President of the Minnesota Chapter and former Director of the Research Library at the Green Giant Company, Le Sueur, Minnesota, has accepted the position of Assistant Director of Development and Director of Estate Planning, Carleton College, Northfield, Minnesota.

MRS. CLAIRE R. TEDESCO, formerly Chief of the Aviation Medical Library, Federal Aviation Agency, is now Chief, Medical and General Reference Library, Veterans Administration Central Office, Washington, D. C.

History of Medicine Article Award

Sponsored by the American Association for the History of Medicine and the Medical Library Association, the Hafner Publishing Company will offer an award of \$200 annually for a meritorious article on the history of medicine dealing with a single individual who has made a contribution of historical interest. The article must have originally been published in English during the previous calendar year, and the prize will be withheld if the judges feel that no article is worthy of the honor. In 1966 the presentation will be made at the meeting of the AAHM. Nominations for articles published in 1965 should be submitted before March

1, 1966, to Dr. Owsei Temkin, Director, Institute of the History of Medicine, 1900 East Monument Street, Baltimore, Maryland.

Coming Events

ASLIB will hold its annual conference in The Hague, Netherlands, September 25-28, 1966.

The 32nd conference of the FEDERATION INTERNATIONALE DE DOCUMENTATION (FID), will take place in The Hague during September 19-24, 1966. Discussions in program sessions will center on classification schemes and research, machine techniques and systems, terminology and lexicography.

The Hague will also be host city to the INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS (IFLA) from September 11-16, 1966. A joint meeting of FID and IFLA officers will be held on September 19.

Strengthening the Scientist's Communicative Skills is the subject of a panel discussion at the forthcoming SOCIETY OF TECHNICAL WRITERS AND PUBLISHERS meeting on December 30, held during the American Association for the Advancement of Science convention, December 26-31, at the University of California, Berkeley.

Letter to the Editor

ELIOT AWARD COOPERATIVELY WON

I have just finished reading the September issue of *Special Libraries* and find I have been credited solely for something which really belongs to a whole Committee! I wish I were indeed that good.

The Eliot Award of the Medical Library Association was awarded to Dr. Paul Sanazaro of the Association of American Medical Colleges for his work as Chairman of the AAMC/MLA Committee, which wrote the *Guidelines for Medical School Libraries*, forming Part 1 of the January 1965 *Journal of Medical Education*. The members of the Committee, besides myself, were Ralph Esterquest of Harvard University Medical School, Thomas P. Fleming of Columbia University Medical School, Mrs. Bernice Hetzner of the University of Nebraska Medical School; while Dr. David Kronick, now at the National Library of Medicine, was editor. The credit goes primarily to Dr. Sanazaro, of course, but then equally to all the others mentioned.

ESTELLE BRODMAN, Ph.D.
Librarian and Professor of Medical History
Washington University School of Medicine
St. Louis, Missouri

Off the Press . . .

Book Reviews

SLAMECKA, V. *The Coming Age of Information Technology*, vol. 6. Bethesda, Md.: Documentation, Inc., 1965. 166 p. \$5; \$2.50 microfiche.

The title of this book is taken from the first chapter by Dr. Mortimer Taube. In this chapter, Dr. Taube defines information technology as the profession concerned with the design, installation, and operation of information systems. Information technology, sometimes called documentation or information science, thus deals with the determination of information needs of actual and potential users of information systems as the prerequisite to systems design and evaluation. Information technology also deals with data processing and transmission equipment, photographic and other types of reproduction and duplicating equipment (the hardware of the information system), and with the information services provided: abstracting, indexing, translating, literature searching, and current awareness services. It deals, too, with the conventional library services that form the basis for all information services. Not all of these topics are (or can be expected to be) discussed in this slim volume.

Seven out of the 12 chapters treat various aspects of indexing and cataloging. These are by Slamecka and Jacoby on the lack of consistency of human indexers; by Bradhorst on corporate authorship of research reports; by Taube on the cross-reference structure of subject authority lists for machine-based indexes; by Slamecka on the machine compilation and editing of printed alphabetic subject indexes (this is a very good description of how the computer can be used in the revision and printing of indexes); by Newbaker and Savage on a keyword-in-context index; by Slamecka and Zunder on machine-prepared (as opposed to machine-based) indexes, by Swid on the logistics of storing the units of the index on a computer.

Other chapters deal with a systems approach to library mechanization, with a selective dissemination of information system, and with an experiment aimed at determining consistency of human judgment of relevance. The remaining two chapters by Taube are characterized as philosophical in nature since their basic message cannot be condensed in a few words.

The 12 chapters were published between 1961 and 1964. Eight chapters are reprints of

journal articles or conference papers. Two are modified versions of journal articles or conference papers. There is one reprint of a report and one summary of another report.

The book is similar in appearance to previous volumes in the series. The print and illustrations (tables, graphs, flowcharts, reproduction of tab card and machine printout) are easy to read. An index to the volume would have been helpful.

Also included is a record of recent developments in several areas of information technology. It is not an overview of the field since it deals primarily with the work done at Documentation Incorporated and IBM and since it does not cover all areas of information technology. Nevertheless, the authors' contributions to the field are well recognized, and the record of their work as represented in this book gives an indication of the direction in which information technology is going. The book is too advanced for librarians or administrators who have just become interested in this field. Whether the intended reader (someone at least moderately well acquainted with the field) will buy a copy of the book when he is likely to have most of the original articles in his library is a decision that he will have to make.

GERALD JAHODA, Professor
Library School, Florida State University
Tallahassee, Florida

SCHUTZE, Gertrude. *Documentation Source Book*. New York: Scarecrow Press, 1965. 554 p. \$14.00 (LC 65-13551)

A guide to the literature of documentation is to be welcomed, especially one that blends the best of librarianship with selected items from information retrieval and information science. Without defining documentation too closely, Gertrude Schutze has gathered together several thousand abstracts of books, journal articles, reports, and other materials with the objective of emphasizing "the practical aspects and the state of the art of librarianship and documentation."

The bibliography is divided into five principal areas: Information Services, Technical Services, Dissemination Services, Utilization Services, and Special Services. Within these sections, sub-headings are provided: planning and equipment, personnel administration, publicity, acquiring information, cataloging, classi-

fication, subject analysis, indexing for books and periodicals, handling of special materials, document reproduction, weeding, circulation, abstracting, periodicals, research reports, bibliographic methodology, reference work, literature research, the editorial function, translations, and storage and retrieval mechanisms. In some instances further sub-division is made.

Although the subject coverage is broad, the listing is far from complete. The author notes that careful selection has "weeded out the elementary 'how-to-do-it' articles" and that "only those references offering clear directions on technique and know-how were chosen." In view of this statement, it is impossible to determine whether detected omissions occur by design or oversight. It is moreover difficult to account for the selection of certain items and the rejection of others. A lesser work of an author is in some cases preferred over more substantial publications of the same author.

The lack of emphasis on library automation is somewhat surprising considering present interest in the subject and the increasing amount of practical work being undertaken. As an instance, the volume of the Proceedings of the 1963 Airlie Conference, *Libraries and Automation*, is not listed. Abbreviated treatment is similarly given to SDI (Selective Dissemination of Information) systems and to KWIC (Keyword in Context) indexes, both of which are of some significance to large numbers of practising documentalists and librarians.

Although we may quarrel with the selection of some items, the omission of others, the relative emphasis given to various subjects and so on, this is a most useful compendium. The abstracts are well written, carefully edited, and contain much useful information. The volume will be a valuable tool for special librarians, consultants, library school students, and others interested in documentation.

ALAN M. REES, Assistant Director for Research
Center for Documentation and
Communication Research
Western Reserve University
Cleveland, Ohio

Texas Special Libraries Directory

The summer 1965 issue of *Texas Libraries*, published by the Texas State Library, contains a directory of special libraries in Texas. The libraries are listed alphabetically by city, and there is a library index and an index to personnel. The directory will be sent free of charge to interested persons throughout the United States by writing to the Editor, *Texas Libraries*, Texas State Library, Drawer DD—Capitol Station, Austin, Texas 78711.

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ULVELING, Ralph A. Metropolitan Areas Growing and Under Stress: The Situation of the Detroit Public Library. *Library Trends*, July 1965, p. 76-82.

Reprint and Index Available

The *Newsletter on Intellectual Freedom* has reprinted an article from its September 1965 issue entitled "What to Do before the Censor Comes—And After," describing what librarians and citizens can do to maintain freedom to read in their communities. Copies are \$3 per 100; single copies, ten cents. Payment should be sent with the order to the editor of the *Newsletter*, 48 Arlington Avenue, Kensington, California. Also available is a two-part 14-year comprehensive index to the *Newsletter*. Part one covers 1952-62; part two, in preparation, 1963-65. The complete index costs \$5, payable with the order and sent to the above address. Subsequent annual indexes will be included in the subscription price.

Rochester Union List

Association members in the Rochester, New York, area have just published the *Rochester Area Union List of Periodical Holdings*, a 40-page listing containing approximately 3,000 titles from 14 special libraries and one college library. A limited number of copies have been printed, and checks for \$12.50 made payable to Rochester Area Union List should be sent to Wilma Kujawaki, Treasurer, 67 Tyler Street, Rochester, New York 14621.

Brochures Describe ALA Membership

The American Library Association has recently revised and updated 18 descriptive brochures concerning general and Division ALA membership. Single copies or quantities of any of the brochures may be obtained free of charge by interested individuals and libraries by writing to Membership Promotion, ALA, 50 East Huron Street, Chicago, Illinois 60611.

New Owner for British Journal

Technical Book Review, formerly owned by Directory Publications Ltd., London, has recently been sold to TBR Publications, 113-14 Fleet Street, London, E.C. 4, to whom correspondence and inquires should be sent.

RECENT REFERENCES

Prepared by JOHN R. SHEPLEY

Librarianship

COLLEGES OF TECHNOLOGY AND FURTHER EDUCATION SUB-SECTION OF THE LIBRARY ASSOCIATION, comps. *College Libraries: Recommended Standards of Library Provision in Colleges of Technology and other establishments of further education*. London: The Library Association, Chaucer House, Malet Place, 1965. 24 p. pap. \$1 (75¢ to Library Association members).

Supersedes *Standards for Library Service in Colleges of Technology*, first published in 1957 and re-issued in 1959. Index.

DENNIS, Donald D. *Simplifying Work in Small Public Libraries* (Drexel Library School Series No. 11). Philadelphia: Drexel Institute of Technology, 1965. vi, 80 p. pap. \$2.50. (Order from Drexel Bookstore, 32nd and Chestnut Sts., Philadelphia, Pa. 19104.)

A practical manual for effecting economies and increasing efficiency. Part I sets forth a work simplification program; Part II reviews day-to-day procedures; Part III discusses the simplification of finances and statistics. Appendixes cover cataloging and book preparation costs and include a library buying guide. Index.

IASLIC. *Education for librarianship in India* (Special Publication No. 5, Part II). Calcutta: 1965. vi, 207 p. pap. \$5. (Order from Oxford Book & Stationery Co., 17, Park St., Calcutta 16.)

Twenty-one papers presented in the Second Indian Association of Special Libraries and Information Centers Seminar, held at Panjab University, Chandigarh, September-October 1962. Summary of proceedings and resolutions adopted.

KAULA, P. N., ed. *Library Science Today: Ranganathan Festschrift, Volume 1—Papers Contributed on the 71st Birthday of Dr. S. R. Ranganathan (12 August 1962)*. New York: Asia Publishing House, 1965. 832 p. illus. \$30.

Indian and international library specialists and documentalists celebrate the life and achievements of the creator of Colon Classification. The essays themselves are broken down and classified paragraph by paragraph, which would seem to be the ultimate in homage. Index.

KORTENDICK, Rev. James J. *The Library in the Catholic Theological Seminary in the United States* (Studies in Library Science No. 3). Washington, D. C.: Catholic University of America Press, 1965. xii, 353 p. pap. \$7.25. (L. C. 65-24301)

Examines the role of the library in the formation of students for the Catholic priesthood, sets forth objectives, and surveys the administrative and organizational structure of the seminary library. Bibliography. Unjustified margins, no index.

ADENSON, Alex, ed. *American Library Laws*, 3rd d., 1st Supplement, 1963-1964. Chicago: American Library Association, 1965. viii, 213 p. \$5.50. (L. C. 64-25224)

Brings the third edition of *American Library Laws* up to date with federal and state laws added, amended, or repealed between January 1, 1963, and December 31, 1964. Subject index.

LIBRARY OF CONGRESS. *Annual Report of the Librarian of Congress for the Fiscal Year Ending June 30, 1964*. Washington, D. C.: 1965. xl, 171 p. \$2.25. (L. C. 6-6273) (Free to libraries from Publications Unit, Library of Congress; otherwise available from Government Printing Office.)

L. Quincy Mumford's tenth report since taking office as Librarian of Congress in 1954 reviews not only fiscal 1964 but the past ten years as well.

LOWY, George. *A Searcher's Manual*. Hamden, Conn.: Shoe String Press, 1965. xii, 104 p. \$5. (L. C. 65-16218)

Purposes, procedures, and tools of library searching. Index. Unjustified margins.

MOREHOUSE, Ward, ed. *Foreign Area Studies and the College Library: Bibliographies, Reference Service, Acquisition Programs, and Other Activities and Services for Undergraduate Librarians in African, Asian, Latin American, and Russian Studies* (Occasional Publication No. 1). Albany, N. Y.: University of the State of New York, State Education Department, 1965. vii, 73 p. pap. \$1.

Selected papers presented at a Conference on Reference Services for Foreign Area Studies, sponsored by the Library Association of the City of New York, Brooklyn College, April 14, 1964. Index.

ORNE, Jerrold. *A Survey of Facilities for the Sciences and Social Sciences in Academic Libraries of the United States*. Chapel Hill: University of North Carolina, 1965. 11 p. unbound. Apply.

A statement of library needs in science and the social sciences across the United States, with a tabulation of changes in the past four years.

POOLE, Frazer G., ed. *The Library Environment: Aspects of Interior Planning—Proceedings of the Library Equipment Institute Conducted at St. Louis, Missouri, June 26-27, 1964*. Chicago: American Library Association, 1965. 69 p. pap. illus. \$2. (L. C. 65-24956)

Papers, panel discussions, and audience questions cover informal furnishings, lighting, audio facilities, transporting books and people, and flooring.

———. *Users and Library & Information Service* (Special Publication No. 5, Part I). Calcutta: 1965. iv, 139 p. pap. \$3. (Order from Oxford Book & Stationery Co., 17, Park St., Calcutta 16.)

Same occasion, a more diversified topic. Titles include "Introduction of Inter-Library Loan System for Better Information Service," "The Scientist and His Library," "The Reader and the Librarian," "INSDOC and Small Industrialists," "Information Processing for the Nuclear Scientist" . . . 15 papers in all, plus proceedings and resolutions.

SHELLENBERG, T. R. *The Management of Archives* (Columbia University Studies in Library

Service No. 14). New York: Columbia University Press, 1965. xvi, 383 p. \$13.50. (L. C. 65-14409)

Principles and techniques of arranging and describing documentary material. Directed primarily to custodians of research materials—archivists, manuscript curators, and librarians. Selective bibliography; index.

SHORES, Louis. *Mark Hopkins' Log and Other Essays* (selected by John David Marshall). Hamden, Conn.: Shoe String Press, 1965. 383 p. \$9. (L. C. 65-12144)

Forty-four articles and essays by the Dean of the Florida State University Library School. Grouped under these headings: "On Books and Reading," "On Librarianship," "On Reference Librarianship," "On Reference Sources," "On Library Education," "On the Unity of Library Media," "On the Library's Role in Education."

SINCLAIR, Dorothy. *Administration of the Small Public Library*. Chicago: American Library Association, 1965. x, 173 p. \$5. (L. C. 65-18962)

Handbook designed for the trained but inexperienced administrator. Covers matters of policy and everyday details. Bibliographies with each chapter; index.

State Library Associations, State School Library Associations: Notes on Activities 1964-65. New York: Grolier, Inc., 1965. 48 p. pap. gratis.

Prepared for distribution during the ALA Conference in Detroit, July 1965. Each library association described its activities for the year.

WHEELER, Helen Rippier. *The Community College Library: A Plan for Action*. Hamden, Conn.: Shoe String Press, 1965. xiv, 170 p. \$5. (L. C. 65-16220)

Background, functions, criteria, current practice, and future of the community college library program, with case studies and analysis of questionnaires. Bibliography; index.

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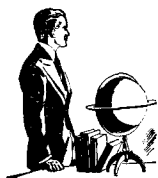
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