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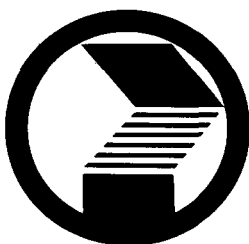
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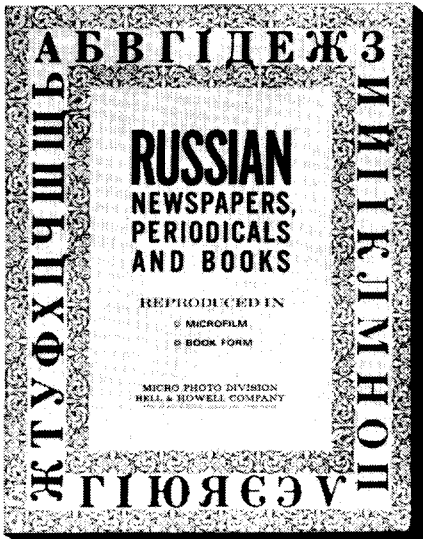
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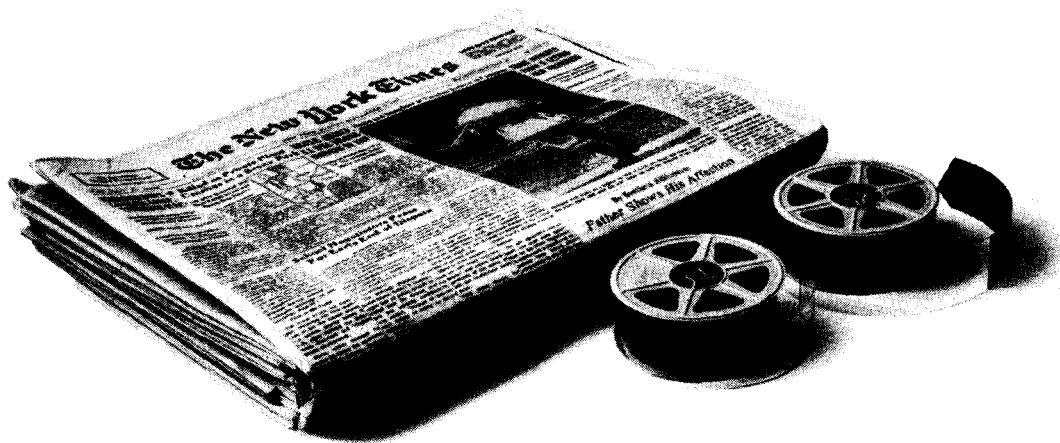
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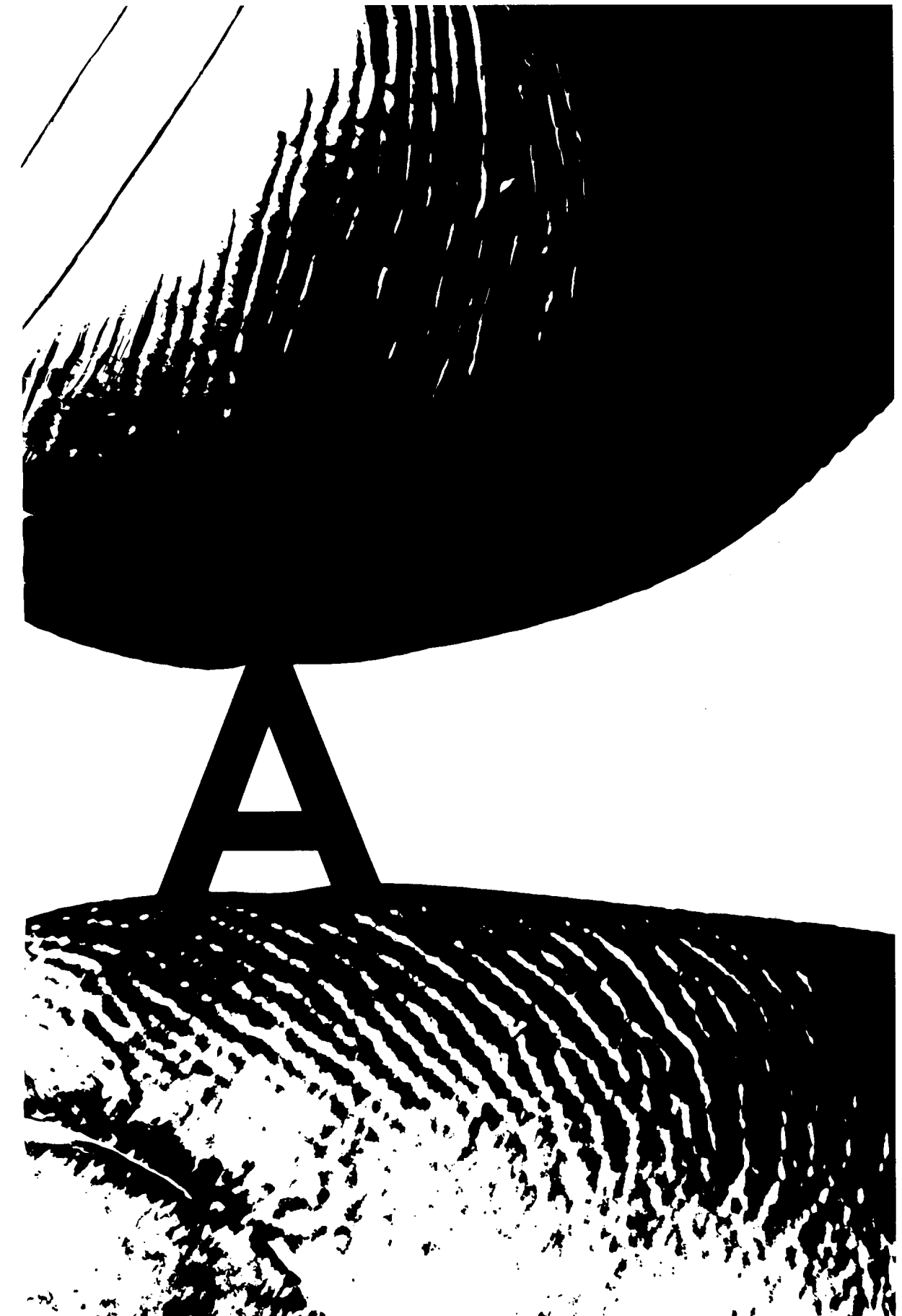
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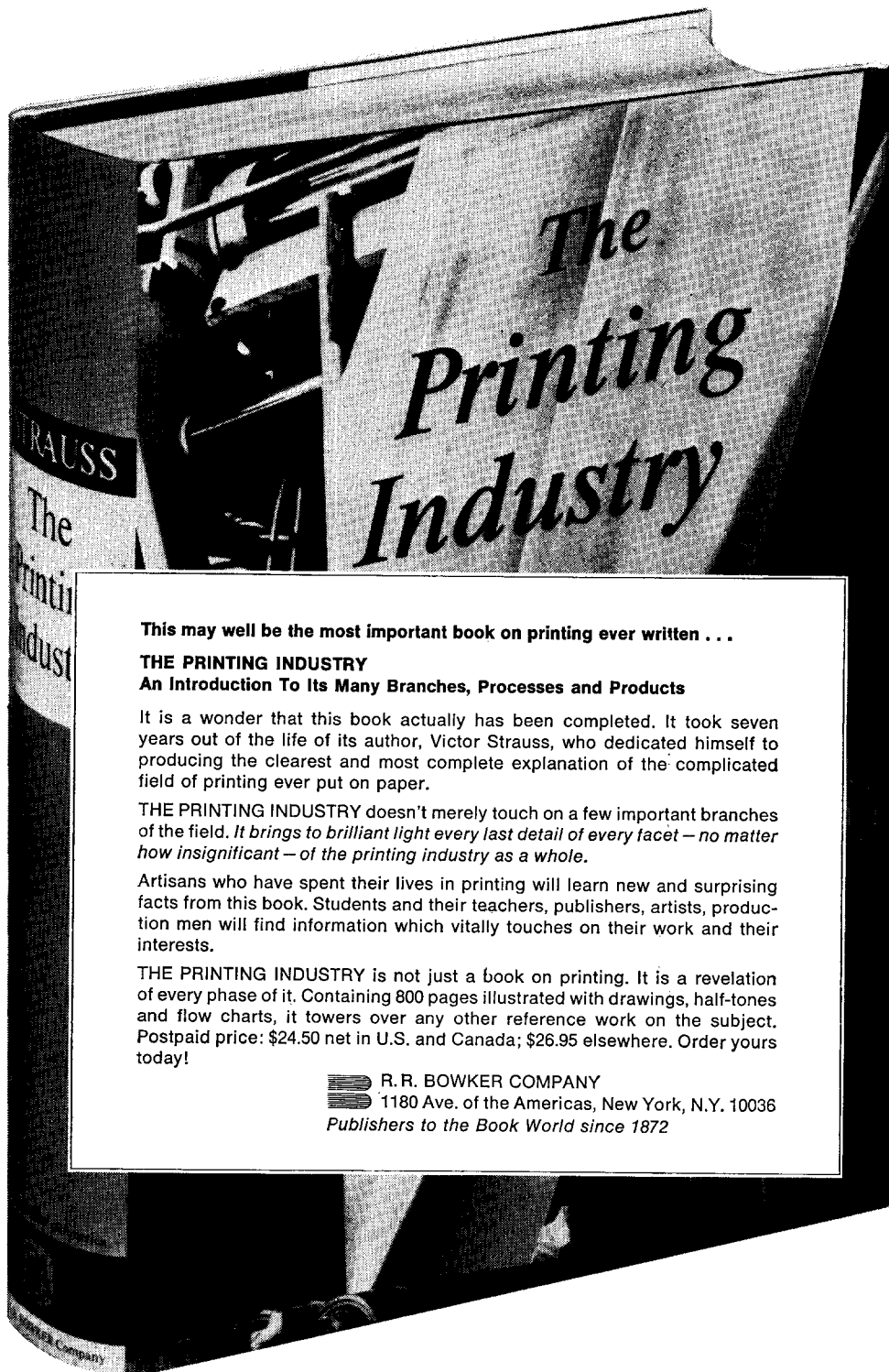
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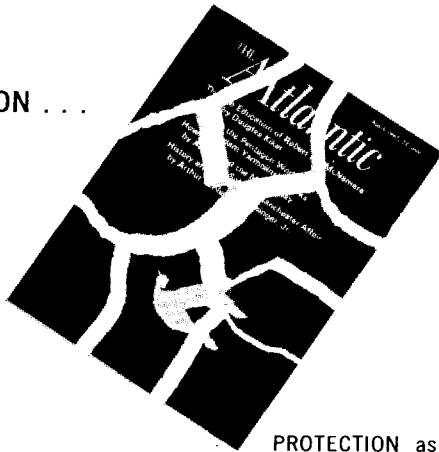
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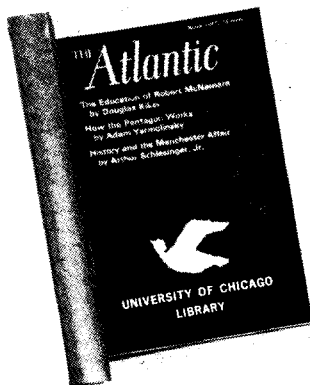
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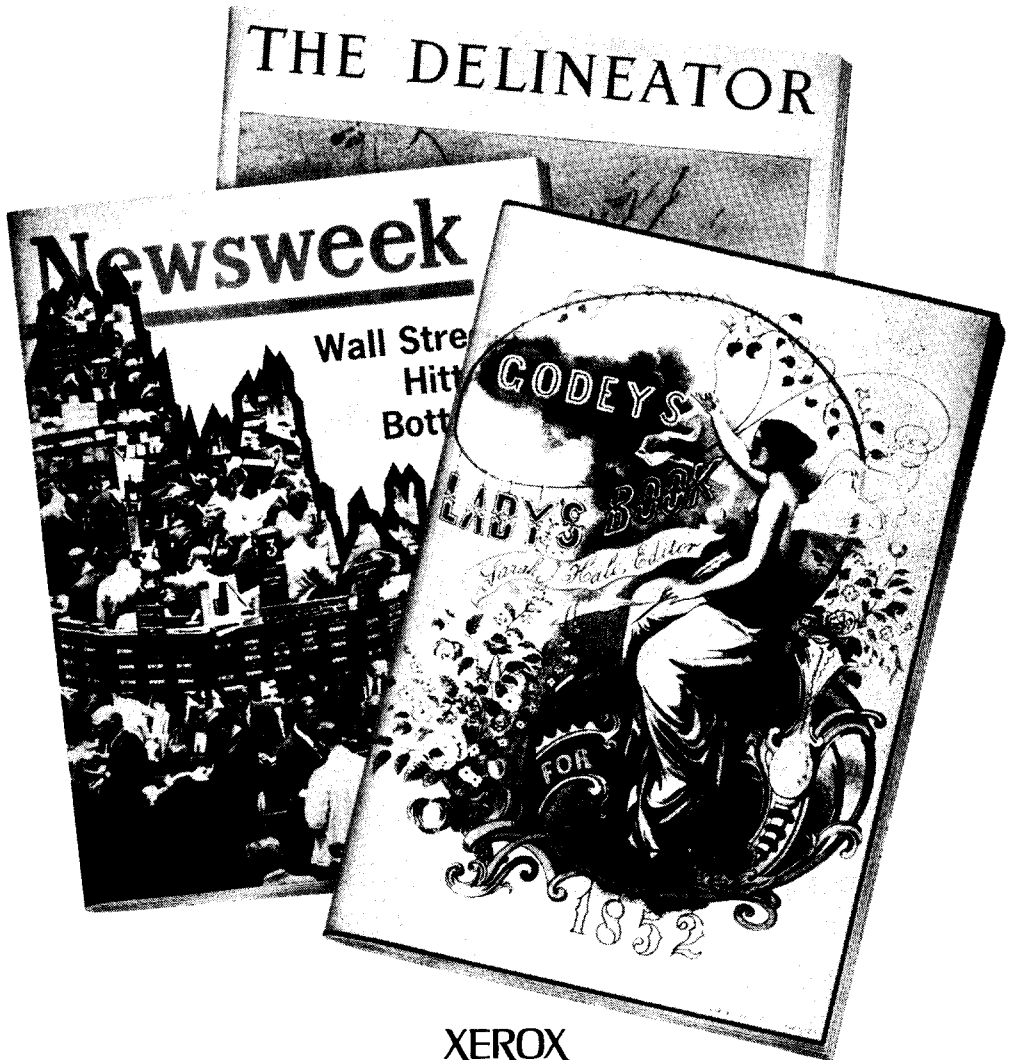
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special libraries

The Documentation Division is pleased to present the following papers that have been selected by the Special Libraries Committee from the Division's Paper Session held in New York at the 1967 Convention. The papers are indicative of both the actual and potential practices currently being applied by members of our profession. Whatever opinion one may have, the fact is that mechanization and automation are here to stay. The question is merely one of degree and speed of conversion as applied in individual circumstances. To this end, the Documentation Division has been and will continue to address itself to the practical problems of HOW, and will it work operationally at satisfactory cost and efficiency. This quest will again be taken up and reviewed at the forthcoming Los Angeles Paper Session, scheduled for Thursday afternoon, June 6, 1968. We hope to see you there.

HERBERT HOLZBAUER, *Chairman*
Documentation Division

Computers, which have become widely available in industry, can constitute a valuable resource for special libraries. One potential use is computer-assisted instruction. Experimental work with three different types of programmed sequences for teaching correct bibliographic style, indexing, and other library processes is described. Such instruction can be quite valuable for staff members of many organizations. The programming language is easily learned, making it possible for programs to be prepared by the librarian.

Computer-Assisted Instruction For Library Processes

ELIZABETH THORNE JERNIGAN

COMPUTER-ASSISTED INSTRUCTION (CAI), a comparatively recent development, is growing rapidly and constantly changing. Computers have been used in elementary and secondary schools for instruction. They have also been used extensively by universities. It is common for industries, governmental agencies, and commercial establishments to have computers of their own or to have access to others.

The Center for Computer-Assisted Instruction at Florida State University (FSU), Tallahassee, is used for research and the development and testing of programs in many subjects. The installation follows the con-

figuration of a typical IBM 1440 system, with four basic elements. Components include the processing unit, with console, printer, and card read-punch. This directs the operation of all components and houses the logic units and program instructions. Disk storage packs, removable and interchangeable, can store nearly three million characters of information each and provide direct storage access. This is necessary for storing course material and later making it quickly accessible to students. This system may have as many as five 1311 storage drives in operation at one time. The transmission control unit permits student and author entries on any

of the twenty-four possible 1050 terminals attached to it. FSU has three storage drives and five terminals, one with random access tape recorder and random access slide projector attachments, completely controlled by the computer. Other computers can be used for instruction, but this system was used at FSU for the work here described.

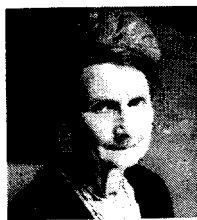
The CAI programs consist of instruction or queries in the form of short frames, using formal or thematic prompts. The responses can be of several types, including repetitious, selective, constructed, true or false, or filling in a blank. Writing the frames and sequencing a program is not easy and cannot be done well without care, study, and experience. Writing a program that will teach and achieve the intended goals involves more than mere technical proficiency. Such a program must meet the needs, produce expected results, and be validated. However, having a subject specialist write the courses may make them more meaningful. If he writes enough of them to become proficient, the programs should be effective while the time of preparation and cost should also be reduced.

In-service training is provided by many organizations. Representatives of all aspects of the business community—industry, commerce, and government—are subject to professional or occupational training, frequently through use of a computer. Many firms direct in-plant programming efforts. For all of these, it is essential to utilize procedures made possible by the new technology. Such educational programs can be formal or informal, structured or nonstructured. Training may be given to employees to prepare them for added responsibilities, to train them in the use of new and complex equipment or procedures, or to orient newcomers. At the least, interest within the organization may be stimulated.

Just so, a library or information center may use the computer for training courses which give to the professional staff (the patrons of the library) added knowledge of its resources and increased ability to use them. A specialist, called upon to write a paper or report, may count on the librarian for editorial help, a common service, which may involve explanation of the correct form for footnotes and bibliographic citations.

A computer program to perform such a

function was outlined, partially written, and tried out at FSU by a few faculty members and working scientists in order to test its feasibility and acceptance. The work was done by a graduate assistant who was an untrained programmer and educator, but an experienced librarian. Many uses that libraries make of computers are well known. They frequently employ the computer for acquisition, cataloging, circulation, current awareness, or information retrieval. Some use the computer to prepare catalogs or compile book lists. Less common is the use of a computer to teach "how to do" a variety of library processes. This first experimentation with a program for library science began at FSU about one year ago. The language used is Coursewriter I, which provides logic to lead a student through the material. Coursewriter I permits the author to write in natural language, using control words which direct the student to material based on his responses. An author can override the normal sequence of instructions by inserting a branch wherever he feels it would be best. An example of this would be after each one of several different responses to one frame, according to the author's evaluation of the worth of each. Use of several functions makes for flexibility. The program on bibliography is branching, both because of student responses and of the nature of the subject matter. General instruction is first given. This is followed by specific details required by any one of thirteen different bibliographic authorities, the selection being made by the student. The computer then automatically branches and immediately begins instruction. Counters keep a tally of the responses to problems and questions, with the results displayed to the student at the end of the



Mrs. Jernigan is curriculum librarian with the Florida State Department of Education, Tallahassee. Her paper was first presented at the Documentation Division meeting on May 31, 1967, in

New York City, during the annual SLA Convention.

initial instruction period. Then he is automatically branched to review, further instruction, or end of the course, according to his performance. This program is an attempt to follow the parameters of a section of a graduate course in library science and also to follow the content and sequencing as presented by the authorities whose rules are taught. These factors both help and limit the programmer.

Personnel of an organization served by a special library may be classified into two types. There are those who, preferring to keep their own office collection of materials, depend on it and on communication with their colleagues for their current awareness. They may feel the need to arrange and index this collection properly. Instruction prepared by the librarian explaining types of indexes, correct selection of headings, and anticipated usefulness may be of help to these individuals. Also, such a course may be used by the organization as a training course for those who will actually perform such work as part of their duties. For experimental purposes, material from a different kind of source was used as a starting point for the next computer program. This material was in programmed form, on slips of paper, when received by this programmer. The objective was to see how amenable the program might be to changing from a text format to a computer-based system. Several authors were generous enough to give permission to use their efforts, but so far time has not permitted work on any but the one entitled *Training Program for Subject Indexing of Chemical Literature, General Instructions for Heading Selection*. The blanks and correct answers were provided, but wrong and unanticipated responses, as well as comments, had to be added. Also, some of the frames had to be redesigned, but this was kept to a minimum. This program is suitable for use by anyone wanting to work with *Chemical Abstracts* or by anyone planning to index a library of chemical literature. It demonstrates that if a program is available in some other medium, it can be reworked for computer use. This procedure may be especially useful if a program is available for a subject which

is unfamiliar to the programmer, since it provides accurate information.

The other type of library patron, the one who uses the library, depends on it, and needs to be kept up to date on its most recent tools and services, counts on the librarian to supply this information. Experience with patrons' interest in the microfiche of the Educational Research and Information Center (ERIC), together with the accompanying index, inspired the program on types of indexes. This enumerates their characteristics and how they meet different needs. This has worked out especially well because almost simultaneously two additional kinds of indexes for the ERIC collection arrived from sources other than the U.S. Office of Education and so offered comparisons with its coordinate index. This last program differs from the other two described—instruction in bibliographic form and selection of index subject headings—in that it uses no previously outlined material as a basis. The content and organization of material follow the verbal instructions given a number of times by the librarian to different groups and individuals.

Since these programs are not yet operational, positive conclusions cannot be promulgated. However, the consensus would seem to be that librarians can use the computer, when available, to assist them in teaching use of the library and thus free them for other needed professional duties. The librarian remains available for consultation, but the computer can take care of the repetitive aspects and make the program both individualized and personalized, according to the needs of each patron. Those trying out the programs were not as offended by the format as by the slowness of the typing input and the printer presentation. These deficiencies, along with some others, will be overcome when the 1440 is replaced by the 1500 system, a system which provides additional features, capabilities, and capacity. Because of the intended audience of these three programs, tests have not been formulated for them. Successful use of the library will prove the best endorsement for the programs. It will also prove that human beings can instruct, but that computers can assist.

A system which controls some 1,600 subscriptions, about half of which are received in the library, provides efficient means of utilizing routing and subscription control as a two-pronged current awareness tool: routing library titles plus control of all other company-paid subscriptions. Features include printouts from the master file which generate title lists by receiving organization and individual; expiring subscriptions by vendor number for purchase order issuance, including self-adhesive mailing labels for renewal audit; master routing list with self-adhesive routing slip for each copy routed; subscription deck for check-in and claims; and library list of titles.

Computerized Subscription and Periodicals Routing in an Aerospace Library

H. W. JONES

ONE OF MANY problems perennial to the special library, or any library for that matter, is the paper work of periodical subscriptions and the resultant periodicals themselves, and some compound it by adding the routing function. A survey at Northrop Norair made in 1963 among seventy-five aerospace companies revealed that 45 per cent of their libraries route current periodicals automatically to pre-established lists, and 58 per cent maintain control of subscriptions that go directly to individuals within the company. Our library does both of these things, and the resultant maintenance and control problems of an increasing number of subscriptions and routings were getting out of hand. It seemed natural, therefore, to investigate the computer as an aid or possible solution, not only because subscription records lend themselves easily to such application, but more importantly, the company has computer capability.

The Norair Division of Northrop Cor-



Mr. Jones is supervisor of technical information, Northrop Corporation, Norair Division, Hawthorne, California. His paper was presented originally at the Documentation Division meeting,

May 31, 1967, during the annual SLA Convention in New York City.

poration is located in Hawthorne, California (part of the Los Angeles metropolitan area). We are currently producing the F-5 and T-38 aircraft for the USAF, as well as being a major subcontractor to Boeing on the 747 and SST programs. Our library is typical of our industry in its objectives and *modus operandi*. A staff of sixteen provides library service for a company population of approximately 8,700, of which some 4,200 are professionally or administratively classified.

As early as 1960 we had developed and implemented a relatively simple program on punched cards which helped in the control of subscriptions and provided useful reports, primarily for the benefit of the acquisitions process. In 1965 we redesigned the system to add a routing capability, and at the same time included a few other additions and improvements.

Today, the system controls some sixteen hundred subscriptions, of which approximately eight hundred are received in the library. The result is an efficient means of utilizing routing and subscription control as a two-pronged current awareness tool: routing copies received by the library, plus control of all other company-paid subscriptions.

The program generates printouts in a number of formats and in sufficient copies for use by those staff members needing them. The "master list of subscriptions" (figure 1) contains all information about each subscription. As can be seen, the alpha arrange-

Figure 1

REPORT NO. L00054.005		MASTER LIST OF SUBSCRIPTIONS										MARCH 15 1967			
MAG CODE	TITLE	CPY NO.	SEQ NO.	FR EQ	ANN CST	D U	AVG CST	START MO	EXPIRE YR	ADDRESSEE	ORGN NO.	ZO NE	ADD CDE	VENDOR CODE	
05100	AMERICAN MACHINIST HOLDINGS---CURRENT	01	00	BW	3	3	2	01-67	12-69	TECH INFO PLACE---NEW YORK	3343	- 32		343460	
05100	AMERICAN MACHINIST	02	00	BW	3	3	2	01-67	12-69	TECH INFO	3343	- 32		343460	
		10								B GAIENNIE	5150	- 16			
		20								F V LINDQUIST	3430	- 32			
		30								C M HIGGINS	3743	- 60			
		40								R A HACHTEN	0170	- 64			
		50								R J HOUSE	5220	- 32			
05100	AMERICAN MACHINIST	20		BW	3	1	3	01-67	12-67	Y L BOLAND	5145	- 40		343460	
05200	AMERICAN METAL MARKET---AIR MAIL HOLDINGS---N/A	20		D	125	1	125	01-67	12-67	J C GILLIBRAND PLACE---NEW YORK	0190	- BH	Z	389190	
05400	AMERICAN SCIENTIST HOLDINGS---Y45 1957: B	01	00	Q	4	3	3	01-67	12-69	TECH INFO PLACE---NEW HAVEN, CONN.	3343	- 32		389190	
		10								W W WATSON	3741	- 64			
		30								L R FOWELL	3614	- 31			
05500	AMERICAN SOCIETY FOR METALS---SEE ASM TRANSACTIONS QUARTERLY														
05601	AMERICAN SOCIETY OF MECHANICAL ENGINEERS---SEE ASME TRANSACTIONS														
05700	AMERICAN STATISTICAL ASSOCIATION JOURNAL HOLDINGS---Y40 1945: F	01	00	Q	10	1	10	01-67	12-67	TECH INFO PLACE---WASHINGTON	3343	- 32		389190	
		20								T MCSWEENEY	3435	- 32			
05800	AMERICAN STATISTICIAN HOLDINGS---CURRENT	01	00	Q	N/C	1	N/C	-ND	-ND	TECH INFO PLACE---WASHINGTON	3343	- 32		FREE	
		20								T MCSWEENEY	3435	- 32			

Master List of Subscriptions

ment of titles is maintained by assignment of a five-digit magazine code number. Originally, when the list was compiled, each title was assigned a number at intervals of 100 to allow for adequate expansion. This has proven entirely satisfactory in terms of the slowly growing number of different titles controlled by the library, now some 825.

The title field is next and provides forty-four spaces, sufficient for complete title of most periodicals. Note that an additional copy of the same title carries the same magazine code number but has its own copy number. For reasons explained later, copy numbers 1-19 are reserved for titles received by the library; copies 20-98 are reserved for titles which are not received by the library, but go directly to individuals. Copy number 99 is a code reserved for a see reference or other single-line note, and is not confined to the master list format. (See Mag Code 05500, figure 1.)

The sequence number, following the copy number field, is tied in with the routing system and is used only with library copies (numbers 1-19). Sequence number 00 identifies a basic library copy, and numbers 01

through 99 are available for assignment in numerical sequence to individuals to whom a basic copy may be routed. A maximum of seven names may appear on any copy routing list; the spread in sequence numbers allows for changes without altering the whole list. The routing slip itself (figure 2) is a specially designed, self-adhesive form which is prepared in duplicate, one for attachment to the routed periodical and one for record and follow-up, as necessary. Periodical title, copy number, and names to whom it is routed, are imprinted on the form with the final addressee always being the library; the routing slip acts as a self-mailer in the company internal mail system. A complete master routing list is also printed for check and control.

The next field (in figure 1) is frequency of publication. This code determines the number of routing slips to be produced per copy of a title. Since the program is updated monthly, enough routing slips are produced each period to take care of at least one month's accessions; e.g., five for each weekly, two for biweekly or semimonthly, one for monthly.

Figure 2

LIBRARY ROUTING		
FORM 20-223B (R-8-65)		
TITLE		
AMERICAN MACHINIST.		02
ISSUE DATE:		
DATE ROUTED:		
ORGN & ZONE	N A M E	*
5150-16.	B GAIENNIE	
3430-32	F V LINDQUIST	
3743-60	C M HIGGINS	
0170-64	R A HACHTEN	
5220-32	R J HOUSE	
3343-32	TECH INFO	
- PLEASE EXPEDITE -		
DRAW A LINE THRU YOUR NAME AND FORWARD AS SOON AS POSSIBLE TO NEXT ON LIST		
* FOR REVIEW AT A LATER DATE CHECK RIGHT COLUMN		

Library Routing Slip

Annual cost refers to a one-year subscription; Average cost is the average for one year when a savings is realized from a two- or three-year subscription, as indicated in the duration column. The cost columns obviously are the same when the duration is 1. But savings can immediately be seen if duration is 2 or 3. Cost figures are to the nearest dollar.

The start and expire dates each offer an interesting feature for those titles going to non-library addresses (copy numbers 20-98). In order to determine whether or not subscriptions are to be renewed, four months prior to an expire date a self-adhesive label for each copy so affected is printed with the title, addressee, organization/zone number, and cost. This label is affixed to a "subscription renewal audit" form (figure 3) and is a self-mailer both to and from the addressee. In this manner, information needed to process renewals of specific subscriptions is received in time for preparation of renewal

orders. Similarly, with the exception of subscription cost, a label is printed one month after a start date and affixed to a self-mailing "subscription receipt audit" form. In this way we determine whether or not a subscription is being received. For check, control, and follow-up, a separate list is also produced of all records for which labels were printed.

The addressee field of figure 1, showing who receives the subscription or routed copy, provides an alpha sort on the third column in order to print a list of subscriptions and routings by last name of addressee. The organization number and zone is the internal address of the recipient, and a separate print-out is received in this numerical order. These lists are extremely useful for cross-reference, statistical, and other administrative purposes. Next, the single-letter address code keys to facility addresses of those individuals who are located at other than our "home" facility. Currently there are eleven such addresses being used worldwide.

Approximately 75 per cent of all subscriptions are purchased through one vendor on a blanket purchase order, and renewed annually at the end of the year. Another 10 per cent are placed with five publishers. As one of its main features, the system provides the annual list of renewal subscriptions for attachment to the purchase order, a function which saves a great deal of clerical time. This brings us to the vendor code field, which once a year provides by vendor number a list of subscriptions due for renewal at the beginning of each year. Timing becomes important here, since renewal audit for these must be completed, the program updated, and a list produced early enough to renew for the following year. This is accomplished by getting the audit forms out four months ahead of expiration date, as explained earlier, which is August 15 for our December expirations. The up-dated vendor list is programmed at that time for two months later on the October 15 print-out, and we have our major purchase orders placed before November.

The second-line entry for each title record on the master list includes holdings, publisher, and place (of publication); this entry appears only once per different title. Holdings information, of course, is only appli-

cable to titles received in the library, and allows for volume number, "from year," and whether it is continuing and bound.

Each quarter a "library list of titles" is printed out on a multilith master in a format for reproduction on 8½ x 11 stock. In addition to title, holdings, publisher, and place are listed. Several hundred copies are reproduced from this master for distribution and general availability.

The problem of determining what issues of any periodical are not received is taken care of by a monthly deck of IBM cards each imprinted with a title representing a library copy. As a given copy is received, its title card is removed from the deck. At the end of the period the remaining cards represent titles not received, and appropriate action can be taken.

The program, which is written in COBOL

Figure 3

This is a self-mailer--see other side

SUBSCRIPTION RENEWAL AUDIT

TO - 1050/31 W R MODES	FROM: Technical Information 3343-32
TITLE AVIATION DAILY	DATE:
ANNUAL COST \$160	REF: SPP 12-5

As subscriptions become due for renewal, an audit must be taken in order to determine which are to be renewed. You are listed as recipient of the publication noted above; therefore, please answer the questions as appropriate and return this form by _____. If the audit form is not returned by this date, the subscription will not be renewed.

1. Should this subscription be renewed? Yes No
2. Is subscription being received? Yes No
3. Are addressee, organization and zone correct? Yes No
If no, indicate change _____
4. Do others use your subscription? Yes No
If yes, how many? _____
5. Instead of this subscription, would you utilize a library copy either in the library or by having it routed to you? Yes No

Signature of recipient

Approved by : _____
Director or higher

Comments:

This is a self-mailer--see other side

Subscription Renewal Audit Form

and run on an IBM 7090, currently provides 180 characters or columns broken down into sixteen fields for each periodical copy record. Changes to a record are made by field, and each change must be addressed with magazine code number, copy number, and sequence number, if any. This has proven to be a satisfactory method of updating. However, in our company, and I suspect in most others, organization numbers are frequently changed and individuals move or are transferred to new locations in the company. Also, each year at the same time a large proportion of start/expire dates must be changed as subscriptions are renewed. Consequently, the program provides for blanket changes to be made in these two fields in order to avoid excessive and repetitious clerical input effort.

Obviously in evaluating a system such as this many things must be considered, and foremost perhaps is "economic feasibility." Are the results we get worth the cost? We know, for instance, that it has eased the clerical load in typing and record keeping by at least 50 per cent, thereby releasing these hours for other tasks formerly neglected. Also, it has provided a far more efficient, orderly, and rapid means of routing periodicals. Additionally, it effects positive control

in the handling of all company-paid subscriptions. And finally, it provides useful information and reports not formerly available, both in the acquisition and circulation functions and for administrative purposes.

Actual cost savings are virtually impossible to determine from a system whose effectiveness is not measurable in dollars. However, if we use the one criterion of clerical time saved or replaced by the system, and we save 50 per cent of a \$500-a-month clerk's time, then the system is saving us \$250 per month before deducting its cost.

Recurring costs have averaged about \$125 per month, including key punch, machine time, and all the other data processing costs charged against the system, leaving us a net savings of \$125 per month. The initial non-recurring cost for design and implementation of the present system was approximately \$6,000; therefore, at \$125 saved per month we will have it paid off in four years.

Of course this kind of calculation is not entirely realistic, but the advantages we have gained from the system are quite realistic in terms of improved library operations and service. So we can say, without reservation, that we are getting more than our money's worth from the automated system.

As a part of the new programs development in the Douglas Aircraft Company libraries, a book-form printout capability has been introduced. Our mechanized information retrieval system has been operational for six years, with the library bibliographic output produced in the form of 3 x 5 cards. Utilizing the same basic retrieval program, the output is now reformatted to generate a book-form printout. This printout provides six reference points—the corporate author index, personal author index, title index, report number index, contract number index, and accession number index. The procedures followed in developing this format, as well as some of the problems created by the change, are discussed. Retraining of both the users and the library personnel was accomplished through a gradual introduction of the new methods. The record files for acquisitions required the 3 x 5 cards so we have retained the card printout capability to use in conjunction with the book-form printout. The economics of book-form printout as compared to 3 x 5 cards are examined, along with an evaluation of the new program and its interface with the existing mechanized system.

Cards Versus Book-form Printout In a Mechanized Library System

F. R. SMITH and S. O. JONES

ONE IMPORTANT RESULT of the widely heralded information explosion has been the recent rapid development of mechanized retrieval systems. Those of us fortunate enough to have developed a computerized retrieval program early in this decade congratulated ourselves. We felt we had the situation well under control, with mechanical capabilities suitable for most of our long-range needs.

Indeed, we found that implementation of the Douglas Mechanized Information Retrieval Program in 1961 did give us access to a much larger store than was previously available, and, with computer assistance, we were able to add to this store at a hitherto impossible rate. All was rosy, or so it seemed. But one fact soon became obvious—you put a lot in, you get a lot out!

Rationale for a Book Printout

One big part of what we got out was 3 x 5

catalog cards. Machine generation of these catalog cards was a tremendous improvement over having to type them out manually. We record on the 3 x 5 cards both bibliographic information (corporate author, report number, COSATI category number, contract number, document control number, security classification, personal author, title, date, accession number, and number of copies) and descriptive information (uniterms, descriptors, or key words), but we utilize only some parts of the bibliographic information as filing points. Thus we are able to have separate cards for all desired filing points, which greatly increases our access to documents.

Multiple corporate entries, multiple personal authors, or multiple titles for a single document no longer required excessive typing, once we became mechanized. The computer simply prints a separate card for each entry that we identify by a code. It will print as many as we need, each neatly labeled



Dr. Smith is manager, technical information, Corporate Engineering and Research, and Mrs. Jones is corporate librarian, both with Douglas Aircraft Company, Santa Monica, California. Their paper was originally presented at the May 31, 1967, Documentation Division meeting at the 58th annual SLA Convention, New York City.



across the top. The card is divided into several fields: 1) accession number, 2) corporate author and report number, 3) title, 4) personal author, 5) date, 6) copy number and notes, and 7) descriptors. Our computer creates a file card for each entry which begins at the left margin in the first four fields (figure 1). From the sample in figure 1, seven file cards would be generated, each with its filing point printed across the top of the card. The computer automatically sorts and prints the cards, which are then burst and delivered for insertion into the files.

With an average of five file cards per document and around thirty thousand documents per year input, the computer was generating a basic minimum of 150,000 cards a year. In addition, we needed multiple copies of some of the cards so that we could supply branch libraries with the necessary records of our document holdings. That caused the figures for card generation to jump to over 300,000 per year. Interfiling alone therefore cost us over three thousand hours annually. We

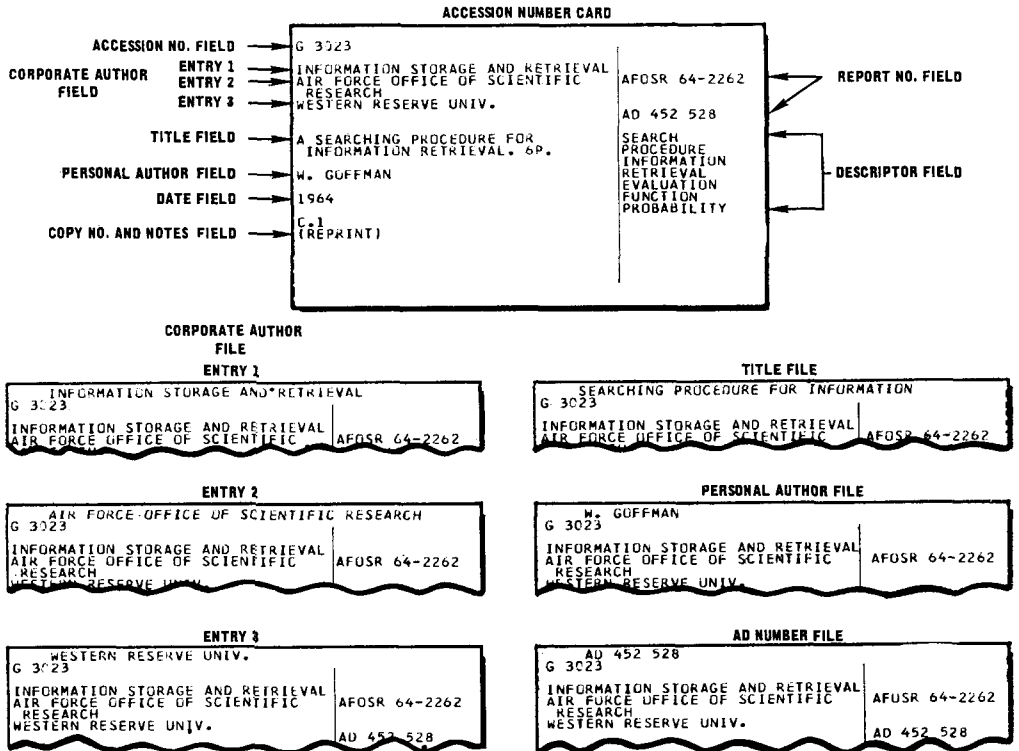
found that to be pretty expensive. Having turned to the computer for clerical assistance initially, we again began exploring computer alternatives to relieve us of this filing burden. We concluded that a book-form printout rather than 3 x 5 cards was the most practical solution.

Development of the Book Printout

In order to develop our new printout, we had to do two things: define the desired file content (the responsibility of the libraries) and teach the computer to produce this content (the responsibility of the programmers). Meetings of all the company librarians eventually defined the file content we now use, which gives us six indexes: 1) corporate author, 2) personal author, 3) title, 4) report number, 5) contract number, and 6) accession number.

Not all of the indexes reflect the complete bibliographic and descriptive data. We did not feel that it was necessary to duplicate all

Figure 1



Computer Generated File Cards



News and Notes

November 1967, No. 4

**SPECIAL LIBRARIES
ASSOCIATION**

Published quarterly by Special Libraries Association, 235 Park Avenue South, N. Y. 10003

Are we "off-the-rocks"? As the Board of Directors studied the proposed budget for 1967-1968, it was felt that we were *not* "on-the-rocks"; with appropriate fiscal controls our voyage should be secure. During three strenuous days of meetings by the Board on September 25, 26, and 27, every aspect of the Association's proposed expense budget and income budget for 1967-1968 was carefully analyzed and evaluated. During the summer proposals for operating economies and for increased income in 1967-1968 had been prepared by the Finance Committee, Headquarters Operations Committee, and Publication Program Committee. In addition, five-year comparative tables for all line items of the budget had been prepared so that trends could be evaluated. Similar tables had also been prepared for membership statistics and for publications statistics.

Some of the more important decisions by the Board include the following:

1. To maintain constant control of current spending, the Board instructed Headquarters staff to issue prompt monthly financial statements in place of the former quarterly financial reports.
2. Economies in operations at Headquarters (and directly controllable by staff) will amount to about 10 per cent of the same line items in the 1966-1967 budget (without discontinuing member services).
3. In spite of external increases in printing rates (about 15 per cent) the actual increased costs will be held to 5 per cent by cutting the print orders to satisfy realistic sales demands, and at the same time to minimize storage costs.
4. Subscription rates for 1968 will be increased so as to provide more realistic earnings from the Association's serial publications.
5. The *total* dollars paid to Chapters and Divisions for their allotments will remain about the same because of increased member-

ship and increased numbers of extra affiliations even though there will be a slightly smaller allotment per cent. The Board approved a per capita allotment of \$1.80 per member (9 per cent) for Divisions instead of the \$2.00 paid in 1966-1967. The per capita allotment for Chapters for 1967-1968 was set at \$2.70 (13.5 per cent) instead of the \$3.00 paid in 1966-1967. (These per capita allotments are determined each year by recommendations of the CLO and DLO. It is hoped that the allotments can be returned to their former amounts in 1968-1969.)

6. An important decision by the Board is that Chapters and Divisions will receive their annual allotments in *one* payment rather than in two payments as in past practice. The one total payment is to be based on the September 30 membership count (end of the fiscal year). Because the September 30 count is higher than the April 30 count, this change will be to the advantage of the Chapters and Divisions. The total annual allotment will be payable to Chapters and Divisions near the beginning of the 1967-1968 fiscal year.

In May 1966 the Board had expressed its concern regarding the need to improve the salary ranges of Association employees. As a result of several studies and recommendations SLA has, for the first time, a pay plan for New York Headquarters employees. The salary ranges in the seven grades of the pay plan will allow SLA to be competitive in the labor market for experienced and trained personnel, both clerical and professional. An important aspect of the plan is that salary increases are to be related to an employee evaluation program to be administered by the Executive Director. The Board also recognized that the salary ranges now adopted must be evaluated every two years if the pay plan is to be meaningful.

Even though the present emphasis has been on decreased costs, the Board author-

ized salary increases totaling about \$7,000 for New York Headquarters staff. These authorized increases are to bring the present staff into ranges of the new pay grades, and will also allow existing vacancies to be filled within the new salary ranges. The Board felt strongly that other operating economies can be best achieved by well-motivated employees.

The occupancy costs for the new Headquarters offices (rent, electricity, and so on) have been held to the limits defined by the Board in June; that is, \$25,000 as compared to \$10,000 in the old location. The one-time costs associated with the move were also maintained within the Board's defined limits.

During the New York Convention, Board and Council discussions were concerned with the need to withdraw money from the General Reserve Fund to meet increased costs up to December 31, 1968. The budget predictions now suggest that it may not be necessary to make any such withdrawals from the General Reserve Fund. Two uncertain factors could cause a change in this picture:

1. The challenge from the Internal Revenue Service regarding "unrelated income" from Convention exhibit income and from addressing service income is not yet resolved. The IRS challenge could affect the income from the fiscal years from 1962-1963 to date; the amount is estimated by the Association auditors, Price Waterhouse, to be about \$7,000 per year.
2. The exact status of income and expenses in 1966-1967 will not be known with certainty until the annual audit is completed. During the year 1966-1967, changes in personnel plus vacancies in the Fiscal Services Department have contributed to delayed financial reports.

Because of these uncertainties, the Board may have to consider further revisions of some budget items at its meeting in New Orleans in January 1968.

To insure the growth of adequate reserve funds to offset continued increases in external costs, and to establish a sound base for worthwhile programs in the future, the Board reaffirmed its action in June to proceed with a dues increase for 1969 as reported in *News and Notes* (July 1967). Further discussions concerning the need for increased dues will appear in future issues

of *Special Libraries*.

The Board rescinded its earlier action to increase the fees from \$4 to \$6 for affiliation with extra Divisions or Chapters. It was felt that members who wished to participate in such cross-fertilization should not be discouraged.

The Board approved the distribution of *Special Libraries* to all Student members without charge during the calendar year 1968. The ten issues of *Special Libraries* will replace the quarterly issues of *News and Notes*, which had been sent to Student members during past years. In this action the Board noted that there had been recommendations in this matter from Chapters and Committees in the past. An earlier Board action provided for the distribution of *Special Libraries* to Student members after the proposed dues increase for 1969. Again, even though our present emphasis is on economy, the Board felt that the additional cost of these copies of *Special Libraries* for 1968 would be offset by their value to the Association's recruitment and membership programs.

The Board noted with sincere regret the inconvenience to users of the Placement Service—both to members and to employers—due to the temporary suspension of the *Placement Service Lists* because of staff vacancies. Staff replacements in the Membership and Placement Services Department are to have a high priority in the immediate future.

The Board also noted with regret the delayed handling of orders and of membership applications during 1967; it is believed that these services will have been returned to a current basis before you receive this issue of *News and Notes*.

A systems study of the membership records, addressing service, and fiscal services had been authorized by the Board in June. This systems study was postponed until the Headquarters offices were relocated; the study by Price Waterhouse will be undertaken in the fall and early winter. The Board hopes that procedures will be improved to increase efficiency of Headquarters operations—and thus directly to give improved services to members of the Association.

The official membership count as of September 30, 1967, is 6,884 including 188 Sustaining memberships. Chapter and Division breakdowns are shown on page S-20.

SLA President Mrs. Elizabeth R. Usher has completed most of her visits to Chapters in the United States and Canada. Her itinerary included:

October	9	New Jersey
October	11	Virginia
October	17	Connecticut Valley
October	18	New York
October	21	Washington, D. C.
October	27	Montreal
November	6	Boston
November	10	Dayton
November	14	Baltimore
November	15	Philadelphia
December	4	Princeton-Trenton

President-Elect Herbert S. White's schedule of Chapter visits included these:

September	30	Heart of America
October	2	Greater St. Louis
October	3	Indiana
October	4	Cincinnati
November	16	Southern Appalachian
November	17	North Carolina
November	18	South Atlantic

The Board has also approved a recommendation from the Placement Policy Committee to request the U.S. Employment Service to staff and operate, on a no-fee basis, the Placement Service office at the 1968 Los Angeles Conference.

Mutual Exchange in the Scientific Library and Technical Information Center Fields, a report from the SLA delegation to the Soviet Union in 1966, has been published by the Association. The report, edited by John P. Binnington, head of the research library, Brookhaven National Laboratory, summarizes the observations of seven special librarians from the United States who visited technical libraries and information centers in the Soviet Union in February 1966. Their visit was sponsored by the USSR State Committee on Science and Technology and reciprocated a similar twenty-five-day visit to US special libraries and information centers by seven Soviet technical information

experts in January and February of 1966, sponsored by SLA. The report, *Mutual Exchange*, includes sections on the structure of the Soviet scientific information system; standards, patents, and technical reports; flow of information to users; research in libraries and information centers; education and training; and library equipment and tools. Appendixes cover the libraries and institutions visited by the SLA delegation, the itinerary of the Soviet delegation, the members of the two delegations, and a brief summary of courses for technical and scientific workers in USSR information organizations. The six members of the SLA delegation who authored the report were Mr. Binnington, Irma Johnson, Winifred Sewell, William S. Budington, Dr. F. E. McKenna, and Gordon E. Randall. Copies of *Mutual Exchange* are available from Association Headquarters at \$2.00 a copy.

Chapters, Divisions, and individuals are invited to present nominees for the SLA Professional Award and SLA Hall of Fame. Nominations must reach Alleen Thompson, Chairman, Library, MC 328, Nuclear Energy Division, General Electric Company, 175 Curtner Ave., San Jose, Calif. 95125, by *January 8, 1968*. Nominations should be submitted in as full detail as possible on forms available from Association Headquarters. Recognition may be awarded posthumously. By definition, "*The SLA Professional Award* is given to an individual or group, who may or may not hold membership in the Association, in recognition of a specific major achievement in, or a specific significant contribution to, the field of librarianship or information science, which advances the stated objectives of SLA. The timing of the Award shall follow as soon as practicable the recognized fruition of the contribution"; "*SLA Hall of Fame election* is granted to a member or a former member of the Association near the close or following completion of an active professional career for an extended and sustained period of distinguished service to the Association in all spheres of its activities (Chapter, Division, and national levels). However, prolonged distinguished service within a Chapter, which has contributed to the Association as a whole, may receive special consideration."

CHAPTERS	ACTIVE	ACTIVE (Paid for Life)	ASSOCI- ATE	AFFILI- ATE	STUDENT	SUS- TAINING	EMERI- TUS	HONOR- ARY	TOTAL
Alabama	51	—	9	2	—	—	—	—	62
Baltimore	52	—	10	8	3	—	—	—	73
Boston	229	—	60	14	20	7	9	—	339
Cincinnati	55	1	9	—	2	2	1	—	70
Cleveland	94	—	17	5	21	4	3	—	144
Colorado	59	1	17	4	10	5	—	—	96
Conn. Valley	73	—	14	4	3	3	3	—	100
Dayton	54	—	9	1	1	2	—	—	67
Greater St. Louis	61	—	16	4	1	2	2	—	86
Heart of America	29	—	12	2	2	2	—	—	47
Illinois	300	1	49	7	20	16	6	—	399
Indiana	61	1	11	4	12	4	1	—	94
Louisiana	37	1	12	2	13	—	—	—	65
Michigan	144	4	37	10	22	9	5	—	231
Minnesota	95	—	22	5	10	3	1	—	136
Montreal	140	—	43	5	5	4	3	—	200
New Jersey	163	3	49	5	3	8	2	—	233
New York	920	8	192	80	70	52	27	1	1350
North Carolina	31	—	5	3	—	—	1	—	40
Oklahoma	34	—	10	6	2	2	—	—	54
Pacific Northwest	84	1	33	—	13	4	1	—	136
Philadelphia	219	5	49	8	15	9	8	1	314
Pittsburgh	106	1	36	8	33	4	3	—	191
Princeton-Trenton	21	—	6	—	—	—	1	—	28
Rio Grande	60	1	13	4	—	2	1	—	81
San Diego	57	—	6	9	—	—	—	—	72
San Francisco	236	2	43	16	24	10	8	—	339
South Atlantic	64	4	26	4	1	1	—	1	101
Southern Appalachian	46	—	8	2	1	—	1	—	58
Southern California	265	1	56	16	38	12	2	1	391
Texas	109	—	32	4	23	5	2	—	175
Toronto	127	—	33	6	7	1	4	—	178
Upstate New York	129	1	27	9	4	9	5	—	184
Virginia	40	1	9	2	—	1	—	—	53
Washington, D. C.	498	14	51	15	31	4	8	—	621
Wisconsin	49	—	11	10	3	2	2	—	77
<i>Unaffiliated</i>									
U. S. & Canada	27	—	2	1	—	2	—	—	32
Outside U. S. & Canada	36	—	7	2	1	2	—	—	48
	<u>4855</u>	<u>51</u>	<u>1051</u>	<u>287</u>	<u>414</u>	<u>193</u>	<u>110</u>	<u>4</u>	<u>6965</u>
Less extra chapter affiliations	60	1	12	3	—	5	—	—	81
	<u>4795</u>	<u>50</u>	<u>1039</u>	<u>284</u>	<u>414</u>	<u>188</u>	<u>110</u>	<u>4</u>	<u>6884</u>

Division Membership

Advertising and Marketing	333	Pharmaceutical	136
Aerospace	300	Picture	189
Biological Sciences	677	Publishing	178
Business & Finance	737	Science-Technology	2091
Chemistry	197		
Documentation	841	SECTIONS:	
Engineering	164	Paper & Textile	120
Geography & Map	186	Public Utilities	140
Insurance	110	Social Science	619
Metals/Materials	252		
Military Librarians	304	SECTIONS:	
Museum	317	Planning, Building &	
Newspaper	169	Housing	202
Nuclear Science	81	Social Welfare	232
Petroleum	87	Transportation	106

Nominating Committee Report

1967-68

The Nominating Committee presents to the Board of Directors the following candidates for office, all of whom have accepted nomination:

President

HERBERT S. WHITE, Executive Director
NASA Facility
Documentation Incorporated
Post Office Box 33
College Park, Maryland 20740

President-Elect

ROBERT W. GIBSON, JR., Librarian
Research Laboratories
General Motors Corporation
12 Mile and Mound Roads
Warren, Michigan 48090

MARGARET E. MADDEN, Librarian
Technical Information Center
Central Reports R229
Monsanto Company
800 N. Lindbergh Boulevard
St. Louis, Missouri 63166

Chairman of the Advisory Council

MRS. CHARLOTTE S. MITCHELL, Librarian
Miles Laboratories
Myrtle and McNaughton Streets
Elkhart, Indiana 46514

Chairman-Elect of the Advisory Council

ELIZABETH M. WALKEY, Manager
Library Services
Bell & Howell Research Center
360 Sierra Madre Villa
Pasadena, California 91109

HELEN J. WALDRON, Librarian
The Rand Corporation
1700 Main Street
Santa Monica, California 90406

Directors

(elect one)

BURTON E. LAMKIN, Chief
Library and Information Retrieval Staff
Federal Aviation Administration
800 Independence Avenue, S.W.
Washington, D. C. 20590

DAN T. BEDSOLE, Acting Dean
of the Faculty and Director of
Library and Teaching Resources
Austin College
Sherman, Texas 75091

ROSEMARY R. DEMAREST, Librarian
Price Waterhouse and Company
60 Broad Street
New York, New York 10004

HANNA FRIEDENSTEIN, Head
Technical Information Service
Cabot Corporation
38 Memorial Drive
Cambridge, Massachusetts 02142

Members continuing to serve on the Board of Directors for 1968-69 will be the Immediate Past President, Elizabeth R. Usher; Treasurer, Jean Deuss; and Directors, Charlotte Georgi, Theodora Andrews, Gloria M. Evans and Efen W. Gonzales.

Further nominations, accompanied by written acceptance of the nominee, may be entered by petition of twenty-five voting members and shall be filed with the administrator of Association Headquarters at least four months prior to the annual meeting.

Respectfully submitted,

DR. ARCH C. GERLACH, MARJORIE GRIFFIN, VERN HUTCHISON,
MARIAN G. LECHNER, and WILLIAM S. BUDINGTON, *Chairman*

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 Christianson, Libn. J. Walter Thompson Co. 410 N. Michigan Ave. Chicago, Ill. 60611	Current materials in advertising, marketing, media, consumer surveys. Emphasis on free or inexpensive publications. Important books, services, and periodicals are reviewed.	8 pages Offset	10	\$3.50 SLA members \$5.00 nonmembers	Advertising & Marketing Division Mary Gegelys J. Walter Thompson Co. 420 Lexington Ave. New York, N. Y. 10017
ADVERTISING AND MARKETING	<i>Advertising and Marketing Division Bulletin</i>	Valerie Noble Wm. John Upjohn Associates 111 Portage Kalamazoo, Mich. 49006	Division news; member activities; membership changes; membership directory; annual report; Conference news; special features	Various pages Offset	4	Free to members \$2.00 nonmembers	Mrs. Luella Rosar, Libn. Doyle Dane Bernbach, Inc. 20 West 45rd St. New York, N. Y. 10036
AEROSPACE	Aerospace Division news is published in <i>Sci-Tech News</i> .						
BIOLOGICAL SCIENCES	<i>The Reminder</i>	Irene Graham, Libn. Rowland Medical Library Univ. of Miss. Medical Center Jackson, Miss. 39216	News notes; official notices; original articles	15-30 pages Offset	4	Free to members \$2.00 nonmembers	Biological Sciences Division see Editor
BUSINESS AND FINANCE	<i>Business and Finance Division Newsletter</i>	Dorothy Kasman, Libn. Lybrand, Ross Bros. and Montgomery 60 Broad St. New York, N. Y. 10004	Division news; brief notes of members' activities	2-3 pages Offset	3	Free to members \$1.00 nonmembers	Business and Finance Division, SLA Robert M. Brooks 185 Hall St., Apt. 1616 Brooklyn, N. Y. 11205
CHEMISTRY	Chemistry Division news is published in <i>Sci-Tech News</i> .						
DOCUMENTATION	Documentation Division news is published in <i>Sci-Tech News</i> .						
ENGINEERING	Engineering Division news is published in <i>Sci-Tech News</i> .						
GEOGRAPHY AND MAP	<i>Geography and Map Division Bulletin</i>	Frank J. Anderson, Libn. Wofford College Spartanburg, S. C. 29301	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	Mrs. Frank Anderson 229 Mohawk Drive Spartanburg, S. C. 29301
INSURANCE	<i>Insurance Literature</i>	Marian G. Lechner, Libn. 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. Rose Thompson, Libn. American Center for Insurance Education 270 Bryn Mawr Ave. Bryn Mawr, Pa. 19010
INSURANCE	<i>Insurance Division Bulletin</i>	Rowena F. Phillips, Libn. Manufacturers Life Insurance Co. 200 Bloor St., East Toronto 5, Ontario, Canada	Division news; annual reports; Conference programs; membership list and membership changes	Mimeo	3	Free to members	
METALS/MATERIALS	<i>Metals/Materials Division News</i>	Carol E. Mulvaney, Research Libn. Caterpillar Tractor Co. Peoria, Ill. 61611	Division news; annual reports; fall meeting and Conference programs; membership directory and changes	8-12 pages Offset	3	Free to members \$2.00 nonmembers	Rosemary Markey, Libn. U. S. Steel Corp. Box 176 Pittsburgh, Pa. 15230

DIVISION	TITLE	EDITOR	COVERAGE	FORMAT	ISSUES PER YR.	PRICE	PAY CHECK TO AND SUBSCRIPTION FROM
MILITARY LIBRARIANS	<i>Military Librarians Division Bulletin</i>	John P. Noonan, Chief Technical Publications Sec. U. S. Army Picatinny Arsenal Dover, N. J. 07801	News notes; official notices	Various Offset	4	Free to members	
MUSEUM	<i>Museum Division Special Libraries Association Bulletin</i>	Mrs. Enid T. Thompson State Historical Society of Colorado 14th at Sherman Denver, Colo. 80202	Division news; editorials; articles on libraries; project reports; want lists; offers of materials	Various	2	Free to members \$2.00 nonmembers	Museum Division, SLA <i>see</i> Editor
NEWSPAPER	none—utilizes <i>Library Bulletin</i> issued by American Newspaper Publishers Association						
NUCLEAR SCIENCE	Nuclear Science Division news is published in <i>Sci-Tech News</i> .						
PETROLEUM	Petroleum Division news is published in <i>Sci-Tech News</i> .						
PHARMA-CEUTICAL	<i>COPNIP List</i>	Mrs. Theodora Andrews Pharmacy Libn. Purdue University Lafayette, Ind. 47907	Listing of current free or inexpensive industrial or institutional pamphlet material of an informative nature	5-6 pages Mimeo	4	\$3.00	Pharmaceutical Division, SLA Mrs. Alma S. Roman, Business Mgr. <i>COPNIP List</i> Lederle Labs. Pearl River, N. Y. 10965
PHARMA-CEUTICAL	Pharmaceutical Division news is published in <i>Sci-Tech News</i> .						
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 \$4.00 nonmembers	Mrs. Eleanor P. Freebern Libn., Editorial Dept. Parade Publications, Inc. 793 Third Ave. New York, N. Y. 10017
PUBLISHING	<i>Publishing Division Bulletin</i>	Adelaide Moen Encyclopedia Britannica 425 North Michigan Ave. Chicago, Ill. 60611	Division news; articles on libraries; membership news	4-5 pages Offset	3	Free to members \$1.00 nonmembers	Donald O. Hotaling Internatl. Publications Service 303 Park Ave. South New York, N. Y. 10010
SCIENCE-TECHNOLOGY	<i>Sci-Tech News</i>	Rocco Crachi Central Library Lockheed-California Co. Burbank, Calif. 91503	News and annual reports of the sponsoring Divisions; articles; editorials; bibliography digest	30 pages Printed	4	Free to members of sponsoring Divisions \$2.00 nonmembers	S. K. Cabeen Engineering Societies Library 345 East 47th St. New York, N. Y. 10017
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TRANSPORTATION	<i>The Bulletin, Transportation Division, SLA</i>	Mrs. Mary Chatfield Reference Libn., Baker Lib. Harvard Business School Harvard University Boston, Mass. 02163	Division News and business; Conference programs	Mimeo	2	Free to members	

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ZEITLIN AND VER BRUGGE

information for a document under all index entries, but rather that we should limit the entries to only enough information to provide some basis for selecting or locating a document. Complete bibliographic and descriptive data appear only in the accession number index. This index, arranged in numerical order, is the one in which specific entries are most easily located because every document is unmistakably identified by a unique number. The corporate author index lists the corporate source, title, report number, and accession number. The personal author index gives the personal author and the title and accession number. The title index consists of the title and all corporate sources, report numbers, and accession number. The report number index correlates the report number and the accession number. The contract number index correlates the contract number and the accession number. Thus, some of the indexes provide a little additional information about a document, but all indexes refer the searcher back to the accession number index for a complete description (figure 2).

After being told what we wanted, the programming staff reformatted the program to produce the required indexes. Since all the information that would be required for the indexes had been a part of the input previously, there was no need to alter the library input procedures for the new printout except for a few minor changes for clarity and increased capability. The basic problem that the computing programmers had to cope with was to rearrange the input: it was limited to thirty-three characters per line for card printout, but fifty-eight characters per line would give maximum concentration of information per line in a book. Then by condensing the format into two columns per page, we were able to cite as many as twenty-four documents on each page.

Development Problems

In designing the program we defined a field for the computer by telling it that any time we have two carriage returns on the flexowriter, we are going from one field to another. This procedural definition has given us a great deal of flexibility in the content we can include in a field. The computer

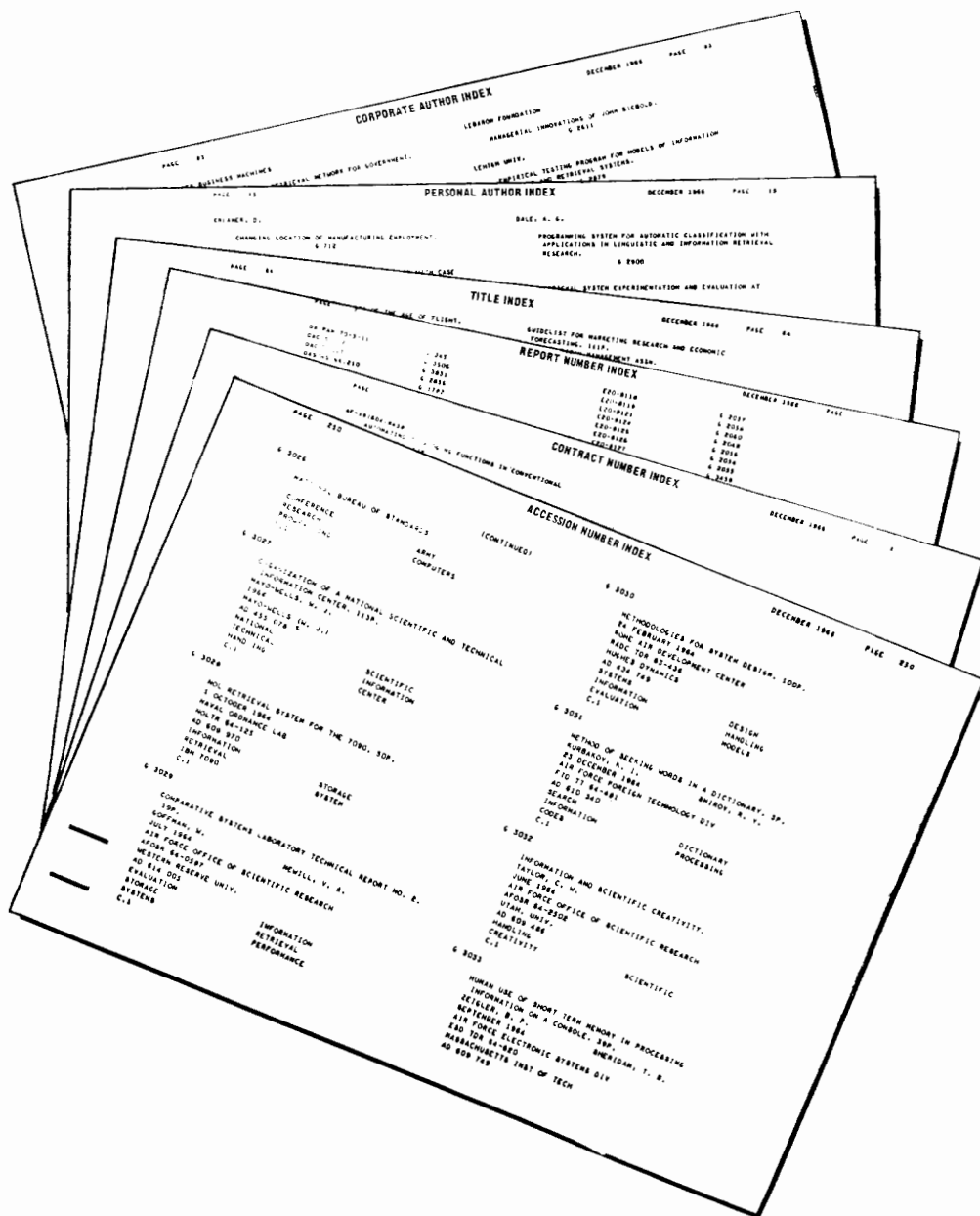
does not know or care what kind of information we include as part of a field—it just waits to be told that now we are going to a new field. For example, within the corporate author field, we can enter up to twenty-two lines of thirty-three characters each. As a result of this planned flexibility, we have been able to expand the scope of a field far beyond that implied by its title; we include one or more citations that are not actually a part of the field in order to accommodate additional information that was not required five years ago—COSATI numbers, for instance.

However, using the corporate author field for items that are not actually corporate authors has created some problems. One of these, for example, was in the establishment of the contract number index. The contract numbers were input as an entry within the corporate author field. To produce a separate contract number index, then, it was necessary to give the computer a list of the common contract number prefixes and ask it to check for these in the corporate author field.

Much the same problem arose with our document control numbers, which are assigned to all classified documents. These document control numbers are also input within the corporate author field. However, because the document control number listing was to be used only by library personnel, we decided against creating a separate index for them. As a result, the document control number entries appear together, arranged alphabetically, but within the corporate author index.

The corporate author entries were another source of difficulty. We do not use a code for the corporate names, but input the names directly. For consistency, we rely on our corporate authority book. However, there is no computer verification of these entries, and occasionally some unauthorized variations creep in. For example, even the addition of a period after an abbreviation will change the computer sorting. These small variations caused no great problem when we used 3 x 5 cards, because it is a relatively simple matter to adjust the filing manually. With book-form printout, however, there is no opportunity to make adjustments. We are presently developing some standards which should reduce the catalogers' need for refer-

Figure 2



Computer Generated Book-form Printout

ence to the corporate authority book, but we cannot hope to achieve complete accuracy.

Standardization of the entries is a common problem, and one which we also encountered in the report number index. As long as an agency which generates documents continues to produce variations in its

name and in its report numbering system, operators of information retrieval systems cannot eliminate all discrepancies in citations.

As with any new system, there was a lack of interest among some of our users in this new catalog form. Some of the people accustomed to using the card files felt that they

preferred them. We were able to overcome this feeling to a great extent by asking the users to make a direct comparison. Since we have not yet gone back into previous years' accessions to generate book-form printout, we still have a number of card files. So we asked them to check the card files for older material first, then the book printout for recent acquisitions. Once we explained the format of the book to them, most accepted it readily. One of the most persuasive advantages of the book-form printout, they find, is that it is portable. Taking the volume to a table and sitting down is much easier than standing at a file. And reading down a page of entries is much faster than riffling through card drawers. Also, without a doubt, the users' familiarity with NASA's STAR and DDC's TAB Index greatly aided acceptance of our book, which is purposely quite similar to these publications. To be truthful though, we designed our book to resemble those indexes as much to assist the library staff who are accustomed to working with STAR and TAB daily as to aid the user.

Benefits

Now that the pilot program is completed, the book-form printout has become the prime index within the company libraries. The basic 7094 mechanized information retrieval program has not been altered in any way except to generate a different print tape, which is run on an SC 4020 to create microfilm. This microfilm is then enlarged and reproduced on 8½ x 11 sheets in as many copies as necessary.

Some of the more obvious savings occur in the elimination of card filing and checking time, the reduction in the use of card stock, and the reduction in the requirement for expensive card file equipment. The estimated savings in clerical time alone for the first year was \$23,500, which more than paid for the system's development cost.

This does not mean that we have completely eliminated 3 x 5 cards. On the contrary, we found that a very real need for them existed in the acquisitions department. Without the flexibility afforded by the use of single cards, the acquisitions staff would find accurate record-keeping extremely difficult. Fortunately, the program is still capable of supplying the cards as well as the

book. A planned program for mechanized acquisitions will probably eliminate this process, but until we get the program developed, we will continue to use one set of 3 x 5 cards in acquisitions, and the book-form printout elsewhere.

Publication is on a two-week cycle, the same schedule as when we used 3 x 5 cards. The main libraries, which have large quantities of input, do not receive a cumulative printout each time. Their cumulative issues are produced quarterly, semi-annually and annually. This timetable, incidentally, is the same as that for TAB and STAR. We had found earlier that using DDC's and NASA's indexes with their cumulation schedule was quite satisfactory. However, with reduced input from the smaller library, it is economically desirable to cumulate on each input.

Probably the greatest beneficiary of this program has been the user serviced by a branch library or at a remote location. Before we had the book-form printout, we could supply only a minimum of cards to branches. Now each branch and field location can have a complete holdings record at hand.

The problems of reformatting the input and reorienting the library system users appear quite small when compared to the overwhelming benefits: substantial cost savings, faster distribution of information, and more complete distribution of information. We feel confident that the user is now better able to utilize the library holdings, and that, after all, is our continuing objective.

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3. SMITH, F. R., and JONES, S. O. *Five Years in Focus: The Douglas Aircraft Company's Mechanized Information System*. Douglas Aircraft Co., Inc., Report No. DP 4027, October 1966.
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5. *Douglas Mechanized Library Program Panel Presentation*. Douglas Aircraft Company, Inc., Report No. G-36444, April 1964.

Information retrieval satellites, located at San Jose, California, and La Gaude, France, have become part of a corporate-wide natural-language retrieval system known as the IBM Technical Information Retrieval Center. The hub of the system, which is situated at IBM Headquarters, Armonk, New York, updates the satellite files by teleprocessing current information to them. At San Jose, information retrieval is integrated with reference service. Here, an engineering library is provided with a computer retrieval system which searches over a hundred thousand documents and selects information in terms of the user's own vocabulary. Since the title, entire abstract, and descriptive terms are searched, relevant documents can be pinpointed very readily. This service is extremely beneficial to the scientist and engineer in that it provides him with the information that may help to avoid duplication of research and development effort.

An Operating Information Retrieval Satellite

KAREN G. TAKLE

HOW MANY TIMES have you located information for one patron while you were actually serving another? How often have you used an index and found that the abstract you really wanted was located above or below the one you sought?

Situations such as these can now be eliminated by using a new reference tool developed at IBM. This tool, capable of performing the work of one hundred literature searchers reading every abstract in a file simultaneously, does not take the usual format of a book. Rather, it consists of a group of computer programs, technical literature abstracts stored on magnetic tape, microfiche copies of the entire documents, abstract bulletins, and an IBM 7094-1460 computer system or an IBM System/360 (see figure 1).

Presently, three of these tools are in operation. The largest is located at the IBM Technical Information Retrieval Center (ITIRC) in Armonk, New York. Smaller ones have been implemented at the satellite

locations in San Jose, California, and La Gaude, France. San Jose serves the West Coast installations, La Gaude the European laboratories, and ITIRC the satellites and all IBM locations not serviced by the satellites. Teleprocessing equipment links the two satellites to ITIRC (figure 2).

Reference Tool Organization

ITIRC processes four data bases monthly. These include IBM documents, non-IBM documents, IBM inventions and disclosures, and non-IBM journals. Authors or publication departments mail copies of IBM documents to ITIRC, and librarians throughout the corporation select non-IBM documents of interest to local clientele for inclusion in the non-IBM document data base. Article abstracts from approximately one hundred journals make up the non-IBM journal data base. Permission must be granted by the publisher before the journal data is entered into the computer file. To speed up the process of updating the file, some abstracts are teleprocessed to ITIRC from England, France and San Jose.

Each week, as ITIRC updates one of the four basic data bases, it produces monthly abstract bulletins for each of the fifty-two libraries within the corporation. The bulletins include subject, author, category, and accession number of indexes. In addition, ITIRC provides, within copyright limita-



Miss Takle, whose paper was originally presented at the Documentation Division session, May 31, 1967, at the SLA Convention, New York City, is reference and systems librarian, Systems Development Division, IBM Corporation, San Jose, California.

Figure 1



A New Reference Tool

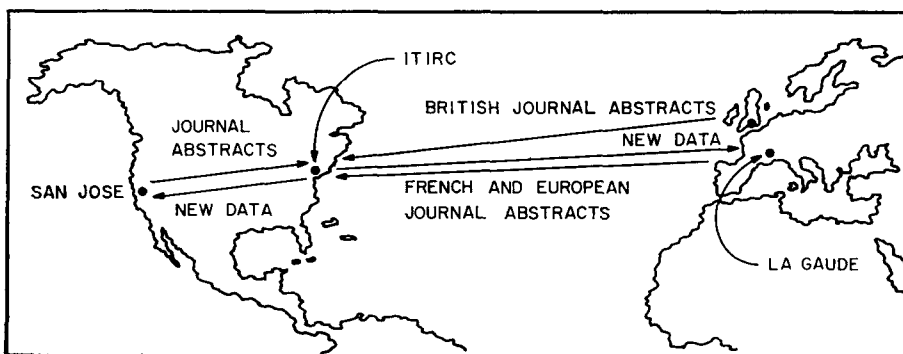
tions, the total document file on IBM card-size microfiche (see figure 3).

As ITIRC updates the data bases, it tele-processes the new information to San Jose and La Gaude. It also compares the new data bases against the profiles of individuals in the U.S. who subscribe to the corporate-wide current-awareness service (La Gaude handles the European laboratories). When a match occurs, the computer prints out the abstract together with the patron's name and address on port-a-punch order/response

cards which are mailed to the patron (see figure 4). The patron retains the abstract portion and returns the right-hand side. The port-a-punch order/response card includes the option of ordering a microfiche copy of the document. This selective distribution service, known as CIS (Current Information Selection), has become a popular and effective method in keeping the user currently aware of the latest developments in his field of interest.

Users may also request retrospective

Figure 2



Telecommunication Links

searches from ITIRC or its satellites. These searches cover the total file, from the first document to the last, to satisfy a question or a request.

Since the library patron and the author commonly use similar vocabulary, it seems logical to apply their language in making a search. To adopt technical language for computer use, an information specialist or reference librarian translates the questions posed by the patron into a search-question logic.

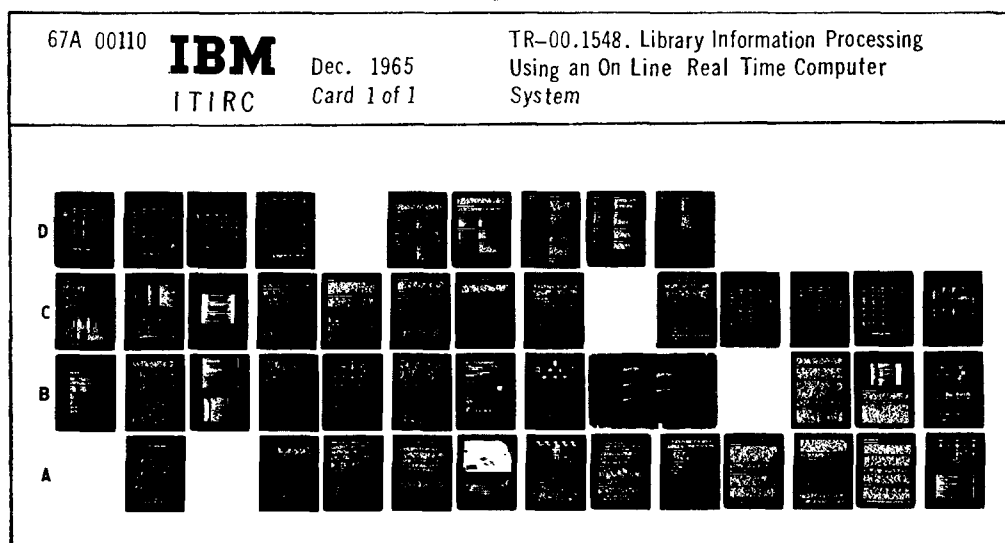
Search Logic

A special computer program enables the logic to be compared word-by-word with the

bibliographic description, the descriptors, and the entire abstract (see figure 5). The search-question logic may be structured to search for one particular word, a group of synonyms, several related terms, adjacent word strings, or any combination of these. Figure 6 illustrates the search-logic capabilities, and figure 7 displays an actual search logic, showing its structure and how it functions.

Note that the search-question number for the example in figure 7 is TRO581. This number serves as an identifier, tying together the information on a group of logic cards in the computer. It also serves as the number index of the abstracts and significant terms

Figure 3



Microfiche

Figure 4

IBM TECHNICAL INFORMATION RETRIEVAL CENTER 67A 01268	SJOS ISDD 1555 014 105714	A009272	A003272
	LOCATION DIV DEPT BLDG MAN NO	67A 01268	ACCESSION NUMBER
H20-0290-C. MATHEMATICAL CONTROL LANGUAGE USERS MANUAL AVAILABLE FROM MECHANICAL ENGINEERING DEPARTMENT. THIS MANUAL IS ONE OF THE IBM MATHEMATICAL MANUALS WHICH DESCRIBES THE ORGANIZATION AND THEIR INTERFACE WITH OPERATING SYSTEMS. IT DESCRIBES IN DETAIL THE CONTROL SOLUTION STRATEGY FOR SOLVING PROBLEMS ON THE IBM MPS/360 AND THE OS/360 JOBS TO EXECUTE MPS/360. 37P.	Abstract of interest, document not needed..... <input type="checkbox"/>	Send MICROFICHE copy of document..... <input type="checkbox"/>	Printed copy required, reason given below..... <input type="checkbox"/>
	Abstract not relevant to my interests..... <input type="checkbox"/>	Comments, questions, or address changes..... <input type="checkbox"/>	
	from the IBM TECHNICAL INFORMATION RETRIEVAL CENTER P. O. Box 218 Yorktown Heights, New York 10598		

ABSTRACT

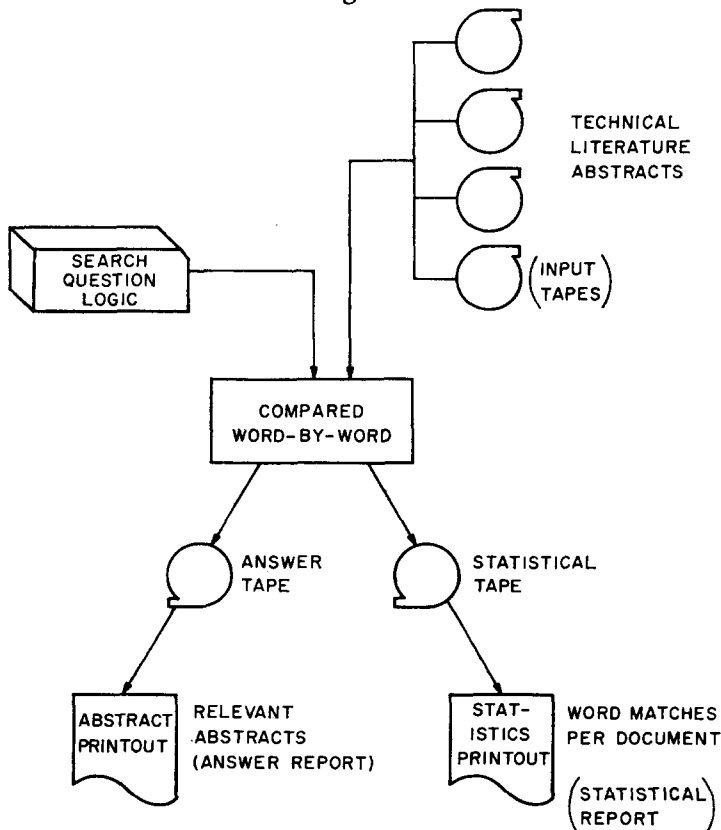
ORDER/RESPONSE CARD

Current Information Selection Card

related to a particular search on both the statistical and answer tapes. The match criterion for question number TRO581 has been set at three. Before any abstract can be selected from the original input tapes, it must meet this specified match criterion. In this example, the search-question logic must:

1. Match either one word string from Family F (such as Information Processing, Information Systems, Information Dissemination Key Word or Key Words) or a single word from Family F (such as Keyboards, Keyboard, Retrieval, SDI, KWIK, KWOK).
2. Match either a word string from Family

Figure 5



The Reference Tool in Action

Figure 6

TYPE	USE	EXAMPLE
OR	FOR SYNONYMS, SIMILAR TERMS, OR VARYING FORMS	SLA, ASLIB, FID, ADI
AND	COMBINATION OF TERMS	PUBLIC AND SPECIAL
NOT	NEGATION--USED TO EXCLUDE MATERIAL	NOT SCHOOL
YES	IMPERATIVE OR ABSOLUTE	ABSOLUTELY EVERYTHING ON DOCUMENTATION
ADJACENCY	WORDS IN CONTEXT OR ORDERED WORD SEQUENCE OR WORD STRINGS	SPECIAL LIBRARIES
FAMILIES	GROUPING WORD STRINGS AND SINGLE TERMS TOGETHER	SPECIAL LIBRARIES } SAME FAMILY SLA
MATCH CRITERIA	NUMBER OF FAMILIES OR <u>AND</u> OR <u>ORS</u> REQUIRED	COULD REQUIRE 1 FROM EACH OF THREE FAMILIES

Search-Logic Capabilities

K (such as Real Time or On Line) or a single word from Family K (such as Terminal or Terminals).

3. Contain the word "data" in the title, abstract, or descriptors.

Arithmetically, 1 from Family F, plus 1 from Family K, plus 1 for data, equals three, the match criteria.

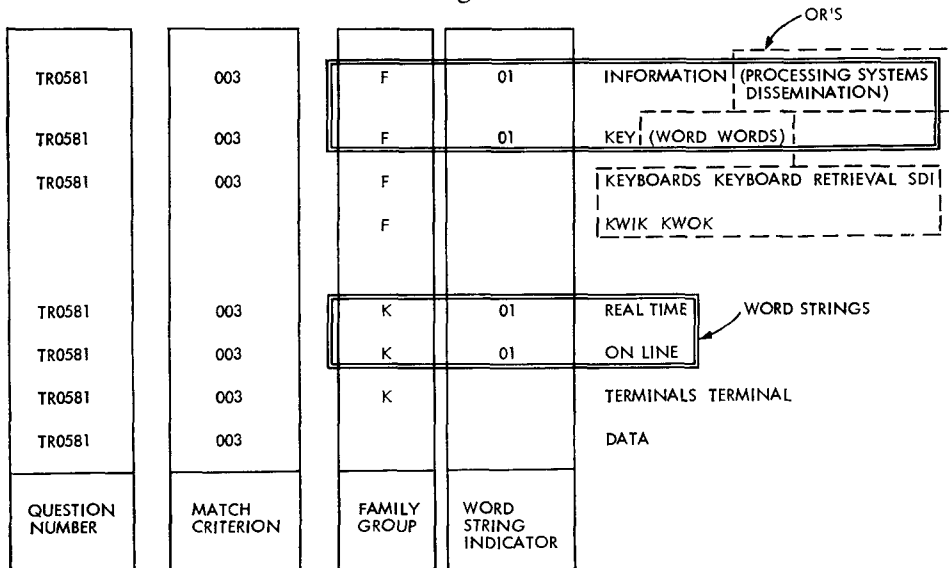
Figure 8 depicts one of the abstracts printed in our answer report. This abstract meets the match criterion, illustrated by the underlined terms. One match is recorded for Family F with the word string Information

Processing in the title. The computer found five matches for Family K in the title and abstract and one match for the word data. These matches are sufficient for the abstract to be selected from the input tapes.

Computer Search vs. Printed Index

If we had used only the Abstract Bulletin and its related indexes, we might not have located this document because we or the patron would have been required to think in the indexer's mode. The subject index terms for the document illustrated in figure 8 are

Figure 7



Actual Search Logic

listed under the abstract: ATS (Administrative Terminal System) and Library Information Systems. Terms for the category index, a broader subject grouping, are also listed under the abstract: 05-Computer Applications and 03-Communications. (The category index terms for the ITIRC system are listed in figure 9.) Terms suggested by the patron and used in the search-question logic were not used to index the document in figure 8. However, they were used in the title and abstract. Had we searched only the index terms, we might have had to examine a large number of irrelevant documents. With the use of our search logic capabilities, the computer looks for our three related topics and seeks abstracts which contain the proper words or phrases. In addition, the computer produces a printed list of the terms or phrases matched within each document entry (statistical report), together with a copy of the entire abstract (answer report). With the list of abstracts thought to be relevant, the library patron may choose the exact documents of interest and examine that document

with the aid of a microfiche reader. The engineer or scientist may, in this way, examine prior research and development efforts and thus avoid costly repetition of such work.

Search Requests

When a patron from San Jose or any West Coast installation wishes to interrogate our files, he simply calls us. As he poses the search question, an information specialist structures the preliminary logic for searching the files. The specialist then structures the final logic by examining thesauri and other reference tools for related terms. This final logic, after being keypunched, goes in batch mode to the Computation Center for comparison against the files.

Over the past two years, approximately two thousand searches have been made against our files. The current rate is more than 150 per month.

The character of the searches varies widely. Some patrons look for state-of-the-art bibliography, some for unique ideas. Others try

Figure 8

 TR-00.1548. LIBRARY INFORMATION PROCESSING USING AN ON LINE, REAL TIME COMPUTER SYSTEM. DECEMBER 1966.
 SDD- POUGHKEEPSIE

BOLZBAUR, FW FARRIS, EH
 TR-00.1548

DIRECT MAN MACHINE COMMUNICATION IS NOW POSSIBLE THROUGH ON LINE, REAL TIME TYPEWRITER TERMINALS DIRECTLY CONNECTED TO COMPUTERS. THESE TERMINAL SYSTEMS PERMIT THE OPERATOR, WHETHER HE BE ORDER CLERK, CATALOGER, REFERENCE LIBRARIAN OR TYPIST, TO INTERACT WITH THE COMPUTER IN MANIPULATING DATA STORED WITHIN IT.

THIS PAPER DETAILS THE INTEGRATION OF SUCH EQUIPMENT, CALLED THE IBM ADMINISTRATIVE TERMINAL SYSTEM, WITH MORE COMMON COMPUTER TECHNIQUES TO PERFORM LIBRARY PROCESSING SERVICES FOR A MULTILIBRARY SYSTEM IN A SCIENTIFIC AND TECHNICAL ENVIRONMENT.

WHILE THE TOTAL SYSTEMS CONCEPT IS STILL BEING DEVELOPED, ATS HAS BEEN OPERATIONAL IN LIBRARY PROCESSING FOR ALMOST TWO YEARS IN IBM SYSTEM DEVELOPMENT DIVISION LIBRARY AT POUGHKEEPSIE. THE PROGRAM PACKAGE, USED FOR INDEX CREATION AND 3X5 CARD PRINTING HAS SEEN OVER THREE YEARS OF SERVICE.

EMPHASIS IS PLACED ON ACQUISITIONS AND CATALOGING FUNCTIONS BUT OTHER APPLICATIONS SUCH AS CIRCULATION AND ANNOUNCEMENT PREPARATION, ABSTRACT AND TEXT WRITING AND EDITING, COMMUNICATIONS, AND STATISTICAL RECORD KEEPING ARE DISCUSSED. 45P.

05-COMPUTER APPLICATION 03-COMMUNICATIONS ← Category Index Terms
LIBRARY INFORMATION SYSTEMS ATS ← Subject Index Terms

67A 00110

 Sample Abstract from Answer Report

Figure 9

In this section, each document in the Bulletin is classified by its content into one or more broad subject headings. This is not an index in depth like the Subject Index, but is intended for browsing. It is a way for the reader to scan the contents of the Bulletin for just those documents in his primary fields of interest. The list below indicates the kind of subject matter covered by each category. The Category Listing section gives the title and accession number for each document.

-
- 01 - AEROSPACE... aircraft... flight equipment... satellites... support
 - 02 - CHEMISTRY
 - 03 - COMMUNICATIONS... common carriers... data transmission... terminals... coding
 - 04 - COMPONENTS... device evaluation... analysis... applications
 - 05 - COMPUTER APPLICATIONS... systems... information processing... planning... installation
 - 06 - COMPUTER PERIPHERAL EQUIPMENT... logic, design, hardware... tapes... printers... unit record
 - 07 - COMPUTERS... logic, design, hardware... central processing units... memories... power supplies
 - 08 - EARTH AND ATMOSPHERIC SCIENCES
 - 09 - ELECTRONIC CIRCUITRY... circuit design... parameters... packaging... uses
 - 10 - HUMAN ENGINEERING... psychology... human factors... industrial design... programmed learning
 - 11 - IMAGE PROCESSING... displays... reproduction techniques... character sensing
 - 12 - INSTRUMENTATION AND CONTROL... instruments... measurement techniques... servomechanisms
 - 13 - MANAGEMENT SCIENCES... personnel... administration... planning... operations research
 - 14 - MANUFACTURING... fabrication... production techniques... automation... numerical control
 - 15 - MATERIALS... analysis... properties... testing... uses
 - 16 - MATHEMATICS... theory... application... scientific computation
 - 17 - MECHANICAL ENGINEERING... design... devices... analysis
 - 18 - MEDICINE AND BIOSCIENCES
 - 19 - NUCLEAR SCIENCE
 - 20 - PHYSICS... solid-state... magnetics... acoustics... fluid mechanics... optics... cryogenics
 - 21 - PROGRAMMING... programs... languages... programming systems... software
 - 22 - RELIABILITY AND TESTING... quality control... measurement... performance... safety
 - 23 - MISCELLANEOUS

Category Listing

to identify a partial reference; still others search for all the work published by a particular individual, area, or location. No mat-

ter what makeup the search has, it can be readily and effectively carried out by our ITIRC satellite operation.

Bylaws

Special Libraries Association

Adopted August 9, 1962; Amended August 9, 1965; Amended August 23, 1967

Article I: Name and Objectives

SECTION 1. The name of this Association, a membership corporation organized and existing under the laws of the State of New York, shall be Special Libraries Association.

SECTION 2. The objectives of this Association shall be to encourage and promote the utilization of knowledge through the collection, organization and dissemination of information; to develop the usefulness and efficiency of special libraries or information centers; to stimulate research in the field of information services; to promote high professional standards; to facilitate communications among its members; and to cooperate with organizations that have similar or allied interests.

SECTION 3. Should dissolution of this Association become necessary, its property shall be distributed to an organization or organizations having similar objectives.

Article II: Membership

SECTION 1. The membership shall consist of Active, Associate, Affiliate, Student, Sustaining, Emeritus and Honorary members. Eligibility for and privileges of each class of membership shall be within the provisions of these Bylaws. The Association committee concerned with admissions shall be the authority on the eligibility of membership applicants.

SECTION 2. An Active member shall be an individual who, at the time of application, holds a professional position in a special library or information center and who fulfills one of the requirements set forth in a, b, c or d below:

- a. Holds a degree from a library school of recognized standing and has had three years professional experience in a special library or information center;
- b. Holds a degree with a major in library science from a university, college or technical school of recognized standing other than a library school, and has had at least four years experience in a special library or information center, including three years of professional experience;
- c. Holds a degree from a university, college or technical school of recognized standing other than a library school, and has had at least five years experience in a special library or information center, including three years of professional experience;

- d. Has had at least ten years experience in information service work of which at least five years has been professional experience in a special library or information center.

Active membership shall also be accorded to an individual who holds an academic position in a university, college or technical school of recognized standing and who is engaged in educating students in disciplines related to the professional aspects of information service work.

An Active member shall have the right to vote, to hold Association, Chapter and Division office, to affiliate with one Chapter and one Division without further payment, and to receive the official journal free.

SECTION 3. An Associate member shall be an individual who, at the time of application, holds a position in a special library or information center and who fulfills one of the requirements set forth in a or b below:

- a. Holds a degree from a university, college or technical school of recognized standing;
- b. Has had at least seven years experience in information service work of which at least two years have been professional experience in a special library or information center. One year of higher education shall equal one year of non-professional experience.

An Associate member shall have the right to vote, to hold any Chapter or Division office except that of Chapter President and President-Elect or Division Chairman and Chairman-Elect, to affiliate with one Chapter and one Division without further payment, and to receive the official journal free. Upon qualification for Active membership, an Associate member shall become an Active member.

SECTION 4. An Affiliate member shall be an individual who holds a professional position in an organization other than a special library or information center and who has knowledge and experience that qualify him to cooperate in furthering the objectives of the Association. He shall have the right to affiliate with one Chapter and one Division without further payment, to hold any Chapter or Division office except that of Chapter President and President-Elect or Division Chairman and Chairman-Elect, and to receive the official journal free. An Affiliate member may become an Associate or Active member upon qualification for Associate or Active membership.

SECTION 5. A Student member shall be an individual who is enrolled in a library school of recognized standing either as a full-time or as a part-time student. A part-time student may not hold this class of membership for more than two years. A Student member shall have the right to affiliate with one Chapter.

SECTION 6. A Sustaining member shall be a firm, an organization or individual desiring to support the objectives and programs of the Association. A Sustaining member shall not have the right to vote or to hold office. With these exceptions, the privileges and benefits of this class of membership shall be determined by the Board of Directors.

SECTION 7. Status as an Emeritus member may be requested by an Active member who has held Association membership for 20 years, including any years as an Associate member, and who has reached age 60. An Emeritus member shall have all the rights and privileges of an Active member except the right to hold elective office in the Association or to be a Chapter President or President-Elect or Division Chairman or Chairman-Elect.

SECTION 8. An Honorary member shall be an individual elected to this honor by the Association membership. At the time of his election, a candidate shall not be a member of the Special Libraries Association. Nominations shall be presented in writing to the Board of Directors and may be proposed by one or more Association members. Upon endorsement by a two-thirds vote of the Board, the nomination shall be submitted by the Board to the membership for election at an annual meeting. The total number of Honorary members shall not exceed 15 at any one time and not more than two may be elected, in any one year. An Honorary member shall enjoy all the rights and privileges of an Active member except the right to vote and to hold office.

Article III: Board of Directors

SECTION 1. There shall be a Board of Directors that shall have power and authority to manage the Association's property and to regulate and govern its affairs. The Board shall determine policies and changes therein within the limits of the Certificate of Incorporation and the Bylaws of the Association, shall take such actions as it considers necessary to carry out the objectives of the Association, and shall perform such other functions as the membership may direct.

SECTION 2. The Board shall consist of 12 Directors elected by the membership: the President and President-Elect of the Association, the Chairman and Chairman-Elect of the Advisory Council, the Treasurer, six Directors and the most recent Past-President. At its first meeting the Board shall elect one of its members to serve as Secretary for one year.

SECTION 3. The chairmen of the committees responsible for Chapter and Division liaison with the Board of Directors shall be entitled to attend

and participate, without the right to vote, in meetings of the Board except executive sessions. They shall represent Chapter and Division interests in relationships with the Board and shall inform Chapters and Divisions of decisions and policies affecting their interests.

SECTION 4. The Board shall hold at least four meetings annually and may hold additional meetings upon call of the President or upon written request of any three members of the Board. Meetings of the Board, except executive sessions, shall be open to members of the Association and by invitation of the President to nonmembers. Seven members of the Board shall constitute a quorum.

SECTION 5. A vacancy in the membership of the Board of Directors by reason of resignation, death or otherwise shall be filled by a majority vote of the remaining members of the Board. This appointee shall serve until the vacancy is filled at the earliest annual election permitting orderly nominations.

SECTION 6. The term of office of President, President-Elect and Past-President of the Association, Chairman and Chairman-Elect of the Advisory Council shall be one year. The term of office of Treasurer and Director shall be three years. All members of the Board of Directors shall serve until their successors are elected and assume their duties. The term of office shall commence at the adjournment of the annual meeting or if there is no annual meeting on July 1 following the election.

Article IV: Officers

SECTION 1. The President shall be the Chief executive officer of the Association and, subject to the Board of Directors, shall have general supervision and control over its affairs. He shall serve as Chairman of the Board of Directors and shall preside at all meetings of the Association and the Board. He shall recommend to the Board such measures as he considers desirable to further the objectives and broaden the effectiveness of the Association. At the annual meeting he shall report for the Board on the general state of the Association and shall present for information or consideration any matters of policy or program that he or the Board desire to bring to the attention of the members. He shall be a member ex-officio, without vote, of all Association committees except the Nominating Committee.

SECTION 2. The President-Elect shall perform such duties as the President may assign. In the event of temporary disability, absence or withdrawal of the President, all his duties and obligations shall be assumed by the President-Elect.

SECTION 3. The Chairman of the Advisory Council shall preside at all meetings of the Council and shall direct and coordinate its activities. He shall communicate to the Board of Directors and to the Council such matters and suggestions as

may, in his opinion, increase the usefulness of the Council.

SECTION 4. The **Chairman-Elect of the Advisory Council** shall perform such duties as the **Chairman** may assign. In the event of temporary disability, absence or withdrawal of the **Chairman**, all his duties and obligations shall be assumed by the **Chairman-Elect**.

SECTION 5. The **Treasurer** shall perform the usual duties of the office and those assigned by the Board of Directors. At the annual meeting he shall report to the membership on the financial status of the Association.

SECTION 6. The **Secretary** shall perform the usual duties of the office and those assigned by the Board of Directors.

Article V: Advisory Council

SECTION 1. There shall be an **Advisory Council** that shall advise the Board of Directors on matters pertaining to the general policies and programs of the Association and that may initiate proposals for consideration by the Board. The Council shall receive and may request reports from its members and shall consider matters referred to it by the Board of Directors, the President or the administrator of Association Headquarters.

SECTION 2. The **Advisory Council** shall consist of each **Chapter President** and **President-Elect** and **Division Chairman** and **Chairman-Elect**. If unable to attend a meeting of the Council, the **Chapter President** or **Division Chairman** shall designate an **Active member** of his respective **Chapter** or **Division** to represent the member unable to attend. Members of the **Advisory Council** shall be **Active members** of the Association.

SECTION 3. The **Advisory Council** shall hold at least two meetings annually, one of which shall be held during the annual convention. Additional meetings may be held upon call of the **Chairman** or upon written request of 20 members of the Council. Meetings of the **Advisory Council** shall be open to all Association members.

Article VI: Association Meetings

SECTION 1. An **annual meeting** shall be held at such time and place as the Board of Directors determines.

SECTION 2. **Special meetings** may be called by the Board of Directors. Notice of a special meeting shall specify the business to be transacted, and no business other than that stated in the notice shall be considered.

SECTION 3. Notice of meetings in writing or printed in the official journal shall be sent to each voting member at least 30 days before a meeting.

SECTION 4. A **quorum** for the transaction of business shall be 100 voting members in good standing.

SECTION 5. When not in conflict with these Bylaws *Robert's Rules of Order Revised* shall govern all deliberations.

SECTION 6. Whenever, in the judgment of the Board of Directors, a question arises that should be put to a vote of the entire membership or cannot await the annual meeting, the Board may submit the question for vote by proxy or by mail unless otherwise required in these Bylaws. The closing date for the return of proxies and mail votes shall be established by the Board. The question presented shall be resolved by a two-thirds vote, provided at least 40 per cent of the voting members have voted.

Article VII: Chapters

SECTION 1. Chapters may be established by the Board of Directors upon written petition of 25 or more voting members of the Association who reside or work in the geographic area defined in the petition.

SECTION 2. **Membership** eligibility in Chapters shall be in accordance with Bylaw II. An eligible member may affiliate with more than one Chapter upon payment of a fee determined by the Board of Directors and approved at an annual meeting.

SECTION 3. **Bylaws** for its own government shall be adopted by each Chapter. These bylaws shall not be in conflict with those of the Association and shall be submitted to the Association Bylaws Committee for review.

SECTION 4. **Groups** within a Chapter may be established by the Chapter. Groups shall request needed operating funds from the Chapter and shall submit to the Chapter an annual report including a financial statement. Upon dissolution of a Group its assets shall revert to the Chapter.

SECTION 5. Each Chapter shall submit an **annual report** on its activities and a **financial statement** to the chairman of the committee on Chapter liaison.

SECTION 6. Funds for the operating expenses of a Chapter shall be provided by allotment of a share of the annual Association dues paid by its members. Each year eligibility to receive an allotment shall be determined by the Board of Directors on the basis of the Chapter's financial statement for the previous year. Requests for additional funds or loans may be submitted to the Board of Directors and may be granted by the Board at its discretion. All funds received by a Chapter shall be used for purposes incident to fulfillment of the Association's objectives.

SECTION 7. **Dissolution** of a Chapter, when its usefulness has ceased, may be authorized by the

Board of Directors. All assets of the Chapter shall revert to the Association.

Article VIII: Divisions

SECTION 1. Divisions relating to areas of interest actively represented among the members may be established by the Board of Directors upon written petition of 100 voting members of the Association who desire to participate in the activities of the proposed Division.

SECTION 2. **Membership** eligibility in the Divisions shall be in accordance with Bylaw II. An eligible member may affiliate with more than one Division upon payment of a fee determined by the Board of Directors and approved at an annual meeting.

SECTION 3. **Bylaws** for its own government shall be adopted by each Division. These bylaws shall not be in conflict with those of the Association and shall be submitted to the Association Bylaws Committee for review.

SECTION 4. Sections relating to definite areas of interest within a Division may be established by the Division. Sections shall request needed operating funds from the Division and shall submit to the Division an annual report including a financial statement. Upon dissolution of a Section its assets shall revert to the Division.

SECTION 5. Each Division shall submit an annual report on its activities and a financial statement to the chairman of the committee on Division liaison.

SECTION 6. Funds for the operating expenses of a Division shall be provided by allotment of a share of the annual Association dues paid by its members. Each year eligibility to receive an allotment shall be determined by the Board of Directors on the basis of the Division's financial statement for the previous year. Requests for additional funds or loans may be submitted to the Board of Directors and may be granted by the Board at its discretion. All funds received by a Division shall be used for purposes incident to fulfillment of the Association's objectives.

SECTION 7. **Dissolution** of a Division, when its usefulness has ceased, may be authorized by the Board of Directors. All assets of the Division shall revert to the Association.

Article IX: Committees

SECTION 1. Standing and special committees of the Association and special committees of the Board of Directors shall be established by the Board. These committees shall be responsible to the Board which will delegate such powers and functions to them as the Board finds desirable for the conduct of its business and for carrying out the objectives of the Association.

SECTION 2. The President shall appoint the members and designate the chairman of all committees except the Nominating Committee. Appointments to standing committees shall be made to provide continuity of membership. No member may serve in excess of six consecutive years.

SECTION 3. Each committee shall submit to the Board of Directors a written report of its activities throughout the Association year, together with any recommendations considered necessary or advisable. Additional reports may be submitted by a committee or requested by the Board or the President.

SECTION 4. Funds for committee expenses are authorized by the Board of Directors upon submission of an estimated budget.

SECTION 5. Standing and special committees may establish subcommittees to assist in their work. Subcommittees may include nonmembers of the Association.

Article X: Nominations and Elections

SECTION 1. A Nominating Committee for each election of members to the Board of Directors shall be elected by the Board at least one year before the closing date established for the committee's report. This committee shall be composed of five Active members, no one of whom shall be a member of the Board. The senior two of the six Directors shall present the names of candidates for election to the Nominating Committee and shall designate the chairman.

SECTION 2. Nominations for membership on the Board of Directors shall be presented as follows: The Nominating Committee shall present each year two candidates for President-Elect of the Association, Chairman-Elect of the Advisory Council and two Directors, and every three years two candidates for Treasurer. The names of nominees and their written acceptances shall be presented to the Board of Directors not later than October 15 and subsequently printed in the official journal. Further nominations, accompanied by written acceptance of the nominee, may be entered by petition of 25 voting members and shall be filed with the administrator of Association Headquarters at least four months prior to the annual meeting.

SECTION 3. Election shall be by secret ballot mailed to each voting member at least six weeks prior to the annual meeting. The candidate who receives the largest number of votes for an office shall be elected. In event of a tie, election shall be by a majority vote at the annual meeting.

SECTION 4. Tellers shall be appointed annually by the President to count the ballots and report the election results. These tellers shall also count and report the results of other mail votes of the membership.

Article XI: Publications

SECTION 1. The Association shall publish an official journal and such other publications as the Board of Directors may authorize. Control of all Association publications shall be vested in the Board.

SECTION 2. The Association shall not be responsible for statements or opinions advanced in its publications or in papers or discussions at meetings of the Association or at meetings of Chapters and Divisions and their subunits, or for statements by any of its members, officers or staff, except those authorized by the Board of Directors or those reflecting duly established policies of the Association.

Article XII: Dues and Fees

SECTION 1. Dues shall be payable in advance and annually, except that an Active member may elect to pay at one time the sum prescribed for life dues. An Honorary member shall be exempt from payment of dues.

SECTION 2. Dues for Association membership and fees for additional Chapter and Division affiliation shall be determined by the Board of Directors subject to approval by two-thirds of the voting members present and voting at an annual meeting, provided that written notice shall be given to all voting members at least 60 days in advance of the meeting. Initial dues may be prorated as determined by the Board of Directors.

SECTION 3. Membership shall cease when dues are one month in arrears. Reinstatement is possible only within the following eleven months and upon payment of dues for the entire year. After one year, reapplication for membership is required.

Article XIII: Association Headquarters

SECTION 1. The location of Association Headquarters shall be determined by the Board of Directors.

SECTION 2. The administration and management of Association Headquarters shall be the responsibility of a salaried staff administrator who shall direct the functions and activities of the headquarters and

shall perform such other duties as the President or the Board may assign. He shall be appointed by the Board of Directors and shall have such title as the Board determines.

Article XIV: Association Affiliation and Representation

SECTION 1. The Association may have as an affiliate or become an affiliate of any society having objectives allied to those of Special Libraries Association. If affiliation becomes undesirable it may be cancelled. Affiliation or disaffiliation may be authorized by the Board of Directors.

SECTION 2. Association representatives to joint boards, joint committees and meetings of other societies shall be appointed by the President and are responsible to the Board of Directors. At least once during the Association year, each representative shall submit to the Board a written report which may include recommendations.

Article XV: Amendments

SECTION 1. These Bylaws may be amended by a two-thirds vote of the returned mail ballots sent to the entire voting membership.

SECTION 2. Amendments may be proposed by the Board of Directors, the Bylaws Committee or 25 voting members of the Association. Proposals originating in the Board of Directors or in the Bylaws Committee shall be approved by a two-thirds vote of the Board before submission to the members. Proposals originating by petition shall be submitted in writing to the Board of Directors and shall be presented to the members with the recommendations of the Board.

SECTION 3. Notice containing the text of any proposal shall be sent to each voting member at least 30 days before the annual meeting at which it is to be discussed. If approved by a majority of the voting members present and voting, the proposal shall be submitted to the entire voting membership for mail ballot and final decision. A proposal not approved at the annual meeting may be referred to the Bylaws Committee for review.

Bylaws Vote Results

The results of the mail ballot amending the Association's Bylaws were:

	<i>Yes</i>	<i>No</i>
Article X, Section 2	2,374	123
Article XII, Section 3	1,693	843

Government and Libraries

LIBRARY LEGISLATION IN CANADA

SPECIAL LIBRARIES generally, but especially those in touch with the Toronto facilities, may be interested in the appearance of a new report recently released by the Toronto Public Library, entitled "The Scope of Toronto's Central Library."* This was prepared at the request of Toronto Public Library Board, by Lee Ash, Library Consultant, New Haven, Connecticut, with the assistance of David Pierce-Jones, head, Social Science Section, Toronto Public Library.

Apparently, the collections in Toronto's Public Library System were first amalgamated, and then subject sections were set up and developed, constituting important necessary changes for the central circulating and reference libraries of Toronto, to meet the rising demand for information in specialized fields. The results promise much needed additional resources for special librarians in the area. Mr. Ash and his associate were asked to examine the whole situation resulting from these changes and to report on it with suggestions for future development.

The report states that Canadians are becoming more conscious of the need for better library facilities in the educative process, and that there is a willingness, at least in Toronto, to make greater amounts of money available for meeting this need. Mr. Ash goes on to recommend \$450,000 as a grant for the acquisition of books, new serial publications, back-runs of serials and so on, to improve the collections and broaden the service in the years to come. This figure, he says, would be over and above the cost of servicing and housing the new acquisitions (a great amount of money, indeed!). His target date for completion of such planning is 1980.

Meanwhile, Toronto's Metropolitan Bibliographic Centre becomes increasingly active. This report has statistics showing cooperation

* ASH, Lee. *The Scope of Toronto's Central Library. A review of the nature of the book resources of the Central Division . . .* by Lee Ash, Library Consultant, New Haven, Conn., with the assistance of David Pierce-Jones, Head, Social Sciences Section, Toronto Public Library. 1967. 145 p. illus. \$15.00.

with other libraries in the area. Toronto, like other university centers, is feeling the pressure of the rise in the number of students looking for help. So the Bibliographic Centre with its Telex service finds the number of requests doubling within a year.

Now we go to Saskatchewan, where examination of public and regional library facilities began in 1966, with a view to making improvements. The Library Inquiry Committee, under government authority and with Judge Peter S. Deis as chairman, began work in June of that year. Their progress was halted by the death of Judge Deis, but was continued under Judge John H. Maher, who was appointed in November. An interim report was issued in December with recommendations to meet immediate needs, but designed not to conflict with the final report.

The final report is now available† and makes very good reading. It is clear, crisp, and logical and blessedly free from the so-called professional jargon, behind which even the best of us sometimes try to hide our confused thinking. In Saskatchewan they did not talk about the "construction of a series of hypotheses which at the outset anticipate the purposes of the proposals." Instead, we find them saying: "Great changes have taken place in Saskatchewan since the Second World War. The people and the government are aware of the changes. It was felt existing public libraries were not designed to take the strain of modern demands," and that is the reason for having the Library Inquiry Committee. You may not agree with the conclusions, but you will be able to understand them.

This report recommends that the Provincial Library be the key to the development of high quality library service in the area. It suggests greatly strengthening staff, facilities, and finances so that it can provide central services to public libraries wherever such services are feasible and practical. Furthermore, it advises the provincial library to

† SASKATCHEWAN. *Library Inquiry Committee. Library Service in Saskatchewan.* Report . . . Regina, The Provincial Library, 1967. 134 p. \$2.00.

initiate and develop avenues of cooperation between public libraries and all other libraries, a recommendation of some importance to special librarians.

This committee speaks of the many briefs it received in the course of its inquiry dealing with various developments in the library field. The committee members were reminded of the new techniques of modern electronic devices. They investigated them "to a limited extent," and concluded that there is a great deal of promise here, but the application of computer techniques for library purposes is still in the development stage. They recommend that the Provincial librarian keep fully informed about progress being made here, and be prepared to introduce any procedures as they become applicable.

There is some talk in this report about books and librarians having priority over buildings in the future. The Committee seems to feel that fine new buildings, seriously short of staff and books, are not the best solution to their problems. They speak of a library school in which staff could be trained to carry on the work involved in future plans.

One recommendation suggests that "the Provincial Library encourages library cooperation on inter-provincial and national levels." This is commendable, since it is an attempt to make use of all existing and available resources. Incidentally, if you are still with me at this point, you might like to know that the interim report made by this committee in December 1966 is included in the final report as appendix H on page 119.

OLIVE GOUTHREAU
Library of Parliament
Lecturer, University of Ottawa Library School
Ottawa, Canada

STATEMENT of ownership, management and circulation (Act of October 23, 1962; Section 4369, Title 39, United States Code).

1. Date of filing: September 27, 1967.
2. Title of publication: Special Libraries.
3. Frequency of issue: Monthly except May-June and July-August, which are combined issues.
4. Location of known office of publication: 73 Main Street, Brattleboro, Windham, Vermont 05301.
5. Location of the headquarters or general business offices of the publishers: 235 Park Avenue South, New York, N. Y. 10003.
6. Names and addresses of publisher, editor, and managing editor: Publisher, Special Libraries Association, 235 Park Ave. South, New York, N. Y. 10003; Editor, Guy R. Bell, Special Libraries Association, 235 Park Ave. South, New York, N. Y. 10003; Managing Editor, Guy R. Bell, Special Libraries Association, 235 Park Ave. South, New York, N. Y. 10003.
7. Owner (If owned by a corporation, its name and address must be stated and also immediately thereunder the names and addresses of stockholders owning or holding 1 percent or more of total amount of stock. If not owned by a corporation, the names and addresses of the individual owners must be given. If owned by a partnership or other unincorporated firm, its name and address, as well as that of each individual must be given.): Special Libraries Association, 235 Park Avenue South, New York, N. Y. 10003.
8. Known bondholders, mortgagees, and other security holders owning or holding 1 percent or more of total amount of bonds, mortgages or other securities: none.
9. Paragraphs 7 and 8 include, in cases where the stockholder or security holder appears upon the books of the company as trustee or in any other fiduciary relation, the name of the person or corporation for whom such trustee is acting, also the statements in the two paragraphs show the affiant's full knowledge and belief as to the circumstances and conditions under which stockholders and security holders who do not appear upon the books of the company as trustees, hold stock and securities in a capacity other than that of a bona fide owner. Names and addresses of individuals who are stockholders of a corporation which itself is a stockholder or holder of bonds, mortgages or other securities of the publishing corporation have been included in paragraphs 7 and 8 when the interests of such individuals are equivalent to 1 percent or more of the total amount of the stock or securities of the publishing corporation.
10. Extent and nature of circulation:

	Average no. copies each issue during preceding 12 months	Single issue nearest to filing date
A. Total no. copies printed (net press run)	10,045	9,500
B. Paid circulation		
1. Sales through dealers and carriers, street vendors and counter sales	none	none
2. Mail subscriptions	8,624	8,912
C. Total paid circulation	8,624	8,912
D. Free distribution (including samples) by mail, carrier or other means	53	45
E. Total distribution (sum of C and D)	8,677	8,957
F. Office use, left-over, unaccounted, spoiled after printing	1,368	543
G. Total (sum of E & F—should equal net press run shown in 'A')	10,045	9,500

I certify that the statements made by me above are correct and complete.
 GEORGE H. GINADER, Executive Director

Illinois Chapter H. W. Wilson Company Chapter Award Entry

HOW DOES the Chapter provide a framework in which the officers, the executive board, and committees can work most effectively for the benefit of its members, the Chapter, the Association, and the profession?

How does the Chapter maintain a record of valuable past experience for future officers and committees?

How does the Chapter stimulate and encourage a creative and forward-looking conduct of its officers and committees?

These were the Chapter needs which seemed evident to the 1965-66 executive board of Illinois Chapter.

A procedure manual existed which had been prepared to meet these objectives. But it was nearly fifteen years old, was out of date, was not a functional document, and was not in the hands of those who should have it.

As a first step to meet these expressed needs, the executive board decided to initiate a complete revision of the procedure manual—a revision which in fact proved to be a totally new document.

A committee of four senior Chapter members with varied Chapter committee and office experience was appointed. Work was begun early in 1966. Each manual committee member took responsibility for certain officers and committees according to his Chapter experiences and interests.

The cooperation of the three most recent chairmen of each standing and special committee and three most recent officeholders was enlisted to review current and recent procedures against the appropriate 1953 manual section—if one existed. The manual committee then began drafting manual sections which would describe the composition, function, responsibilities, and procedures and reports required for each committee. As each new draft was completed, it was referred back to the committee chairmen for further review and consideration. Thus, well over a hundred Chapter members were involved.

This continued dialogue with the officers and committees provided a great deal of re-

definition of committee goals, functions, and interrelationships, and, in essence, involved the entire Chapter in a good, hard look at itself.

When a draft of the entire manual was nearly complete, copies were sent to the current (1966-67) executive board and to five former Chapter presidents for their comments and suggestions. These emendations were considered and incorporated into a final draft of the entire manual. Finally, the entire manual was edited for uniform organization.

Copies were reproduced and sent to each incoming (1967-68) officer and committee chairman. A supply of additional copies was deposited with the secretary who would handle distribution to future officers and chairmen, if they failed to get one, so that the manual would be in the proper hands.

The test of the manual's effectiveness will be in the Chapter's activities in the coming years. Officers and chairmen are encouraged to consider the manual to be a working document and to make additions and corrections for the benefit of their successors.

An important result of the cooperative effort devoted to preparation of the manual is already evident in a heightened awareness on the part of officers and chairmen in their role in the evolution of the Chapter and its contribution to the profession.

Indirect costs were in the many hours spent by the manual committee members in addition to those members who were asked to review draft copies. The committee met nineteen times, each after a working day, in sessions normally lasting two hours. Two longer meetings were held on Saturdays. In addition, each member probably worked twice as many hours on his own—revising, writing, and typing successive drafts. Direct costs to the Chapter were in the typing, printing, and binders for the preparation of 150 copies which amounted to about \$400.

Chapter Manual Revision Committee
ELIN B. CHRISTIANSON, SHIRLEY F. HARPER,
ANNE C. ROESS, STELLA M. BRUUN,
Chairman

Have You Heard . . .

Information Science Display for New York SLA

The Documentation Group of the New York Chapter of SLA has received a grant of \$15,900 from the National Science Foundation, to create a current literature display of materials on information science and technology. The assembled materials were displayed for the first time at the ADI (American Documentation Institute) Convention at the New York Hilton, October 22-27. The collection is based on volume two of the *Annual Review of Information Science and Technology*, published this fall. It is available on loan to library schools as an up-to-date and evaluated collection of recent information science literature. Library schools interested in borrowing the materials should write to SLA for information.

Training Program in Medical Librarianship

The Biomedical Library, University of California, Center for the Health Sciences, Los Angeles, is offering four traineeships in medical librarianship for the year beginning September 1, 1968. The program provides a year of planned work combined with enrollment in a limited number of courses: biological sciences, history of science, information science and foreign languages. It has been approved for level II certification by the Medical Library Association and is supported by a grant from the National Library of Medicine. Qualification information and application forms should be requested from: Louise Darling, Librarian, Biomedical Library, Center for the Health Sciences, University of California, Los Angeles, California 90024. Deadline for applications is April 1, 1968.

A Library and Museum for Blind People

The Lighthouse, the New York Association for the Blind, formally opened the Lighthouse Library at its headquarters at 111 East 59th Street, New York, October 26. Ceremonies included the dedication of the Virginia Morris Pollak Museum Collection,

which is part of the Library. According to Frederick S. Moseley, Jr., president of the association, the new library is the only one of its kind in the world where blind persons, alone, may drop in and browse. It contains a circulating collection of braille and large-type editions; talking books and regular ink print books for all age groups; a reference book and periodical collection and a reserve collection of professional materials. The museum collection contains many reproductions of important sculpture pieces and some originals. These are displayed so that visitors may handle them at their leisure, and even borrow them.

Three decorated conference rooms are available for blind students working with readers, or for listening to talking books. Tape playbacks, talking book machines, a brailier, typewriter, and recording and duplicating facilities are also available. This unique library and museum will be open to all clients served by the Lighthouse, its staff, and all blind and visually handicapped persons in the community.

GRANTS

THE UNIVERSITY OF WISCONSIN has awarded fellowships for advanced studies to fourteen professional librarians, under a new program supported by the U.S. Office of Education. The fellowships of \$5,000 each have the major goal of producing much needed, fully-qualified faculty for schools of library and information science. These fellowships in the Library School at Madison, the only school in the state which offers advanced study programs in library science, were made possible by a \$122,060 grant from the U.S. Office of Education, authorized under the Higher Education Act of 1965.

THE INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS received a \$3,500 grant toward the support of a conference at the French Ministry of Education, Paris, October 16-20, to complete the drafting of an international library statistics standard, which would also serve as draft for a Unesco Recommendation Concerning the International Standardization of Statistics Relating to Libraries. Twenty members of the Statis-

tics Committees of the International Federation of Library Associations, the International Standards Organization, Technical Committee, and representatives of Unesco and the Fédération Internationale de Documentation participated in the meeting.

MEMBERS IN THE NEWS

RICHARD BENEDICT has been appointed chief of the Systems Division of Air University Library, Department of the Air Force, Maxwell Air Force Base, Alabama, with responsibility for acquisition, cataloging, indexing, and automation services. He comes to Air from the Lawrence Radiation Laboratory of the University of California.

ALFRED HODINA has joined the University of Maryland, School of Library and Information Services, as lecturer and director of Admissions and Student Affairs. He had been assistant professor and assistant to the director of libraries at the University of Houston, where he directed a systems analysis of library procedures and operations.

RICHARD S. HULEATT has joined the General Dynamics Electric Boat Division of Groton, Connecticut, as chief librarian of the Technical Information Center. Before coming to GD, Mr. Huleatt was technical information manager for the Laboratory for Electronics, Inc., of Boston.

EUGENE B. JACKSON, director of Information Retrieval and Library Services, IBM, Armonk, N. Y. headquarters, recently gave a lecture on Technical Information in Industry at the Japan Information Center for Science and Technology, Tokyo. On September 21, he also participated in a round table discussion with SLA of Japan, Division of Science and Technology.

LOUIS A. RACHOW, librarian of the Walter Hampden Memorial Library, The Players, New York, has been elected President of the Theatre Library Association, 1967-70.

MARGUERITE SOROKA, formerly head of the Catalog Department of the Engineering Societies Library, has been appointed head of Technical Services of the library.

SARAH M. THOMAS will serve as director of Maryland University's School of Library and Information Services Program in Continuing Education, including the Postmaster's Fellowship Program under the Higher Educa-

tion Act. She was formerly head of Reader Services at the Johns Hopkins University Applied Physics Laboratory.

RALPH A. ULVELING, director of the Detroit Public Library, an internationally recognized library authority, retires November 30 after a career of forty years, which spanned the growth of the city's modern library system. Mr. Ulveling innovated procedures which were adopted nationally, and he became a sought-after consultant on library construction. He was appointed associate director of the Detroit system in 1934 and director in 1941. He is the third person to hold that position since 1885. Mr. Ulveling developed a simplified plan for charging books, known as the Detroit Self-Charging Plan, which became used throughout the country. He pioneered a method of classifying books according to reader interest. A former president of both the Michigan and American Library Associations, he received the Joseph W. Lippincott Award for Distinguished Library Service in 1956.

IN MEMORIAM

ARDIS C. ENGLE, biology librarian at Western Reserve University, Cleveland, died recently. She had been a member of SLA's Cleveland Chapter for ten years.

PHYLLIS P. WHALEN, a member of the Cleveland Chapter since 1948, was librarian at the Clevite Corporation Research Center Library, Cleveland, until her recent death.

LETTER TO THE EDITOR

CHAIRMAN, NOT PRESIDENT

It should go without saying that I was both surprised and pleased to find my photograph, not once but twice, in your excellent September issue just received.

However—not as a correction but for future reference—you may wish to note that Leo M. Weins is now president of the H. W. Wilson Company, while I remain,

Sincerely yours,
HOWARD HAYCRAFT
Chairman of the Board

EDITOR'S NOTE: Our apologies to *Chairman* Haycraft, but, in partial explanation, we as the world's most avid detective story fan are always tempted to identify him foremostly as author of *The Art of the Mystery Story*.

Off the Press . . .

BOOK REVIEWS

The Interuniversity Communications Council (EDUCOM), *EDUNET: Report of the Summer Study on Information Networks*. New York: Wiley, 1967. 440 p.

The Interuniversity Communications Council (EDUCOM) was founded in 1964 by forty-two institutions. Its purpose is to "bring about collaboration among institutions of higher learning in the effort to utilize the communication sciences." Within the member institutions internal committees have been established to coordinate internally all information processing activities. These committees are each called INTRACOM. In July 1966, EDUCOM conducted a four-week conference at Boulder, Colorado, "to assess the desirability of an educational communications system. The assessment entailed the identification of educational needs, . . . a survey of applications, . . . a study of organizational relationships, . . . an establishment of the scale, time schedules, budgets, and arrangements needed for the establishment of a useful educational information system."

EDUNET is the analytic presentation of the ideas expressed at the conference—not the proceedings. *EDUNET* is also the name given to the network to be established. It is a principal tool to be used by EDUCOM in realizing its purpose. *EDUNET* also appears to be a cohesive bond between the information user, INTRACOM, and EDUCOM.

EDUNET is divided into seven chapters: background and history, current network configuration, the identification of needs, application of communication networks, organizational configurations, network design problems and coordination, and a proposal for *EDUNET*. In essence the book brings together all the essentials needed for the initial conceptual design of a communication network between universities. This network would handle all kinds of information, such as toxicological data, directory of on-going research, computer assisted instruction, and major bibliographic services. It would minimize the turnaround time between the user's request for information and its delivery to him. Many tools and techniques commonly used in other disciplines, but new to the information field, would be used.

Each chapter is in itself an excellent commentary on the state-of-the-art if one begins

with the assumption that 1) the present concepts and organization of higher education and libraries is basically good, and 2) the large integrated network or system can make significant improvements in the over-all information handling problem. The first six chapters also contain valuable source material for those anticipating the development of information systems of a less ambitious nature.

One would expect that a conference aimed at the whole higher education system and information/communications fields would consider the library in a somewhat modest fashion. This is not so. The needs of libraries are singled out for special consideration. Points of view of librarians are expressed over and over again in every chapter. Finally, the chapter on a proposal for *EDUNET* was written by Joseph Becker. He places the design of an improved library system among the first items to be developed.

EDUNET is not without criticism. No attention was given to the definition and fundamental concepts of information. Just as in other conferences, this has led to the unconscious acceptance of the traditional relationship between the teacher, curriculum, student, and library. The library is still the ivy-covered building across the mall. The function of information and communication in the education process is not seriously questioned. But now we have a supersystem with exotic tools superimposed upon these traditions. Also we have computers, terminals, and switching networks behind these ivy-covered walls. Apparently it is assumed that the teacher, student, and practitioner will have few information problems if the information is supplied faster, more completely, and more accurately.

Admittedly, the development of information handling tools and techniques has not kept pace with user's demands. Yet one cannot help but wonder to what extent *EDUNET* would be needed if much of the proposed ten million dollars for 1967-70 was spent on the development of an educational system to teach the user to use effectively information and communication facilities already available.

EDUNET appears to be an attack on the information problem through the development of a new system based on theoretical concepts rather than the evolution of existing systems toward the same goals. This leaves some questions almost impossible to answer. Is a large, national network the answer to the information communication problem? Will the

user take advantage of the system once it has been built? Will EDUNET, once it is operational, be worth all the effort? Perhaps INTRACOM will provide the mechanism to answer these questions through the evolution of existing facilities toward the EDUNET goal. This evolutionary approach was not explained in the book.

EDUCOM, EDUNET, and INTRACOM will most surely receive severe criticism in the months and years to come. Regardless of the future, it must be said that this book is an invaluable contribution to the current study of the information problem. *EDUNET* tells us how far we might go in the next decade or two. It tells us what is technologically and managerially possible. This we need badly so we can realistically evaluate our traditional methods and immediate plans in terms of long-range ideals. Yet the whims of chance and the present lack of adequate design data suggest that the ultimate system will probably look much different from the one presented in the book.

The participants at Boulder, Colorado, were obviously awed by the thoughts of the large network concept. Perhaps the next step should be a "devil's advocate" grant by NSF to evaluate the EDUNET concept.

THOMAS MINDER, Executive Director
Pittsburgh Regional Library Center
Pittsburgh, Pennsylvania

MARKE, Julius J., *Copyright and Intellectual Property*. New York, Fund for the Advancement of Education, 1967. 111 p.

The resolution of conflicting interests in intellectual property is indeed very difficult! In theory, one cannot argue with the theory that any reports which are the result of federal research grants should become public property, free for use by all. This present book is a study supported by the Fund for the Advancement of Education, of the implications of the statement of policy by the U.S. Office of Education which declared that all materials produced by a grant from the Office of Education would be placed in the public domain. Such a policy, if adopted by other agencies, would have wide effects upon scholarship.

The author, Julius Marke, of New York University School of Law, examines the reasons, both pro and con, for such a policy, and the arguments opposed to such a policy are equally as convincing as those in favor. The author opposes an inflexible public policy because of the technological changes which affect policy. Professor Marke concludes that

the author of any reports resulting from such research should be allowed to negotiate with private publishers when it is in the public interest and when the Government Printing Office cannot do as good an editorial job. Reservation by the government of limited profits and the copyright may be a solution. However, one cannot entirely agree with the author's conclusion that if a publisher is allowed to copyright a report that he will be happy or satisfied with the fact that it may also be issued by the government or by some other source in a microfiche form.

One of the chief controversies in the field of copyright law is the right of libraries to reproduce copies. Professor Marke reviews the various solutions suggested by the publishers. One of these suggestions is a clearinghouse similar to ASCAP. Another of the suggestions by the author is that publishers experiment with computers and their application to the printing business, thus getting into the computer program field and improve their own methods of publishing. The author concludes that the photocopying of a material does not injure the sale of a book. Because of the economics involved, librarians would not choose photocopying if the publishers met the needs of users and kept material in print.

This little book is recommended reading for those concerned with the three problems discussed by the author of placing the materials developed by federal grants in the public domain, photocopying, and the use of computers. Although the conclusions of the author will not be acceptable to all, they certainly merit consideration by all informed librarians.

KAPLAN, Benjamin. *An Unhurried View of Copyright*. New York, Columbia University Press, 1967. ix, 142 p. \$5.00.

The author begins this excellent volume by tracing the history of copyright law from its beginnings as an attempt by the Stationers' Company in London to protect its members, to the Copyright Act of 1909 in the United States. The second chapter is entitled "Plagiarism Re-examined" in which the subject of infringement is fully examined by reference to the cases decided in the American court. The fact that the interests fully protected by copyright are difficult to define becomes apparent from this discussion. One of the author's concerns is the introduction of statues and other works of art into the copyright area. Bills have been introduced in Congress to extend copyright protection to wearing apparel, but the author describes this as being a "curious form of supererogative folly."

The final chapter deals with the proposed

Copyright Bill now pending in Congress and is the most important for the librarian. The author comments on some of the proposed changes and for this reason, this chapter should be required reading for every member of the Congress. A most pertinent observation is that more and more titles are the products of joint effort which will diminish the emotions of copyright.

As a beginning primer on the Copyright Law, this volume is highly recommended. However, when reading it, one should make frequent references to the cases cited so that he may understand the author's comments. However, librarians can read the final chapter with profit, for certainly the present revision of the Copyright Act will adversely affect the interests of libraries.

PROFESSOR ERWIN C. SURRENCY
Temple University School of Law
Philadelphia, Pennsylvania

Can't Recall the Name?

If it is that of a librarian engaged in government documents work try the *Directory of Documents Librarians in the United States*. Contains more than 1000 entries, arranged by name and geographic location, and can be ordered from the Reference Services Division Office, ALA, 50 East Huron Street, Chicago, Illinois 60611. Per copy price is \$1.00.

Report on a "New Species"

A definitive statement entitled *Library Technicians: A New Kind of Needed Library Worker* is the report of a conference on library technology sponsored by Catonsville Community College and held in Chicago, May 26 and 27, 1967. Copies of the report are available at \$0.75 per copy or \$0.50 in quantities of ten or more from: Communication Service Corporation, 1629 K Street NW, Washington, D. C. 20006.

JOURNAL NOTES

CANADIAN NEWS FACTS, introduced January 1, 1967, consists of three parts: the digest, published bi-weekly; the index, appears every month; and the cumulated indexes compiled on a quarterly basis. It indexes the news alphabetically by subject, people, locations, and organizations. Annual subscription rate in the U.S. is \$95.00. Send orders to Canadian News Facts, 62 Richmond Street, W., Suite 505, Toronto 1, Ontario.

THE INFORMATION SCIENTIST is the new official publication of the English Institute of

Information Scientists, which replaces the Institute's *Bulletin*. Contains high quality papers of Institute members. Published three times annually, the subscription rate per yearly volume is 30 s (about \$4.50). Single copies 10 s (about \$1.50). Order from John R. Day, 85 Upr. Elmers End Rd., Beckenham, Kent, England.

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SHORES, Dr. Louis. Our Quiet Force: The Changing Role of the Librarian. *Catholic Library World*, vol. 38, no. 9, May-June 1967, p. 587-92.

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Librarianship

CAMPBELL, H. C. *Metropolitan Public Library Planning Throughout the World*. (International Series of Monographs in Library and Information Science, vol. 5). New York: Pergamon Press, 1967. xi, 168 p. tables. \$8. (L.C. 66-29370)

This volume written for civic officials, local government education administrators, librarians and national education planners, presents a survey of the planning that is being carried out in order to adjust public library services to the new conditions of metropolitan urban growth in all countries. Descriptions of library planning activities are concise and fairly current, with much material covering the period 1960-65. Index.

HOUGHTON, Bernard. *Technical Information Sources, a guide to Patents Standards and Technical Reports Literature*. London: Clive Bingley Ltd.; Hamden, Conn.: Archon Books, 1967. 101 p. \$4.

Explains the nature and evolution of patents, standards and technical report literature. Written partly for library students learning techniques of information practice, the book may also be of interest to management executives in manufacturing industries. References at end of chapters. Index.

LADLEY, Winifred, ed. *Federal Legislation for Libraries. Papers presented at an Institute conducted by the University of Illinois Graduate School of Library Science, November 6-9, 1966*. (Allerton Park Institute, no. 13). Champaign, Ill.: Illini Union Bookstore, 1967. vii, 104 p. \$3 hard cover; \$2 paper.

In the belief that a major factor in the library development has been and will continue to be federal legislation for libraries, The Graduate School of Library Science decided to review, in its Thirteenth Institute, federal legislation directly or indirectly related to libraries, with a view to evaluating past benefits and formulating guidelines for the future. Throughout the Institute participants were reminded that, whether or not librarians approve, libraries have become a part of the political process, with emphasis upon money

as the essential ingredient of all progress in library service.

"*Sometimes Students do really Outstanding Papers which ought to be Published . . .*" edited with an introduction by Betty Martin Brown. (Drexel Library School Series, no. 21). Philadelphia, Pa.: Drexel Press, 1967. 124 p. map, tables. pap. \$4. (L.C. 67-15323) (Available from Bookstore, Drexel Institute of Technology, Philadelphia, Pa. 19104)

In the fall of 1965 Drexel's Graduate School of Library Science announced a contest to select the best student papers prepared for courses during past few years. This collection of papers contains the nine best of the seventy papers submitted to the Committee. The papers represent varied approaches to the subject material including surveys, a bibliographic essay and critical book reviews.

WOOD, D. N., and HAMILTON, D. R. L. *The Information Requirements of Mechanical Engineers, Report of a Recent Survey*. London: The Library Association, 7 Ridgmount St., Store St., 1967. 35 p. illus., tables. pap. 12s.; 9s. to Library Association members.

A committee of the Library Association has recently been studying scientific library services in the United Kingdom. This paper is an account of one such investigation into the information requirements of mechanical engineers. It reports on the results of a survey carried out in the early part of 1966.

Bibliographic Tools

BROWN, Sanborn C. *Basic Data of Plasma Physics, 1966, 2d ed., rev.* Cambridge, Mass.: The M.I.T. Press, 1967. 320 p. figures. \$8.50. (L.C. 67-15601)

In essence, a new book since the first edition of 1959. New edition is one of the first implementations of computer-based information transfer in which the basic data was searched out by means of a remote console tied into a central disk library containing an extensive collection of bibliographic information on physics literature. Author, Subject and Index of Chemicals.

ENGINEERING SOCIETIES LIBRARY, comp. *Bibliography on Flow of Granular Materials from Bins, Bunkers and Silos*. (ESL Bibliography no. 16). New York: 1967. 34 p. pap. multilithed \$4. (L.C. 67-24366)

Lists 187 selected references, most of them annotated, provides extensive coverage of gravity flow of granular materials from bins, bunkers and silos, including mechanical methods for increasing the flow. The references are to books, reports, bulletins and periodical articles published from 1929 to 1966.

CHAN, Wing-tsit. *Chinese Philosophy, 1949-1963, an Annotated Bibliography of Mainland China Publications*. Honolulu, Hawaii: East-West Center Press, 1967. xiv, 290 p. pap. tables. \$7.50. (L.C. 65-20582)

The bibliography includes 213 books and 756 articles published in Mainland China from 1949

through 1963. Divided into two parts, the first covers books and the second articles. Both are divided, chronologically, into the same forty-three sections. Index of personal names.

COAN, Otis W., and LILLARD, Richard G. *America in Fiction, an Annotated List of Novels that Interpret Aspects of Life in the United States, Canada, and Mexico*, 5th ed. Palo Alto, Calif.: Pacific Books, Publishers, 1967. viii, 232 p. \$5.50. (L.C. 66-28118)

Newly enlarged and revised edition of this standard reference guide to fiction depicting various aspects of life in North America. New sections on Mexico and Schools and Colleges have been added. The entries include both old and new works. There are brief summaries of trends in interpretation at the beginning of each classification and subclassification. Index of authors.

DINSTEI, Marion, comp. *List of French Doctoral Dissertations on Africa, 1884-1961, Boston University Libraries*. Boston, Mass.: G. K. Hall & Co., 1967. 334 p. \$19; \$20.90 outside U. S.

2,918 dissertations titles listed, includes an author index, and a subject index confined to topics not limited by national boundaries, such as agriculture and land use, anthropology, education, etc. There are forty African states represented as well as material on the continent in general and the former British, German, and Italian areas.

DUIGNAN, Peter. *Handbook of American Resources for African Studies*. (Hoover Institution Bibliographical Series, XXIX). Stanford, Calif.: The Hoover Institution on War, Revolution, and Peace, Stanford University, 1967. xvi, 218 p. tables. \$6. (L.C. 66-20901)

The handbook attempts to describe all materials relevant to African studies—not just archives or manuscripts dealing with Americans in Africa. Describes the holdings of 95 library and manuscript collections, 108 church and missionary libraries and archives, 95 art and ethnographic collections, and 4 business archives. Index.

ERDELYI, Gabor, and PETERSON, Agnes F. *German Periodical Publications, a Checklist of German Language Serials and Series Currently Received in the Stanford University Libraries*. (Hoover Institution Bibliographical Series: XXVII). Stanford, Calif.: The Hoover Institution on War, Revolution and Peace, Stanford University, 1967. 183 p. pap. \$5. (L.C. 66-28530) (Available from Publications Department, Hoover Institution)

The checklist is a union catalog of German Language serials (publications that appear fairly regularly and are intended to be continued indefinitely) and monographic series currently received in any one of the Stanford University Libraries. Includes German language continuations in all subjects published all over the world. Entries are arranged in one alphabetical listing, supplemented by a subject index and a list of newspapers.

Fifty Years of Petroleum Technology, a Guide to the Scientific and Technical Publications of the

Institute of Petroleum, 1914-1964. London: The Institute of Petroleum, 61 New Cavendish St., 1967. 30s.

This guide lists chronologically over 2000 papers published in the Institute's Journal over a period of fifty years, complete with author and subject indexes. It also covers the 14 volumes of *Reviews of Petroleum Technology*, 9 reports of Summer Meetings and 8 other publications issued during this period.

GEORGE WASHINGTON UNIVERSITY. BIOLOGICAL SCIENCES COMMUNICATION PROJECT. *The Millets, a Bibliography of the World Literature Covering the Years, 1930-1963*. Metuchen, N. J.: The Scarecrow Press, Inc., 1967. xviii, 154 p. \$5. (L.C. 66-30356)

Bibliography has been prepared under a grant from the Rockefeller Foundation in connection with a training program of science information specialists. Author, language abbreviations, subject and geographic indexes.

Granger's Index to Poetry Supplement to the Fifth Edition Indexing Anthologies Published from July 1, 1960 to December 31, 1965, edited by William F. Bernhardt and Kathryn W. Sewny. New York: Columbia University Press, 1967. xvi, 416 p. \$35.

This Supplement to the Fifth Edition indexes 97 anthologies. Subject index has been changed, inasmuch as the subject of a poem is often the same as its title, listings of poems with the same title as the subject have been omitted from the subject index.

HOBBS, Cecil. *Understanding the Peoples of Southern Asia: a Bibliographical Essay*. (Occasional Papers No. 81). Urbana, Ill.: University of Illinois Graduate School of Library Science, 1967. 59 p. pap. \$1.

The purpose of this bibliographical treatise is to suggest those books which will aid students, teachers, and the well-educated non-specialist to become intelligently aware of the interesting history and culture of the peoples of the subcontinent of South Asia and the countries which comprise Southeast Asia.

JONES, Gwendolyn. *Packaging Information Sources, an Annotated Guide to the Literature, Associations, and Educational Institutions concerned with Containers and Packaging*. (Management Information Guide, 10). Detroit, Mich.: Gale Research Company, Book Tower, 1967. 285 p. \$8.75. (L.C. 67-18370)

Cites various types of sources, and covers briefly, but analytically, all aspects of subject for those unfamiliar with packaging. Lists schools having courses and programs on packaging. Author-Title index, also subject index.

MCNEAL, Robert H., comp. *Stalin's Works, an Annotated Bibliography*. (Hoover Institution Bibliographical Series: XXVI). Stanford, Calif.: The Hoover Institution on War, Revolution and Peace, Stanford University, 1967. 208 p. pap. \$5. (L.C. 67-15063) (Available from Publications Department, Hoover Institution)

Intended as a serious scholarly tool to facilitate the study of Stalin's career. In addition to the bibliographical listings, the work also contains substantial analytical essays by the compiler concerning the authenticity of material attributed to Stalin. Index.

OBERHOLTZER, Betty L. *Publications of the National Bureau of Standards—Published by NBS July 1960 through June 1966; Published by Others 1960 through 1965*. (Supplement to Miscellaneous Publication 240). Washington, D. C.: U.S. Department of Commerce, National Bureau of Standards, 1967. 740 p. pap. \$4. (Available from Superintendent of Documents, U.S. Government Printing Office)

Contains nearly 7000 titles including more than 500 nonperiodical publications (books and booklets) by NBS, almost 1800 papers published in the Bureau's Journal of Research, and approximately 4500 NBS-written papers published elsewhere.

Science Libraries Consolidated Short-Title Catalog of Books: Engineering, Geological Sciences, Life Sciences, Physics-Mathematics-Optics-Astronomy, new ed. Rochester, N. Y.: University of Rochester Library, 1967. xxiii, 406 p. \$8.

This work with author and title listing, covers 14,000 bibliographic units. It does not include serials, which are in a separate list.

Textbooks in Print/1967 including Related Teaching Materials, an Author and Title Index to Elementary, Junior, and Senior High School Books, and Pedagogical Books, Classified by Subject and Compiled from Data Furnished by the Publishers, revised to December 1966. New York: R. R. Bowker Company, 1967. 518 p. pap. \$4; outside U.S. & Canada \$4.40.

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THATCHER, Charles M., and CAPATO, Anthony J. *Digital Computer Programming: Logic and Language*. (Addison-Wesley Series in Computer Science and Information Processing). Reading, Mass.: Addison-Wesley Publishing Company, 1967. xi, 159 p. tables, figures. pap. \$3.95. (L.C. 67-14211)

Designed for a freshman-level programming course, this book enables the reader to make effective use of the digital computer as a problem-solving tool. The approach is based on the conviction that programming logic is more important than programming language, and that both logic and language should be learned from a problem-oriented (rather than a computer-oriented) point of view. Appendixes. Index.

WARD III, Dederick C. *Geologic Reference Sources*. (University of Colorado Studies, Series in Earth Sciences, no. 5). Boulder, Colo.: University of Colorado Press, Regent Hall, Box 22, Boulder, Colo. 80302, 1967. 114 p. pap. \$3.50.

Designed as a summation of what is currently available in the form of abstracting services and bibliographies which can lead researchers to specific information on a subject or a region. The guide is worldwide in scope, including many foreign titles.

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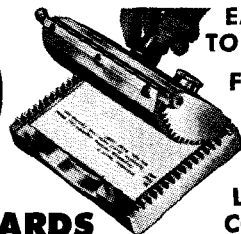
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