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September 1968, vol. 59, no. 7

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SEPTEMBER 1968
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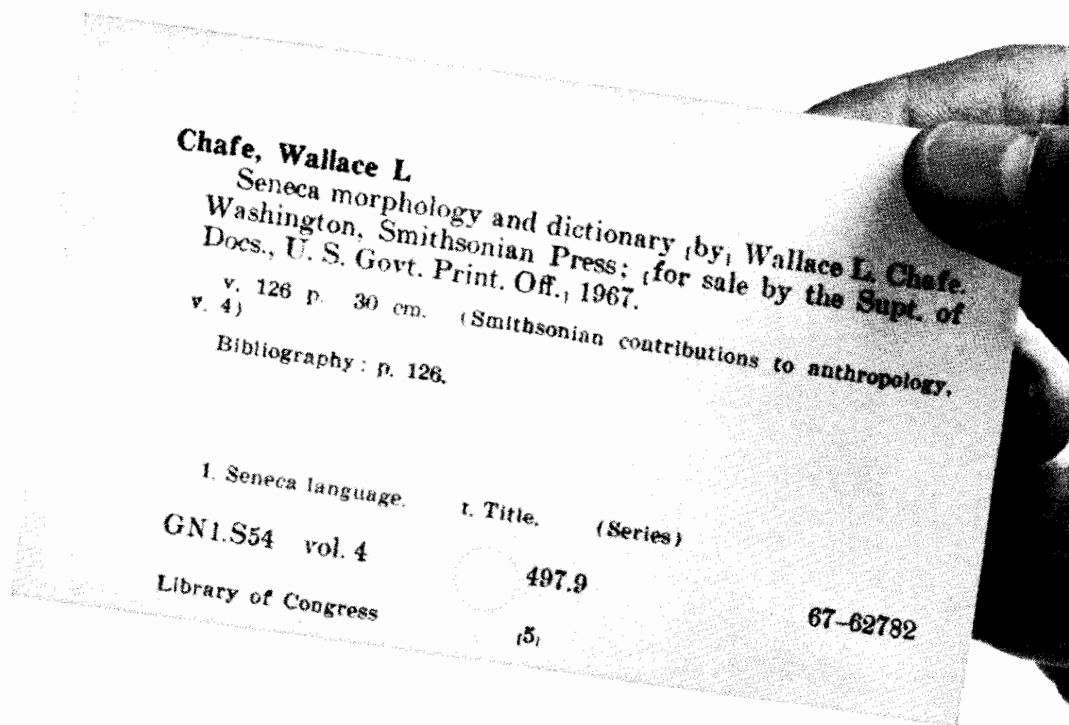
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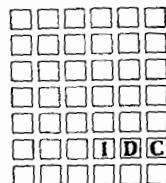
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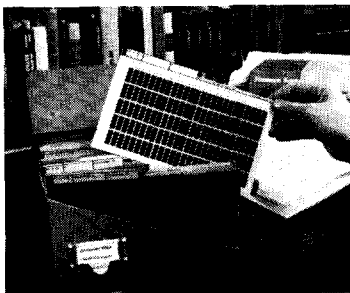
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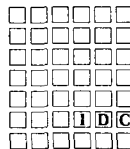
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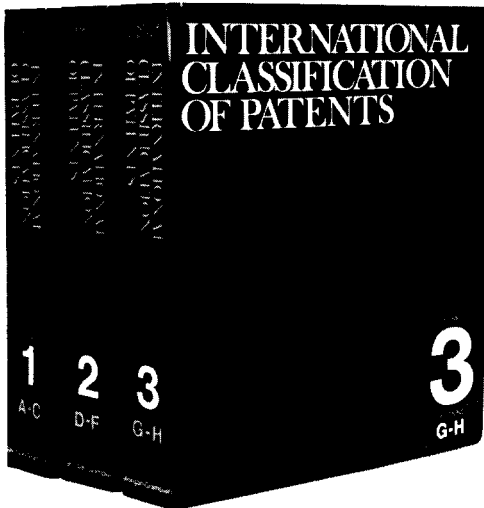
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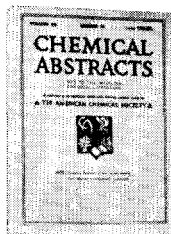
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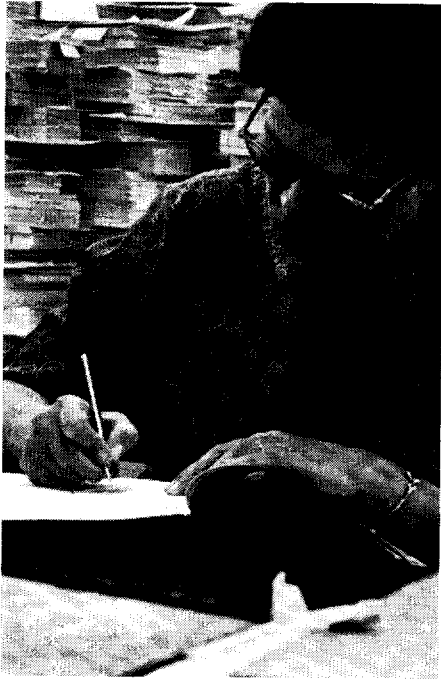
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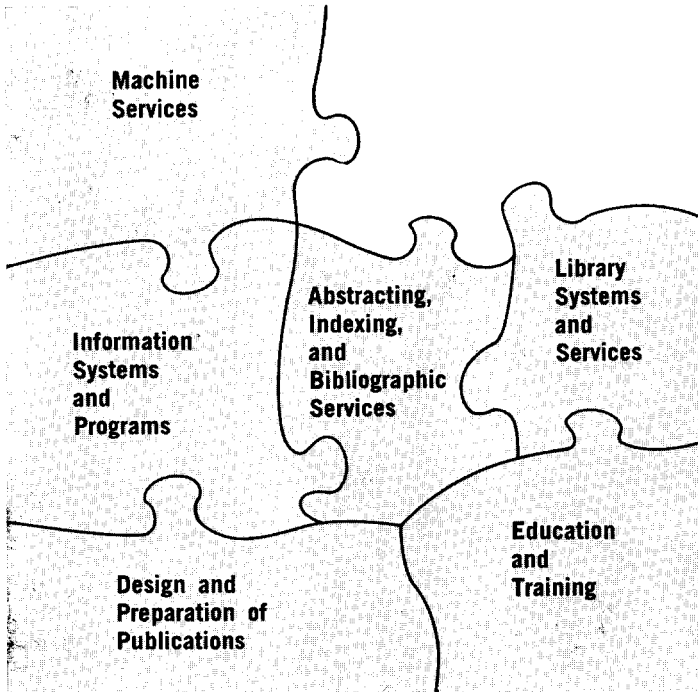
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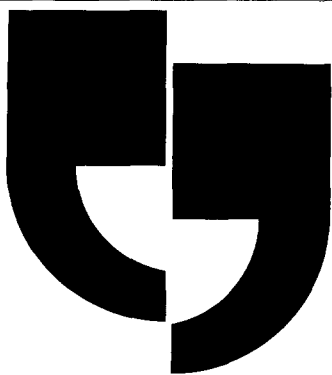
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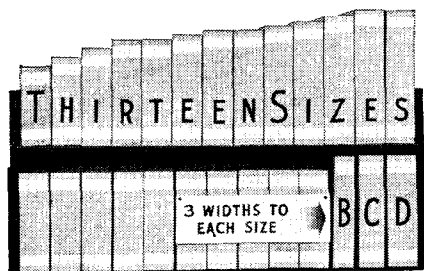
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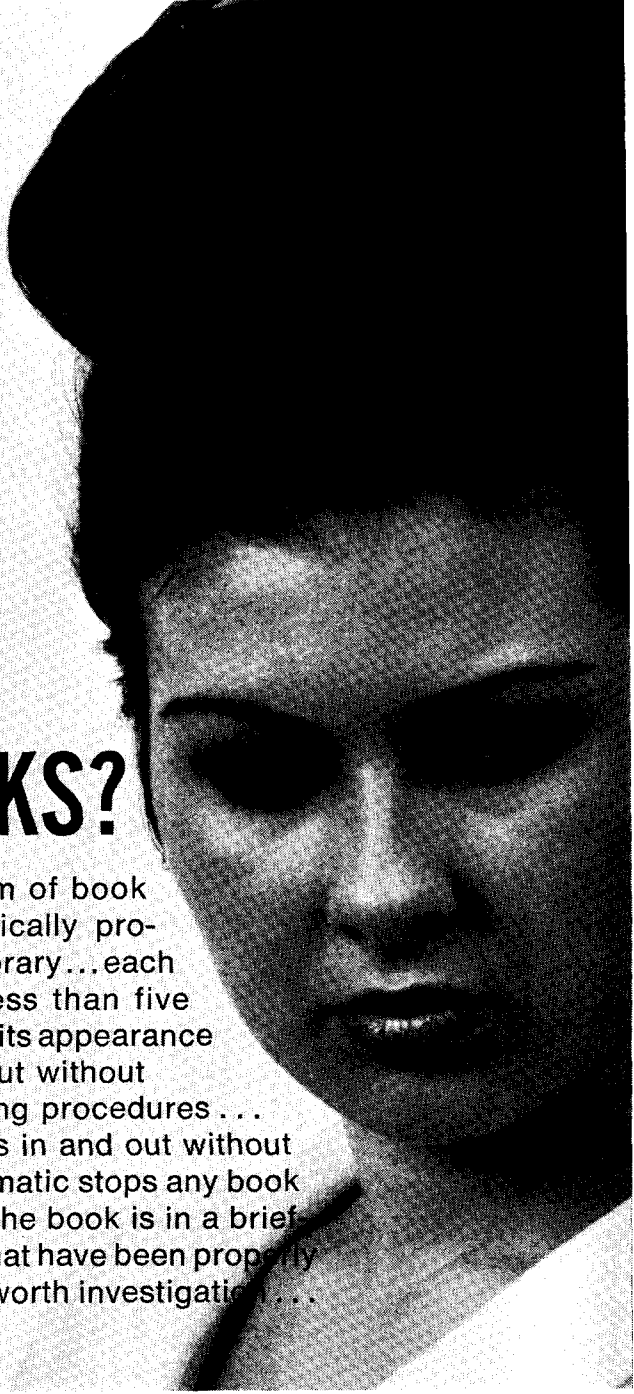
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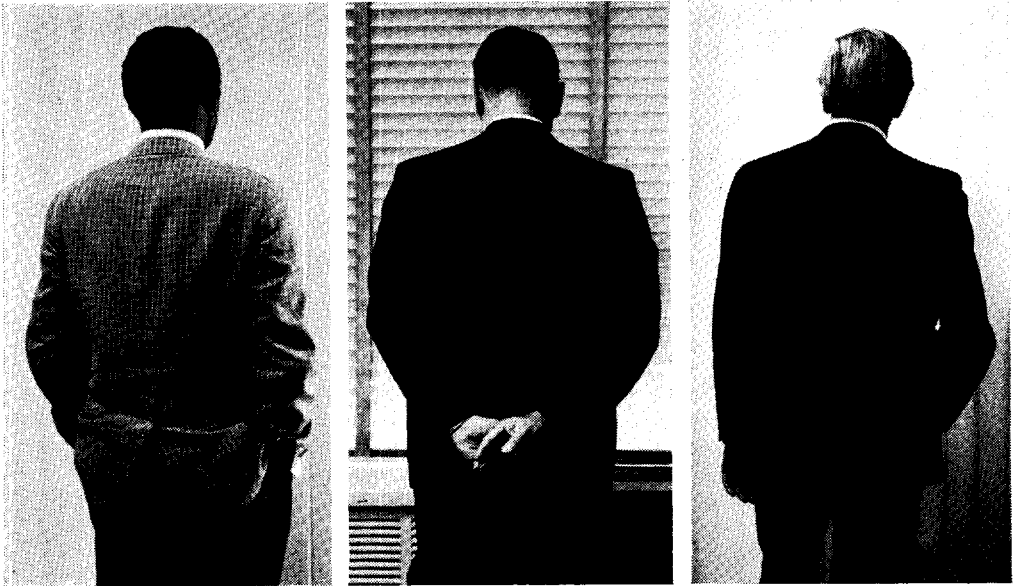
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The concept of relevance is widely used, either explicitly or implicitly, in all kinds of information systems. Until recently there has been a tendency to view information users' judgments about the relevance of documents as rather private, mysterious, and even irrational. Several major research efforts are discussed; these have begun to remove some of the mystery and to open the way to more meaningful dialogue between the users of information and the librarians, information specialists and other intermediaries who attempt to serve them.

Implications of Relevance Research for Library Operations and Training

CARLOS A. CUADRA AND ROBERT V. KATTER

ONE OF THE EXCITING AND GRATIFYING activities in a library is reference work. Whatever the frustrations—and there are many—the reference function gets one involved in the process of human communication. That, after all, is the point of having libraries, documentation centers, information analysis centers and the like.

A great deal of communication in our world takes place in a context where the information receiver is essentially passive. You can remind yourself of that just by thinking about the schoolchild from ages 6 to 16 or your own attitude as you watch the 11 o'clock news on television. It must be refreshing for a librarian or information specialist to be engaged in communication with someone who is not passive—who has a real need for information and who is likely to make sounds of recognition and satisfaction when you help him find it.

The concept of *relevance* has been very widely used in the reference area. During the past seven or eight years it has also come to take on special importance in connection with the *evaluation* of reference and retrieval functions. A reference question is used to search a file of documents; the adequacy of the search is measured by asking the docu-

ment users or reference personnel to judge the relevance, to the original reference question, of each document produced by the search. Such relevance judgments have been used to judge not only the adequacy of the search, but also the adequacy of the original indexing or classification system that was used to describe and organize the file.

Relevant or Useful?

Three or four years ago it began to be apparent that relevance scores were not all they were cracked up to be. For example, it began to be more obvious that people who were supposed to be judging *relevance* were actually judging *usefulness*, which is not always the same thing. It also began to be clear that relevance judgments are likely to be influenced by a number of conditions, including the kinds of documents being judged, the knowledge and experience of the judges, the particular definition of relevance given to the judges, and the kinds of rating scales or other measuring devices they were asked to use. All of this was rather disconcerting news to those who had hoped to be able to measure and express the performance of a system in a nice, neat quantitative way. It was as if we

were on the verge of inventing the yardstick, only to find that our measuring device had varying intervals reflecting unknown quantities, and that instead of being firm and dependable, it was made of soft elastic.

There have been two general reactions to these kinds of findings. One is to argue that relevance judgments are private and mysterious events that take place in the brains or other organs of library users, and that since the user is the only judge of what is relevant to him, it is pointless to discuss relevance, measure it, or use it as a basis for appraising the performance of libraries and information systems.

A different point of view, and the one to which we subscribe, is that even though we have learned that relevance judgments are very complex, this should not deter us from trying to understand and use them. The basic reason for this point of view is that there are a very large number of people in the world whose job it is to act as intermediaries between an information user and an information store. Many in the library profession are such intermediaries, and it is often part of the job to make preliminary or even final judgments about the potential relevance to the users' need of something found in the information store. The user's information needs are not treated as unknowable mysteries; and, equally, it is in the interest of the library profession to improve its techniques of eliciting and interpreting the users' information needs.

Some of you may agree in principle with such statements, but you may also wonder if there is really any better way of learning about information needs than by what you already do. You interact with the user; you often help him to clarify his inquiry; sometimes you help him to see that his inquiry—as he originally put it—may not reflect what he really wants to know. As a result of engaging in this process, some of you have formed—or could form—principles for this negotiation process.

There is also another means of developing such principles; and by making better use of it we can accelerate the development of our understanding of: 1) our users of information, and 2) ourselves.

Three years ago two major studies were started on the problem of judging relevance.

One was at Case Western Reserve University,¹ and the other was our study at System Development Corporation.² Both studies were funded by the National Science Foundation; both studies had the same basic objective: to develop some empirical information about human judgments of relevance; and both studies followed the same basic approach of collecting experimental rather than anecdotal evidence.

Over the course of our project, we identified about 38 variables that we felt might be associated with relevance judgments; and we studied about half of these variables. Altogether, we designed and carried out fifteen studies, using over 500 subjects as relevance judges. The subjects were librarians and information specialists, library science students and faculty, and graduate students and upper division students in psychology. The materials for judging were selected and/or created in accordance with particular experimental objectives and the backgrounds of the judges.

There are several detailed reports on our studies³⁻⁶ (as well as on the Case Western Reserve Study); they will not be summarized here. This paper describes the findings from a few of the studies that bear on the user-librarian negotiation process.

Great Expectations?

One study looked at what we call the "implicit use orientation" of the user. By *use orientation*, we mean the user's expectation regarding the way in which he will use the information. For example, he may be trying to compile an exhaustive bibliography; or to identify articles that contain specific bits of information of some immediate practical use; or to get articles that serve no particular practical use but may have idea-stimulating value. Special librarians are exposed to and experience such use orientations; we wanted to see whether they influence judgments of document relevance.

To do this, we exposed about 150 judges to a given set of documents and information requirements; and then, after eliciting relevance judgments, we got a second set of judgments under different conditions. For the second set of conditions, we—in effect—told the judges more about the users and their use orientations. Further, we asked the

judges to consider themselves to be acting as agents for the users as they made their judgments on the documents and information requirements statements. For this part of the experiment, we divided our judges into 14 groups, each of which was given a different use orientation. We then compared the resulting data with the judgments that the same judges had made earlier, without any special use orientation. The results showed that each of the 14 use orientations we imposed altered the relevance scores that the judges assigned to documents. A document that would be accorded high relevance for a bibliography orientation might be given low relevance for some other kind of orientation.

What the study showed, from the standpoint of system evaluation, is that relevance scores are *very slippery*. Documents clearly have no inherent, unchanging relevance to information requirements statements; the relevance values attributed to them really depend, in part, on how the documents are to be used. The challenge here—which our study barely began to explore—is to develop a descriptive language or taxonomy for use orientations and some means for eliciting information from the user about his use orientation. Talking with the user and having him say more may not be enough. Just as some users are not always clear about the exact subject matter requirements, they also may not be fully aware of the particular use orientation associated with their current inquiry. In other words, their use orientation may be implicit; and we want to help make it explicit, so that the intermediary who searches the file has a better chance to locate material

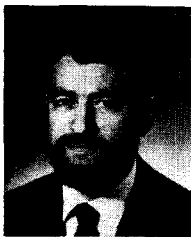
that the user will judge to be relevant and useful.

More or Less Specific?

A second study looked at the question of information specificity. What we wanted to know is: To what extent does the specificity of information in the user's inquiry affect the relevance attributed to various kinds of documents? We defined specificity as the extent to which a textual object (that is, a requirement statement or a document) can support detailed, specific interpretations on the part of individuals reading the material. The judges for the experiment consisted of professional librarians and graduate students in library science. They judged each of 12 journal articles on library automation and information services in terms of its relevance to each of five information requirements statements. Thus, there were 60 ratings for each judge: 12×5 .

For the requirements statements, we identified information specificity with syntactic completeness. Each of the five statements was presented in two versions: an information-specific version, which was an ordinary prose statement, with all the syntax intact; and a less specific version in which all punctuation and function words had been deleted. The "content-bearing" words were the same, but they were rearranged into alphabetical order, like a list of index terms.

To identify the information specificity of documents was a more difficult job, for a variety of reasons. What we finally chose to do was to equate information specificity with



Carlos A. Cuadra is head of the Library and Systems Development Department, Systems Development Corporation, Santa Monica. Dr. Cuadra is responsible for overall direction of a broad program of research, development and information system automation and evaluation, as well as research into the determinants of human judgments of representativeness. Robert V. Katter is a senior research leader at SDC. Dr. Katter is directing a project for the improvement of document representations. Their paper was presented



as part of the Second General Session titled *Challenges from Tomorrow's User* during SLA's 59th Annual Conference in Los Angeles. Additional Conference papers will appear in future issues of *Special Libraries*.

the scientific "hardness," solidness, and objectivity of the article. From an original group of articles that had been rated as to their scientific hardness—and I mean here specificity, not difficulty—we picked the six hardest articles and the six softest. Our experimental materials can best be visualized by a matrix with four cells, representing two variables: specific versus less specific documents, and specific versus less specific requirements statements. The question was: Do these variables do anything to relevance judgments made on the articles?

DOCUMENTS <u>Very Specific</u>	DOCUMENTS <u>Less Specific</u>
REQUIREMENTS <u>Very Specific</u>	REQUIREMENTS <u>Very Specific</u>
DOCUMENTS <u>Very Specific</u>	DOCUMENTS <u>Less Specific</u>
REQUIREMENTS <u>Less Specific</u>	REQUIREMENTS <u>Less Specific</u>

Two Questions

QUESTION. If you give judges a requirement statement and two groups of documents—one group that is scientifically harder (that is, more information-specific) and another group that is less information-specific, will they rate the more information-specific documents *higher* or *lower* in relevance?

ANSWER. Lower.

QUESTION. For a given article, will the use of the more information-specific requirements statements result in higher or lower relevance scores?

ANSWER. Again, lower.

Once you begin to think about these findings, they start to make considerable sense.

The job of interpreting these findings becomes almost simple if one additional finding is added. We found that there was a significantly higher degree of agreement among the various judges when we used the information-specific requirements statements and the information-specific articles. What all of this clearly indicates is two things:

- 1) articles and requirements that are not very specific produce uncertainty in the minds of the judges; and
- 2) when judges are uncertain about their judgments, they tend to err on the side of leniency.

In other words, they attribute greater relevance to documents than they would otherwise do because they are uncertain and because, in the face of uncertainty, they prefer to make errors of inclusion rather than errors of exclusion. In our report on the project, we refer to this as the "fail-safe" tactic. One of our other studies provided further information on the fail-safe tactic, showing that its influence is greater under conditions where the judge does not have much time for making his decision.

Lest it appear that all we have done is to learn the obvious; one surprising finding from this last study must be mentioned. We gave one group of judges instructions that emphasized the fact that the system users had very little time for reading and needed to budget their time carefully. Without actually telling the judges to be more restrained about their relevance judgments, we were encouraging them to be more restrained. Much to our surprise, we found that on the average the relevance scores went—not down—but up! We have a number of after-the-fact hypotheses to account for this finding, but because they are rather involved, they will not be discussed here. The point is that by undertaking experiments of the sort described here, one does indeed learn new things and that, on occasion, one may have his previous conceptions badly shaken up.

Conclusions

Relevance judgments can be influenced by many factors:

- the skills and attitudes of the particular

- judges used,
- the documents and document sets used,
- the particular information requirement statements,
- the instructions and setting in which the judgments take place,
- the concepts and definitions of relevance employed in the judgments, and
- the type of rating scale or other medium used to express the judgments.

From the standpoint of system evaluation—which was our orientation at the outset of the project—these findings cast serious doubt on the unquestioning use of relevance scores as stable criteria for system or subsystem evaluation, because these scores are likely to be artifacts of the particular conditions of relevance measurement. This means that the use of single figures of merit (for example, "system precision of 40 per cent") can be quite misleading for comparison between different systems or, indeed, under any circumstances where the sources of variability mentioned above have not been taken into account and controlled.

Add Judgment to the Curriculum

From the standpoint of the reference librarian or information specialist—or anyone who is interested in the mediation process between the user and the system—our findings suggest that there may be a great deal of educational value in experimental work on various kinds of judgment phenomena in librarianship and documentation. We ran one interesting experiment in a library school class at Syracuse University. In addition to obtaining useful data, we found that we had encouraged the students to think more critically about judgment processes involved in appraising documents and information requirements. We had the class make a number of relevance judgments and then break up into small groups to discuss the materials. We asked them to think of reasons—to hypothesize about—why a given requirement-document pairing might be considered relevant, and why it might also be considered irrelevant. The students were allowed to discuss these hypothetical reasons but not the actual ratings they had made. Then they disbanded and made a second set of judgments

on the same materials. When we compared the first set of judgments with the second set, we found that there was a significant increase in the reliability of the judgments—that is, that the amount of agreement among the students increased sharply after the discussion session—and that there was an overall *decrease* in the relevance ratings. Certainly one can interpret this in the light of the fail-safe phenomenon.

A few weeks after the experiment the students were told about the results, and they were invited to offer their analysis. It was a most stimulating exercise. It has led me to believe that carrying out the kinds of judgmental studies involved in our work and that of Case Western Reserve University may, quite apart from the contributions to science, have important training value—both for students and for the professionals in the library. Work along these lines is valuable, and the value will continue to grow, to the benefit of the library profession and the people served by the profession.

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During the past ten years the tremendous growth in cultural activities experienced by nearly every region has affected art reference libraries in a number of ways. Increased patronage and additional publications in the field of fine arts have resulted in restricted admissions, shortage of study, stack, and office space, inadequate staff, and uneven financial support. The future appears bright, but such problems as accessibility of the collection to users must be faced.

The Culture Boom and Art History Libraries

ANN R. WARD

IN HIS ARTICLE IN *Arts and Architecture* Gifford Phillips¹ said:

Art is no longer the exclusive province of mugwumps in New England studios, Bohemian painters in Greenwich Village, professors of English at Ivy League universities, or scions of old families gracing the boards of civic symphonies and art museums. The great American middle class of the mid-twentieth century has arrived on the scene in full strength and ready for action.

Practically every area in the United States has experienced a traumatic growth in its cultural activities in the past decade. More artists, art students, art galleries, and art programs in colleges and universities exist now than ever before. Art reference libraries have felt the increased local impetus for study and research in the history of art. This article proposes to examine what effects the culture boom has had on these libraries. Among the libraries specializing in art history in the United States, six are outstanding: the Art Institute of Chicago, The Metropolitan Museum of Art in New York City, the Museum of Fine Arts in Boston, Harvard University (the Fogg Art Museum), The New York Public Library, and the Library of Congress.² The admissions policies of art libraries fall into three general groups. In the first, only the faculty and students of

the supporting institution are permitted to use the library. This group consists primarily of college and university or other school libraries (for example, Cranbrook Academy of Art, Harvard University, and the University of Michigan). Numerous art libraries fall at the opposite end of the spectrum—allowing even the general public to use their facilities. The Wadsworth Atheneum and the Toledo Museum of Art are included in this category. The third grouping consists of libraries which have been forced to be selective in admitting patrons (the Art Institute of Chicago, The Metropolitan Museum of Art, the Philadelphia Museum of Art, the Museum of Fine Arts in Boston, and the Los Angeles County Museum of Art). In addition to the regular staff, scholars and graduate students are allowed to use the library resources upon presentation of appropriate identification. Philadelphia is the only one of this group that admits undergraduates, and Los Angeles extends library privileges to collectors and dealers. Members of museums in this category also have library privileges.

All the libraries surveyed for this article stated that their patronage had increased in the last decade. In Boston, library attendance has risen steadily since 1957. By 1964, growth was so great that the first restrictions were placed on admissions to the library.

In 1966 the museum reinstated an admission fee which further cut attendance figures. Mrs. Emma H. Mellenkamp, Fine Arts Librarian at the University of Michigan, indicated that not only has the enlarged enrollment of the University affected the Fine Arts Library, but that there has been an increase in the percentage of undergraduate and graduate students concentrating in art.

Already a significant proportion of the patrons, the number of members continues to grow as museums continue to expand their membership programs. For example, members of The Metropolitan Museum of Art now number 23,000; and all have library privileges. Special benefits cause special problems. The lecture series offered to members by the Department of Museum Education of the Art Institute of Chicago has resulted in an increasing use of its library by members. In Los Angeles, library hours may be extended for museum members by appointment. This has created difficulties, because no concurrent augmentation of the staff budget took place.

The larger number of patrons in recent years has affected library facilities, making space, office space, and study space for the collection inadequate in many libraries. Students rarely come into the Wadsworth Athenaeum Library to study because the reading room is too small. Both the museum and library are being enlarged to include more facilities and more adequate equipment for the librarian. Lack of stack space in the library of the Los Angeles County Museum of Art has caused the conversion of two reading tables to index tables. The rest of the study space is reserved for the museum staff. The problem at the Art Institute in Chicago was partially resolved by opening an additional reading room specifically for the students of the Art Institute School in the fall of

1967. The librarians in Philadelphia, Los Angeles, and Boston mentioned, in particular, the need for additional space for their collections. As a partial solution, the Philadelphia Museum of Art is planning a new and larger library within the museum building, while the Museum of Fine Arts in Boston currently plans to build a new wing which will incorporate a new library.

A Publication Explosion in the Fine Arts

The tremendous amount of publication in the fine arts is a primary cause for the lack of space in art reference libraries. Proven interest has created an unprecedented demand, not only for museum publications of the kind that interpret the institution's collections, but also for the general and special publications on art for those who wish to pursue the subject in greater depth.³ However, the flood of art publications has resulted in some problems. *First*, an increasing tendency toward duplication is developing. It occurs especially in multivolume series on art history, despite publishers' promises of the unique features of their publications. *Second*, there is the matter of translation of titles from the language of the original edition. Since the success of the original work determines whether or not it is translated into other languages, American libraries often buy the original before they discover that an English translation is contemplated. One consolation here is the quality of the pictorial reproductions; they are almost always superior in the original to the translation.⁴ A *third* problem with the abundance of art publications is bibliographic control. However, "there has been great progress during the last several years of sorely needed bibliographies in art and architecture".⁵ Another help in this area is the Worldwide Art Catalogue Center in New York, established in 1962. This organization gathers thousands of extremely important exhibition catalogues in one central source and makes them available.⁶ However, the fact remains that "book selection becomes more time-consuming and must be more critical, since every publisher finds it necessary to issue books in the field of fine arts".⁷



Fletcher Harvey

This paper was written while Miss Ward was a graduate student in the Department of Library Science, University of Michigan in Ann Arbor. Her present address is the Alderman Library, University of Virginia, Charlottesville.

In many libraries the increase in art reference books has produced a backlog of volumes to be catalogued and processed. This problem is magnified where library staffs are small. Some technical processing has been transferred to the central library in such places as the Fogg Art Museum for economy and efficiency. The Library of Congress has become involved in various new programs which have complicated processing. For example, a new program to catalogue more exhibition catalogues was undertaken without a thorough study of the material. Its treatment by the Library of Congress was so inconsistent that the Art Institute library no longer orders LC cards for exhibition catalogues. As in other libraries, mechanization is viewed as one solution to problems of acquisitions and technical processing.

Generally, loss does not appear to have been affected by the culture boom. Only three of the libraries (Los Angeles County Museum of Art, Wadsworth Atheneum, and the University of Michigan) reported that their losses have increased in recent years. L. Clarice Davis, the librarian in Los Angeles, suggested a locked cage area for rare books and documents as one answer. Mrs. Mellenkamp at the University of Michigan pointed out that while losses were increasing, they were no longer random losses as in the past. Particularly, basic studies which are now out of print seem to disappear at an alarming rate. She attributes this to the current stress on books and art as investments.

Even though requests for information have grown in the last decade, the reference services offered by art libraries tend to be minimal. The number of reference questions has doubled over the past few years at the library of the Philadelphia Museum of Art; and definite increases have been noticed in all the other libraries with the exception of the Fine Arts Library at the Fogg Art Museum. The majority of the libraries offer telephone information services of the simplest kind. Only short factual questions are answered. A considerable number of questioners—whether they call or come into the library—are people who have had little or no previous experience with art. "Television shows are sure to bring in questions on the artists mentioned and some of the articles in magazines like *Woman's Day* prompt questions

from the public".⁸ Noticeable at the University of Michigan is the variety in the backgrounds of the persons who are studying art. For example, students from the economics department have used the library resources for questions on art and art books as commodities. Increasingly, too, a commercial flavor has manifested itself in reference and information requests. More and more calls are from people who want to know the value of the work of a particular artist.

Self-Service Is the Rule

Of the eleven librarians who replied to the author's inquiry, only two reported that both the informational and the instructional approaches were used to answer reference questions. All the others rely primarily on directing the patrons to the sources rather than finding the material for them. In-depth studies are rare. Telephone requests, in the institutions which handle them, are answered if the information is readily available. The only questions answered by reference librarians at The Metropolitan Museum of Art are by telephone to sister institutions. In Philadelphia, if the request is fairly general, the questioner may be referred to the local public library. The chief reasons for limited reference service are the small staffs of most art libraries. Because the staff of the Los Angeles County Museum of Art library is too small to carry on bibliographic research for the museum personnel, the *curatorial area* has hired *curatorial aides* to do this work. Even so, the catalogue librarian must double on reference. Emily Lind Delman of the Museum of Fine Arts writes:

"Certainly if we had a larger staff . . . we could handle more reference work and in greater depth. . . . Hopefully . . . we could be able to handle any inquirer, student or otherwise, and could lift our current restrictions, which hinder those who might profit from use of the library".

Not only reference librarians—but staff in general—are inadequate for the growth in activity that art libraries are experiencing. Although necessary, no increase has occurred in the personnel of several of the libraries

surveyed. At the Fine Arts Library of the University of Michigan, part-time student help has been hired to try to meet the need. However, their lack of background in art history often creates difficulties. Financial considerations make enlargement impossible in each of these cases. The libraries of the larger institutions have, nevertheless, been able to make increases in the size of their staffs. Due to the great rise in the number of patrons, Philadelphia's staff has grown in the last five years, while in Boston the size of the staff has increased from two to five in the past ten years. When the new library at The Metropolitan Museum of Art was opened, staff was added in order to accommodate the increase in business. The opening of the student reading room in Chicago's Art Institute resulted in the hiring of two new people (one full-time and one part-time).

Financial support is a necessary consideration in all areas of the art reference library. In general, where money is a problem to the parent institution, it is also a problem to the library of that institution. For example, since the museum and library of the Los Angeles County Museum of Art are under the Los Angeles County government, funds come from the county as well as from membership and gifts. Whereas, the Wadsworth

Atheneum, as a private institution which receives no public funds, finds financial support a difficult question. Gifts of both money and books seem to have increased during the last decade. A special endowment fund, created in 1964, aids the library finances at the Toledo Museum of Art. Substantial gifts of books have been received at many libraries.

New Horizons and New Problems

In the future new horizons will be opened to art reference libraries. Elizabeth G. Hoke, librarian of the Wadsworth Atheneum, states:

"... because of the greater cooperation among libraries, more wide-spread interest in art, and the possibility of federal funds finally becoming available to private institutions such as the Atheneum, I am sure that our collection will become more accessible to scholars both bibliographically and in supplying the actual materials".

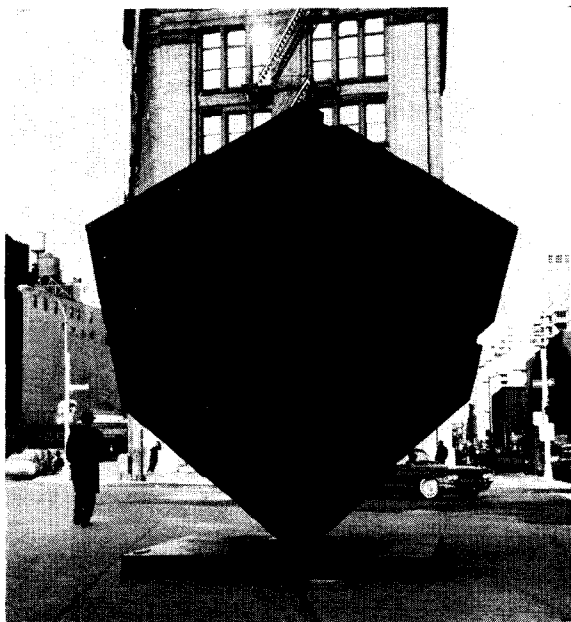
But new problems will inevitably arise. For example, the question of accessibility to users must be faced:⁹

"This will be a crucial decision since, whether we serve the general public or

Bringing Art into the Community.

An even greater use of art reference libraries can be expected as art comes closer to members of the community.

Bernard Rosenthal's "Alamo" stands at Astor Place in New York City. The 14-foot sculpture is an eight-foot cube poised on ball bearings. Many passersby are inspired to touch and to rotate the sculpture. After the outdoor show, "Sculpture in Environment," the work was donated anonymously to the Department of Parks.



concentrate on reference restricted to use for advanced research, it will ultimately determine the size and staffing of the library."

Therefore, one may conclude that the culture boom of the last decade has and will continue to have definite effects on all areas of art reference libraries.

Acknowledgment

The information for the major part of this article was gathered by contacting librarians at art history libraries across the country. Letters were sent to the head librarians at the following institutions: Art Institute of Chicago, Cranbrook Academy of Art, Detroit Institute of Arts, Fogg Art Museum in Cambridge, Massachusetts, Los Angeles County Museum of Art, The Metropolitan Museum of Art in New York, Museum of Fine Arts in Boston, Philadelphia Museum of Art, Toledo Museum of Art, and Wadsworth Atheneum in Hartford, Connecticut.

Dr. Emma H. Mellencamp, librarian of the Fine Arts Library at the University of Michigan,

also contributed much helpful information. It is on the facts and opinions supplied by these librarians that I have based my generalizations.

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3. HUMPHRY III, James. Books in the Field: Art. *Wilson Library Bulletin*, v. 41: p. 297 (Nov. 1966)
4. *Ibid.*, p. 296.
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6. HUMPHRY III, James. *Wilson Library Bulletin*, v. 41: p. 307 (Nov. 1966)
7. Letter. Ruth E. Schoneman, Librarian, Ryerson and Burnham Libraries, Art Institute of Chicago. Chicago, Oct. 19, 1967.
8. Letter. Elizabeth G. Hoke, Librarian, Wadsworth Atheneum. Hartford, Conn., Oct. 18, 1967.
9. DAVIS, L. Clarice. The Art Museum Library (unpublished preliminary study). Los Angeles County Museum of Art, unpagd. 1966.

The advertising agency librarian is in a position to facilitate one of the principal aspects of the industry: language and its use. A bibliography designates five source categories which might be considered as the basic minimum. Selection criteria are discussed briefly and, through the use of information request examples, the utilization of both personnel and tools is described.

Language Arts and the Advertising Agency Librarian

VALERIE NOBLE

ADVERTISING IS INEXORABLY LINKED with the art of the use of language. Correct usage of language becomes more critical as accounts proliferate, as consumers grow more sophisticated, and as the threshold of general knowledge becomes more discerning. The copy department of the large advertising agency may be replete with all currently available tools. Every secretary may have the latest abridged dictionary at hand plus a dog-eared copy of *20,000 Words*. With all this in mind, it is still difficult to imagine the advertising agency library *not* being enlisted as final arbiter on the fine points of language.

The extent of the language arts collection will vary from agency to agency, depending on the depth and professionalism of the library staff and the extent of communication with agency personnel. However, there are certain basic categories of tools which must be in every collection. Five of these have been delineated here and are illustrated by actual information requests which were gleaned from the records of one agency's library.

English Language Dictionaries

The agency should own at least one unabridged dictionary in addition to abridged versions. Beyond the primary functions of spelling and meaning, the unabridged dictionaries are the best sources for the final word on day-to-day punctuation problems. There is a continual temptation to use slang or jargon which is currently in vogue. Such usage is an attempt to reach and persuade a specific advertising audience on its own terms. A basic slang source is useful for term origins as well as the ever present demand for idea-joggers.

Example 1. An agency client recently purchased a store in the downtown area and had plans to develop a high-style gift

shop. One of the suggested names was "Odd Bodkin." The agency staff member who worked with the client brought the question back: "What is the original meaning of the phrase and would it be appropriate in this instance?" Use Ref. (3)

Example 2. "What's the meaning of the engineering term 'runout'?" puzzled a copywriter. He was vaguely aware of correct use, but wanted to be absolutely sure as he prepared the text of an ad for national publication. Use Ref. (5)

Example 3. A secretary's first exposure to "psychedelic" on a dictating belt sent her plowing through her desk dictionary. No luck. *Webster's Third* also drew a blank. Use Ref. (2)

Example 4. "He should know better, but he always hyphenates 'overall'", muttered an agency executive's secretary as she reached once again for proof of her argument. Use Ref. (4)

Suggested Resources

These titles include both abridged volumes for daily reference and unabridged dictionaries for the final "word."

1. *The American College Dictionary*. New York, Random House, 1967. 1444p. \$6.95.
2. *The Random House Dictionary of the English Language*. New York, Random House, 1966. 2059p. \$25.00.
3. *The Shorter Oxford English Dictionary*. 3rd ed. Oxford, Clarendon, 1965. 2v. 2515p. \$38.00.
4. *Webster's Seventh New Collegiate Dictionary*. Springfield, Mass., Merriam, 1965. 1220p. \$6.75.
5. *Webster's Third New International Dictionary*. Springfield, Mass., Merriam, 1961. 2662p. \$47.50.
6. WENTWORTH, Harold and FLEXNER, Stuart. *Dictionary of American Slang*. New York, Crowell, 1967. 669p. \$7.95.

Alphabetical approach to indigenous American phraseology including a wide variety of traditionally taboo terms. Considered the first authoritative compilation. Definitions include dates of first use and original source (jazz, railroad, ethnic, etc.). Preface to the 1967 edition extends and expands the original preface which details slang's development. Appendix includes: list of coined suffixed words with -ee, -ama, -ium, and -dom endings; shortened forms, reduplications, A-Z list of newer terms *circa* 1960-66. An indication of the rapidity of change in this language form is the absence of "be-in" from the -in words (sit-in, wade-in).

Foreign Language Dictionaries

This category does not imply that an advertising agency can write a foreign language ad by utilizing a smattering of dictionaries. In fact, as the industry moves more aggressively into international markets each year, the most sophisticated American advertisers retain services designed specifically to fill this need. The small agency collection, then, offers foreign language sources for casual use as commonly understood foreign phrases crop up in correspondence and memorandums.

Example. An account executive, commenting in an inter-office memo about barely miss-

ing the opportunity to talk to a potential account, ended his report with: "C'est la guerre." His secretary had enough trouble in deciphering her shorthand in this particular instance, but she was much less sure of the entire phrase—both its meaning and spelling. Use Ref. (10)

Suggested Resources

There are dozens of this type of dictionary. If use is infrequent, paperbacks may be the most feasible. All listed have the first section devoted to the foreign language, followed by a second section of English.

7. Chicago, University of. *Spanish-English; English-Spanish Dictionary*. New York, Washington Square, 1961. 338p. pap. 60¢.
 8. *Langenscheidt's German-English; English-German Dictionary*. New York, Cardinal, 1952. 526p. pap. 60¢.
 9. *Larousse's French-English; English-French Dictionary*. New York, Washington Square, 1955. 260p. pap. 60¢.
 10. MAWSON, C. O. Sylvester. *Dictionary of Foreign Terms*. New York, Bantam, 1961. 338p. pap. 95¢.
- A potpourri of terms and phrases from more than fifty languages. Alphabetical by language of origin with English translations.
11. *Mondari's Italian-English; English-Italian Dictionary*. New York, Washington Square, 1959. 305p. pap. 60¢.

Quotations

Words attributed to well-known people, dead or alive, seem to add a stamp of authenticity or authority to what the quote hunter believes is an unknown factor or situation. Occasionally, the copywriter needs a bridge which will link the familiar to the foreign in the reader's mind. Frequently, in response to a public speaking request, the orator wants to emphasize his point with the words of another who is better known and who may have coined a keener sentence. Quotation requests are often lumped in broad categories.

Example 1. The agency's copy department wanted to know, "What's the meaning of 'Hobson's choice'". Can it be used as a positive comparison to illustrate a specific banking service with what the competition offers?" Use Ref. (12)

Example 2. The agency executive responsible for new business solicitation was mulling over approaches to agency promotion. He was searching for something to use as a theme and explained "I'm thinking of using the phrase, 'There is nothing stronger than an idea whose time has come.' To whom should it be attributed?" Use Ref. (17)

Example 3. The senior art director was submitting an idea for the cover of a national graphic arts publication and needed an apt quotation to comply with the magazine's format. A search of standard quotation sources was not successful. Use Ref. (14) to locate van Gogh's definition of an artist: "An exhibitionist by profession."

Example 4. For an ad slanted to the agricultural market, the creative department requests a collection of sayings about farming or farmers; or a member of agency management has a speech to prepare and wants a selection of quotes by well known industrialists on the subject of social responsibility and business ethics. Use Ref. (16)

Suggested Resources

12. BARTLETT, John. *Familiar Quotations*. 3rd ed. Boston, Little Brown, 1955. 1615p. \$10.00.

Useful principally through index of entries and location of quote on cited page. Material arranged chronologically by author. Main body of work preceded by index of authors and page numbers of quotes attributed to them.

13. FLESCHE, Rudolf F. *New Book of Unusual Quotations*. New York, Harper, 1966. 448p. \$7.50.

8,000 quotes grouped alphabetically by topic, indexed by author. Tends to include phrases longer than one line, some of 100 words. Coverage: ancient to modern.

14. LEVINSON, Leonard L. *The Left-Handed Dictionary*. New York, Collier, 1963. 255p. pap. 95¢.

The man who originated the first script for "The Great Gildersleeve" and invented Fibber McGee's hall closet is responsible for this collection of humorous, satiric and tongue-in-cheek quotes arranged topically from A.A.A.A.A. (an organization who drives for drunks) to Zymurgy (the last word). Sources are identified where known.

15. PARTRIDGE, Eric. *A Dictionary of Clichés*. 4th ed. London, Routledge and Paul, 1950. 260p. \$3.75.

The advertising copywriter is cautioned, at all costs, to avoid stereotyped, common phrases. The hackneyed statement, product of a lazy mind, insults the reader's intelligence. Alphabetical arrangement with explanation of source and dates when phrases have been clichés.

16. SIMPSON, James. *Contemporary Quotations*. New York, Crowell, 1964. 500p. \$6.95.

Emphasis on sayings uttered between 1950-63. Arranged according to broad subjects: the Nation, the World, Man, Communications and the Arts. Phrases culled from political leaders, writers, entertainers, sports figures, social and literary critics etc. *Note:* Many "quotes" in the advertising entries are slogans.

17. STEVENSON, Burton. *The Home Book of Quotations*. 9th ed. New York, Dodd, Mead, 1964. 2817p. \$35.00.

Arranged alphabetically by subject from Ability to Zephyr. Appendix: extensions of entries in the body of the work. Author index includes brief description and dates; key-word index of phrases.

Synonyms and Antonyms or Rhymes and Abbreviations

The resourceful copywriter is continually on the prowl for another way to say the same thing; to rephrase the same word or thought for emphasis and thus avoid obvious repetition. He hunts for image-creating words and phrases. He browses through rhyming dictionaries as idea-starters.

Example. A petroleum manufacturer planned to market a new motor oil, and the creative department was handed the task of



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dreaming up several ideas for brand names. Although it was not a factor in the final choice, rhyming sources were initially utilized in conjunction with the company name and generic product. Use Ref. (23)

Suggested Resources

18. DEVLIN, Joseph, *A Dictionary of Synonyms and Antonyms*. New York, Popular, 1961. 384p. pap. 75¢.

Quick reference guide to terms from Abandon through Zone. Lists synonyms first, then antonyms for each entry. Last section devoted to 5,000 most often mispronounced words.

19. *Acronyms and Initialisms Dictionary*. 2nd ed. Detroit, Gale Research, 1965. 767p. \$15.00.

Draws from terminology of the G.P.O., Air Force, W.W. II, E.D.P. Also includes acronyms and abbreviations from major foreign languages. Identifies origin sources.

20. *Roget's International Thesaurus*. 3rd ed. New York, Crowell, 1962. 1258p. \$6.95.

The long-time standard, and still most useful, collection of words grouped by ideas. Synonyms, antonyms, brief phrases and associated expressions. Newest edition expanded to include newer words and ideas.

21. SISSON, Albert. *Sisson's Word Expression Locator*. West Nyack, N. Y., Parker, 1966. 371p. \$8.95.

Alphabetical arrangement emphasis on single words with synonymous phrases and synonyms. Many "see" references. Includes numerous obscure and unusual terms for the word-smith. In most instances, does not duplicate *Roget*.

22. *Webster's Dictionary of Synonyms*. Springfield, Mass., Merriam, 1951. 907p. \$6.75.

Terms included analogous and contrasted words, antonyms. Numerous essay definitions include quotations as examples of usage.

23. WOOD, Clement. *The Complete Rhyming Dictionary*. Garden City, N. Y., Doubleday, 1936. 607p. \$4.95.

Considered the most useful source of its kind, although it has not been revised since publication in 1936. Arranged alphabetically by end-of-word sound, thus easy to use. Section titled "The Poet's Craft Book" precedes dictionary section.

English Usage

One would hope, in the uniquely American contemporary-conscious advertising industry, that contemporary American usage prevails. Clarity of advertising writing is just as important as the captivating illustrations. Indeed, slipshod or vague language is

the surest way to lose the potential customer.

Example 1. "Does 'historic' take 'a' or 'an'?" is a not infrequent query from the secretarial staff. The answer, many times, is realistically tempered by the context of usage and is further qualified by whether or not the user is English- or American-oriented. Use Ref. (24)

Example 2. "Help! Here's a sentence in a letter the boss rough-typed himself: 'I plan to swing through the East Coast later this summer and will be back in my midwest office by Labor Day.' Something's wrong somewhere and I could use some specific rules to solve the problem." Use Ref. (27)

Suggested Resources

24. BERNSTEIN, Theodore. *The Careful Writer*. New York, Atheneum, 1965. 487p. \$8.50.

An erudite, and often humorous, approach to modern English usage. Lucid explanations of use and misuse of common words and parts of speech. Emphasis is American, not English. Replete with examples of correct and incorrect usage.

25. CHICAGO, UNIVERSITY OF. *A Manual of Style*. 11th ed. Chicago, University of Chicago Press, 1949. 544p. \$6.00.

Continuously published since 1906. Contains such material as planning a book, general rules for copy preparations, list of typographer's symbols, proper correspondence forms, common punctuation, technical terms, symbols, numerals, various type specimens; nine foreign language type alphabets and faces.

26. FOWLER, Henry. *Modern English Usage*. 2nd ed. Oxford, Clarendon, 1965. 725p. \$5.00.

Short-to-long essay approach to choosing the right word and helping clarify correct use. Based on Latin grammar principles, therefore more formal. Even though English-oriented, of great help to American users. Classified guide includes usage, formation of words, spelling and inflexions, pronunciation, punctuation.

27. U. S. GOVERNMENT PRINTING OFFICE. *A Style Manual*. Washington, G.P.O., 1967. 512p. \$3.00.

Although tailored specifically to G.P.O. printing requirements for authors and editors, a useful guide to general principles of good usage and custom. Text preceded by bibliography of other relevant government documents; proofreaders marks. Extensive list of capitalization, punctuation rules, guide to compounding, often misspelled words, abbreviations, numerals, italics, signs and symbols applicable to general use. Eighteen foreign languages: alphabet and pronunciation, diphthongs, special characters, syllabification, rules,

stress, capitalization, punctuation abbreviations, cardinal and ordinal numbers, months, days, seasons, time.

28. LAMBUTH, David. *The Golden Book on Writing*. New York, Viking, 1964. 81p. \$3.00.

Pocket-size approach to the heavyweight subject of the economies of literate writing. First published in 1923 and then long forgotten, it was rediscovered by a New York ad man in the early 1960's. Basics about: organization; the paragraph; the sentence; words; the letter; punctuation; business writing (by Walter O'Meara). Publisher's appendix discusses the new edition.

29. MORSBERGER, Robert. *Commonsense Grammar and Style*. New York, Crowell, 1965. 350p. \$6.95.

A basic commentary about the intricacies of grammar. Combines usage rules with numerous sprightly examples culled from historical to modern sources. General approach derived from Janet Ranken Aiken's *Commonsense Grammar*.

30. STRUNK, William, Jr., and WHITE, E. B. *The Elements of Style*. New York, Macmillan, 1959. 71p. pap. \$1.00.

Another pint-size, heavyweight usage source first printed in 1918. Vigorous attack on the muddle of English rhetoric, with emphasis on brevity as the key to success. Contents: elementary usage rules; elementary principles of composition; form; words and expressions commonly misused; an approach to style. Many examples.

Topical Subject Dictionaries

Innumerable subject compilations supplement general dictionaries. Depending on the firm's scope of clients, the advertising agency librarian tends to become a minor subject authority in a variety of fields: breakfast foods, automobiles, airplanes, computers or furniture. Both account management and the entire creative staff must be conversant with the terminology peculiar to each field. If they are to speak intelligently to the advertiser and his consumer, it behooves them to speak in the common language of specific functions. With the traditional flux of the agency/client relationship, the corresponding language tools must be considered to be expendable in many instances. If, for instance, an agency has a computer manufacturer as a client, the liaison may be terminated after two or three years or even less. The computer dictionary, ordered for enlightenment of the staff, will suddenly stand alone on the shelves—a glaring misfit in the general collection. Topical dictionaries, therefore, must be purchased with judicious care.

Example 1. "I need some general ideas about musical terms in various languages for a headline inspiration" and "Can you supply me with a picture of a treble clef?" were both requests from the creative department as related to an ad campaign for a musical instrument manufacturer. Use Ref. (33)

Example 2. "I can't find 'Styrofoam' in the big dictionary. How is it spelled?" Use Ref. (36)

Suggested Resources

31. FREEMAN, William. *Dictionary of Fictional Characters*. Boston, The Writer, 1963. 458p. \$6.95.

Alphabetical arrangement of 20,000 characters (past and present) from some 2,000 British and American works of fiction. Sources include novels, short stories, poems, non-musical plays (except Gilbert and Sullivan, John Gay's two operas). Includes such non-humans as Black Beauty, The Jabberwock, Winnie-the-Pooh.

32. GRAHAM, Irvin. *Encyclopedia of Advertising*. New York, Fairchild, 1952. 606p. \$6.50.

Alphabetical listing of words and phrases used in advertising; printed, outdoor and broadcast media; printing. Definitions vary from brief to short essays. Particularly useful for a newcomer to advertising, even though newer terms are not included.

33. JACOBS, Arthur. *A New Dictionary of Music*. Howardsmith, Middlesex, Penguin, 1958. 416p. pap. \$1.75.

Single alphabet list of composers, musical works, English and foreign musical terms, performers, conductors, and a few well known institutions, e.g. La Scala. English translations used extensively with source language. A few illustrations.

34. JOY, Charles R. *Harper's Topical Concordance*. 2nd ed. New York, Harper, 1962. 628p. \$8.95.

Phrases grouped together under key word subjects with an attempt to utilize modern terms such as ambition, aspiration, responsibility, etc. No references to proper biblical names except those like Babel, Zion, etc. Newer edition includes phrases which might be applicable for, and are categorized by, Lincoln's Birthday, Mother's Day, Flag Day, UN Day.

35. *NASA Dictionary of Technical Terms for Aerospace Use*. Washington, G.P.O. 1965. 314p. \$3.00.

A guide to the language of space exploration. Covers fields of space environment and operations; selected terms from the basic sciences and math. Omits information on grammar. Includes abbreviations, acronyms. Cross references in bold face. Synonyms indicated by the symbol =. Bibliography of primary sources.

36. ROSE, Arthur and ROSE, Elizabeth. *The Condensed Chemical Dictionary*. 6th ed. New York, Reinhold, 1961. 1256p. \$20.00.

Of value in the non-chemical-oriented library because of the wide array of trade names. List of manufacturers supplements standard sources.

37. SIPPL, Charles. *Computer Dictionary*. Indianapolis, Sams, 1966. 336p. \$6.95.

Designed to aid in identifying, classifying and interpretation of terms and concepts relevant to EDP, information technology, automation and computer science. Does not attempt to standardize. Nearly half of the volume is devoted to twenty appendices which offer limited discussions of special topics such as computer languages, mathematical and statistical definitions, operations research techniques, management science and model building.

38. SUNNERS, William. *American Slogans*. New York, Praegar, 1949. 345p. Out-of-print.

Though useful for double checking older slogans, primarily valuable in a historical context. 13,000 words and phrases arranged alphabetically by subject from Advertising to Wood; slogans from the British Empire; politics; contest prize winners; unclassified; printed pearls. Subject index.

Selection Guidelines and Creativity

The selective bibliography for this paper is based on a few elementary criteria. Basically, it reflects a combination of a small

agency's general needs and specific market (or subject) areas. As such, it is not to be considered definitive but exemplificative.

Cost is a substantial factor, and selection is based on critical evaluation of retrospective demands and projected needs. In other words, does the new item legitimately fill a gap? Does it do a better job than existing material? Is it truly an updated expansion of a previous edition? Is the purchase important enough to justify the cost? Is the longing for a new source merely a personal reaction to adroit promotion?

The advertising agency library is a non-income producing function in what is, principally, an industry with a narrow profit margin. The profit squeeze gets tighter every month. This implies that the librarian should watch constantly for new resources, but should do so with a critical eye to avoid useless and costly duplication.

A final criterion, although difficult to define clearly, is the elusive element of creativity. The business of successful advertising rests, in large part, on the constant flow of words and ideas. It is therefore vital to provide fuel for the imagination of staff members involved in this function. Based on these guidelines, the titles suggested have been selected as resources for the total craft of writing.

Two aspects of a book storage system are considered: 1) the fraction of the collection to be stored, and 2) the criteria for selecting the materials. Future usage was predicted utilizing past usage rates and the age of the books. Little savings were found using age as a criterion for selection. Past usage is superior. Significant savings can be realized only if the cost to circulate a book from storage is small, and a large portion of the collection must be stored. If a "delay" cost is considered in estimating unit costs per circulation, savings are even less.

The Role of Departmental Libraries in Operations Research Studies in a University Library

Part 1. Selection for Storage Problems*

THEODORA ANDREWS

BECAUSE OF RAPID library growth, compact storage has frequently been suggested for little-used materials. Sometimes capacity can be increased as much as 50% due to some method of increasing storage density. For instance, less space may be left for growth; shelving by size may be advantageous; fore-edge and two- or three-deep shelving is sometimes used. Also higher and shallower shelves, narrower aisles, or some kind of special shelving may be utilized.

This study considers two aspects in designing a storage system: 1) the fraction of the collection to be stored, or possibly withdrawn, and 2) the criteria for selecting the materials.

First one wants to know the optimal size of the storage area. It costs more to circulate a book from storage than from a working collection because of the remote location. However, because of the efficient use of space it is cheaper to house the book. Therefore as the size of the storage collection in-

creases, circulation costs increase while storage costs decrease.

It is evident that only little used material should be stored. The two most reliable indicators of future use as shown by previous studies¹ are: 1) past usage rates, and 2) age of the books.

Compact Storage

It should be pointed out that compact shelving has usually been used only to house "research" collections. The storage areas used are usually less attractive, have less light, heat, air circulation, etc., and may have no floor covering and be cleaned infrequently. An advantage in using them is that there is less useless material to go through on the regular shelves and less loss from theft.

Some disadvantages in storage are that floors may have to be built more strongly, material is somewhat inaccessible, there is delay in delivering materials, and relocation costs must be considered (cards changed, etc.). Also decisions must be made on what to deposit, which is the concern of this study.

* Part 2 will appear in a future issue of *Special Libraries*.

As judgment decisions must be made, there is need for more accurate predictors of use. An attempt has been made in the study here described to forecast amount of usage in the future.

Costs Relevant to Storage Decision Rules

The construction of a compact book depository is analyzed in terms of cost with respect to the function that would change by its existence. The depository would have an impact on four cost classifications:

- 1) building and equipment costs,
- 2) operating and maintenance costs for the facility,
- 3) book retrieval costs, and
- 4) book relocation costs.

Formulas are worked out for the first two costs. Circulation costs are formulated including an added cost for delay as it is assumed that delay is a burden and an added cost to the user. It is incorporated into the model as a tangible cost. Relocation costs include such things as sizing the books, marking the charge cards, perhaps remarking the call number, updating records, etc.

The total costs are calculated as follows with H as the years in the planning horizon:

$$\begin{aligned} \text{Total Cost} &= \text{Total Cost in working collection} + \text{Total Cost in storage for a period of } H \text{ years} \\ &= \text{Cost of both buildings designed to handle the growth for a period of } H \text{ years} \\ &+ \text{Maintenance and Operating Costs for both buildings for a period of } H \text{ years} \\ &+ \text{Product of the Individual Costs per circulation} \times \text{their respective expected number of book circulations over the next } H \text{ years} \\ &+ \text{Product of the Unit Relocation Cost} \times \text{the number of books to be transferred during the next } H \text{ years} \end{aligned}$$

Selection of Materials for Storage

In regard to the selection of materials to store, age policy is discussed first. Since books are ordinarily used less as they get older, age can be a guide for selection for storage. The investigator works out a formula for establishing an optimal critical age to be used as a decision rule for relocating materials to storage. The basic model provides a decision rule and sets the optimal capacity of both the working collection and the storage unit. Some librarians would be content with the suboptimal system of fixing the size of the active collection and then storing only the overflow. If this is what is desired, a floating critical age can be predicted.

Past usage policy for selection of material for storage is probably preferred to age policy, and may be the better if one uses a single criterion. The disadvantage is that past usage records are needed.

Book usage may be described equally well in two ways: 1) number of times a book has been used during some unit time interval, and 2) average amount of time that elapses between uses. The decision rule operates in the following fashion: When the average time between uses, X , for an individual book exceeds some critical time X_0 (X_0 = critical time between uses), then the book will be transferred to storage. A model is formulated which specifies the optimal value of the critical time between uses, X_0 .

Next the total cost model is constructed and a formula worked out for determining the planned capacities of the storage unit and the working collection when the value of X_0 is established. Total costs are a function of a single variable, the critical value for the average time gap between circulations, X_0 . The differential calculus may be used to determine that value of X_0 which will minimize total costs.

The two book storage policies are compared. Graphically the weeding inefficiency of the age policy is shown in Figure 1. Some books should be stored but are not, and some are stored which should not be. Books in Quadrant I are lesser-used ones but are not old, so they would not have been stored under the age policy. Books in Quadrant II would be sent to storage under both policies. Books in Quadrant III are those which would

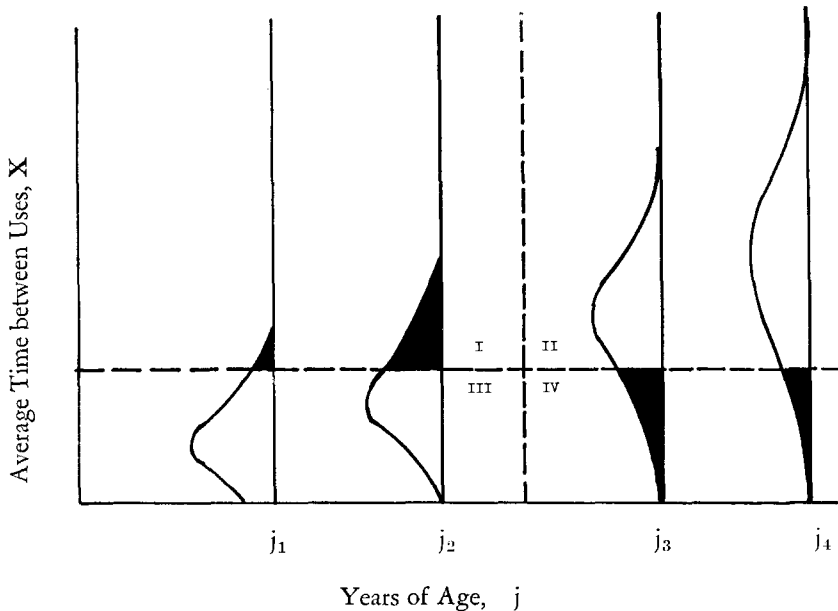


Figure 1. Weeding Inefficiency of the Age Policy.

be kept in the working collection by both policies. The books qualifying for Quadrant IV are old ones with a high rate of activity and so would be stored using the age model. The shaded areas portray the weeding inefficiency of the age model when compared to the usage model. Also the total cost differences can be calculated.

In summary, both models require an analysis of circulation histories, but different parameters are estimated. Under the age policy one must ascertain which books have ages (since acquisition) that are greater than the critical age. Usage policy requires circulation histories. A computerized catalog/circulation system would be a tremendous benefit to the selection process. Age policy would probably be the best choice for serials, and it would be a poor policy to break up sets anyway.

Growth, Obsolescence, and Analysis of the Usage Rate

The investigator provided estimates for the growth constant, the obsolescence constant in the age policy, and the distributions of usage for the usage rate policy for three

departmental libraries at Purdue: chemistry, pharmacy, and physics.

A 20% sample of the titles in the shelf lists for each of the three libraries was taken. Monographs and serials were handled differently. Tables for each of the libraries are presented giving the monograph growth regression and correlation summaries, monograph summaries by year of acquisition, serial growth regression and correlation summaries. Graphs are presented showing growth by year of acquisition for each of the libraries' monograph collections, and growth of serial collections by year of publication are shown.

In regard to the analysis for monographs, the age and rate of circulation are calculated for each book. Annual rate of circulation is plotted against the age of the monographs. Much other growth and book usage information is presented also.

The next endeavor is to estimate the various cost parameters. Numerical examples are given and an attempt made to isolate some of the conditions for which storage seems most advantageous. Finally the efficiencies of the two policies are compared.

Each of the major cost classifications, building costs, maintenance and operating

costs, circulation costs, and relocation costs are discussed separately.

Building cost data are taken from the literature.³ They are assumed to be:

$$\begin{aligned} a_w + b_w x &= \$1.96 x && \text{(Working collection)} \\ a_s + b_s y &= \$0.42 y && \text{(Storage collection)} \end{aligned}$$

where x is the capacity of the working collection and y the capacity of the storage area. Fixed costs a_w and a_s do not play an important role in the analysis and are assumed to be negligible.

Annual maintenance and operating costs are as follows (from Fussler and Simon¹):

$$\begin{aligned} d_w + m_w x &= \$0.040 x && \text{(Working collection)} \\ d_s + m_s y &= \$0.005 y && \text{(Storage collection)} \end{aligned}$$

where x and y are the respective capacities. Fixed costs, d_w and d_s , are assumed to be negligible.

It is difficult to estimate the unit costs per circulation from both the storage and working collections because they are usually handled through the same circulation department. In view of this it is easier to analyze the differences between the two circulation procedures in order to assess a cost to circulations from storage. The difference between the unit circulation costs ($k_s - k_w$) is sufficient for calculations of the decision rules and comparisons of the two models. Using fiscal year 1965-66 at Purdue as a guide, k_w is \$0.43. Using figures from storage depository libraries elsewhere, \$0.20 per circulation from storage is the figure used for k_s . An added cost for delay is added, estimated at \$1.00, which makes ($k_s - k_w$) equal to \$1.20; k_s would be about \$1.63.

Relocation costs are estimated at \$0.25 per volume, as judged from the literature and discussions with librarians.

Effects of the choice of the planning horizon are discussed. Since the basis of the decision rules is minimization of total costs over the planning horizon (H), the choice of the length of horizon will have some effect on the results of the calculations. Regardless of the length of the horizon, a savings in building costs can be realized only once for any single book, but the number of circulations from storage to be considered for that book does depend upon the length of the

planning horizon.

It appears that the maintenance and operating cost advantage that might be expected from a storage sub-system tends to negate the argument that total costs per volume decrease with increasing H because more and more possible circulations of each stored book are being considered.

$H = 15$ years is chosen as a reasonable selection and is used in further analyses. The report demonstrates that decision rules are fairly insensitive to change in the length of the planning horizon over a practical range of values.

It is found that the storage model reacts very quickly as the circulation cost disadvantage of stored materials increases. Increasing the unit circulation costs for stored materials, relative to those for the working collection, drastically cuts back the savings that might be realized; and unfortunately, the reduction in savings is most severe for small values of "delay cost."

In summary, if only out-of-pocket costs are considered the savings for a monograph collection of the three branch libraries over a 15 year planning horizon ranges from \$6,000 to \$18,000; but if an artificial "cost" for delay of \$1.00 per day of delay is considered, savings are cut back to between \$1,500 and \$3,000. So, if the delay "cost" concept is truly accurate and is "large," careful consideration should be given to a storage system which involves little delay, such as an adjoining storage unit with individual retrievals.

An increase in the unit building cost differential causes a larger amount to be stored with a greater building cost savings per volume stored. On the other hand, as a larger fraction of the books is stored, the number of circulations from storage should increase at an increasing rate. There is an increase in savings at a slightly increasing rate as the unit building cost differential is increased.

In summary, as the building costs for storage become more and more attractive relative to the corresponding costs for the working collection, a significant change is exhibited on the fraction of the collection to be stored, and the savings. As unit building cost differential increases, the fraction of the collection to be stored decreases at a diminishing rate, the percentage of materials to be

stored increases at approximately a constant rate, and savings increase at a slightly increasing rate.

Discussion of the economic advantage of storage is thorough. It is shown that a significant savings will result from the most accurate estimates of the cost parameters (ignoring any "cost" of delay for book retrieval from storage) that could be extracted from the pertinent literature. Under these conditions, the savings that could be expected are \$5,960, \$18,698, and \$8,307 for the monograph collections of the Chemistry, Physics, and Pharmacy Libraries respectively, for a 15 year horizon. These savings are 2.7%, 9.1%, and 8.3%, respectively, of the total pertinent costs over the horizon. Savings of this magnitude, if considered for serials as well as monographs, would add a sizeable sum of money. However, to realize these savings, librarians must be willing to store a large percentage of books, those which have not been circulated in the last 1.14 — 1.27 years.

If to these figures an artificial cost of delay equal to \$1.00 is imposed for circulation from storage, the corresponding savings drop to 0.7%, 1.5%, and 2.0%, respectively; but only books which have not been used in the last 6.82 — 7.61 years would be stored.

Numerical Examples and Empirical Analyses

In regard to the building costs, the evidence tends to indicate that the recurrent maintenance and operating cost advantage of storage dominates the accumulation of circulation costs.

In conclusion it is likely that a significant savings can be realized from the construc-

tion of a compact storage depository. However conditions appear which tend to reduce the economic advantage.

Effects of growth parameters and relative rates of usage are described. It is interesting that growth rates for Chemistry and Pharmacy Libraries (0.070 and 0.069) were approximately equal, but less than the Physics Library (0.090). Also, Chemistry Library books were used at a higher rate than those for either Physics or Pharmacy.

Comparisons of the age and usage rate policies are made. When the delay "cost" is withheld, the extra costs of the age policy for Chemistry, Physics, and Pharmacy respectively, are \$7,606, \$10,040, and \$4,933 while the corresponding savings under the usage policy are \$5,960, \$18,698, and \$8,307. So, it is seen that the delay "cost" not only discriminates against storage, but imposes a slight discrimination against the age policy. Nevertheless, the extra costs of the age policy still represent a sizeable portion of the savings, so it appears as though it should be viewed warily. For Chemistry the age policy offers no advantage. This probably is caused by the combination of a generally high rate of usage of books in the Chemistry Library and the fact that the assumed obsolescence model is less valid for that library.

The unit relocation cost may be higher for the usage rate policy than for the age policy as it is necessary to consult circulation histories to decide whether a book should be stored.

The extra costs of the age policy relative to the usage rate policy tend to decline as the relocation costs of the usage rate policy increases relative to those for the age policy. However, the savings that may be realized from storage also decline and at a faster rate than the extra costs of the age policy. Therefore, the economic position of the age policy

Mrs. Andrews describes how three departmental libraries at Purdue University (Chemistry, Physics, and Pharmacy) were used in the Library Operations Research Project, co-sponsored by the School of Industrial Engineering and the Purdue University Libraries. Mrs. Andrews is Pharmacy Librarian at Purdue. Research was conducted by Winston C. Lister under the direction of Dr. F. F. Leimkuhler, and was reported by Mr. Lister in his doctoral thesis.² The research was sponsored by the National Science Foundation, Office of Science Information Service (GN-519).



does not improve itself as the difference in relocation costs increases. The economic effectiveness of the age policy is never really very good. This implies that, if possible, a usage rate policy should be preferred over an age policy.

A chief reason given for the apparent inability of the age model to yield significant savings is the lack of correlation between age and usage of all monographs in a branch library. Apparently because there are a significant number of newer books which are infrequently used and older books which are used very frequently, the usage rate policy is able to take advantage of these situations. Another contributing factor might be weakness of the assumed obsolescence model, or it might be wiser to define sub-classes of monographs which could be considered separately.

The Conclusions and Recommendations

Effort has been made to answer three basic questions:

- Is storage of little used materials economically justified?
- If so, how much of the collection should be stored?
- How should materials be chosen for storage?

The approach has been to develop: 1) simple storage decision rules derived from the minimization of the total relevant costs, and 2) to test the models on three science libraries at Purdue.

The investigator has serious reservations regarding the savings. The concept of a

"cost" for a delay in service to the user has demonstrated that the justification of a storage system is highly dependent upon the value placed upon library service. The controversy lies in the question of whether the user should "pay" for a delay in service or whether it is the responsibility of the library to provide quick service on each request. If the library accepts the responsibility, the added cost of service to a minority of the users is being distributed among all users. How important to the organization and the professional community is the time necessary to conduct research?

An important conclusion which can be drawn is that a significant savings may only be realized if the added cost to circulate a book from storage is small; and then somewhat paradoxically a large portion of the collection must be stored to achieve maximum savings.

In answer to the third question, the investigator believes that selection of an item for storage should be based entirely upon its current (or immediate past) rate of usage.

References

1. FUSSLER, H. H. and SIMON, J. L. *Patterns in the Use of Books in Large Research Libraries*. Univ. Chicago Library, 1961.
2. LISTER, Winston C. *Least Cost Decision Rules for the Selection of Library Materials for Compact Storage*. PB 174 441. U. S. Dept. of Commerce, Clearinghouse for Federal Scientific and Technical Information. Ph.D. Thesis, Purdue University, 1967.
3. ASH, L. M. *Yale's Selective Book Retirement Program*. Hamden, Conn., Archon Books, 1963.

Adoption of New National Interlibrary Loan Code

A DRAFT OF THE "NATIONAL INTERLIBRARY LOAN CODE, 1968" was published in the Feb. 1968 issue of *Special Libraries*. This draft, with some minor changes, was presented for approval to the Board of the Reference Services Division of the American Library Association at its annual conference in Kansas City. The text of the code as approved by the ALA/RSD Board appears below. The "GENERAL INTERLIBRARY LOAN CODE, 1952" (revised edition, 1956) has been entirely superseded and is now no longer in force.

This new code presupposes the use of the revised interlibrary loan form which is now available for purchase. Explanation of the policy stated in the code and full details of procedures to be followed in requesting loans will be found in the forthcoming interlibrary loan manual being written by Dr. Sarah Katharine Thomson.

The ALA/RSD Interlibrary Loan Committee is also cooperating with the Reproduction of Library Materials Section of the Resources and Technical Services Division in the preparation of a new edition of Cosby Brinkley's *Directory of Library Photoduplication Services*; this new edition will contain some directory information relating to interlibrary loan services.

MARJORIE KARLSON, Chairman
ALA/RSD Interlibrary Loan Committee
Washington University Library
St. Louis, Mo. 63130

National Interlibrary Loan Code, 1968

Introduction

This code, adopted by the Reference Services Division, acting for the American Library Association on June 27, 1968, governs the interlibrary lending relations among libraries on the national level, among research libraries, and among libraries not operating under special or local codes. Libraries of a common geographical area or those specializing in the same field may find it advantageous to develop codes for their own needs. There is appended to this national code a model code (for regional, state, local or other special groups of libraries) which may be considered for adoption by such groups of libraries with common interests.

On the national level interlibrary loan requests should be restricted to materials which

cannot be obtained readily and at moderate cost by other means. The costs involved in lending and the conflict in demand for certain kinds of materials necessitate this restriction.

The American Library Association has published† a manual explaining in detail the procedures which should be used in implementing the principles of this code. Libraries requesting materials on interlibrary loan are expected to have copies of this manual and to abide by its recommendations.

The present interlibrary loan system may be radically changed by less conventional methods of transmission of materials, such as telefacsimile and computer networks. Until such methods have gained widespread acceptance, their use must be based on special agreements among libraries.

I. Definition

Interlibrary loans are transactions in which library materials are made available by one library to another for the use of an individual; for the purposes of this code they include the

EDITOR'S NOTE: The SLA Special Representative to the ALA/RSD Interlibrary Loan Committee is James C. Andrews, Argonne National Laboratory, Argonne, Ill. 60439.

† Manual in preparation and not yet published.

provision of copies as substitutes for loans of the original materials.

II. Purpose

The purpose of interlibrary loans is to make available, for *research*, materials not owned by a given library, in the belief that the furtherance of knowledge is in the general interest. Interlibrary loan service supplements a library's resources by making available, for the use of an individual, materials from other libraries not owned by the borrowing library.

III. Responsibility of Borrowing Libraries

1. It is assumed that each library will provide the resources to meet the study, instructional, informational, and normal research needs of its users, and that requests for materials from another library will be limited to unusual items which the borrowing library does not own and cannot readily obtain at moderate cost. Requests for individuals with academic affiliations should be limited to those materials needed for faculty and staff research, and the thesis and dissertation research of graduate students.

2. Thesis topics should be selected according to the resources on hand and should not require extensive borrowing from other libraries. If an individual needs to use a large number of items located in another library, he should make arrangements to use them at that library.

3. The borrowing library should screen carefully all applications for loans and should reject those which do not conform to this code.

IV. Responsibility of Lending Libraries

1. In the interests of furthering research it is desirable that lending libraries interpret as generously as possible their own lending policies, with due consideration to the interests of their primary clientele.

2. A lending library has the responsibility of informing any borrowing library of its apparent failure to follow the provisions of this code.

V. Scope

1. Any type of library material needed for the purpose of research may be requested on loan or in photocopy from another library. The lending library has the privilege of deciding in each case whether a particular item should or should not be provided, and whether the original or a copy should be sent.

2. Libraries should not ordinarily ask, however, to borrow the following types of ma-

terials: *a)* U.S. books in print of moderate cost; *b)* Serials, when the particular item needed can be copied at moderate cost; *c)* Rare materials, including manuscripts; *d)* Basic reference materials; *e)* Genealogical, heraldic, and similar materials; *f)* Bulky or fragile materials which are difficult and expensive to pack (e.g. newspapers); *g)* Typescript doctoral dissertations, when fully reproduced in microfilm and readily available.

VI. Expenses

1. The borrowing library assumes the responsibility for all costs charged by the lending library, including transportation, insurance, copying, and any service charges. If the charges are more than nominal, and not authorized beforehand by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed with the transaction. Borrowing libraries should try to anticipate charges, such as for copies, and authorize them on the original request.

2. It is recommended that in the interests of efficiency the lending library absorb costs which are nominal, such as for postage.

VII. Conditions of Loans

1. The safety of borrowed materials is the responsibility of the borrowing library. In case of loss or damage the borrowing library is obligated to meet all costs of repair or replacement, in accordance with the preferences of the lending library.

2. The borrowing library is bound by any limitations on use imposed by the lending library. It is recommended to lending libraries that any limitations (such as "for use in library only") be based on the physical condition or the bibliographic character of the particular item rather than be imposed on all materials lent.

3. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with copyright law and American Library Association policy.

VIII. Placement of Requests

1. Libraries should exhaust local resources and make an effort to locate copies through the use of bibliographical tools, union lists, and union catalogs. Requests should be made to one of the nearer institutions known to possess the desired material. Care should be taken, however, to avoid concentrating requests on a few libraries.

2. In the absence of special agreements, requests should normally be placed by mail using the standard ALA forms, or by teletype using a format based on the ALA interlibrary loan form. When an urgent request is made by telephone, this initial request should be immediately followed by the confirming ALA form.

IX. *Form of Request*

1. Materials requested must be described completely and accurately following accepted bibliographic practice.
2. Items requested should be verified and sources of verification given, and for this purpose borrowing libraries should have access to basic bibliographic tools. When the item requested cannot be verified, the statement "cannot verify" should be included with complete information on the original source of reference. If this provision is disregarded and the bibliographic data appear to be incorrect, the request may be returned unfilled without special effort to identify the reference.
3. The name and status (position or other identifying information) of the individual for whom the material is being requested should be included on the request form.
4. A standard ALA interlibrary loan form should be used for each item requested (or an ALA photoduplication order form, when it is known that copies will be supplied and payment required).
5. All correspondence and shipments should be conspicuously labeled "Interlibrary Loan."

X. *Duration of Loan*

1. Unless otherwise specified by the lending

library, the duration of loan is normally calculated to mean the period of time the item may remain with the borrowing library, disregarding the time spent in transit.

2. The borrowing library should ask for renewal only in unusual circumstances, and a second renewal should never be asked for without a specific explanation. The renewal request should be sent in time to reach the lending library on or before the date due. The lending library should respond to renewal requests promptly; if it does not, it will be assumed that renewal for the same length as the original loan period is granted.
3. Material on loan is subject to recall at any time and the borrowing library should comply promptly.
4. The loan period specified by the lending library should be appropriate to the type of material.

XI. *Notification and Acknowledgment*

1. The lending library is expected to notify the requesting library promptly whether or not the material is being sent; if the material cannot be supplied, the lending library should state the reason.
2. Except in the case of very valuable shipments, no acknowledgment of receipt is necessary. If there is undue delay in receipt, however, the receiving library has a responsibility to notify the lending library so that a search may be initiated promptly.

XII. *Violation of Code*

Continued disregard of any of the provisions of this code is sufficient reason for suspension of borrowing privileges.

Model Interlibrary Loan Code for Regional, State, Local or Other Special Groups of Libraries

THE DRAFT OF A MODEL INTERLIBRARY LOAN CODE for state, regional, and other special groups of libraries, prepared by the Interlibrary Loan Committee of the ALA Reference Services Division, has now been released for comment. This proposed model code complements the new national interlibrary loan code, which was approved by the Reference Services Division for ALA at the Kansas City Conference.

The model code recognizes the need for fundamental changes in interlibrary borrowing and lending practices, to accommodate to changes and the growing needs of the American people. It is far more liberal than the national code. The Committee believes that this liberalization should be first at the state and regional level, and that local, state and regional resources should be utilized more freely than in the past. This procedure also will prevent a possible swamping of a few very large collections if this were done at the national level without utilizing fully state and regional resources.

This proposed local, state and regional code is quite liberal. Its principal features are:

- 1) Borrowing is not limited to research purposes.
- 2) There is no borrower statement—anyone presumably is eligible.
- 3) Almost anything can be requested; however, there is a brief list of materials that should not be requested.
- 4) There is a strong statement on the responsibility of any library to develop collections adequate to meet its normal needs; freer interlibrary loan should not diminish local efforts to build resources.
- 5) Requests to borrow should be channeled through some central agency, often the state library, where requests can be serviced in some cases, screened, and the load on other libraries distributed equitably.
- 6) Funding of state plans is considered.
- 7) Standard ALA forms may be used, but it is likely that most states will use TWX or Telex installations, thereby simplifying and speeding up procedures; many state plans may pay for these installations through the state library.
- 8) All types of libraries may be included.
- 9) Participation presumably will be voluntary, and contracts for services are foreseen.
- 10) Agreements or contracts among or with individual libraries are not precluded.

A model code seems very timely, for all states have money available under LSCA Title III, for the development of state plans. In time, full funding of state plans appears likely, from a combination of federal and state library moneys.

Of course this model code is only a suggested plan and may be changed or modified before adoption by any local, state, regional, or other group of libraries. However, we believe that it may offer a good basis for the development of specific plans.

MARJORIE KARLSON, Chairman
ALA/RSD Interlibrary Loan Committee

*Draft of a Model Interlibrary Loan Code for Regional, State, Local or Other Special Groups of Libraries**

This code is a voluntary agreement adopted by _____ on _____ to govern interlibrary lending among libraries [in the _____ region, in the state of _____, in the metropolitan area of _____, or _____ group of _____ libraries]. Although correlated with the ALA National Interlibrary Loan Code _____

* Adopted by the ALA Reference Services Division Interlibrary Loan Committee on June 26, 1968.

this local code is intended to promote a more liberalized interlibrary loan policy among the libraries adopting it. It is based on the premise that lending among libraries for the use of an individual [in the _____ region, in the state of _____, etc.] is in the public interest and should be encouraged. However, liberal interlibrary lending should be no substitute for the development of adequate collections based on the needs of the service areas represented, in libraries and library systems.

This code may be further expanded or modified to meet the particular interests of participating libraries.

The American Library Association has published a procedures manual† suggested for use in implementing the national code; libraries requesting materials on loan under the provisions of the local code are urged to follow the recommendations of the manual whenever feasible.

I. Definition

Interlibrary loans are transactions in which library materials are made available by one library to another; for the purposes of this code they also include the provision of copies as substitutes for loans of the original materials.

II Purpose

Since it is increasingly evident that it is impossible for any one library to be self-sufficient, and in the belief that the furtherance of knowledge is in the general interest, interlibrary borrowing and lending is regarded by the libraries subscribing to this agreement as essential to library service.

III. Responsibility of Lending Libraries

1. Lending libraries will practice as liberal and unrestrictive a policy as is possible in interlibrary loans, with due consideration to the interests of their primary clientele.
2. Lending libraries have the responsibility of informing borrowing libraries of any failure to observe the provisions of this code, and if necessary may invoke the provisions stated in Section XII.

IV. Responsibility of Borrowing Libraries

1. It is recognized that interlibrary lending does not relieve any library of the responsibility

of developing its own collection. Each library will provide the resources to meet the ordinary study, educational, instructional, informational and research needs of all of its users. Requests to borrow from other libraries will be limited to those items which the library might not be expected to own. No library should depend upon another to supply the normal needs of its clientele except under special agreement for such service.

2. Borrowing libraries will make every effort to exhaust their own resources before resorting to interlibrary loans.

3. Borrowing libraries will screen carefully all applications for loans, rejecting those which do not conform to this code. (See also Section VII, Conditions of Loans; Section IX, Form of Request)

V. Scope

1. Any type of library material needed for the purposes of study, instruction, information, or research may be requested on loan or in photocopy from another library. The lending library has the privilege of deciding in each case whether a *particular* item should or should not be provided, and whether the original or a copy should be sent. These decisions may be determined by the nature of the material or its physical condition, the degree of active demand for the material requested [or other reasons specifically indicated in this agreement].

2. Under the terms of this agreement it is permissible to request on interlibrary loan: *a*) Materials collected in specialized subject fields and in special nonrestricted collections; *b*) Materials collected under special acquisition agreements; *c*) Materials bought under special grant or other programs intended to promote economical use of the total resources of the area; *d*) Reference materials whenever lending might not hinder the service of the lending library.

3. Under the terms of this agreement, borrowing libraries will not ordinarily request: *a*) Books in current and/or recurring demand; *b*) Bulky or fragile materials; *c*) Rare materials; *d*) A large number of titles for one person at any one time; *e*) Duplicates of titles already owned; *f*) Materials which can be copied cheaply; *g*) Materials for class, reserve, or other group use.

4. Each participating library will prepare a statement of its interlibrary loan policies and procedures to further supplement the national and _____ [regional, state, local] code and will make this statement available to all participating libraries.

† Manual in preparation and not yet published.

VI. Expenses

1. The borrowing library should be prepared to assume any costs charged by the lending library as agreed upon in this code. If the charges are more than nominal, and not authorized beforehand by the borrowing library, the lending library will inform the requesting library and obtain authorization to proceed with the transaction. Borrowing libraries should attempt to anticipate charges and authorize them on the initial request.
2. In the interests of efficiency the lending library may agree to absorb nominal costs for:
a) Postage, b) Photocopying, c) Insurance.
3. Libraries may make special contractual or other arrangements, including financial reimbursement or other adjustments, in recognition of service contributions from libraries whose resources are used extensively under this agreement.

VII. Conditions of Loans

1. The safety of borrowed materials is the responsibility of the borrowing library. The borrowing library will meet all costs of repair or replacement in accordance with the preferences of the lending library.
2. The borrowing library will honor any limitations on use imposed by the lending library.
3. The borrowing library is responsible for returning loans promptly and in good condition.
4. Unless specifically forbidden by the lending library, it is assumed that copying is permitted, provided that it is in accordance with copyright law and ALA policy and further, provided no damage to the original volume will result.

VIII. Placement of Requests

1. Special arrangements for lending of materials by designated resource libraries may be made within the context of this agreement. Requests should be routed through such established channels as may be agreed upon by libraries participating in a local, state, or regional plan for library service.
2. Every effort will be made to locate materials through available local, state, and regional union catalogs, book catalogs, and union lists.
3. Requests may be made by mail, or transmitted by special or regularly scheduled messenger service, using the standard ALA form or the ALA photoduplication form (or a mutually acceptable form) or by teletype, using a format based on the standard form. Telephone requests will be confirmed by the mailing of the standard form unless the lending library waives this record.

4. No library will lend directly to an individual on an interlibrary loan basis, except with specific permission of the borrowing library.

IX. Form of Request

1. Materials requested must be described as completely and accurately as possible following accepted bibliographic practice.
2. All items requested shall be verified in standard bibliographic tools and sources of verification cited. When the item requested cannot be verified, the statement "cannot verify" shall be indicated, and complete information as to source of reference furnished.
3. If verification is disregarded, or the bibliographic data is incorrect, and unless special agreement otherwise provides, the lending library may return the request unfilled.
4. The name and status (position or other identifying information) of the individual for whom the material is being requested shall appear on the request form.
5. All requests and shipments shall be conspicuously labeled "Interlibrary Loan."

X. Duration of Loan

1. Unless otherwise specified by the lending library, the duration of the loan shall be calculated as the time the item is to be in the borrowing library, disregarding the time spent in transit. The period of loan shall be that ordinarily extended by the lending library.
2. Renewal requests shall be kept to a minimum. The renewal request shall be sent in time to reach the lending library on or before the due date. The lending library should respond to renewal requests promptly; if it does not, it will be assumed that renewal for the same period as the original loan is granted.
3. The loan period specified by the lending library should be appropriate to the type of material.
4. The borrowing library is responsible for returning interlibrary loans promptly and in good condition.

XI. Notification and Acknowledgement

1. The lending library shall notify the borrowing library promptly whether or not the material is being sent; if the material cannot be supplied, the lending library shall state the reason.
2. Except in the case of very valuable shipments, no acknowledgement of receipt is necessary. If there is undue delay in receipt of shipments, the borrowing library shall notify the lending library so that a search may be initiated.

XII. Violation of the Code

Continued disregard of the provisions of this code shall be sufficient reason for suspension of borrowing privileges.

Interlibrary Loan Request Form

New Revision

THE DRAFT VERSION of a new "Interlibrary Loan Code" was published in *Special Libraries* v. 59 (no. 2): p. 108-10 (Feb. 1968). More than a year ago, a preliminary revised format for the revised Interlibrary Loan (ILL) request form had been circulated for comment by members of the ALA/RSD-ILL Committee, by library suppliers and by the editors and readers of library periodicals.

Copies of the revised ILL request form are now on the shelves of most library suppliers. The new form is a four-part form with the same colors as before. The format is spaced to accommodate typewritten entries. NCR (No Carbon Required) paper is used

for the multipart form. Differing design viewpoints have been resolved so as to create a form which should be easy to handle—both in the manufacturing steps and in the libraries, both borrowers and lenders.

No one format can completely satisfy all local conditions. If any major problems arise in the use of the revised ILL Request Form, such problems should be directed to the SLA Special Representative to the ALA/RSD-ILL Committee.

JAMES C. ANDREWS
Argonne National Laboratory
9700 South Cass Ave.
Argonne, Ill. 60439

D INTERLIBRARY LOAN REQUEST
According to the A.L.A. Interlibrary Loan Code
NOTICE OF RETURN RETURN SEPARATELY
REPORTS: Checked by _____
SENT BY: _____ Library rate _____ Insured for \$ _____

C INTERLIBRARY LOAN REQUEST
According to the A.L.A. Interlibrary Loan Code
INTERIM REPORT
REPORTS: Checked by _____
SENT BY: _____ Library rate _____ Insured for \$ _____

B INTERLIBRARY LOAN REQUEST
According to the A.L.A. Interlibrary Loan Code
REPORT
REPORTS: Checked by _____
SENT BY: _____ Library rate _____ Insured for \$ _____

A INTERLIBRARY LOAN REQUEST
According to the A.L.A. Interlibrary Loan Code
REQUEST
REPORTS: Checked by _____
SENT BY: _____ Library rate _____ Insured for \$ _____
Charge \$ _____
Date sent _____
DUE _____
RESTRICTIONS: For use in library only
 Copying not permitted
NOT SENT BECAUSE: In use Not owned
 Non-duplicating
Estimated Cost of Microfilm _____
Hard copy _____
BORROWING LIBRARY RECORD:
Date received _____
Date returned _____
By Library rate _____
Package enclosed \$ _____ Insured for \$ _____
RENEWALS: (Request and report on sheet C)
Requested on _____
Returned to _____ (or period of renewal)

Date of request _____
Call No. _____
Borrowing Library _____
Fill in: apt. no. or floor, building, both where applicable or full
For use of _____ Status _____ Dept. _____
Author (or periodical title, vol. and year) _____
Field here _____
Title (with author & pages for periodical articles) (incl. edition, place & date) _____ This edition only _____
Verified in (or source of reference) _____
Non-circulating: please supply Microfilm Hard copy if cost does not exceed \$ _____
Lending Library _____
Fill in: apt. no. or floor, building, both where applicable or full
Note: The receiving library assumes responsibility for notification of non-receipt.
AUTHORIZED BY: _____
TITLE: _____
Form rev. 1-68

World Trade Center Librarians Meet At International House In New Orleans

WORLD TRADE, PEACE AND UNDERSTANDING are promoted through the services of the Thomas F. Cunningham Reference Library of International House in New Orleans. In April 1968, International House was the host to the first World Trade Centers Association Conference. Since its inception International House, the oldest of the World Trade Center organizations, has maintained a world trade reference library as a service to the international business community. The Cunningham Library has been a trail-blazer in this field, and today with the cooperation of the World Trade Centers Association is working towards the establishment of a global network of information. The library was established in 1945 with grants made by the heirs of the late Thomas F. Cunningham, one of the founders and the first President of the Mississippi Shipping Company, now The Delta Line. Through the years International House has provided the continuing support necessary for growth and development.

From its beginning it was decided that the library should specialize in the areas of foreign trade and international relations. The emphasis has always been on *current* material as the type of information requested necessitates this. As a result there has been no attempt to build a large collection, but rather to provide and maintain a workable and usable one. The collection now consists of approximately 12,000 volumes; it includes trade directories from all over the world, statistical sources such as United Nations publications, central bank reports of various countries, the publications of foreign governments, business services, foreign language dictionaries, periodical files, etc.

The library is an integral part of the parent organization and its work is closely tied in with the activities and functions of the various departments of International House. Statistical reports of exports and imports of specific products by destination or origin; sources of supply abroad for raw materials; studies on the industrial uses of unusual commodities for which a market is being sought; current developments in foreign trade legislation are requested by staff members involved in trade promotion. In advance of trade missions the library prepares lists of pertinent firms and organizations in the countries to be visited to aid the mission director in setting up meetings with foreign business counterparts. The International Re-

lations Department calls upon the library frequently for biographical sketches of foreign dignitaries, current listings of the diplomatic corps, background material for speeches on foreign affairs. For the use of this department the library maintains a file on foreign clubs and societies in New Orleans. The Public Relations staff uses the library for the names of newspapers and periodicals in which to publicize the work of International House, for pictures, and for verifying facts for press releases. The library works with the foreign language teachers in making textbooks available on loan to students. Foreign language dictionaries are in constant use by staff members working on translations. The office of the Managing Director calls upon the library for varied information in connection with the many projects in which International House participates.

The hard core use, however, comes from the business and professional leaders of the community who make up the International House membership. For these, the library provides not only a central source for foreign trade publications but the expertise necessary to supply specific answers. For students and the general public, International House makes the library resources available on a limited basis, in the belief that this is the best means of developing future world trade leaders.

Because of deep involvement in the afore-

mentioned activities the library staff had long been aware of the need to bring together those engaged in similar library operations. Delegates from six foreign nations and twenty-five U.S. ports and cities met at the organizational meeting of the new World Trade Centers Association. Dr. J. G. van Heurck, President of the World Trade Center of Belgium, termed the meeting "an historic one." For three days, April 17-19, 1968, representatives of World Trade Centers and organizations active in the trade promotion field held professional discussions on buildings, communications, research, publications, promotion, trade libraries, missions, and exhibits.

Coincident with the WTCA Conference International House sponsored a symposium of world trade librarians and trade research specialists. Two separate meetings for the library group were included on the agenda. In addition, a spot on the program of the main conference was devoted to library services. Ten world trade librarians and trade research specialists from Baton Rouge, Chicago, Midland, Mich., Mobile, New Orleans, New York, Phoenix, San Francisco, Washington, D. C., and Toronto, Canada were in attendance at these sessions. With a group of this size it was possible for each and everyone to participate in the discussions. The first session on "Information Sources" was moderated by Miss Harriet M. Lemann, Librarian of the Cunningham Library. A checklist of "Basic Information Sources" had been prepared in advance and mailed to each participant for consideration. The results of the survey, in which 90 books and business services and 125 periodical titles were evaluated, were discussed fully. Since many participants had additional suggestions for inclusion, it was agreed that the group would continue working on this project and issue an annotated list in the immediate future. It was the consensus of opinion that such a list would be of value to World Trade Centers contemplating the establishment of libraries; that it would also help to clarify many selection problems for those libraries already in existence; and it would be a valuable aid in the training of new library staff members. It was agreed that the International House librarian would coordinate the compilation of the list. The li-

brarian of the New York Port Authority offered the facilities of that organization to print and distribute the list.

Admiral Harry Hull, Executive Director of the International Center of New England, was moderator of the workshop at the main conference session, which included discussions of "Staff and Departments," "Trade Missions," and "Library and Reference Services." Mr. Henry Blasick spoke of the work of the International Trade Library of Mobile. This library, a division of the Mobile Public Library, was established in late 1966 to provide facts, information, and services to assist American businessmen in exporting and importing through the Port of Mobile and to serve, in a reciprocal way, the foreign businessmen who wish to contact American concerns.



At the closing library session, Miss Eloise G. ReQua, Director of the Library of International Relations in Chicago, received the International House plaque in recognition of her distinguished career in international relations. Mr. E. M. Rowley, International House President, made the presentation. Miss ReQua organized the Thomas F. Cunningham Reference Library in 1946.

Miss Bettie Jane Dougherty, Librarian of the Port of New York Authority, moderated the library session, which covered the subject



E. M. Rowley, President of International House, accepts a gift of Japanese language books presented to International House by Naokazu Okuda, Consul General of Japan, in New Orleans. Librarian Harriet Lemann is present at the ceremony.

"Information Handling." Here the various methods used for controlling and organizing foreign trade literature were discussed. Each participant explained how these materials were handled physically in his library, what classification schemes were used, and what indexing methods were adopted to make the material accessible. As time was limited the all-important matter of reference services was barely touched upon. Left for another meeting in Tokyo in 1970 were such vital issues as extent of reference services, restrictions on such services, current awareness programs, SDI programs and information networks within the organization.

It was felt that this meeting which brought together for the first time the World Trade Centers representatives and the World Trade Centers librarians would do much to assure the international cooperation and free flow of information which will be so vitally needed in the future. As a result of this pooling of information and the opportunity of exchanging views with delegates to the over-

all conference, the chairman of the library symposium made the following conclusions: The librarians of World Trade Centers in session in New Orleans have made plans to publish and distribute to all participants of the first World Trade Centers Association Conference an annotated list of basic information sources (books and periodicals) for world trade libraries; the library group has gone on record as being ready and willing to offer assistance to World Trade Centers wishing to establish systems for handling information; plans have been made for continuing contact through the media of the *World Trader Magazine*; and finally an attempt has been made to set up an international information network through the exchange of publications and the interchange of information.

HARRIET M. LEMANN, Librarian
Thomas F. Cunningham Reference Library
International House
New Orleans, Louisiana

LETTERS TO THE EDITOR

LIBRARY TECHNICIANS: STRONG CONVICTIONS

I have just read the letters concerning library technicians in the July-August issue of *Special Libraries*. As Mr. Meyer says, most special libraries are small. In this one we have at present a staff of four and a half professionals, one and a half non-professionals, and one researcher administratively attached to the library. We have less than half a day per week of clerical help. In general, we must all type our own letters.

The positions of Curator and Assistant Curator obviously must be filled by professionals. If I were trying to fill more specialized positions, however, I would greatly prefer a Spanish major who had received some basic training in librarianship to a holder of an M.L.S. with no knowledge of the Hispanic field.

The uproar over sanctity of professional standards and all that only makes me impatient. I always feel that the writers of such articles are librarians who even have secretaries, and therefore do not know what life is really like. When we have far more work than we can do, we have no interest in a closed union; all we want is staff members who can do a good job, regardless of their degrees.

JEAN R. LONGLAND
Curator of the Library
The Hispanic Society of America
New York, 10032

MICROFILM: CARTRIDGES OR MAGAZINES?

Some months ago I received the first mailing of an announcement of the availability of the microfilm copy of the 1967 volume of a technical journal offered by one of our major publishers. I immediately telephoned the publisher to request that he specifically identify the microfilm containers included in his offer to supply 16mm microfilm in cartridges. The publisher's second mailing has identified the cartridges. However, only those who are al-

ready aware of the reading equipment of several manufacturers will realize that in this case only the containers of one manufacturer are offered.

In anticipation of future offers made by other publishers and also for the information of our members, I wish to state that the cartridges and magazines of the leading manufacturers of microfilm equipment are not interchangeable. The 3M Company and the Bell & Howell Company use the term "cartridge"; and the Eastman Kodak Company uses the term "magazine". Both are light-tight containers in which 16mm microfilm has been placed in order to facilitate the automatic viewing of microfilm on the screen of a reading machine. The *cartridge* contains 16mm microfilm wound in spool-like fashion. The *magazine* contains 16mm microfilm wound in a festoon-like fashion.

The design and tooling of the reading machines of either the 3M Company or of the Bell & Howell Company are very different from the reading machines of the Eastman Kodak Company. For this reason there cannot be an interchange of the microfilm containers on reader-printers other than those designed specifically to accommodate a particular container. The name "Recordak" is the trade name given to a line of equipment manufactured by Eastman Kodak Company. The 3M Company uses the trade name "Filmac 400."

Publishers and other commercial vendors should specify the names of the manufacturers of the containers in which they will supply 16mm microfilm. Librarians should carefully study their own needs and also the manufacturers' equipment that is currently available before purchasing a microfilm reader-printer. When a manufacturer's container of 16mm microfilm is already a component of their system, all future containers acquired must be exactly the same.

LORETTA J. KIERSKY, Chairman
SLA Reprography Committee

Air Reduction Company, Inc.
Murray Hill, N. J.

Three Lost Weekends?

At the start of his talk on the first of three Saturdays in San Francisco, Professor Seymour Lubetsky remarked in his whimsical way that he hoped the *Institute on Anglo-American Cataloging Rules* would not be remembered as the "Three Lost Weekends." Thanks to the élan of the Institute Planning Committee and Mr. Lubetsky himself, they will not!

Early in the spring of 1967, Mrs. Phyllis Waggoner, librarian of the Federal Reserve Bank of San Francisco, had an idea which she shared with other SLAers: Why not a course for practicing librarians on the working problems of cataloging? A big change had taken place in cataloging—that supposedly conservative discipline—with the adoption of the Anglo-American Cataloging Rules. Help with the application and interpretation of the new code would be welcome.

Mrs. Margaret Uridge, chairman of the Education Committee of the San Francisco Bay Region Chapter, was enthusiastic about the possibilities and outlined the idea to the Education Committee. After considerable discussion, the committee decided to substantially underwrite an institute on the Anglo-American Code. The Education Committee strongly endorsed one suggestion: as much participation from other local library associations as possible. They were not disappointed. The institute also acquired the sponsorship of two divisions of the California Library Association as well as promises of mailing lists from other library groups.

The institute took a great leap forward when Mrs. Margo Westgaard, president of the College University and Research Libraries Division of the California Library Association, joined the planners. At ALA's San Francisco Convention in June 1967 she, along with Mrs. Uridge and Mrs. Waggoner, was able to get ideas for the institute from the two persons best qualified to give them. Bernice Field, former chairman of the Anglo-American Code Committee, and Sey-



mour Lubetsky, first editor of the new code, were generous with suggestions. Both had been speakers at a conference on the code at the University of British Columbia in April 1967. With their help, the planners decided on a rough format.

There had always been complete agreement about the choice for the institute lecturer. A librarian of national stature, Professor Lubetsky of UCLA's School of Library Service, was the outstanding authority on the Anglo-American Code.

The planning committee was enlarged. By November the committee had added representatives from public, state, university, and college libraries as well as special libraries.

The committee decided on a title: "Cataloging with the New Code: An Institute on Problems in the Use of the Anglo-American Cataloging Rules. Part I. Entry and Heading." The institute was scheduled at the San Francisco State College campus on three successive Saturdays (April 20, 27 and May 4, 1968).

The institute was exceptional because it grew from the idea of one special librarian, and because there was an active Education Committee to support and underwrite the idea. The institute's success was assured when the top man in the field spoke to librarians involved in and knowledgeable about the subject. The year from idea to institute paid off.

MARY W. MCCAIN
Standard Oil Company of California
San Francisco, Calif.

Reports of Standing Committees 1967 - 1968

Academy of Management Book Awards Program

This committee cooperates with the Academy of Management in the nomination of appropriate book titles, according to criteria established by the Academy, for the annual awards for "Best Books in Management." Nominations of five titles published between January 1 and December 31, 1967 were submitted before the closing date for nomination, January 31, 1968.

AGNES O. HANSON

Admissions

Because of extenuating circumstances at SLA Headquarters, the Admissions Committee, between June 1, 1967 and January 10, 1968, handled 271 applications, compared to the normal 50-70 that are referred to it during an Association year. Since Miss Ann Firelli became Manager of the Membership Department at Headquarters our load has lessened to a great degree. The Admissions Committee members were pleased to assist and feel that the experience was a valuable one.

The rough statistics which the chairman kept during this six and one-half month period indicate that we added 59 Active, 141 Associate, 45 Affiliate and 6 Student Members. Twenty persons were denied membership as they did not meet our requirements. Most of those denials were because of lack of any college degree coupled with a lack of years of experience.

The revised guidelines for Affiliate and Sustaining Members which were approved by the Board of Directors in May 1967 have made our task simpler.

The chairman, with the advice of her associates on the Admissions Committee, has been serving as a member of the Special Committee on Membership Requirements, authorized by the Board of Directors in January 1968.

MARTHA WHALEY

Archives

The minutes of the Board of Directors for 1967 have been indexed as usual by Genevieve Ford, one of our Committee members. The work is up to date at this time.

A great deal of miscellaneous material has been received from former officers of the Association. Much of this has been processed; officers need not send minutes of the Board of Directors for the Archives file, since two complete sets of the minutes are available at Headquarters.

The Archives Committee again calls attention

to the need of a full-time file clerk. Although it is understood that such an adjustment has had the approval of the present Board, no satisfactory results have been forthcoming during the past year. The Committee realizes that successive Boards of Directors also have recognized the need, but largely as a matter of economics other important phases of work at Headquarters have received precedence. Since every Board member is a librarian, there is no need to stress the fact that prompt retrieval of records is vital to efficient work in each office.

As soon as all backlog material is in order, the Committee hopes to make a careful assessment of what material might best be micro-filmed and thus release needed space.

JOSEPHINE GREENWOOD

NOTE: See also the report of the Reprography Committee.

Awards

No referrals for Committee action in 1967-68.

MRS. JEAN A. GUASCO

Bylaws

Again this year, the members were unable to meet as a Committee, but matters requiring action were adequately handled by mail.

Bylaws Changes. The Bylaws changes, involving Articles X and XII, were voted on after having been accepted at the 1967 Annual Meeting, and were approved by a mail ballot.

Proposed Bylaws Changes. At the request of the Board of Directors, the Committee proposed changes to be voted on at the 1968 Annual Conference. These proposed changes, published in the March 1968 issue of *Special Libraries*, concern privileges of Student Members and the abolishment of Sustaining Membership.

Membership Requirements. The chairman of the Bylaws Committee is serving as chairman of a Special Committee on Membership Requirements to study recommendations made by the Advisory Council at the New Orleans Meeting in January 1968. The recommendations concern simplification and relaxation of the present membership requirements. (See the report of the Special Committee on Membership Requirements.)

MARGARET L. PFLUEGER

Chapter Relations

The Committee's report has been published in *Special Libraries* (July-August 1968). In addition to its annual report, the Chapter Relations Committee also submitted its report, *Long Range Projections for New Chapter Locations*.

During the midwinter Board meeting at New Orleans the Chapter Relations Committee was instructed: "to study and present recommendations to the Board of possible geographic areas and economic development of these for possible new Chapter establishment."

These projections are based on the Chapter maps showing boundaries and locations of members submitted by Chapter presidents during the last three years to earlier Chapter Liaison Officers. The locations of these potential new Chapters were determined to a large extent by the numerical clusters of members within a given Chapter in a particular geographic area. Eventually these clusters may grow into sufficient numerical strength and independence to form new Chapters. There is no timetable for these projected new Chapters as there is no way of knowing how fast these clusters will grow.

The following Chapters may be involved if and when new Chapter petitions are presented:

Parent Chapter	Possible New Chapter
Illinois	Springfield-Urbana area
Louisiana	Mississippi and Arkansas
San Francisco	Berkeley (including northern California) Palo Alto-San Jose (including Fresno and Monterey)
South Atlantic	Florida
Texas	Dallas-Fort Worth Houston
Toronto	Western Canada (west of Winnipeg)
Upstate New York	Western New York (including Buffalo, Corning and Rochester) Central New York (including Albany, Kingston, Oswego, Potsdam and Syracuse)

JOSEPH M. SIMMONS

Committee on Committees

At the September 1967 meeting of the Board of Directors recommendations concerning the following subjects were submitted and approved: Committee on Committees, Governmental Relations Committee, Research Committee, Resolutions Committee, and terms of appointment of Special Representatives.

A separate report presented at the June 1968 meeting of the Board of Directors includes recommendations concerning the following Committees: Archives, Conference, Non-Serial Publications, Public Relations, and Technical Book Review Index.

A working paper concerning the total committee structure of the Association has been prepared by a subcommittee of two members of the Committee on Committees. It was prepared in response to the suggestion made by several people

that "We have too many committees." It is a first working paper; we have raised questions and made no attempt to answer them. If the Board of Directors, after their own study of the report, answers affirmatively that there are too many committees of the Association, then the Committee on Committees can proceed.*

There is now a manual for all Committees (*SLA Committee Information*) which is distributed to each Committee chairman at the start of the year. We suggest that the Executive Director include a time table of deadline dates for reports to be presented to the Board for the entire year at the same time that he sends the manual. (*Very early in the Association year or even as soon as the appointment is accepted, so that the chairman can plan his Committee meeting during the Annual Conference with the complete understanding of his responsibilities.*)

Each Standing Committee is now represented by a statement or definition which has been approved by the Board of Directors and appears in the *Official Directory*.

The Committee on Committees now questions its own value to the Association. The editorial changes, the checking for accuracy, the updating, could all be performed by a senior clerical assistant at Headquarters. The preparation of a statement of definition for new Standing Committees could be completed best by the recommending group. We cite as an example the excellent contribution by the group now represented as the *Publisher Relations Committee*.

When the SLA members of the ABPC-SLA Joint Committee proposed that they could serve better if they were a Standing Committee of the Association, they submitted a report which reflected the complete study they had made. Their reasoning was sound and they knew exactly what the purpose and the duties of the Committee should be. The preparation of the official statement was an extension and result of their study.

The Committee on Committees suggests that if recommendations cannot be accompanied by such a statement, then the recommendation is not yet at the point where it can be submitted to the Board for consideration. With premature recommendations, the Board considers, deliberates, and acts; the Committee recommended is referred to the Committee on Committees; the research is then duplicated, a definition submitted to the Board of Directors who must consider, deliberate, and act all over again on the same recommended Committee.

One function of the Committee on Committees, which is important enough to retain and hard to place in another group, is its restraining influence. We impede hasty, or even impetuous, action on recommendations of one person. We try to check into the background of a Committee structure and discuss the advantages and disadvantages of the old and the new recommendation;

* NOTE: The Board asked the Committee to continue its studies.

then this particular Committee on Committees circularizes as many previous subject-committee chairmen or other knowledgeable Association members as we can identify before recommending changes. The people we have asked have been most cooperative and frequently have clarified issues so that we are able to make a sensible recommendation. Sound and carefully considered recommendations usually survive our study.

The philosophy has been to describe a Committee in terms that are clear and direct, but are flexible enough to accommodate the personal differences in talent or methods of working of those who may be members of the Committee both today and in future years. If we cannot have clarity and brevity both, we choose clarity. We try to give directions without imposing restrictions or, what is potentially even more dangerous, writing the Committee statement in the image of an outstandingly effective incumbent chairman.

We act deliberately, and probably too slowly to please some elements, but there is nothing quick-and-dirty about the recommendations of the Committee on Committees. From a study of the Committee's files, it is apparent that we are only restating a long-standing philosophy.

There has been one recent request to the Committee on Committees on which no action has been taken. It is the only carryover. This is a request to study the composition of the Headquarters Operations Committee.

LORRAINE CIBOCH

Conference Advisory

The Committee has been active since the 1967 New York Conference in revising the *Conference Manual*. The final copy being presented has gone through a number of revisions, of which the Board of Directors is aware. The final copy reflects the changes that have been indicated by Board directives and those suggested by Conference Advisory Committee members, by the New York Conference Committee Chairmen and other interested SLA members.

Included in the *Manual*, as the final chapter, is the "Checklist of Requirements for SLA Conference Sites."

In order to facilitate amendments and changes to the *Conference Manual* on an annual basis, as recommended by the Committee and so stated in the *Manual*, it is suggested that the format of this *Manual* be in loose-leaf form so that changes can be made readily, and pertinent pages substituted.

JAMES HUMPHRY III

NOTE: The Board approved the revised *Conference Manual*.

1968 Conference

Under the customary hazy skies and temperate climate for that time of year, the 59th Annual Conference of the Special Libraries Association opened on Sunday, June 2nd and adjourned Friday, June 6th. The Los Angeles Statler Hilton Hotel was the Conference Headquarters. There were 1,784 members and exhibitors registered at the meeting.

In spite of an unforeseeable shortage of food on one occasion and the appalling tragedy of the assassination of Senator Robert F. Kennedy, the conference, thanks to the efforts of all present, proceeded "on course" in a smooth and orderly fashion.

Program

The theme of the Conference, "Special Libraries—Partners in Research for Tomorrow's World," was implemented in three General Sessions: 1) keynoted by Dr. William H. Pickering, director, Jet Propulsion Laboratory in Pasadena, in his address on "The Computer as Librarian"; 2) discussed in its various facets in 12 different technical papers in three concurrent sessions on Monday morning; and 3) focused on "National Data Banks" on the last day of the Conference.

Divisions and Committees contributed their share to program content during the week. Sunday included the Education Committee's discussion on future plans for continuing education, the first Conference Attendees' Reception (incorporating informal discussion on all aspects of librarianship), and the opening reception and scholarship event at the Los Angeles Music Center.

The remaining four days saw anywhere from 9 to 18 Division program meetings per day (including several jointly sponsored ones) plus those of several Committees (e.g., the Publisher Relations Committee's Monday afternoon panel discussion on improving communication channels) and several meetings of special groups, such as the Air Force librarians and the Astronomy librarians. In addition, of course, the Divisions scheduled many tours and special trips to various areas of subject interest in the Southern California area, such as (among others) the Los Angeles County Museum of Art, the UCLA campus, Aerospace Corporation, and Southern California Edison Company's Modern Living Center.

Committees

The Conference Chairman fortunately saw fit to appoint two Vice-Chairmen, Mrs. Doris H. Banks (assistant librarian at California State College, Fullerton) and Mr. Victor J. Michel (Autonetics). With the unexpected illness of our Program Chairman in mid-February, Mrs. Banks as "pinch-hitter" had a "perfect day at the bat." Mr. Michel in addition to many small and large emergency assignments served also during the

meeting as Liaison Officer to the Executive Staff. In addition the Conference Chairman appointed a Business Advisory Committee, with Mr. Mel Kavim of Kater-Crafts Bookbinders as chairman. He and Mr. Saul Grossman, president of Western Periodicals, produced gratis the deluxe Super Los Angeles Restaurant Guide for the Southern California Chapter which was distributed to each Conference attendee. It is hoped that when all contributions are received, the book will realize about \$2,500 for the scholarship fund, and other local expenses. Following is the list of the chairmen of the various committees. To each of them, and their unsung and unnamed "troops," a special citation in the orders of the day. The Conference Chairman and his committee also received uncommon cooperation from the Division Chairmen.

Conference Committee Chairmen

Program Chairman: Helen J. Waldron, The RAND Corporation
Conference Treasurer: Frank R. Long, Atomic International
Business Advisor: Melvin Kavim, Kater-Crafts Bookbinders
Exhibits: William L. Emerson, Palos Verdes District Librarian
Hospitality: Patricia Powell, Marine Resources Library
Information: Cecily J. Surace, The RAND Corporation
Local Arrangements: Laura Rainey, North American Rockwell, Science Center
Meals and Banquets: Myra Grenier, Aerojet-General Corporation
Printing: Carol Ann Bakeman, Economic Consultants, Inc.
Publicity: Elizabeth S. Acker, Los Angeles County Medical Association
Registration: Edythe Moore, Aerospace Corporation
Transportation and Tours: Barbara L. Wight, Los Angeles County Library

Additional contributing members: Fred Farhat, chairman, Placement Committee; Hester Dale; Nell Steinmetz; Elizabeth Walkey and Rocco Crachi. All committee chairmen served as the Conference Executive Committee.

Conference Division Representatives

Advertising & Marketing: Hugo Scheibner, Advertising and Marketing Research Library, Los Angeles
Aerospace: Robert L. Panek, Autonetics, Division of North American Rockwell Corporation, Anaheim
Biological Sciences: Ethelyn Rafish, Reiss-Davis Clinic, Los Angeles
Business and Finance: Mariana K. Reith, Business and Economics Department, Los Angeles Public Library

Chemistry: Dana L. Roth, California Institute of Technology, Pasadena
Documentation: Joe Ann Clifton, Litton Industries, Inc., Woodland Hills
Engineering: Duane M. Helgeson, C. F. Braun & Co., Alhambra
Geography and Map: Anne Beggin, The RAND Corporation, Santa Monica
Insurance: Frances Linke, Blue Cross of Southern California, Los Angeles
Metals/Materials: Margaret R. Anderson, North American Rockwell Corporation, Science Center, Thousand Oaks
Military Librarians: Thorkel H. Jensen, U. S. Naval Underwater Warfare Center, Pasadena
Museum: Patricia E. Del Mar, Long Beach Public Library
Newspaper: Carol Ann Bakeman, Economic Consultants, Inc., Los Angeles
Nuclear Science: Fred E. Farhat, Atomic International, Canoga Park
Petroleum: Alberta Tatum, Shell Oil Company, Los Angeles
Pharmaceutical: Edwin Staggs, Riker Laboratories, Northridge
Picture: Frances Richardson, Twentieth-Century Fox, Beverly Hills
Publishing: Jack Ramsey, Glendale Public Library
Science-Technology: Johanna Tallman, Engineering Library, University of California at Los Angeles
Social Science: Phillip Wesley, San Fernando Valley State College, Northridge
Transportation: Al Maupin, Development Research Associates, Los Angeles

Treasurer

Aside from the incidental mechanics of advancing deposits, setting up bank accounts, paying small bills, and safeguarding the flow of checks and cash during the meeting, the Treasurer's most pressing responsibility comes after the Conference has been gavelled into history. When all the straggling accounts have been received and all the debits and credits are in place, a creditable and responsible performance will have been rendered by the competent incumbent.

Exhibits

The commercial and professional exhibits at the Statler were opened officially at 2:00 p.m. on Sunday, June 2, and closed at 1:00 p.m., Thursday, June 5, for a total of 34 hours. Including the two spaces approved in the lobby there were 94 booths shared by 77 exhibitors. Due to a combination of unavoidable circumstances, the "Invitation to Exhibit" did not go out to prospective vendors until mid-January. The results was a somewhat hectic scramble to close last minute contracts and to include all the exhibitors names and locations in the index of the official conference program. In spite of a bit of confusion on Monday, the continental breakfast (sweet rolls, coffee and free

Sunkist Growers orange juice) proved to be a most appreciated and popular feature. When all of the accounts have been reconciled, it is hoped a representative income for the exchequer of the Association will have been realized.

Registration

A well selected and extremely well trained staff of Registration Committee members and volunteers served at the Registration Office. Thanks to very efficient organization, attendees spent little or no time completing this very busy and vital conference function. In addition to the pre-registration directory, two additional lists were prepared and distributed during the meeting.

Hospitality

The Hospitality Committee was by far the largest of the Conference committees. All the Southern California Chapter members were drafted to extend a warm welcome to our visitors. Thirty-two volunteers were scheduled at the Hospitality Corner during the week; and each chapter, division and section designated a representative. Coffee was served continuously during the Conference in a conveniently located area where a comfortable lounge with easy chairs was provided for visiting and relaxation. The committee also assumed supervisory responsibility for the continental breakfasts served on Monday and Wednesday mornings in the exhibit areas as a goodwill gesture to the exhibitors.

A special feature of the traditional First Conference Attendees reception included a group of roundtable discussions chaired by experts in various aspects of special librarianship. This innovation was extremely well attended and most enthusiastically received.

In addition the committee provided assistance to all scheduled SLA business and social functions, as well as friendly personal services to the Association officers, featured speakers and the Conference Committee Chairmen. Particular attention was accorded our foreign visitors. Gratis copying and typing services were also available.

Information Committee

The key to the success of the Information Desk was good communications between the Information Committee and the other Conference committees, and persons responsible for Conference-related activities. The majority of questions asked related to conference activities and required up-to-date information. The Information Desk also collected and provided information for local attractions and entertainment, restaurants, trips to Disneyland, etc. The local message center was hectic.

In summary, a fast, efficient team of well informed committee workers, ideally situated geographically in the middle of the registration-hospitality-tickets area, with good lines of communi-

cations and a desire to be informed—and to inform—resulted in a happy feeling of involvement and job well done.

Local Arrangements

Local arrangements went smoothly due to a large, hard-working committee, excellent hotel facilities and cooperation, and a very good in-house audio-visual service. The committee's work fell into 5 major areas: 1) room assignment, 2) equipment procurement, 3) signs, 4) monitoring (that is, taking head counts, distributing and collecting evaluation cards, and checking room set-ups and equipment), and 5) manning the local arrangements office. The large number of meetings scheduled made logistics a problem at times, and led us to the conclusion that scheduling of meetings must obviously be tailored to the Conference hotel's facilities. Rigid time schedules for breakfast, morning, lunch and afternoon meetings seem impractical. It is desirable, both from the standpoint of assigning rooms and changing set-ups between meetings, that all meetings do not break at the same time. Also, the changing of room set-ups requires scheduling at least 30 minutes between meetings. The monitoring subcommittee kept complete attendance records, and copies of these have been submitted to SLA Headquarters, the Evaluation Committee Chairman and the Division representatives.

Meals and Banquet

There were 84 numbered events for the 1968 Conference although some of these were combined for ticket purposes. Advanced registration took care of the Open House tickets, banquet tickets and *should have* included a detailed breakdown of all events and prices.

Special committees were set up to handle: 1) banquet details; 2) systems for handling the tickets; 3) volunteers for selling the tickets; 4) flowers for Conference-wide affairs and important people; and 5) liaison with the hotel.

The single ticket for each event worked very well. They were color-coded by kind of event (e.g., yellow for breakfast, green for lunch, etc.). The menus for all events were selected jointly by the hotel and the chairman of the committee; and, apparently, were well received. The cooperation and assistance of all committee members were greatly appreciated.

Printing

"Population explosion" is a term that has been practically demonstrated to the Printing Committee. This year, 16 individual printing jobs were seen through to completion. Both the Preliminary Program and the Final Program were printed by the local committee. For the first time, the Programs featured abstracts of papers and a Conference Program Index appeared in the Final Program.

Other major undertakings included 8,500 Advance Registration Forms, 18,000 evaluation cards and 11,325 tickets for 67 separate events. Souvenir programs were provided to guests at the Scholarship Event at the Music Center and at the Banquet.

The high level of performance of the Conference Committee was nowhere better demonstrated than to the Printing Committee. The excellent cooperation of the Program, Meals and Banquet, and Registration Chairmen was an important factor in the successful completion of many of the printing jobs.

Transportation and Tours

The Transportation and Tours Committee was responsible for 25 tours involving some 1,600 people. Buses were provided for the opening reception in the Dorothy Chandler Pavilion at the Music Center, for some 22 Division trips, and one private party at the Ambassador Hotel, plus a post-Conference tour to Disneyland. Eight committee members were assisted by thirty tour monitors, and the forty-five signs were so ably done by the Poster Subcommittee of the Local Arrangements Committee.

Publicity

The Publicity Committee obtained the cooperation of three top editorial writers on the *Los Angeles Times*, among them, surprisingly, a sports editor. Each of these men wrote a major column in which special libraries and the Conference were featured. Local papers published a number of stories on the Conference, both before and after the event; however, to our knowledge we did not appear in the *New York Times*—world events were perhaps too overpowering. Dr. Pickering's keynote address was the subject of several stories also. Speakers at the Conference were written up in house organs published by their corporations, such as the Jet Propulsion Laboratory and Blue Cross. The distribution of press releases was assisted by the University of Southern California News Bureau.

In the press room, manned by the Publicity Committee, papers, biographies and photographs of speakers were distributed to representatives of newspapers and library journals; and at least one reporter commented that the fourth estate received both a friendly reception and real assistance. This was reflected in a number of reports on the Conference in library publications, especially the *New Jersey Chapter Bulletin*, the Appendix to the *Library of Congress Information Bulletin*, and the article in *Library Journal*.

JOHN M. CONNOR

1969 Conference Committee

In January 1968 the program outline for the 1969 Conference was approved by the Board. At

the New Orleans meeting we sensed a general opinion that the program was too thin. We therefore recommend that we add another General Session. This would take place on Wednesday afternoon and would deal with "Northern Research."* This is a subject which is of wide interest to Canadians and Americans alike and to people in many fields of information work.

We also recommend the following schedule for registration fees.* It is virtually unchanged from last year.

For Members	
Advance fee for entire Conference	\$15.00
Fee for entire Conference paid in	
Montreal	\$20.00
Daily fee	\$8.00
For Nonmembers	
Fee for entire Conference	\$25.00
Daily fee	\$10.00
	MIRIAM H. TEES

* NOTE: The Board approved both recommendations. The fees will be payable either in Canadian or American funds; refunds will not be made for the exchange rate on fees paid in American funds.

Consultation Service

The establishment of 22 new special libraries highlights the activity of the Consultation Service Committee this year. Attached are the statistics taken from the reports of the Chapter Consultation Officers (CCO). The 29 Chapters reporting received 120 inquiries concerning the Consultation Service. From these consultations 22 new libraries have been started and 37 inquiries are still pending.

The Executive Director reports that Headquarters referred to the Chapter Consultation Officers 62 inquiries during the past year. On the professional consultation level, Headquarters received 5 inquiries during the past 12 months. It is interesting to note that since the establishment of the Consultation Service in 1957, the Chapters have reported 1,359 inquiries which resulted in the establishment of 212 new libraries.

Nine applications for appointment as Professional Consultants were reviewed by the Committee and presented to the Board of Directors for ratification.

Three issues of the *Consultation Service Newsletter* were sent to each Chapter Consultation Officer, Professional Consultant, and Chapter president. Again this year we tried to determine the value of the *Newsletter* in its present form. In spite of some expressed indifference, the majority still seem to feel the publication has merit. Included in this year's mailings were two reprints, *The Importance of Libraries for Business and Management*, a paper originally presented to the Southern Minnesota Chapter of the National Office Management Association (NOMA) by

James Soule (SLA Minnesota Chapter). This paper was revised by the author especially for the Consultant's use. A copy of *The Client-Consultant Relationship*, reprinted from *Management Consultant* (1967 series) accompanied the April issue of the *Newsletter*. Both items were well received, and resulted in further requests for additional copies.

Plans have been made for a Consultation Service Program to be held in Los Angeles, and open to all who are interested. This year's program will take the form of a round-table discussion, with subject matter being chosen from suggestions made by the CCO's in their annual reports to the Committee.

The incoming Chairman will attend the Incoming Chapter Officers Meeting in Los Angeles to speak to the group on the importance of the Chapter's role in making the Consultation Service a success. As in past years, copies of *Introducing the Consultation Service*, a concise summary of the history and meaning of SLA's Consultation Service, will be distributed at this meeting.

Again this year, each CCO was individually contacted and encouraged to present a complete summary of his Chapter's consultation activity. Each reply has been analyzed, and where the CCO has presented a problem, or asked for specific help, every effort will be made to help him find a solution to his problems.

Early in April a memo was sent to each incoming Chapter president urging him to consider carefully the appointment of his Chapter's Consultation Officer. The importance of this, office, and the need for competence in the person appointed continues to be stressed.

Recognizing the fact that additional experience is gained over the years, and that a person can become proficient in subjects other than those indicated at the time of application, the May issue of the *Newsletter* contained a form to be used for updating the Professional Consultant's record on file at Headquarters.

One of the prime goals of the Committee, the revision of the *Consultation Service Manual*, has not been completed. However, it is our intention to assist the incoming Chairman by completing this project within the next few weeks, enabling him to have the *Manual* ready for Board approval at its September 1968 meeting.

MRS. GLORIA M. EVANS

NOTE: Biennially each SLA Professional Consultant receives a form for the purpose of updating his profile and record of consultation activity on file at Headquarters. Very few of the consultants have ever bothered to return the forms. The Board approved the *Recommendation*: That the Professional Consultants be required to return the updating form to Headquarters or be removed from the roster of consultants.

The Board also approved the *Recommendation*: That the professional level of the Consultation Service be upgraded by requiring each applicant to submit to a personal interview by the Committee as a whole whenever possible, or by an individual Committee member, or by a designee of the Committee Chairman.

Division Relations

The Committee's report has been published in *Special Libraries* (July-August 1968).

Education Committee

"Continuing Education" has again been the foremost concern of the Education Committee.

On March 15, 1968 notices were sent to all Chapter presidents; the subject was "Continuing Education for Special Librarianship: Where Do We Go from Here?" This notice announced that on Sunday, June 2, in Los Angeles, a planning session would be held from 1-4 p.m. We requested that the Chapter members be sounded out and that a representative be designated to come to the meeting and speak for each Chapter on certain suggested aspects of Continuing Education. As of May 1 the early response was very gratifying, and much enthusiasm was indicated relative to this planning session.*

A most important conference is scheduled for June 11-22, 1968 in Washington, D. C. This is an institute conducted under a grant from the United States Office of Education, Title II-B. The institute has been organized at the Catholic University of America, due to the excellent and dedicated work of the Rev. James J. Kortendick, S.S. who is head of the Department of Library Science, and whom we are most fortunate to have as a member of the Education Committee. Rather than include a detailed description of the institute in this report, a full account will be included in the 1968-69 annual report.

The chairman wishes to thank all Committee members and especially Dr. Zachert and Father Kortendick for the fine way in which they have advanced the objectives of the Education Committee.

MARGARET N. SLOANE

* NOTE: The Board in a later action approved the concept of Pre-Conference Seminars on Continuing Education; the Education Committee will prepare recommendations that may make such seminars self-supporting.

Finance Committee

During 1967-68, the Finance Committee met often—a total of ten meetings plus Board sessions during a nine month period. The year began with several meetings in September wherein, with Dr. Frank McKenna, the 1967-68 SLA budget was prepared for presentation at the September Board meeting in New York. Between September and January, the Committee considered a multitude of topics, but greatest concern centered around the 1967-68 budget of the Translations Center, the grant for which had not yet been approved by the National Science Foundation. Just as it appeared

that the Association would have to spend \$30,000 of its own funds to support the Center, the grant was awarded and a crisis was averted.

Eight of the Committee's ten meetings occurred during this September to January period. At the conclusion of the Board of Directors' meeting in New Orleans, the Committee looked ahead to the Annual Conference in June and saw what appeared to be a clear road ahead. It seemed to us that we could now get back to the business of running libraries that surely had been neglected during the previous months. But such was not to be the case. It was as if the Committee's agenda was being regulated by someone who threw two obstacles before it for every one that the Committee cleared away. The Committee spent the period from January through May 1968 considering a multitude of topics: the need for a dues increase and the preparation of an article for *Special Libraries* on that subject; approval of the 1968-69 budget and grant request for the SLA Translations Center; approval of a budget and grant request for an exchange of Japanese and American special librarians; as well as many other matters, the highlights of which follow below:

Addressing Service. The Finance Committee supported the Headquarters Operations Committee's suggestion and subsequent recommendation that, in view of the new Internal Revenue Service ruling that such earnings are taxable, the Addressing Service be discontinued. At the Board's meeting in January 1968, this recommendation was approved.

Conference Finances. At the recommendation of the Finance Committee in September 1967, the Board declared that a unified financial statement for each Conference be prepared by Headquarters' staff to incorporate the income and expenses of both the Conference Committee and Association Headquarters staff and that appropriate line items be developed to identify all major Conference receipts and expenditures, effective with the 1968 Los Angeles Conference. To this end, letters were sent to the National Microfilm Association, the American Library Association and the American Documentation Institute requesting explanations and samples of documents regarding their convention budgeting; the Committee collected several periodical articles on the subject; the Committee received the revised edition of the *Conference Manual* in order to coordinate its suggestions with newly adopted recommendations and procedures; and the topic was discussed twice at Finance Committee meetings during the year. Apart from these efforts, nothing else was done. Events overtook us, February came and went and the Los Angeles Conference Committee was off and running, without any guidelines from the Finance Committee. We realized that our efforts could not benefit this year's Conference so, turning to matters that required immediate attention, we decided to leave the problem (and our efforts so far) with next year's Finance Committee.

With regard to Conference finances, it should be noted that the Finance Committee made the following recommendation to the Board and it was

approved at its September meeting:

That supporting schedules for Conference income and expense be presented in a separate schedule of the budget, and that the net income of the Conference appear as an item of income in the income budget and financial reports.

Financial Records. The Finance Committee notified the Board at its January 1968 meeting that they should take note that, as of January 1968, all of the Association's financial records, except cancelled checks, do not exist for the past six years and the current year. Up to that point, all financial records appear to have been placed on a retention schedule similar to SLA's Interim File—four years plus the current year. Needless to say, the system is now changed and, in two years, all of the legally required financial documentation will be available.

Information Science Literature Display. The Committee spent considerable time examining the budget for the proposed Phase II of the Information Science Literature Display. This display was a project of the New York Chapter's Documentation Group. However, just as the budget was in the final stages of approval, Phase II of the project was discontinued.

Life Membership Fund. At the January 1968 Board meeting, the Finance Committee recommended that the Life Membership Fund be dissolved and all monies from life memberships be placed into the General Fund. The future funding of the John Cotton Dana Lectures, which was supported by this fund, will henceforth become a standard budgeted item of the Recruitment Committee's annual budget requests.

Patron and Sponsor Program. The Finance Committee, concerned over what appeared to be a delay in implementing SLA's Patron and Sponsor Program, wrote to President Usher on April 16, 1968 expressing this concern. What particularly disturbed the Committee was that the category of Sustaining Membership will be discontinued as of December 31, 1968—a category which represents approximately \$18,000 in income in the present fiscal year. We feel it unfortunate that one membership category should be discontinued without preparing to make up this loss of income from another category that has been approved but is awaiting implementation.

Pricing Policy for SLA Monographs. The chairman of the Finance Committee met with the chairman of the Publications Program Committee in order to explore various methods used to determine the costs of monographic publications, if in fact, a formula can be determined at all. At the conclusion of the meeting, it was agreed that the Publications Program Committee would continue to study the problem with the intention of preparing recommendations for the Board in June 1968 (recommendations that would have prior approval of the Finance Committee).

Translations Activities. At the January 1968 Board meeting, the Finance Committee recommended that SLA find another organization to take over the operation of the Translations Center and its related index and publication program. This

recommendation was precipitated by a long delay in securing the 1967-68 grant from the National Science Foundation to cover the operating costs of the Center by SLA's contractor, John Crerar Library. In fact, it was not until the last day of the January Board meeting that it was learned that the grant had been approved retroactively to October 1, 1967. Until then, there was a possibility that SLA Reserve funds would be needed for the Center through February 1968—the last month of responsibility under emergency use of the 60-day cancellation clause in SLA's contract, invoked on December 29, 1967. The estimated cost to SLA would have been approximately \$30,000.

The Finance Committee's recommendation in January to have the Translations Center operated by another organization was defeated by the Board, and a counter-motion setting up a Special Study Committee of the Board was adopted. In an April 24 meeting at SLA Headquarters, the Finance Committee reviewed a draft of the grant renewal requests for 1968-69 and approved the budget with several recommended changes.

Other Committee Actions. The Finance Committee presented the following recommendations to the Board at the September 1967 Board meeting; all were approved.

- 1) That the Board direct the Executive Director to review the details of SLA's Retirement and Insurance Programs.
- 2) That the Board direct the Publications Program Committee to draft a policy statement clarifying the Association's intention of initiating or continuing periodicals where there is a competitive market.
- 3) That the Board reconsider its action to increase fees for extra Chapters and Divisions and to maintain the present \$4 fee.
- 4) That each scholarship be paid in one lump sum at the time of the award.
- 5) That for the sake of clarity, the name of the Publications Fund be changed to Non-Serial Publications Fund.

The Committee recommends to the Board that Price Waterhouse be approved as auditors for fiscal year 1967/68.*

TED SLATE

* NOTE: The Board approved the recommendation.

Foundation Grants

The status of the Committee's projects is: *Information Science Literature Display*. A request for a grant of \$15,924 was made to the National Science Foundation on April 13, 1967 to provide for a project, "Current Literature Display on Information Science Technology to be exhibited at the Annual Convention of the American Documentation Institute, New York, 1967, and other future events." The display would be based on literature references cited in the *Annual Review of Information Science and Technology*, v.2 (for 1966; pub-

lished in 1967). Duplicate copies of these references would be provided upon request of exhibit visitors. On June 19, 1967 SLA received a grant of \$15,900 from the National Science Foundation for this project.

Japanese Exchange Program. Copies of a draft of a proposal for a grant to be presented the National Science Foundation for exchange visits of Japanese and American special librarians were sent on April 26, 1968 to the SLA Executive Director. The Executive Director and the Finance Committee will assist in preparing this request for NSF support.*

Future of the Committee. The Foundation Grants Committee wishes to present to the Board of Directors a recommendation for the discontinuance or redefinition of the Committee. Its present definition is: "The Foundation Grants Committee shall be a standing committee of not less than three or more than five members appointed for overlapping terms of two years. Its duties shall be to evaluate and make recommendations to the Board of Directors on proposed projects; to seek financial support from appropriate sources for projects approved by the Board."

Problem. The Foundation Grants Committee does not initiate projects, but depends on individual members or groups in SLA to make the proposals. Without proposals there is no Committee action. Individuals and groups have bypassed the Foundation Grants Committee when proposing projects. Without having an opportunity to evaluate the proposal the Committee may later learn that the proposal was sent to the office of the Executive Director. SLA units or individuals directly involved in the proposal have also approached the source of funds without consulting the Executive Director or the Foundation Grants Committee. The Executive Director has also handled completely the proposals, including the funding request and ensuing action. Information on these activities seldom gets to the Committee. This is not a complaint, but an indication of a trend of action which shows:

- 1) Basically, the Foundation Grants Committee does not function as it was originally instituted.
- 2) That there is no requirement for a Foundation Grants Committee.

Solution. It is recommended that the Board of Directors consider:

- 1) Dissolution of the Committee. Special Libraries Association is made up of Committees and Divisions of varying subject interests or functions which have the facility to evaluate any kind of project suggestion or proposal; write formal proposals; obtain Board of Directors approval; assist the Executive Director in obtaining the support funds; and monitor the projects. For example, the current proposal for exchange visits of American and Japanese special librarians may be handled by

* NOTE: The Board approved the submission of a grant request for an exchange of Japanese and American special librarians.

the International Relations Committee. Last year's grant for funds for a documentation display at the annual meeting of the American Society for Information Science (ADI) could have been monitored by the Documentation Division.†

2) Redefine the mission of the Committee to increase its effectiveness.

JOHN L. COOK

† NOTE: The Board accepted the Committee's recommendation that the Committee be discontinued.

Governmental Relations

To fulfill the duties of the Committee as it is now defined in the *Official Directory* leads to the following suggestions:

1) A member located in Washington, D. C. is obviously best situated to maintain current awareness of activities in the federal government. It may even be desirable that the entire Committee be composed of members in the Washington area.

2) SLA probably cannot afford the equivalent of ALA's Washington office, but there is much to be said for someone to do the job of a watchdog-reporter on a full-time basis. The clearinghouse concept that is part of the Committee's present responsibility is not readily accomplished on a part-time basis. It would be well if SLA could afford to provide a staff person to do much, if not all, of the work now assigned to this Committee. The Committee's assignment warrants a place on the Headquarters staff.

JAMES L. OLSEN, JR.

Government Information Services

No report received.

Headquarters Operations Committee

New Headquarters Location. During the summer of 1967 the Committee considered a number of possible locations for the Association's new offices. HOC then recommended to the Executive Committee of the Board that the 10-year lease for the eighth floor of 235 Park Avenue South be signed by the President, as well as contracts for moving (Franklin Fireproof Warehouses) and for work by architects/designers (Shepherd-Martin Associates). During the summer individual members of the Committee assisted with the various stages of preparation for the move itself. In September the move took place. Now after eight months of occupancy it is clear that the new location is appropriate for the Association's requirements; and that staff members appreciate the new physical facilities.

Revised Employees Manual. The Committee prepared a revision of the *Employees Manual* which was adopted by the Board in January 1968. The revision included updating of material to coincide with revised Association policies and to amend personnel practices so as to be in line with other offices in the New York area.

Revised Pay Plan. The Committee's revisions of the Pay Plan for Association employees was adopted by the Board in September 1967. Further periodic revisions must be considered regularly to be sure that salary ranges and salaries are updated appropriately.

Headquarters Systems Study. As a result of the Price Waterhouse Systems Study, the Committee recommended that unit record equipment be installed. A lease was signed by the President in March for the rental of IBM punched card equipment from MAI. Delivery is scheduled for July and August. PW, MAI and the Executive Director and his staff are now working together on the plans for the conversion of the membership and subscription records from the existing Addressograph operation. The new system should be operational no later than September 30.

Furniture and Equipment. The contributions for new furniture and equipment have been used for: electric adding machines, electric typewriters (with carbon ribbons—for future use in offset reproduction), parcel post scale, electric letter slitter; and desks, tables and chairs for the reception area, for three secretaries, for the Executive Director and the three Managers, and for the archives clerk.

HOC concurs with the recommendation of the Executive Director that four major pieces of equipment are still needed and that payment should be made from the Equipment Reserve Fund. These items are: collator, offset duplicator, Magnamailer and folder & inserter. The Magnamailer is required to attach labels to envelopes as a result of changes brought about by the punched card system. The collator and the folder will replace the slow manual processes for large bulk mailings. Offset is to replace the existing mimeograph machine which must be replaced; offset will result in better quality copies. Because these purchases will almost deplete the Equipment Reserve Fund, additional money must be appropriated in the 1968/1969 Budget to replenish this fund. *Recommendation.* That the Board instruct the Finance Committee to budget for the transfer of at least \$2,000 from the General Fund to the Equipment Fund in 1968/1969.*

Four desks in the Accounting Department should be replaced when money is available (approximately \$1,000 total)—not because the existing desks are too old, but because they are too small and narrow to be efficiently functional work stations. Other equipment replacement should be considered in the future as soon as money is available and when it is possible for staff to absorb such items.

Association Travel Policy. Although it is not likely that future HOC's will require as many

meetings during the year as we have, we feel that HOC should meet at Headquarters more frequently than the two meetings per year of past years. To be sure that the chairman of the Committee (the Past-President) is able to attend, we recommend an addition to the Association's Travel Policy. *Recommendation.* That the Association Travel Policy be amended by addition of the following statement: ". . . and the Past-President (to attend up to three meetings per year of the Headquarters Operations Committee)."*

Committee "Liaison" with Headquarters. One of the members of HOC (Mrs. Margaret Fuller) was requested by the President to consider the existing usage of "Headquarters Liaison" in the definitions of Committees and in the listing of Committee members. HOC does not question the need for appropriate "contacts" between Committees and certain defined members of Headquarters staff. HOC does question the possible misinterpretation of the word "liaison." *Recommendation.* (a) That "Headquarters Liaison" be replaced with "Headquarters Contact"; (b) That in the *Official Directory*, the "Headquarters Contact" (when there is one) be listed only as part of the Committee definition; (c) That the "Headquarters Contacts" be re-evaluated by the Executive Director and his staff to avoid inappropriate "contacts."*

Administration of Scholarships at Headquarters. In view of the time required to process scholarship applications at headquarters, HOC feels that costs of administration of the scholarship program are out of proportion to the amounts of the scholarship awards. In addition, the bulk of the scholarship processing must be done at the same time as the renewals of membership. Because both activities are functions of the Membership Department, there exists a real time conflict. To process 100 scholarship applications during the past winter and spring, plus 10-12 loan applications, it is estimated that more than 40% of the time of the Manager, Membership Department and her secretary were required. *Recommendation.* That the Board instruct the Scholarship and Loan Committee to propose a different method for the administration of SLA Scholarships.*

FRANK E. MCKENNA

* NOTE: The Board approved the four recommendations.

International Relations

There have been very few foreign librarians visiting or working in the U.S. this year, at least as compared to other years. None are known to be planning to attend the 1968 SLA Conference. However, a number of foreign librarians have written to the Committee during the year asking about available positions and library school scholarships in the U.S. but none of these persons are known to have made firm arrangements.

Other international relations activities with which the Committee is connected have slowed

down, due no doubt in large part to budget cuts in the State Department and in other exchange programs.

The Jointly Sponsored Committee for Foreign Librarians (on which the Chairman represents SLA) is considering a plan whereby foreign librarians could apply for positions in American libraries provided that the applicants arrange for their own transportation to and from the U.S.

ELAINE A. KURTZ

Nominating

Nominees presented by the 1967-1968 Nominating Committee appeared on the ballots mailed to the members in the spring of 1968.

The 1968-1969 Nominating Committee has requested suggestions from the membership-at-large for nominees for the ballot to be submitted in the spring of 1969.

W. ROY HOLLEMAN

Membership

No report received; see the report of the Special Committee on Membership Requirements.

Non-Serial Publications

Actions on proposed publications during 1967-68 were as follows:

Projects carried over from previous year	9
Of these, dropped by author	1
Published elsewhere	1
	-
Still active but incomplete	7
Proposals received during 1967-68	7
Of these, rejected by NSP Committee	1
Withdrawn by author	1
	-
Approved and recommended to Board	5
Additional manuscripts submitted informally and rejected by NSP Committee	3

Thus, all items submitted during 1967-68 were acted upon and either rejected (and removed from active status) or approved and moved on toward publication. Seven of the nine projects held over from previous years are still on the books. The authors of all these projects were contacted and replied that work is proceeding on all of them. At least three will probably result in publications during 1968-69.

One of the publications submitted and approved this year will be published before the 1968 SLA Conference (*Guide to Scientific and Technical Journals in Translation*). A carryover from previous years, *Selected Materials in Classification*, is also in production and will issue about July 15.

The work of the NSP Committee was hampered this year by the resignation of the editor at Headquarters. It is hoped that a replacement is found soon and that improved communication between the Manager of the Publications Department and the NSP Committee can be established. In answer to questions from the Committee on Committees the chairman recommended that members be appointed to the NSP Committee for a term of two years and that the chairman be appointed rather than an automatic succession.

The most serious question facing the Committee is the present pricing policy which tends to price new publications out of the market. This policy is now under review by the Association and the NSP Committee urges an early completion.

WILLIAM A. WILKINSON

Personnel

The focus of work this year has been on preparation for a 1969 salary survey.* The procedures and methods developed for the 1967 survey have been reviewed and an outline with suggestions for 1969 has been prepared for the use of the Executive Director. The questionnaire, the report, and comments from members on the 1967 survey have been analyzed and detailed plans for simplifications and improvements in the continuing basic survey are being formulated. The objectives are to maintain intersurvey comparability and continuity of the basic information, and to make the report shorter. Selection of the special topic and formulation of the questions to cover it will be completed this summer. Publication of the report would be scheduled for the April 1969 issue of *Special Libraries*; a separate reprint will be made available if distribution of the 1967 reprint seems to justify it. Cost estimates have been provided to the Finance Committee with the request that a regular budget item be established to transfer half the cost of the biennial survey to the Salary Survey Fund each year.

A summary of our Salary Survey was prepared for the 1968 *Bowker Annual*, at the request of the editors.

SHIRLEY F. HARPER

* NOTE: Because of the cost (\$9,400) of the 1967 salary survey, the Board asked the Committee that plans for the next survey be for 1969-1970 rather than 1968-1969.

Placement Policy

The Placement Policy Committee made some decisions but raised many more questions this year. Several recommendations were approved by the Board of Directors while others were returned to Committee for further action. Several decisions were made about the Placement Service by the Committee and the Executive Director.

It was decided to issue a single monthly placement list instead of two which were previously divided by salary ranges. A salary of \$7,000 will be the lowest figure at which a professional job will be listed. To gain some feedback about use of the Placement Service, a form will be added to the bottom of each placement list in hopes that successful users will fill it out and return it to Headquarters.

Board approval has been given to allow the United States Employment Service to run the Conference Placement Service. Due, however, to their own financial limitations, USES will be unable to give us support in 1968. The Los Angeles Conference Placement Service will continue the practice started in 1967 where résumés of job hunters will be available for employers to scan.

Members registered with the Placement Service and receiving the monthly list of job openings will be removed from the file each year unless they update their résumé. The present personnel record card is undergoing revision which may see it emerge in a résumé format.

The remainder of this report contains some specific questions for the future as well as some recommendations that the Committee should consider if significant progress is to be made.

We are now at a place in time where some hard facts should be determined and a long term placement policy established. First of all, does the Association need an Association-wide Placement Service or can members be better served by the Chapters? A plaguing criticism of the present operation is that the service seems to operate primarily for New York area members. If this is true, what can be done about it?

Another consideration is the one of costs. How much does it cost the Association to handle one placement? The cost of running a good Placement Service may be a limiting factor as far as SLA is concerned; but we have no business running this kind of service unless it is a superior one.

Should users be charged for use of the Placement Service? The Committee has recommended that employers be charged for using the service and that résumés of members be made available on a subscription basis. The idea is more complicated and involved than at first glance and will require a thorough study of user eligibility as well as approval from federal and municipal departments of taxation and licensing before it can be implemented. The extent of interference with Chapter placement efforts will also have to be studied. Other professional societies are now offering similar services.

What about the placements that are handled through Chapters? Would these have been significantly different if members and employers had more information about jobs and candidates from other areas? The present liaison between Headquarters and Chapters is poor because there is no unified operating scheme. The yearly expiration of Chapter employment officers results in the loss of whatever continuity there may be. Perhaps two or three year terms would be more satisfactory.

Recommendations for Future Committee Study:

1) A study should be made of the Placement Service effectiveness showing number of placements per year and at what cost to the Association. In addition, show the geographic regions from which the placements were made.

2) A study should be made of other organizations that presently offer placement services. Perhaps we can profit from groundwork already performed by others.

3) Suggest a plan that would help Chapter employment officers achieve a working liaison between Headquarters and Chapter employment chairmen.

RALPH E. SWINBURNE

Planning

The Committee has addressed itself to a consideration of the organizational structure of SLA, as directed by the Board in January 1968. This study arises from questions asked by the CLO and DLO in May 1967:

1) Does the present organizational structure of SLA clearly delineate lines and levels of authority?

2) Does the present organizational structure of SLA define the interlocking relationships between the Association and its Chapters and Divisions?

3) In what form is this information available?

A detailed outline for the study of organizational structure was submitted to the Board. The Board recommended that the Committee first develop specific recommendations regarding the Committee's proposals for "form" units within SLA; and that such recommendations be presented to the Advisory Council for discussion.

ROBERT E. FIDOTEN

Professional Standards

The Committee this year has been concerned primarily with a study of individual membership requirements. The chairman sought expressions of opinion from Committee members on the possible need for modification in the present Bylaws relating to the several classes of membership, and prepared a position paper for the midwinter meeting in New Orleans. As a member of the Special Committee on Membership Requirements, the chairman has represented the Professional Standards Committee who have been kept informed concerning her activities and the proposals for changes.

The chairman's letter last summer to the chairman of the Division Relations Committee, offering to explore with Division chairmen the best means of promoting professional standards in their respective fields, was transmitted to them as part of his own letter. During the year the chairman became an ex-officio member of the Business and

Finance Division's Committee on Standards for Collegiate Schools of Business Libraries. This is the first example of cooperation between the Professional Standards Committee and the "standards" project of a Division.

The crucial need for continuous compilations of statistical and other factual data in order to develop standards of performance in the several fields, and to continue the compilation of profiles of special libraries, remains.

The Committee will continue to cooperate with the Statistics Committee, Division chairmen, and Committees concerned with membership, to foster our mutual interest in promoting professional standards. For next year's conference the Committee hopes to have concrete recommendations for revising and/or implementing the present standards.

RUTH S. LEONARD

Public Relations

The Committee's chief concern during the year was the development of a plan for a campaign to attract Patrons and Sponsors for the Association. By year end, the Board of Directors agreed to provide funds for the conduct of a campaign by an outside firm or consultant, subject to the development of further cost information by the Committee and approval by the Executive Committee of the Board.*

The Committee also recommended that faculty members of accredited library schools who were not members of the Association be invited to attend the Annual Conference with their registration fees waived. It was the Committee's view that this might be the beginning of a campaign to increase the involvement of faculty members in the activities of the Association, and that through a halo effect they would make the Association more visible and attractive to neophyte librarians. For various reasons the recommendation was withdrawn by the Committee at the end of the year.

A major part of the program of the activities of the Special Libraries Association resides in the Chapters and the Groups in metropolitan regions. Planning for consistency and quality in public relations and supervision of the public relations programs of the Chapters is essential for the creation of a broadly based public image and the realization of a public role for the Association. Public relations at the local level and at the Association-wide level must be mutually reinforcing, and requires coordination. Good public relations are created only through aggressive, inventive, innovative, active and constant effort. Special talents, skills and knowledges are required to sustain a high quality public relations program. The Committee urges the Association to retain a professional firm at the

* NOTE: The Board approved the expenditure of up to \$7,500 on such a public relations campaign.

earliest possible date to create and manage its public relations program. This may well be an expensive operation (up to \$13,000 a year), but perhaps no more so than hiring a good public relations specialist and clerical support for Headquarters staff. By retaining an outside firm the Association would have access to the services of a broader and stronger array of talents for its money than would otherwise be the case.

It is anticipated that the membership of the Association and the probability that the Association's contributions to society would increase as a result of this action.

The 1967-68 Committee recommends to its successors that they concentrate on methods for diffusing among the Chapters the public relations techniques of the Oklahoma Chapter. Whatever that Chapter does, its approach to various sectors of the public produces a vital program of local activities. The Chapter has gained sufficient members to have won the Membership Gavel Award in two successive years.

In the coming year the Committee will be working with the Association's representative to the American Federation of Information Processing Societies on a new piece of promotional literature to be used in exchange with other professional organizations. It will also establish the mechanisms whereby it can meet its responsibility to assess annually the public relations activities of the Association and its Chapters.

RUSSELL SHANK

Publications Program

Pricing Policy for Monographs. A recognition of this pricing problem was first brought to the attention of the Board at its September 1967 meeting. Since that date many changes have occurred within the Association necessitating a slower, more cautious approach to the solution of the problem. As each of the original questions were examined, new and even more complex and frustrating problems became apparent.

The Committee has had discussions with some editors, representing both commercial and non-profit organizations, as well as other SLA Committees (Finance and Non-Serial Publications). Based on these dialogues this Committee has arrived at the following conclusions:

1) The problem is more complicated (technically and even emotionally) than was anticipated or realized.

2) No one Association Committee can totally solve the problem (time not being a factor).

3) No members of the present Committee are knowledgeable enough in the field of publishing and pricing to arrive at meaningful answers quickly.

4) The lack of background data (formal and informal) available from Association Headquarters is a regrettable fact.

Some of the questions which must be faced by the Board are:

1) Why has the Publications Fund been allowed to grow from \$10,000 (in 1957) to almost \$50,000 (in 1968)? Should there not be an upper limit on this fund, with the excess being siphoned off to support other Association activities? Should not some of the earnings (albeit comparatively minor) on monograph publishing be applied to other Association costs?

2) Why are fulfillment (advertising, handling, etc.) costs mixed with editorial and production costs for charging against the Nonserials Publications Fund?

3) Why does the pricing formula seem so rigid and yet have no real basis for the factors actually used?

4) Why is there no real Publications Program for monographs based on either a fiscal or calendar year, designed and approved in *advance* of the program-year?

5) Why is there not a tighter inventory control on monographs?

6) Why has there been no consideration given to methods of eliminating second (or more) printings of monographs which go out of print? For example, the Association might have negative microfilm on hand which could be reproduced to positive prints (or hard copy) as desired or ordered.

The Committee, therefore, wishes to submit the following recommendations:

1) That the overall problem of monograph pricing be broken down into a series of elements for further (or initial) study by various Association Committees: funding by the Finance Committee, marketing by the Non-Serial Publications Committee, publishing (production) by the Association Editor, pricing policy (formula) by the Non-Serial Publications Committee, and total annual Association publishing program by the Publications Program Committee.

2) That the Publication Program Committee be the coordinating body, provided that the chairman of the Finance and Non-Serial Publications Committees be appointed ex-officio members of the Committee.

3) That an evaluation of the pros and cons be made concerning the possibility of using a commercial publishing house to handle Association monograph publications, at least as far as production and fulfillment are concerned.

4) That consideration be given to temporarily retain a consultant, expert in the field of publishing and pricing, to advise the Association (on a one- or two-time basis only) what its role and goals should be in these matters.

5) That if the four preceding recommendations are acceptable, the Committee again report to the Board at its September 1968 meeting.

News Bulletin Cost Investigation. Publication cost bids were requested by Committee members

from commercial concerns in New York, Boston, and Philadelphia. The data obtained are, in actuality, inconclusive since dummy copy would have to be submitted and conferences held with the publishing house representatives. No cost or publication data on the former *SLA Bulletin* (discontinued in 1962) was available from SLA Headquarters files.

Therefore, the Committee *recommends*:

- 1) That the cost data collected for a separate *SLA News Bulletin* be set aside temporarily for possible use later;
- 2) That the proposal of splitting the present *Special Libraries* into a quarterly professional journal and a monthly news organ, in the broadest sense, be reopened for further and more conclusive investigation by the Publications Program Committee.

The reasons for the second recommendation are based on the following:

- 1) Availability of new data for both editorial and production costs;
- 2) The possibility of a new editor;
- 3) New Executive Director (with fresh viewpoints);
- 4) A more experienced Publications Program Committee, with its membership in closer geographic juxtaposition.

ROBERT G. KRUPP

NOTE: The Committee was instructed to continue work on the cost data of serials and nonserials.

Publisher Relations

Magazine Publishers Association. A meeting of representatives of this Committee was held with the Executive Vice-President (Mr. Robert Kenyon) of MPA on November 1, 1967, the goals of this Committee in relation to his association were discussed. It was a cordial meeting. To date, however, we have not been able to schedule a meeting at which representatives of member publishing companies were present. Such a meeting will include a discussion of the new USASI *Standard on Periodicals* (Z39.1), the problems of variant editions of periodicals, etc. Perhaps no later than the fall of 1968 such a meeting will be held; this is our goal.

Letters to Publishers on Complaints. Three letters were written to publishers calling attention to marketing practices they used, or publishing practices, which were at variance with the SLA-ABPC recommended practices statement of 1966. Two of the three received appropriate response letters. More work of this sort can be done, especially if SLA members will call such matters to our attention.

Letters to Publishers on Good Practices. Committee members have been asked to find instances

of good publishing practices which, in their opinion, warrant sending letters to publishers involved, commending them for their noteworthy actions. The first such letters will be sent later this summer.

Periodical Publishing Practices. Representatives of the Committee met this winter with the advertising manager of a leading technical journal about which several complaints from SLA members had been received. His attitude was one of cordiality and helpfulness, and he suggested reasonable solutions for the complaints discussed. This was reported to the midwinter Advisory Council meeting.

Panel Meeting at Annual Conference. This Committee is sponsoring a panel discussion (two publishers and two librarians) at the 1968 Conference to review problems of mutual interest. This perhaps is the first time in a decade that publishers have participated in a program with librarians at an SLA Conference. Continued meetings of this sort are hoped for.

Z39 Standards. Careful attention is being paid to the work of the Z39 Committee of the United States of America Standards Institute since so many of their standards directly affect both publishers and librarians. (See also the report of the ABPC-SLA Joint Committee on this point.) The Committee will do all it can to make sure that the publishers affected by these standards are aware of them, which is a vital first step to take before we can expect compliance.

ELLIS MOUNT

Recruitment

Recruitment activities began with a letter to Chapter Recruitment Committee members outlining a chapter-wide program.

Program. The thirty-five chapters were to be divided into five groups of seven chapters each. Each member of this Committee (including the chairman) was assigned responsibility for the recruitment activities of each group of seven Chapters. A monthly progress report of the recruitment activities was to be sent to the chairman. The chairman was to summarize a *Monthly Recruitment Activities Report* which would be sent to all Chapter Recruitment Chairmen. This report was to replace the *Recruitment Newsletter*. The people with whom I consulted concerning this new recruitment approach thought it was excellent, but feared the program might be too time consuming for volunteers. Nevertheless, we attempted it; both the Committee and the chairman found that the criticism "too time consuming" was justified.

John Cotton Dana Lectures. The seventh series of John Cotton Dana Lectures (1967-68) were arranged by the former Recruitment Committee chairman, Mrs. Mary Lee Tsuffis. Abstracts of sixteen lectures were published in *Special Libraries* (May-June 1968).

A report from the former recruitment chair-

man reads as follows: "Several hundred library school students and faculty learned something about the 'special' side of librarianship. The audiences were receptive and interested in learning where their newly acquired theories and techniques might be applied. The John Cotton Dana Lectures are effective educational tools as well as recruitment vehicles."

The Action Manual for Recruitment has been updated. It will be distributed upon receipt of the names of the new Chapter Recruitment Chairmen.

Data Sheets. The data sheets are frequently requested by counsellors in schools. There are twenty-five separate titles. The Committee plans to revise, update and add to these sheets.

Newsletter. A survey of the *Newsletter* shows a need for replacement. Under consideration is a recruitment loose-leaf idea sheet. This will give Chapter chairmen suggestions for recruitment programs. Many of these ideas may come from outstanding Chapter recruitment reports. These sheets should be inserted in the *Action Manual*.

Recommendations:

1) A continuation and an enlargement of the above-mentioned activities.

2) A review and updating of current SLA recruitment literature.

3) Annual review of the *Action Manual* updating if necessary.

4) Increased intercooperation of SLA-ALA recruitment activities. This has been effective in the instances that I know of where this has been instituted.

5) Prepare a John Cotton Dana publication spiral bound to be sent to library schools and to Chapter Recruitment Chairmen.

Conclusion.

The first year of my chairmanship reveals an emphasis on study and planning. My second year I hope will reveal productive action implementing these plans.

MARGARET E. MADDEN

Reprography

The Committee has kept current with new developments in reprography and answered a number of inquiries for information. Requests for information included selecting the most appropriate microform for a specific application, a reader or reader-printer, designing a specific system and cost studies on microfiche. Members of the Committee assisted with programs designed to present current microfilm technology and applications.

One new development with the fiche microform has been of interest to the Committee. This is the reproduction of computer printout on microfiche. In place of the usual horizontal rows of microimages there are four or five vertical columns of data. Another development of interest is the cartridge for 35mm microfilm. An

adapter permits this cartridge to be used on the reel-type readers. Some of the new readers examined are more versatile than older models because they may accept several microforms, or the simultaneous viewing of two fiche images, or have the ability to project images on a screen or a wall.

Other requests were received for information about copying and duplicating processes. The Xerox Corporation's new MICROPRINTER combines a microfilm viewer and the Xerox 914. This permits making dry Xerox enlargements from microfilm at low cost.

The Committee has not been able to act on its recommendations, previously accepted by the Board, that it obtain an estimate for microfilming the archives at Headquarters. This will be done as soon as the Chairman is informed that the sorting out of material to be retained has been completed.*

The Committee is interested in all activities relating to microfilm that may be carried on by Divisions, Chapters or Committees. It would like to be informed when such projects are started. The Committee would maintain a central source of microfilm projects or programs which would make it possible to bring members in contact with programs going on within our organization. The Committee also suggests that an "In Progress" column be added to the publication *Special Libraries* which would list programs in all areas of interest to information work.

The Committee welcomes suggestions, inquiries and comments from the members.

LORETTA J. KIERSKY

*NOTE: See also the report of the Archives Committee.

Research

In August 1967 the Committee's functioning was deferred by the decision of its former Chairman. In January 1968 the Committee was reorganized, and requested by the President to proceed with the plans which had been deferred. Mrs. Pauline Atherton accepted an appointment to complete the term of Mr. Pizer, who assumed the chairmanship of the Committee.

The Committee requests that the sum of \$2,000 be made available for the planning and production of a one- or two-day workshop course on Research Methodology (on objective data for library evaluation), which will be presented as a Pre-Conference program in Montreal in 1969. The funds will be spent in the preparation of the course syllabus and the Committee expenses involved in establishing this program, including the payment of an honorarium to the instructors necessary for the various sections of the course. The chairman recommends that the membership should be charged a registration fee of \$15 for a one-day course and a slightly higher fee for a two-day course to cover meals and arrangements,

unless the Board feels that another fee is more suitable. It is also recommended that the program be conducted with the assistance of the Education Committee, and might be offered in lieu of the past education forums.*

The Committee will meet during the Annual Conference in Los Angeles and again in late July in Toronto. A report on the progress of the Committee will be made to the Board at the Rochester meeting in January 1969.

IRWIN H. PIZER

*NOTE: The Board did not approve this recommendation; it did however approve another recommendation that the Research Committee plan a study design for evaluation of the organization of SLA Conferences.

Resolutions

The Committee met during the 59th Annual Conference in Los Angeles. One Resolution of Recognition was referred to the Committee by President Usher.

Two resolutions were presented and approved by the membership at the Annual Business Meeting on June 4, 1968. Letters are in the process of being sent to each of the persons mentioned in the resolutions.

MARGARET R. ANDERSON

NOTE: The resolutions have been published in *Special Libraries* (July-August 1968).

SLA Professional Award and Hall of Fame

SLA Professional Award, 1968. The Committee considered nine nominations made in 1967-68 for the 1968 SLA Professional Award. Due consideration was given each nomination in line with the criteria for a significant achievement in the field of librarianship which advances the stated objectives of the Special Libraries Association. After serious consideration, the Committee concluded that none of the nominees met the criteria for the SLA Professional Award for 1968. Therefore, no selections were made.

SLA Hall of Fame, 1968. The Committee considered four nominations for the 1968 Hall of Fame Award. One of the four received four supporting letters. We also received two nominations for persons who were not retiring for two or three years. Consideration was given each nomination in the strict context of the award definition for an extended and sustained period of distinguished service to the Association in all spheres of its activities.

Two nominees were considered to meet the definition. The Committee therefore selected as recipients of the SLA Hall of Fame Award for

1968: Eleanor B. Gibson and Anne Nicholson.

Special Citation, 1968. The Committee was aware that a special award had been given twice before. The Committee selected Howard Haycraft to receive such an award in 1968. The Committee felt that such an award was appropriate for Mr. Haycraft in recognition of his support and encouragement in many areas of special librarianship.

Notification to Award Recipients. In line with the 1967 Committee decision regarding notification of the recipients, it is recommended that the Hall of Fame recipients, their nominators, and employers be notified immediately following the midwinter meeting and that announcement be made in the earliest possible issue of *Special Libraries*. The procedure to be followed with the Special Citation, 1968 is that the recipient be informed immediately following the midwinter meeting but to make no other announcement until the actual time of the award which will be presented in Los Angeles at the Annual Conference.

Citations. In the past the President has written the citations for the awards with Headquarters giving some assistance in biographical material. It was suggested by this year's Committee that the chairman of the Committee, with the assistance of the Committee, write the citations for the President, thus relieving the President of at least one burden. In addition, the Committee recommended that the form of the scrolls be redesigned for a more appropriate representation of the intents of these awards.*

Problem Area. A continuing problem with each Committee, and this one did not have the answer either, is what the Association should do to recognize the member who has worked long and hard for the Association but has not participated in enough Association-level activities to merit the SLA Hall of Fame Award, e.g., he may have worked only on the Chapter level. It is hoped that a future Committee can resolve this problem.

ALLEEN THOMPSON

*NOTE: Redesigned engrossed scrolls were presented to the 1968 recipients of these awards.

Scholarship and Loan

Ninety-nine applications were received for the scholarships offered this year. Originally, only five \$2,000 scholarships had been approved by the Board, but the Committee recommends that the number be increased (subject to final Board approval) to seven as funds become available. The seven scholarship winners are announced in *Special Libraries* (July-August 1968).

Selecting the scholarship winners has always been an onerous task, but in recent years the decisions have become frustratingly difficult. The qualifications of the applicants are generally superior; financial need is clearly demonstrated in most cases; and potential for special library work is rarely lacking. The resulting dilemma has only one solution—more money for more scholarships.

The financial situation is, fortunately, heartening.

This year's applicants were from thirty-one states, the District of Columbia, Canada, and seven foreign countries. Two candidates withdrew and one application was received after the deadline. Seventy-nine women and twenty men applied; the ratio of 80% women to 20% men has been constant for the last three years. Also constant is the high percentage (75%) of applicants with library experience. The recruiting implications of the latter statistic are obvious. Twelve loan applications were received, five of them included with scholarship applications. Two have been recommended to the Board for approval and five are still being considered.

SLA Chapter presidents from 31 of the 36 Chapters were asked to arrange interviews with one or more scholarship applicants. Of 82 requested interviews, 69 were held and reported to the Committee. Ten interviews could not be arranged in spite of strong efforts by the Chapters and the Committee. Thus, for 95% of the applicants in the U.S. and Canada, the Committee had the help of the Chapters in reaching their decisions. This is an amazing record in view of the busy schedules involved. It is apparent from the interview reports that considerable amounts of time and thought were contributed. The Committee is gratified by this cooperation, not only because the interviews are an important link in the decision process, but because the whole-hearted response evidences the high priority attached to the Scholarship and Loan program by the membership. Grass roots involvement is also clearly indicated by the broad base of contributions noted below.

With this background of general support in mind, and in view of the general financial and operational policy questions now being raised, the Committee feels that it should call specific attention to the administrative and clerical support required for the operation of this program. As is the case with many Association programs which require major Headquarters effort, but which focus on individuals, this support is not always immediately visible to the membership as a whole. The magnitude of the job was particularly evident to the Committee this year because we undertook to provide much of the behind-the-scenes effort ourselves as a means of relieving Headquarters during a difficult transition period.

After publicity announcing the availability of SLA Scholarships (a fair-sized job itself, with mailings to all library schools, library publications, and various other announcement points), letters are received requesting application forms. These are acknowledged and forms are sent. In many cases the request must be treated as a general inquiry about special librarianship. As completed applications are received by Headquarters, individual folders are made up; three or four requests for confidential references are sent; and letters requesting Chapter interviews are prepared. Simultaneously, college transcripts (about two per applicant) begin to arrive and are

placed in the folders. A number of follow-up letters for missing transcripts, or budget data, late or missing references, and occasionally reminders of late Chapter interviewers are required. Letters of acceptance from library schools arrive and are filed. After the folders on each applicant are complete or nearly so, they are forwarded to the Committee chairman for circulation. After the winners and alternates have been selected and recommended (which involves preparation of short informative summaries on each person) and approved by the Board, all applicants must be notified of their status.

Notification of non-winners and unsuccessful loan applicants this year included the separate mailing of the American Library Association brochure, *Fellowships, Scholarships, Grants-in-Aid, Loan Funds, and other Financial Assistance for Library Education*. Complimentary copies of 150 of these comprehensive and practical booklets, which normally cost 50¢ each, were provided to the Committee by the ALA Office for Recruitment. In addition, over fifty letters, along with SLA recruitment materials and the ALA booklet, were sent in response to requests for applications received after the deadline. Over 500 pieces of outgoing mail, not counting publicity, and nearly 1,000 pieces of incoming mail were handled in connection with the program. This burden normally falls to the Headquarters staff, mainly the Manager of the Membership Department. We wish to thank the New York staff, particularly Miss Firelli, for yeoman help in keeping the wheels rolling during this rather hectic year.

The Committee gratefully acknowledges continued support in the form of direct contributions from any individuals and organizations. As the list of contributions shows, over \$13,000 was received during the period May, 1967-April, 1968. Nearly 38% of the total was from private organizations, including again this year a major gift of \$4,000 from the H. W. Wilson Foundation. Contributions from Atlas Chemical Industries, Inc., Bell Telephone Laboratories, E. I. Du Pont De Nemours and Co., IBM, and Time, Inc. totaled \$900. These organizations have heavily and consistently supported the fund over a number of years. Any substantial increase in the level of the fund will likely derive from this type of support. Member donations (including jewelry sales) and divisional contributions (including \$2,284 from the Metals/Materials Division Boat Trip in New York in 1967) amounted to 24% each. Memorial donations amounted to 9% of the total. Chapter donations accounted for 5%. Two donations, \$100 from the Boston Chapter in memory of Miss Abbie Glover, and \$50 from the Newspaper Division were received too late for inclusion in the financial statement. A complete list of contributors for the past year appears in *Special Libraries* (July-August 1968).

During the past year, the Board of Directors took the following actions which affected the Committee:

- 1) Changed the wording of Scholarship and

Loan regulations and associated documents so that "accredited library school" becomes "recognized library school or information science program";

2) Directed that payments to scholarship winners be made in one lump sum at the time of the award; and

3) Asked the Committee "to consider the entire application form for possible revision."

The Committee recommends:

1) That six \$2,500 scholarships be awarded for the academic year 1969-70.* For the past three years the number of applicants has been nearly 100, of which 10-15% have been completely suitable for scholarship awards. In view of rapidly increasing costs of higher education the suggested amount of the scholarships is reasonable. (The fiscal year 1968 awards for master's degree work authorized by the Higher Education Act, Title IIB, "Training in Librarianship," were for \$2,200.)

2) That the Board approve a change in the Committee's policy which would raise the ceiling on the amount which may be out on loan at any time from \$4,500 to \$6,000 and the amount which may be loaned during any one year from \$2,000 to \$3,000.* The present ceilings were established in 1963 and 1960 respectively. Loans to be based "on the current rate of tuition at the school . . ." and this has of course, increased appreciably.

3) That the Board authorize the committee, with the advice of the Executive Director and the Manager of the Membership Department, to design and use new scholarship and loan application forms, personal reference forms, and Chapter interview guides; and to use, on an experimental basis, an evaluation form to expedite the rating of applicants.*

The suggested revisions do not change the established and approved provisions for scholarships or loans. The intent is to eliminate unnecessary information, elicit more meaningful answers, and streamline the workflow of processing the applications.

LARRY X. BESANT

* NOTE: The Board authorized six \$2,500 scholarships for the academic year 1969-1970. The Board did not approve an increase in the funds available for loans. Redesign of the the application forms and related documents was approved.

Scientific Meetings

Scientific Meetings continues to improve in format and content. The geographical index, which was included last year, has been popular with both librarians and readers. The Editor and the Scientific Meetings Committee continue to search for ways to improve the service. During the

past year, the editorial staff started to accumulate information on forthcoming scientific meetings for several years in advance. This added service will be beneficial to those people who must plan their activities on a long-term basis.

Scientific Meetings, as always, is easy to use; and it is invaluable for answering telephone inquiries, or ready reference questions pertaining to future meetings of technical, scientific, medical, management organizations, and universities.

NELSON W. HOPE

Special Libraries

The Special Libraries Committee carried out its assigned tasks of reviewing and evaluating manuscripts submitted for publication. Its members advised the Editor with regard to advertising and editorial matter and overall SLA policy and procedures. Regretfully, Mr. Guy R. Bell who was appointed Editor of *Special Libraries* in October 1966, resigned in February 1968. Other changes in SLA Headquarters staff placed an unusual burden on the Special Libraries Committee who sought to maintain editorial quality while also adhering to the publishing schedules. In this connection, sincere thanks are due to Dr. Frank E. McKenna for stepping into the breach and taking on the arduous task of editing *Special Libraries* during the period following Mr. Bell's resignation.

While quality of content is quite difficult to measure, production figures for *Special Libraries* can be obtained more easily. A comparison of pages of text, the ratios of advertising to text and professional papers to other text for the first half of 1967 and 1968 reveals the following:

	Jan.-June 1967	Jan.-June 1968
Total pages	376	380
Advertising pages	105	117
Text pages	271	263
Professional papers	152	127
Other text pages	119	136

Efforts have been made in the past and will need to be further intensified in the future to acquire quality manuscripts suitable for publication in *Special Libraries*. The competitive relationship of *Special Libraries* with other professional journals and SLA Chapter and Division publications needs to be reviewed and the function of *Special Libraries* itself needs to be re-examined and defined. Whether *Special Libraries* should be split into a quarterly journal and a monthly newsletter has been under study for some time by the Publications Program Committee and the Board of Directors. Association policy and direction with

regard to scope, content, format and editorial policy need to be re-evaluated on the basis of current membership requirements and decisions need to be reached at the earliest opportunity.

I. M. KLEMPNER

Statistics

The Committee studied the draft national plan for library statistics as put out by the U.S. Office of Education and the ALA Statistics Coordinating Committee and made a number of recommendations. A draft project proposal relating to the plan has now been prepared and further developments are awaited.

STEPHEN J. KEES

Technical Book Review Index

No report received.

Tellers

The mail ballots for SLA Officers and Directors were officially counted at SLA Headquarters on April 9, 1968:

3,262 ballots received
66 ballots invalid
3,196 ballots tallied

The following candidates received a majority of the votes cast for office (the President and Chairman of the Advisory Council having been previously elected):

President, Herbert S. White
President-Elect, Robert W. Gibson, Jr.
Chairman, Advisory Council, Mrs. Charlotte S. Mitchell
Chairman-Elect, Advisory Council, Helen J. Waldron
Director (three year term), Rosemary R. Demarest
Director (three year term), Burton E. Lamkin

The mail ballots to amend the Association's Bylaws were counted at SLA Headquarters on August 23, 1967:

2,635 ballots received
93 ballots invalid
2,542 ballots tallied

The results were as follows:

Amendment to Article X, Section 2	
Yes	2,374
No	123
Amendment to Article XII, Section 3	
Yes	1,693
No	843

SLA Bylaws Article XV, Section 1 state that: "The Bylaws may be amended by a two-thirds vote of the returned mail ballots sent to the entire voting membership." Therefore, the two amendments voted upon were approved.

MARILYN MODERN

Translations Activities

By the end of April 1968, the total holdings of translations in the Translations Center had passed 132,000. The Center also has records showing availability from other sources of well over 200,000 more.

Use of the collections and services of the Center has shown considerable variation over the years. Many factors have contributed to this variation, but greater promotional efforts are needed, both with respect to deposit of new translations, and to use of the present collections. Therefore, the Translations Activities Committee has recommended an increase in the number of meetings to which the travelling exhibits should be sent in 1968-69. One of the two exhibits has become so outworn and outdated that it can no longer be used. It has been determined that the cost of repair and refurbishment would be greater than a new exhibit, and therefore a completely new one has been designed and is under construction. With some repair, the second exhibit can still be used, but it will probably need to be replaced in the fairly near future.

The Committee recently mailed a questionnaire to approximately 1,000 users and depositors in an attempt to obtain data on the current degree of activity in the field of translations, on the assumption that this particular group has the greatest interest in, and need for, an agency such as the Center. The Committee has completed a study, based on the 1966 issues of *Technical Translations (TT)*, of the sources and suppliers of translations, and now has underway a study of the subject areas of these same translations. Data from these three studies should provide useful guidelines for planning future activities.

The Clearinghouse (CFSTI) has considerably changed the character of its handling of translations, with the result that added responsibilities may be transferred to the Center. In effect, mainly Russian and Chinese translations by U.S. Government agencies are being collected by the Clearinghouse, and the various agencies generating translations have been advised to send all others to the Center. The Clearinghouse is no longer collecting information about translations available from non-governmental sources, such as commercial translators and foreign translation centers, and these sources are now beginning to send information to the Center. Clearinghouse ceased publishing *TT* at the end of 1967 and is now incorporating such translations as it does collect in *U.S. Government Research and Development Reports*, with no citation index being in-

tended. This has led to a strenuous re-examination of the anticipated number of translations to be expected at the Center, of the methods of obtaining and processing information on non-SLA and non-governmental translations (formerly handled by means of *TT*), and finally of the related effects on *Translations Register-Index*. Some of the examination is still going on. However, the Committee recommended, and the Executive Committee of the Board of Directors approved, submission of a small supplemental grant request to National Science Foundation to permit assumption of some part of this added responsibility for the remaining part of fiscal 1967-68. The Committee also recommended continuation of this activity in 1968-69 and incorporated funds in the proposed budget.

Subscribers to *TRI* have probably, with some justification, been disappointed that they have not received the issues on the announced schedule. Problems arising from conversion to machine processing, along with difficulties associated with the move of SLA Headquarters have led to several delays. However, the first annual cumulation was mailed to 1967 subscribers in March 1968. In May 1968 the regular semi-monthly schedule should be met. There are presently slightly over 750 paid subscriptions for 1968, considerably less than expected when the publication was first being planned. For this reason, plus the anticipated increased scope resulting from Clearinghouse changes, a price increase in 1969 may be necessary, the amount as yet to be determined. Also under consideration is the sale of the annual index separate from the Register portion, at some price less than the full subscription. The cessation of *TT* should have a positive effect on subscriptions to *TRI*. The effect of the *World Index of Translations*, now being published by European Translations Centre, has also not been known. Presumably, its greatest effect will be on foreign subscriptions, but even this should be counterbalanced to some extent by its limitations on language scope.

Work on the *Comprehensive Index* is progressing, with expected publication late this year. To coincide with the initiation of *TRI* in 1967, last year approval was obtained to extend the time coverage from the originally proposed mid-1965 through the end of 1966, but with a modification in the processing and verification of monograph and conference citations. By the beginning of 1968, data had been accumulated which showed that a significantly larger number of translations (31.5%) existed than had been originally estimated, and production costs might run as much as 45.8% more than was available in the NSF grant. The Committee considered three alternatives: 1) retain the scope and seek the total necessary additional funds; 2) modify the scope somewhat and seek a lesser amount; or 3) radically reduce the scope to remain within the present grant. The Committee recommended, and the Executive Committee of the Board of Directors approved, the second alternative, whereby the

scope was modified and a supplemental grant request was forwarded to NSF in March. The modification essentially eliminated monograph and conference citations from the index and limited it to journal and patent citations. Because of their greater complexity and difficulty of verification, total cost for a given monograph or conference publication is from four to six times the cost of a given journal or patent. The information accumulated on these documents is not lost. Records are still at the Center to allow access through the inquiry service. It may be possible to publish a supplementary volume later on containing these citations, should the demand for such a tool make it warranted.

As a part of the changing scope of its activities in the field of translations, the Clearinghouse withdrew as the U.S. representative member to the European Translations Centre. ETC subsequently invited SLA to become the U.S. member. For a number of reasons, this Committee thought it not appropriate for SLA to become a full member just at this time, and recommends to the Board that the invitation be declined. The Board concurred at the January midwinter meeting in New Orleans. However, the Committee has recommended that SLA continue to explore matters of mutual interest with ETC, and with other national translation centers, with the possibility of some form of membership becoming appropriate in the future. Also in the field of international relationships, conversations have been held recently which indicate SLA will be invited to discuss the general topic of translations of foreign scientific literature with the Panel on International Scientific Information Activities of COSATI. This has interesting implications on the possibility of broadening governmental support in this area.

Financial support of the Center has always been a matter of prime concern, but a combination of circumstances in the very recent past caused it to become most serious. While a small amount of income has been generated by the institution of the service charge (recently extended by the Board to cover all translations copied or loaned by the Center), this cannot yield more than a relatively small fraction of the cost of operations. For some years, a large part of the financial support has come from grants made by NSF, plus contractual agreements with Clearinghouse. Along with the reduction in activities of Clearinghouse with respect to translations came a cessation of funds from this source. Some of the aforementioned circumstances prevented NSF from awarding the grant for fiscal 1967-68 until January 1968, although it was made retroactive to October 1, 1967. Taking cognizance of the situation, the Board carried out certain actions to deal with the emergency, including authorization for expenditures of SLA Reserve funds, should it become necessary. With receipt of the grant, the expenditures were obviated. However, an intensive examination of the situation seemed necessary, and President Usher appointed a Special Com-

mittee of the Board to review the financial picture of translation services, and the past, the present, and the future of SLA's involvement in translations. The report of this Committee with recommendations has been submitted to the Board for discussion at the 1968 Conference. The Translations Activities Committee expects to submit several related recommendations for consideration at that time, particularly in view of the fact that the Center now clearly has the potential of being established (or perhaps re-established) as the single national center for translations and translation information in the U.S.

To end this report on a brighter note, it should be pointed out that two present members of this Committee, Mr. Himmelsbach and Mrs. Boyd, have completed an independent project which should be of interest to everyone concerned with translations. Their book, *A Guide to Scientific and Technical Journals in Translation*, is now in press and expected from the printer in May. SLA is the publisher, and the price, \$4.50.

ROGER M. MARTIN

H. W. Wilson Company Chapter Award

Four Chapters presented entries:

Indiana Chapter, "Making Special Libraries Come Alive on a Getting-to-Know-You-Person-to-Person Basis"; Michigan Chapter, "Changing Face of Special Libraries"; Pittsburgh Chapter,

"Education of Self and of the Community"; Texas Chapter, "Better Library Service Through Continuing Education". The winning entry (Indiana Chapter) was an excellent portrayal of how all libraries in a Chapter can participate in a recruitment program as well as a program to acquaint high school and college students, teachers and professors with special libraries and special librarians. The entries showed great Chapter activity and the Chapters' members are to be commended for time and effort put in the program as well as in organizing and presenting their reports and graphic illustrations.

The Pittsburgh entry was disqualified from judging this year inasmuch as it was one part of a two-year project.

The Committee recommends that:

1) Future entries include a picture of the visual presentation and/or a one-page description of same. If the visual presentation is lost or late in arrival due to transportation difficulties, the Committee will have some assistance for judging the visual presentation. (Note: The award is not judged on the visual presentation, but the visual presentation assists in obtaining a clearer picture of the over-all objectives and results.)

2) The Committee has the privilege of giving honorable mention to second and third place entrants, and that a scroll be presented to them.

GRETCHEN D. LITTLE

NOTE: Both recommendations were approved.

Reports of Special Committees 1967 - 1968

Advisory Committee to Elizabeth Ferguson on a Book: Descriptive Bibliographies Originated by Special Libraries

No report received.

Code of Ethics

No report received.

Case Study

The Case Study Committee was formed to investigate the feasibility of having the Association sponsor a collection of case studies dealing with special library situations. The Committee has attempted to assess the demand for such

studies—to find out what interest, if any, existed beyond the library school. Also attempts have been made to discover available case data as well as unpublished cases.

Demand for Cases. It was established that only a few faculty members use the case method of teaching to a significant extent, and that outside the library school this method of training is largely unknown and unused. However, the advances of the case study method point to the obvious fact that the method cannot be used until cases are made available. Several case study supporters have also indicated the need for improvement in quality as well as in the number of cases. It is stated that when a wider selection of better quality cases are available, the users of the method will multiply. Most respondents doubted the value of a collection of cases dealing exclusively with special libraries.

Availability of Case Data. The Committee has identified a limited amount of material which

might be made available to a writer. The Committee believes that through the use of Association channels and other professional contacts it can uncover more case study potentials for the review of competent writers. The experience of the Committee thus far has shown that such material is discovered through personal contacts rather than through questionnaires or other more formal procedures.

Other Current Work in Case Studies. Professor Mildred Lowell, Graduate Library School, Indiana University, has informed the Committee that her year of work in collecting case studies will result in a three volume work to be published by Scarecrow Press in the fall of 1968. A fourth volume is in the planning stages. The work will include material on the use of the case method, syllabi for courses in general management and personnel management, and supporting cases. Each volume will contain cases on special library situations.

Professor Lowell is engaged in a continuing case collection program. She has asked that the Association give her assistance by helping her to identify possible case study situations and/or by supplying necessary data for the writing of cases. Further, she recommends that the Association not engage in a competing work until her own publication is released and evaluated.

Recommendations:

- 1) That the Board reject any plans to collect and publish case studies at the present time.
- 2) That the Case Study Committee be continued for an additional year with a new assignment: namely, to assist library school faculty by identifying case study possibilities and by assisting in the collection of necessary data.
- 3) That at the end of the next year the work of the Committee be evaluated to determine whether its functions should become a continuing educational activity of the Association.

BETSY ANN OLIVE

Copyright Law Revision

At two meetings called by the Register of Copyrights, SLA was represented by Jack Ellenberger (Feb. 1968) and John Wadington (Mar. 1968) because of the illness of Chester Lewis. Progress is exceedingly slow because of a change in position by the Register and the reluctance of both "users" and "publishers" groups to alter their positions. The Committee is keeping abreast of activities of other societies and associations in this general area. It appears to be somewhat premature to recommend a position to SLA. Such action should not be taken until the Register's

position is well established as the "users" and "publishers" reactions have been obtained.

JOHN P. WADINGTON

Special Committee on Membership Requirements

The Special Committee on Membership Requirements was appointed by the President in order to carry out recommendations made by the Advisory Council at its meeting of January 20, 1968. The Committee was charged by the President to act on the following recommendations and to report at the June 1, 1968 meeting of the Board:

- 1) Clarify the wording of the Bylaws and related documents to facilitate understanding, application, and administration of the membership requirements.
- 2) Delete the adjective "active" from the word "member" as it appears in the Bylaws and related documents.
- 3) Reduce the number of classes of personal membership (Active, Associate, Affiliate) from three to one or two.
- 4) Lower or remove the professional and/or the overall experience requirements for the various classes of personal membership.
- 5) Revise or remove the provision calling for employment in a special library or information center *at the time of application* as a factor in qualifying for personal membership.
- 6) Simplify the provision that substitutes experience for education as a qualifying factor for personal memberships.

We feel that these proposed statements fulfill the charge with the exception of the revision of the guidelines. This Committee is prepared to offer recommendations for guidelines, and for revisions of the membership application forms, subject to the action taken by the Board.

The chairman of the Committee expresses her appreciation to the members whose efforts produced our proposal.

PHOEBE F. HAYES,
RUTH S. LEONARD,
APHRODITE MAMOULIDES,
EDYTHE MOORE,
CHARLES H. STEVENS,
MARTHA A. WHALEY;
MARGARET L. PFLUEGER, Chairman

NOTE: The Special Committee's recommendations were accepted by the Board, and have been published in *News and Notes* (July-August 1968).

Reports of SLA Special Representatives to Other Organizations

American Association for the Advancement of Science (AAAS)

SLA is an "affiliated organization" of AAAS. An "affiliate" is distinguished from a "participating organization"; the latter is one whose activities are planned and directed in close relationship with those of the AAAS. It is important to note that the SLA Special Representative is a representation to Section T of the AAAS, that is, the Section on Information and Communication. The representative of an affiliated organization is also a member of the AAAS Council; therefore the representative should be a Fellow of AAAS—or eligible to be a Fellow. The Council is the governing and voting body that represents the membership of the AAAS.

Section T sponsored two half-day sessions at the Dec. 1967 meeting: "The Role of Museums in Modern Communications" and "The Genesis of Information Systems: Hindsight and Foresight." The second session included papers on MIT's Project MAC, the State Services Information Centers, Edunet, and the Chemical-Biological Coordination Center.

An affiliated organization, the Society of Technical Writers and Publishers, sponsored a half-day session on: "Roles in the Processing of Scientific and Technical Publications."

The Chairman of Section T for 1968 (and therefore a Vice-President of AAAS) is J. C. R. Licklider of MIT. The Committeeman-at-Large for 1968-1971 is Phyllis V. Parkins, Biosciences Information Services, Philadelphia.

F. E. MCKENNA

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

Your representative attended the June 23-28, 1968 seminar of pharmacy school teachers and librarians. Oliver M. Littlejohn, Dean, Southern School of Pharmacy, Mercer University, Atlanta, Georgia is presently chairman of the Joint Committee representing AACP. Dean Littlejohn took an active and constructive interest not only in practical aspects of librarianship but also in the broadest sense of professional standing. The outgrowth of such support and increased attendance at the seminars is reflecting increased empathy between the two professions and ultimately toward more active participation in national library associations.

After considerable discussion, a vote of 16 to 3 was recorded in favor of seeking section status in the AACP. Dean Littlejohn appointed a committee of three to draw up the proposal chaired

by Miss Delores Nemeč, School of Pharmacy Library, University of Wisconsin.

Projects

Dean Littlejohn proposed we push to completion *Handbook for Pharmacy Librarians*. Assignments were made by Mrs. Theodora Andrews. Outline and draft are due January 1, 1969. It is hoped that SLA will consider underwriting the cost of publication.

Program

For the past three years Miss Nemeč has not only acted as coordinator for the librarians but also has been responsible for the program. The enormous effort expended resulted in greater participation and increased enthusiasm. Her program this year permitted participation by librarians in the teachers' panel on "drug literature evaluation" without conflict with the librarians' program.

Conclusion

I still consider this a worthwhile and interesting group. Other than the American Chemical Society, it is the only organization where information-library staff meet with a related professional group. My recommendation is to continue.

GERTRUDE L. LOSIE

American Book Publishers Council—Special Libraries Association (ABPC-SLA) Joint Committee

During the past year the work of this Joint Committee in 1966 on the preparation of *Recommended Practices for the Advertising and Promotion of Books* came to fruition in the formation of a national committee to study and revise the practice so that it could become a standard. It will be worked on by a subcommittee of the Z39 Committee of the USA Standards Institute (formerly American Standards Association). The chairman of the USASI subcommittee is the chairman of this Joint Committee—so hopefully full communication can be maintained between the two groups.

Preliminary contact was made with the staff of ABPC regarding our next joint meeting. It was not possible to hold such a meeting this year, but during the summer agenda planning for a fall meeting will be carried on. ABPC staff members are very interested in the prospect of our next meeting, and are quite interested in the work of SLA in regard to publishers. The meeting will probably be held in September 1968.

ELLIS MOUNT

American Federation for Information Processing Societies (AFIPS)

The 1968 Spring Joint Computer Conference was an overwhelming success. It exceeded previous records in terms of registration, attendance and exhibits. There were over 150 paid exhibitors. Of the many new information processing devices on display, a significant number of new source data and transmission equipment were on display. This equipment ranged from a predominance of key punching and magnetic tape display devices to typewriter/telephone transmission equipment. A number of librarians attended the conference from the surrounding area.

During the year Robert E. Durkin has continued to serve on the Information Dissemination Committee and recently, Marjorie Griffin has accepted appointment to the Social Implications Committee. I feel that the participation and contributions of these two individuals will take on significant meaning in the months ahead as AFIPS increases its involvement in information processing and communications.

Revision of AFIPS Constitution and Bylaws. The Board of Directors approved in principle a new AFIPS constitution and bylaws. In terms of membership, there shall be two membership classifications: member societies and affiliated societies.

- a) Member societies are those constituent societies whose primary interest is in computers and information processing as determined by the Board of Directors.
- b) Affiliated societies are those constituents which, although they are not primarily concerned with computers and information processing, do have a major interest in this field.

Each member society is represented on the Board of Directors and the Executive Committee; the number of representatives is based on the size of its membership. Affiliate societies are represented on the Board of Directors, but are *not* represented on the Executive Committee. The Board of Directors and the Executive Committee conduct such business as may be presented, but the Executive Committee is primarily charged with running the organization and deals directly with all controversial issues before these issues are brought for general discussion by the Board of Directors.

At the April 1968 meeting, the Executive Committee voted the American Society for Information Sciences to member status effective with the adoption of the new constitution. This change increases the member societies to four. The other member societies are: Association for Computing Machinery (ACM); Institute for Electrical and Electronics Engineers, Computer Group; and Simulation Councils, Inc. (SCI).

SLA is the third largest constituent society in AFIPS. To provide some assurance that AFIPS programs consider SLA's needs, it seems desirable

that SLA have a voice and a vote on AFIPS business matters. As a member society SLA's dues in AFIPS would be \$250 instead of \$100. It is my opinion that this increase in dues is an important first step toward becoming a strong participant in AFIPS.

SLA Booths at SJCC and FJCC. We attempted to have coverage at the SLA booth at the 1968 SJCC in accordance with the procedures outlined by the Board last January. Although communications to appropriate Chapters and Divisions from the DLO and CLO were timely and appropriate, we did not have any names submitted for booth coverage. I believe that this procedure is too awkward in that too many people are involved and this introduces confusion and uncertainty. It is, therefore, suggested that to improve this communication that SLA's representative to AFIPS communicate directly with the Chapters and Divisions in securing participation in AFIPS activities and booth coverage. Naturally, the DLO and CLO would receive a copy of these communications.

Further, it is suggested that before communications between the SLA Representative and the Chapters and Divisions begin that the DLO and CLO alert the Chapters and Divisions that they will be called upon for assistance and encourage them to participate.

SLA Brochure. The promotional material now available from SLA headquarters is primarily for recruitment. This material is adequate to attract new members, but does not project an appropriate image of SLA to other professional organizations. It is intended that a folder or brochure be prepared for the purpose of communicating SLA's mission and expertise to other professional organizations. Although such material is needed for use in AFIPS, this material should be useful for many other purposes.

Affiliate Societies and Pending Admissions. The affiliated societies are: Special Libraries Association, Association for Machine Translation and Computational Linguistics, and the Society for Information Display (SID).

Organizations being considered for admission are: Data Processing Management Association (DPMA); American Statistical Association (ASA); Pattern Recognition Society; American Institute of Aeronautics and Astronautics; Technical Subcommittee on Computers; Society for Industrial and Applied Mathematics (SIAM); American Institute of Certified Public Accountants; and the American Institute of Industrial Engineers, Inc., Data Processing and Information Systems Division.

Recommendations. Several recommendations are presented below which I strongly urge the Board of Directors to consider and approve.

1) That the SLA President submit a letter to the AFIPS President requesting SLA membership be changed from affiliate to member status.

2) That the SLA President prepare and submit a letter to the AFIPS President indicating our

interest in SLA members serving AFIPS as committee chairmen and AFIPS officers.

3) That the SLA Board of Directors establish a budget for SLA expenses in AFIPS. This money will be used for expenses incurred by our participation in AFIPS, e.g., dues, projects, booth, etc.

4) That the San Francisco Bay Region Chapter of SLA be asked to hold its December Chapter meeting in conjunction with the 1968 FJCC in San Francisco. This meeting should be designated as a Post-Conference Seminar sponsored by SLA.

5) That the SLA Representative be authorized to spend up to \$50 for a meeting room for the SLA-sponsored program at the 1968 FJCC.

6) That the SLA Representative to AFIPS be authorized to prepare promotional material for distribution at AFIPS conferences. The cost of this material (folder or brochure, bibliography, etc.) is estimated at \$1,000.

7) That the SLA Representative request participation for AFIPS activities directly from Chapter Presidents and Division Chairmen.

8) That the SLA Representative to AFIPS be authorized to hire personnel necessary to maintain coverage of the SLA booth at the Joint Computer Conferences. It is expected that this cost should not exceed \$99 per year.

BURTON E. LAMKIN

NOTE: The Board accepted the recommendations, referring those for expenditures to the Finance Committee for consideration during preparation of the 1968-69 budget.

***American Library Association/
Association of Hospital and
Institutional Libraries (ALA/AHIL),
Joint Committee on Revision of
Hospital Library Standards***

The Committee met three times during this report year: at the ALA Annual Meeting in June 1967; at the Midwinter Meeting in January 1968; and once at ALA Headquarters in May 1968. I attended the meeting in Chicago in May. Although we changed chairmen in 1968, with Grace Lyons replacing Helen L. Price, continuity has been preserved through the continuing membership of Miss Price. At the two-day meeting in May, the Committee agreed upon a tentative draft of the "Introduction and Statement of Principles" of the new standards. In addition, each Committee member agreed to work on one specific section of the standards and submit a draft to Miss Lyons by May 10, 1968. I was assigned the section on administration. Upon receipt of these statements, Miss Lyons will synthesize a formal draft of the standards and submit them to the AHIL Board at the ALA June meeting. If the draft is acceptable, it will be circularized for criticism among interested divisions of ALA

as well as SLA and the Medical Library Association. A final draft will then be prepared, and the standards should be formalized by early 1969, at which time they will be presented for endorsement to the Boards of SLA and MLA.

MRS. BARBARA COE JOHNSON

***American Library Association.
Library Technology Program (LTP)
Advisory Committee***

For nearly ten years, the Library Technology Program has been supported mainly by the Council on Library Resources through grants for operating funds. This is in addition to specific grants for testing, research or development projects. Faced with the possible loss of operating funds from CLR in a few years, the LTP Advisory Committee met several times to plan for the future of LTP. The Advisory Committee reaffirmed the importance of the work currently performed by LTP and its value to the library profession. Future plans and new directions will have to depend on the availability of funds.

At the most recent meeting, the LTP Advisory Council considered the possibility of additional support from both the existing and new sources. In recent years the American Library Association has assumed increasing financial support such as providing free office space at its headquarters. It is probable that ALA will consider substantially increasing its share, when operating funds are no longer available from CLR. At the same time, it is hoped that more projects could be made self-supporting, such as the *Library Technology Reports*. Professional library and other organizations deriving benefit from LTP work are also potential sources of funds.

At present, SLA's only contribution to LTP is free exhibit space at the Annual Conference. Next year, after the dues increase, this Special Representative intends to look into the availability of other forms of support.

DON T. HO

***American Library Association/
Reference Service Division (ALA/
RSD). Interlibrary Loan Committee***

A new Interlibrary Loan form has been designed by the Committee and approved by ALA. The final responsibility for the design and implementing of the new form has been in the hands of the SLA Representative to the Committee.

A preliminary revision of the Interlibrary Loan Code has been published in *Special Libraries* and other journals. It is hoped that the new code can be assembled, approved, and released by early 1969.

JAMES C. ANDREWS

SPECIAL LIBRARIES

American Library Association. Statistics Coordinating Committee

A draft plan for national library statistics was presented by the U.S. Office of Education. After discussion the plan was forwarded to the constituent associations for their comments. At the same time a project proposal was prepared and is now under consideration.

STEPHEN J. KEES

American Society for Information Science (ASIS)

Perhaps either possible misunderstanding or poor planning broke the pattern of program cooperation between Special Libraries Association and the American Society for Information Science during the course of their respective annual meetings in October 1967 (ASIS) and June 1968 (SLA).

The ADI-SLA Joint Operating Group (JOG) established in 1963 had as one of its purposes joint activity on matters of mutual concern. An exchange of program planning seemed one way to implement such a purpose, and ASIS (then ADI) took the first step by granting an afternoon to a Southern California Chapter-sponsored meeting during the 1966 ADI Convention in Santa Monica. During this same period, the SLA 1967 Convention Program Committee was working with an ADI group, on a jointly-sponsored general session at SLA's New York Convention.

Since the dissolution of the JOG, it has taken a while to regain the momentum lost. However, early in her term of office, President Elizabeth Usher appointed a SLA representative to the ASIS Planning Committee for the 1968 SLA Conference (Dr. Robert M. Hayes).

Plans at this writing call for members of the Los Angeles Chapter of ASIS to be guests of the Los Angeles SLA Conference at both the late evening informal discussions scheduled by SLA's Documentation Division. These discussions in past years have proved popular, and the presence of a goodly portion of non-members with similar interests is expected to provide added stimulus to the discussions.

These activities seem to demonstrate a genuine interest on the part of both organizations to continue their cross-fertilization of ideas in the many areas where interests of the two groups overlap. It is to be hoped that these efforts will result in even stronger ties in the future, and it is strongly recommended by this Representative that the SLA Board of Directors reaffirm the desire of the Association to continue participation in such joint endeavors as shared program planning, with specific details to be worked out as required by each Planning Committee.

HELEN J. WALDRON

Council of National Library Associations

CNLA met on February 9, 1968 instead of its normal December meeting date. A special meeting was held on March 5 as a result of a possible copyright infringement action. The second regular meeting is scheduled for May 17, 1968.

On February 9, the CNLA Chairman (Luther H. Evans) reviewed the history of CNLA since 1942, and suggested 26 items for action. Among them are:

1) CNLA should convert itself into a Federation of Library Associations.

2) ALA should provide the chairman of CNLA with the vice-chairmanship rotating among the other associations.

3) Joint committees to develop adequate numbers of librarians, to develop acquisitions programs (for example, the Farmington plan), binding, bibliographical services, LTP, copyright, censorship, statistics, computer applications, and library buildings.

4) Each member association of CNLA should be invited to have its president sit as an ex-officio member of the ALA Council.

5) CNLA should establish a Joint Committee on Relations with Publishers.

6) CNLA should activate its Committee on Federal Relations.

The CNLA Trustees were of the opinion that nothing should be done until CNLA's "Ad Hoc Committee on a Proposed Council of Library and Information Services" had submitted its report. An invitation to a potential chairman of this Ad Hoc Committee has not yet been answered. Discussion developed criticisms that CNLA agendas were not submitted in time nor in sufficient detail to permit action by the Executive Boards of the several member associations. The conclusion of the discussion was a question: Something needs to be done, but—what?

Reports were received from several CNLA Committees among them: Bowker Annual, USASI Z-39 Committee, USBE, Exhibit Managers, Hospital Libraries, Library Careers, and Placement.

Copyright. The librarian of the New York Academy of Medicine, Miss Gertrude Annan, reported to CNLA that on Feb. 9 the Academy had received a letter from Williams and Wilkins Company, asking the Academy to cease and desist from photocopying without compensation. After lengthy discussion, it was agreed that CNLA would not officially advise any action, but the consensus was to support the Academy in any way possible. The CNLA Secretary was to write a letter to the Academy's Director to assure him of moral support from CNLA and financial backing from ALA, Catholic Library Association and Medical Library Association.* This subject was discussed further on March 5 at the Academy with members of the Academy's Trustees and its attorney present.

At the March 5 meeting an attorney of HEW reported that NLM had just received a "cease and desist" order from the U.S. Court of Claims as a result of action filed by Williams and Wilkins.

The second regular meeting of the year for CNLA is scheduled so late this year that it cannot be included in this written report.

GEORGE H. GINADER
FRANK E. MCKENNA

* NOTE: A mail ballot of the SLA Board in February resulted in positive action and gave SLA's "moral support" (but without financial support).

Council of National Library Associations. Committee for Visiting Foreign Librarians

We regret that this Committee has been inactive for the past year. No real progress has been made toward the establishment of a Center which was our original objective. We understand that CNLA is presently working on a revision of its policy, and rules regarding committees. Therefore, we are deferring any recommendations, or detailed reports.

ELAINE A. KURTZ

Council of National Library Associations. Joint Committee on Hospital Libraries

Two meetings were held in Chicago during this report year, July 14, 1967 and February 16, 1968; I attended both and acted as Secretary in July.

The July 1967 meeting concerned itself primarily with two topics: 1) completion of the plans for the Committee's second exhibit at the American Hospital Association convention in Chicago, August 1967; and 2) the revision of the Committee's annually revised *Basic List of Guides and Information Sources for Professional and Patients Libraries in Hospitals*.

At the February 1968 meeting the Committee decided not to sponsor an AHA exhibit in 1968 because experienced hospital librarians to man the booth are hard to come by in Atlantic City; a further decision was made that the Committee would sponsor a booth at the AHA convention only when the meeting is held in a major metropolitan area. At this meeting the question of representation and voting rights, as well as other matters covered by the Committee's *Guidelines* came up.

The *Guidelines* definitely need revision and a three man subcommittee was appointed to prepare a tentative revision to be considered at the next meeting in July 1968. The August 1967 edition of the *Basic List* . . . was discussed.

BARBARA COE JOHNSON

Council of National Library Associations. Joint Committee on Library Education

No report received.

Council of National Library Associations. Joint Committee on Library Careers

No report received.

Council of National Library Associations. Joint Committee on Placement

The Committee met in Chicago on April 19, 1968 and spent the day reviewing the Committee's history, its objectives and its future. After discussion it was agreed to recommend to CNLA that:

1) A Joint Committee on Placement be approved for a two-year period and its continued need be re-examined at the end of that time.

2) The Committee get two brochures written and widely distributed: one to help the employer locate the best person for his positions; one to help the employee find the most rewarding job available.

3) The Committee urges the use of the National Registry of Librarians by all library associations for a definite trial period.

It was felt that a five-man committee would be the most effective number for these assignments and the Committee has made recommendations to CNLA for members.

RUTH NIELANDER

Documentation Abstracts, Inc.

The major aims of *Documentation Abstracts* are to achieve an on-time publication schedule and to increase the number of subscriptions to at least 1,000.

The publication is in a better position today than it was a year ago. Although we have had problems meeting our publication schedule these are being solved and it is planned that publication will be on schedule by the middle of 1968. The problems have been mainly due to the use of a computer "cold type" process for printing and the fact that the original printer was not able to perform satisfactorily using this process. We have therefore temporarily switched to a "hot type" process with the hope that we can later return to the advantages of magnetic tape by-products for searching and indexing.

Mr. Snyder, DA's business manager until now, has finally succeeded in retaining the services of Goodway, Inc. to handle subscriptions, billings,

etc.; that is, the business operation that had been added to his functions as Treasurer of the Board.

Mr. Schoengold has been carrying out an advertising soliciting campaign by direct mail in order to obtain advertisers for the pages of Documentation Abstracts.

Dr. Lipitz, DA's editor, has named an Editorial Advisory Board for the publication. He has obtained the services of the following distinguished members: Dr. C. L. Bernier, Mr. C. P. Bourne, Dr. C. A. Cuadra, Dr. Ruth M. Davis, Mr. C. E. Kip, Mr. F. E. Mohrhardt, Mr. J. W. Murdock, Mr. R. S. Taylor.

The present Board of Directors of Documentation Abstracts, Inc., elected at the annual meeting in January 1968 consists of the following members: Mr. J. Kuney and Miss J. Werdel (ASIS); Mr. C. Conrad and Dr. L. Starker (Division of Chemical Literature, ACS); Mr. R. Snyder and Mr. M. Schoengold (SLA).

MORRIS D. SCHOENGOLD
RICHARD L. SNYDER

Interagency Council on Library Tools for Nursing

No report received.

International Federation of Library Associations

During the past year, I had once more the privilege of serving—together with Donald M. Wasson—as SLA Representative to IFLA. I also continued as President of the Special Libraries Section (SLS) of IFLA, following my re-election for the years 1967-1970 at the Toronto meeting of the IFLA Council.

The activities of SLS and the Toronto meeting have been described in *Special Libraries* (Oct. 1967). The following highlights deserve mention. The proposed statutes for the Section were read. A series of papers begun at The Hague in 1966 was continued. The topic of the series is the organization and support of special libraries throughout the world, with special stress on bibliographic activities. It is proposed to publish these papers in a volume to appear in 1970. Plans have been made to continue and complete the series at the meeting of the IFLA Council at Frankfurt (1968) and at Moscow (1969). The complete series will be the first survey of special libraries activities throughout the world.

The bibliographic aspect of the undertaking of SLS also is the object of a cooperative effort with the IFLA Committee on Bibliography. It is designed to promote international solutions and establish international contacts for better coordination and wider cooperation in the field of subject bibliography.

The Toronto meeting afforded the first opportunity for the librarians of observatories and

astronomical societies on the North American continent to get together as a group in the pertinent subsection of SLS.

The official publication of SLS, *INSPEL*, steadily increases its number of subscribers.

A wider and more energetic cooperation on the part of American library associations in IFLA is of the greatest importance for professional as well as very obvious general reasons. It is suggested that SLA increase its interest in international activities; we should keep in mind that ALA sponsors 5 official representatives to the annual meetings of the IFLA Council.

KARL A. BAER

Joint Committee on Union Lists of Serials

No report received.

Joint Libraries Committee on Copyright

No report received.

Jointly Sponsored Program for Foreign Librarians

Our report last year indicated that the State Department had cut funds drastically for this type of program. During 1968, not one foreign librarian was accepted by the State Department overseas posts as an applicant for the Jointly Sponsored Program. Our only recent grantee, Mr. Yoshitomi Okazaki, was appointed on a 1967 grant. His year was spent at Boston College Library and he returns to Japan in May 1968.

The Committee is now considering a plan whereby it could continue to encourage qualified foreign librarians to apply for short-term positions in U. S. libraries, with the provision that they would be able to arrange their own transportation to and from the U.S. The Committee will investigate availability of other funds which might be tapped for this purpose.

MARY ANGLEMYER
ELAINE AUSTIN KURTZ

Library of Congress Liaison Committee of Librarians

This Liaison Committee did not meet in 1967-68.

National Library Week

No report received.

National Microfilm Association

The National Microfilm Association has become aware of the need to assist potential users of microfilm in obtaining appropriate equipment and also in designing systems to meet defined requirements. Some members of the Association have indicated their interest in the library marketplace and have either formed a library microfilms division, such as Bay Microfilms, Inc., Palo Alto, or have assigned this area to their market research group. NMA has increased the number of seminars being given throughout the country to present microfilm technology to new and advanced users.

The 17th Annual Convention of the National Microfilm Association was held in Chicago, May 21-23. The theme was "Images in Action." The technical sessions covered systems, technology and management. Tutorial workshops covered a variety of subjects including one session on library microforms. The sessions were supported by two groups of exhibits. One group included new products and modifications to existing equipment, and the second group included a number of users exhibits.

I have discussed microforms and equipment with representatives of the manufacturers; the following are some of the items discussed:

1) Screen size on a standard size reader-printer should be larger than $8\frac{1}{2} \times 11$ inches in size. The screen should be slanted for convenience in reading and to eliminate reflecting light. A gray screen seems to be a good choice.

2) Lenses providing two magnifications should be standard on all readers to permit reading text and enlarging figures and graphs. Additional lenses would be purchased separately if desired.

3) Improved quality black and white dry prints.

4) Standardization of cartridges for interchangeability on standard reader-printers.

5) Modifications on readers and reader-printers to permit viewing microfiche or aperture card or roll film without the delays required for change-over or need for an additional reader.

6) Improved packaging, such as cartridges, to eliminate handling of microfilm.

7) Improved archival storage containers, such as metal cans in place of cardboard, as suggested by D. G. Wiest in his 1967 NBS report on blemishes.

8) Reduced costs for reader-printers to bring them within range of small and medium size budgets.

Major manufacturers undertake market surveys and question a limited number of users. Small manufacturers cannot afford to do this. The technology advances and the demand increases, but this combination results in designs that do not meet library users' requirements. It is therefore important that our members make their desires known. This representative welcomes

suggestions and comments which may be passed along to the National Microfilm Association.

LORETTA J. KIERSKY

United Nations Non-Governmental Organizations Observer

Invitations to briefing sessions at the United Nations continue to be received by the Observer who has attended several, but those attended did not directly concern SLA activities.

The Observer participated in a two-day refresher course for NGO representatives at the United Nations Headquarters on April 22-23, 1968. Included in the course were procedures for bringing groups to the United Nations, and for obtaining speakers from the United Nations Secretariat. Another session covered audio-visual aids with procedures for obtaining them and suggestions as to their effective use.

Since the United Nations represents one of the areas of legitimate interest to the Association's members, I recommend that we reaffirm our support of the United Nations by continuing the appointment of a Nongovernmental Organization Observer.

VIVIAN D. HEWITT

USA Standards Institute (USASI). Sectional Committee on Photographic Reproduction of Documents, PH5

The work of this Committee results from the specific activities of its Subcommittees. Each of these has met one or more times during the past year in addition to two meetings of the entire membership of the Sectional Committee. Each Subcommittee has discussed and reviewed a number of drafts for revision of an existing standard or for a proposed new standard. Drafts approved by the Subcommittees are then sent by letter ballot to the Sectional Committee for approval and for transmission to the sponsor, with a recommendation for favorable action.

Subcommittee PH5.1 on Microtransparencies discussed *Standard Specifications for Microfilm Readers, PH5.1-1959*; *Standard Recommendation for Storage of Processed Silver Microfilm, PH4-1957*; and *Proposed Standard for Aperture, Copy and Image Cards, PH5.8*.

Subcommittee PH5.2 on Micro-opaques and Microfiche discussed a *Proposed USA Standard for Microfiche, PH5.9*.

Subcommittee PH5.3 on Documents Readable without Optical Devices has been concerned with developing a test chart for legibility with respect to copying.

The Representative would be glad to receive any comments and suggestions that SLA members may have relating to existing, new or proposed standards on microforms or equipment.

LORETTA J. KIERSKY

SPECIAL LIBRARIES

**USA Standards Institute (USASI).
Sectional Committee on Library Work,
Documentation and Related Publishing
Practices, Z39**

This has been a year of considerable activity by the 19 Subcommittees of Z39. A *Standard on Periodicals: Format and Arrangement*, prepared by SC/10 under the Chairmanship of Anne J. Richter was published in December by USASI, and one on *Library Statistics*, which SC/7 with Frank L. Schick as chairman produced, has been approved by Z39 and is now awaiting USASI acceptance. This standard was used as a model for an *International Library Statistics Standard* which was approved in principle by the International Standards Organization (ISO/TC-46) at its conference in Moscow and at the IFLA conference in Toronto; it was completed in October 1967 at a meeting in Paris. Two other U.S. standards are being voted on by the Z39 committee: the *Indexing Standard*, revised by SC/12, John Rothman, chairman; and *Book Trade Statistics*, SC/18, Mrs. Richter, chairman.

Three other drafts of proposed standards are being circulated for comment among the subcommittees and interested groups: Those of SC/2 on *Machine Input Records*, Henriette D. Avram, chairman; SC/4 on *Bibliographic References*, Maurice Tauber, chairman; and SC/15 on *Collating Sequence for Alphanumeric Filing*, Theodore Hines, chairman.

SC/6, *Abstracts*, John H. Gribbin, chairman, has its draft in tentative form; while SC/13, *Library Dictionaries*, Karl Baer, chairman, expects to have its first draft completed by June 1. SC/3, James L. Wood, chairman, is at work on a revision of the *Periodical Title Abbreviations*. The National Clearinghouse for Periodical Title Word Abbreviations is issuing a *Quarterly Supplement* to its *Word Abbreviation List* and now has over 200 subscribers from 8 different countries. SC/5, *Transliteration*, Jerrold Orne, chairman, is at work on draft standards for transliteration of Cyrillic, Hebrew, Arabic and Japanese letters.

Other subcommittees whose work is in progress are SC/8, *Proof Corrections*, Bruce Young, chairman; SC/9, *Terminology*, Dr. Orne, chairman; SC/16, *Bookbinding*, Stephen Ford, chairman; SC/17, *Book Numbering*, Robert Frase, chairman; and SC/19, *Book Publishers' Advertising*, Ellis Mount, chairman.

Several international standards have been received by Z39 in the past year for comment or vote as the U.S. member body of the International Standards Organization (for example, ISO/R9, *Transliteration of Cyrillic Letters*, and standards on Titles Leaves, on Bibliographic References, on Indexing, and on Terminology of Documentation).

There is a movement underway, recommended in the report of the Task Group for Interchange of Scientific Information in Machine Language (ISTIM), a working body set up at the initiative of Dr. Donald Hornig, Science Advisor to the President, by which the scope of Z39 be expanded to include Information Science. At the same time Z39 would be funded to operate on a far larger basis with a paid executive staff and to take on additional projects as they appear to be useful.

Dr. Orne, chairman of Z39, spoke about the work of the Standards Committee at both the SLA Conference in June 1967 and at the ADI Meeting in October.

The annual meeting of Z39 was held at the Library of Congress on October 20, 1967; and a meeting is scheduled for May 16, 1968. The quarterly newsletter, *News About Z-39*, now reaches some 500 subscribers including publishers, librarians, businessmen, scientists, and teachers.

ANNE J. RICHTER
Vice-Chairman, Z39

**USA Standards Institute (USASI).
Sectional Committee on
Standardization of Library Supplies
and Equipment, Z85**

Again, no meeting of the Committee was called this year. The Special Representative was asked to vote on a recommendation of the approval of *Proposed USA Standard: Standard for Permanent and Durable Library Catalog Cards*. It took several years of writing and revising to produce this final copy, which is quite acceptable.

DON T. HO

United States Book Exchange

No report received.

Have You Heard . . .

Map Collection Questionnaire

SLA's Geography and Map Division is planning to revise its 1954 publication *Map Collections in the United States and Canada*. Up-to-date information on United States and Canadian map libraries including name, address, person in charge, telephone number, collection size and specializations, and inter-library loan policies will be obtained from questionnaires sent to 1,700 university, public, and special libraries. The questionnaires will be mailed on or about October 1, 1968. A 1969 printing date is expected. For further information write: David K. Carrington, chairman, Directory Revision Committee, 5470 Sanger Ave., Alexandria, Va. 22311.

Two More Accredited

Two graduate library schools have been accredited by ALA's Committee on Accreditation; the total accredited schools now number 44. The new schools are: School of Library Science, College at Geneseo, State University of New York (Bohdan S. Wynar, dean) and the School of Librarianship, University of Oregon (LeRoy C. Merritt, dean).

Health Science Library Statistics

The American Medical Association, in cooperation with the Medical Library Association's Committee on Surveys and Statistics, has been awarded a grant of \$68,535 by NLM to develop a program for a continuing statistical survey of health science libraries in the U.S. Principal investigators are Susan Crawford, director, AMA Archive-Library Department, and Dr. Frank Schick, University of Wisconsin—Milwaukee.

Planning Bibliographies

The Council of Planning Librarians publishes *Exchange Bibliographies* at \$10 for ten consecutive issues. The Council is a national group of librarians, professional planners and others interested in the dissemination of information about city and regional planning.

A list of earlier bibliographies still in print is available on request. Address: Council of Planning Librarians, Exchange Bibliographies, P.O. Box 229, Monticello, Ill. 61856.

L.A. Conference Critique

A Special Summer Number of the *New Jersey Chapter Bulletin* presents a critique of SLA's Conference in Los Angeles. The unique format of the individual reports was designed by the Chapter's Program Committee chairman, Mrs. Mayra Scarborough, Hoffmann-LaRoche Marketing Library, Nutley, N. J.

Glossary of Library Terms

A subcommittee has been appointed by the ALA Editorial Committee to prepare plans for revising the *ALA Glossary of Library Terms*. Comments are especially desired on: 1) names of glossaries now being used (including those for related fields); 2) classes of terms not found in existing glossaries; and 3) general areas in which standardization of terms is needed. Contact: F. Bernice Field, Yale University Library, New Haven, Conn.

Micro Dow Jones

Bell & Howell's Micro Photo Division and Dow Jones have signed a contract to offer on a subscription basis two separate services of microimaged information from *The Wall Street Journal*, *The National Observer*, and *Barron's National Business and Financial Weekly*. One service will offer the three publications on 35mm roll microfilm. The second service provides clippings from *The Wall Street Journal* on microfiche in two categories: *Corporate and General*. Write: Micro Photo Division, Bell & Howell, 1700 Shaw Ave., Cleveland 44112.

Broader Authority for NSF

President Johnson recently signed into law a bill amending the National Science Foundation Act of 1950. Important provisions include: 1) adding the social sciences to those disciplines explicitly designated for support; 2) a special mandate to foster computer technology for research and education; 3) broad-

ening its authority in international scientific activities; and 4) authorization of support of applied research in addition to basic research.

Cataloging Aids for Japanese Materials

Main entry cards in English will accompany Japanese materials ordered from Araki Magazine-Sha, a back numbers specialist in Tokyo. The cards are those of the National Diet Library or the University of Tokyo Library. Microfilm and microfiche services are available. In addition to Japanese scientific and technical journals, Mainland Chinese materials are also available. For information write: Araki Magazine-Sha, 1-13 Kanda Jimbo-cho, Chiyoda-ku, Tokyo.

Medical Library Association Officers 1968/1969

The new MLA president is **Mrs. Jacqueline W. Felter**, acting director, Medical Library Center of New York; vice president and president-elect is **Elliott H. Morse**, librarian of the College of Physicians of Philadelphia; secretary, **Sylvia H. Haabala**, reference librarian, Mayo Clinic, Rochester, Minn.; and treasurer, **Ann E. Kerker**, librarian, School of Veterinary Medicine, Purdue University.

Jewish Theological Seminary Mss

Rare books, manuscripts and historical documents in the collection of the Jewish Theological Seminary, N. Y. have been microfilmed by University Microfilms. A catalog of all the filmed works is planned by Xerox. For further information: Xerox Education Div., 600 Madison Ave., N. Y. 10020.

JPRS Translations

Research & Microfilm Publications, Washington, D. C. provides microfilm, microfiche and printed bibliographies and indexes of all translations published by the U.S. Joint Publications Research Service. JPRS is an inter-governmental agency that is the largest single producer of research translations in English. CCM Information Services, Inc. has now concluded an agreement to publish the translations produced by Research & Microfilm

Publications. For information: David Gottlieb, Crowell Collier and Macmillan, Inc., 866 Third Ave., N. Y. 10022.

Professionalism

Newsletter No. 2 of the Manpower Research Project is "Professions and Professionalism: A Bibliographic Overview" by Gilda Nimer. Apply: School of Library and Information Services, University of Maryland, College Park 20742.

TIO

A report, prepared by Herman Land Associates for the President's Task Force on Communications Policy, credits the work of a special librarian: "A very special note of thanks is due that gracious lady and marvelous librarian, **Miss Catharine Heinz**, of the Television Information Office . . . without the outstanding TIO library and the generous cooperation of that office it would have been virtually impossible to complete this 'crash' project within the specified period."

New USOE Projects

The Library and Information Sciences Branch research projects in fiscal 1968 include: 1) "Development of a computer-based laboratory program for library science students using LC/MARC tapes," **Mrs. Pauline Atherton**, Syracuse University (\$104,480); 2) "Post-master's education for library and information center personnel," **Rev. James J. Kortendick, S.S.**, Catholic University of America (\$78,822); 3) "A study of resources and major subject holdings available in U.S. federal libraries maintaining extensive or unique collections of research materials," **Mildred Benton**, George Washington University (\$140,000).

Pseudo Patent Protection

The Defensive Publication Program of the U.S. Patent Office offers protection against the probability that someone else will obtain a patent for the same invention. Inventors get protection similar to a patent, but avoid some of the cost and time for the usual patent procedures.

COMING EVENTS

Medical Library Association

Sept. 20-21 at the University of Vermont, Medical College Library, Burlington . . . the annual meeting of MLA's New England Regional Group.

Archivists

Sept. 30-Oct. 2 at the Chateau Laurier, Ottawa, Ont., Canada . . . Annual Meeting of the Society of American Archivists. Apply to: Philip P. Mason, secretary, SAA, Wayne State University, Detroit 48202.

For a Preview of Montreal

. . . through Oct. 14 on the site of Expo 67, the exhibit *Man and His World* provides an opportunity to preview SLA's 1969 Conference city.

American Society for Information Science

Oct. 20-24 at the Sheraton-Columbus Hotel, Columbus, Ohio . . . ASIS 31st Annual Meeting. Theme: "Information Transfer." Chairman: Dr. Gerard O. Platau, Chemical Abstracts Service, Columbus 43210.

ARMA

Oct. 20-23 in Cleveland at the Sheraton-Cleveland Hotel . . . the 13th Annual Conference of the American Records Management Association. For registration information: Forest J. Squire, The Sherwin-Williams Company, 101 Prospect Ave. NW, Cleveland 44101.

International Cooperation—Patents

Oct. 21-Nov. 1 . . . in Tokyo, the 8th Annual Meeting of the Committee for International Cooperation in Information Retrieval among Examining Patent Offices. (Secretary: H. Pfeffer, BIRPI, Geneva, Switzerland)

Business Equipment Exposition

Oct. 28-Nov. 1 at the International Amphitheater, Chicago. For details write: BEMA, 235 E. 42nd St., N. Y.

Librarianship for Performing Arts

Oct. 31-Nov. 2 at the Warwick Hotel, Philadelphia . . . a workshop sponsored by Drexel's Graduate School of Library Science. Registration fee \$55. Institute director: Hobarth F. Berolzheimer, head of the Literature Department, Free Library of Philadelphia. For program information and registration forms: Margaret D. Warrington, Drexel Institute of Technology, 33rd & Lancaster Ave., Philadelphia 19104.

Visual Communications Congress

Nov. 4-7 at the Civic Center, Philadelphia . . . the 12th Annual VCC. For details write: John E. Sedan, 305 S. Andrews Ave., Fort Lauderdale, Fla. 33301.

Social Welfare Librarians

Nov. 20-22 at the Warwick Hotel, Philadelphia . . . an institute sponsored by SLA's Social Welfare Section and Drexel's Graduate School of Library Science. Co-directors of the institute are: Evelyn Butler, librarian, School of Social Work, University of Pennsylvania, and Madeleine Donet, director of reference services, United Community Funds and Councils of America Library. Registration fee \$60. For program information and registration forms: Margaret D. Warrington, Drexel Institute of Technology, 33rd & Lancaster Ave., Philadelphia 19104.

1968 FJCC

Dec. 9-11 at the Civic Center, San Francisco . . . the Fall Joint Computer Conference, AFIPS. Program chairman: Robert Glaser, Computer Usage Development Corp., 800 San Antonio Rd., Palo Alto, Calif.

1969 SJCC

May 14-16, 1969 in Boston at the Sheraton-Boston Hotel and War Memorial Auditorium . . . the Spring Joint Computer Conference. Program chairman: T. H. Bonn, P.O. Box 567, Lexington, Mass 02173.

MEMBERS IN THE NEWS

Warren Bird . . . to associate director, Duke University Medical Center Library; he continues as chief of the Library Systems and Communications Division.

Kathryn W. Kruse . . . appointed reference librarian at Duke's Medical Center.

Larry X. Besant . . . from Chemical Abstracts Service to assistant director for technical services at the University of Houston, M. D. Anderson Memorial Library.

Linda Bruns has joined the staff of American Oil Company, Whiting, Indiana as librarian for the research and development department.

Louis Canter . . . to manager, Technical Information Center, TRW Systems Group, Redondo Beach, Calif. from Jet Propulsion Laboratory, California Institute of Technology.

Mrs. Jeanne M. Holmes, chief, Division of Catalogs and Records, National Agricultural Library, received the Superior Service Award of the Department of Agriculture "for imaginative contributions, exceptional initiative, and outstanding accomplishment. . . ."

Eugene B. Jackson, director, Information Retrieval and Library Services, IBM has completed the summer term as visiting lecturer, Graduate School of Library Science, University of Illinois.

Loretta J. Kiersky . . . elected to a three year term as director, National Microfilm Association; the election marks the first representation of the user community on the NMA Board.

Robert L. Klassen . . . to special library specialist in USOE's Division of Library Services and Educational Facilities from assistant supervisor, California Section, California State Library.

Dr. Paul Kruse . . . as library consultant for the Universidad Santa Maria la Antigua, Panama City through the U.S. AID Mission to Panama; he returns to his teaching duties at North Texas State University in September.

Abraham I. Lebowitz, assistant to the director, National Agricultural Library . . . appointed adjunct lecturer in cataloging at University of Maryland.

Jay K. Lucker . . . from assistant university librarian for science and technology to associate librarian of Princeton University.

Rosemary Neiswender . . . to the Slavic Collections, UCLA Library from the RAND Corporation.

Helene S. Pandelakis . . . to librarian, Library of Purchasing, National Association of Purchasing Management, N. Y. from the library of The Chemists' Club of New York.

Samuel J. Waddell . . . appointed librarian of the Nursing Education Library at the Bellevue Campus of Hunter College (formerly the Bellevue School of Nursing, including the Carrie S. Brink Memorial Library of Nursing Education).

Rose Z. Sellers is the recipient of the Halsey W. Wilson Library Recruitment Award for the pre-librarianship counseling program she conducted at the Brooklyn College Library.

Dr. Louis D. Sass, dean of Pratt Institute's Graduate Library School . . . to vice president for academic affairs. Dr. Nasser Sharify is the new dean of the library school.

Mrs. Ruth S. Smith . . . to librarian, Institute for Defense Analyses, Arlington, Virginia.

Standard Oil Company (New Jersey) in New York has established a Reference Library Service with **George L. Aguirre** as administrator of the service. The staff includes SLA'ers **Mary Katharine Blair**, senior reference librarian, **Camille Forma** and **Matthew J. Vellucci**, reference librarians, and **Mary McPartland**, librarian.

In Memoriam

Mrs. Katharine Bulkley Cherry, deputy director of the Housing and Urban Development Library, Washington, D. C., and chief of its Technical Services Branch . . . on July 15. An SLA member since 1955.

Mrs. Miriam M. Landuyt, a charter member of the Metals/Materials Division . . . and research librarian of Caterpillar Tractor Co., Peoria, Illinois until her retirement in 1965. An SLA member since 1944.

Margaret Reynolds, SLA President 1930-31 and a charter member of the Wisconsin Chapter . . . on June 27. Miss Reynolds was the librarian of the First National Bank of Milwaukee from 1918 until her retirement in 1954.

SLA Authors

BRATTON, Rose J. *The Mug Shot. Picturescope* v. 16 (no. 2): p. 24-32 (1968).

BURNS, Robert W., Jr. *Evaluation of the Holdings in Science/Technology in the University of Idaho Library. Its Publ. No. 2.* Moscow, Idaho, June 1968. 52p.

HANSON, Agnes O. *The Business Library: Its Services and Functions. The Ohio State University Bulletin of Business Research*, v. 43 (no. 4): p. 1, 6-9 (Apr. 1968).

PIZER, Irwin. *The Application of Computers in the State University of New York Bio-medical Communication Network. 8th IBM Medical Symposium*, p. 57-66 (Apr. 3-6, 1967, Poughkeepsie, N. Y.).

RISTOW, Walter W. Simeon DeWitt, Pioneer American Cartographer. In Meine, Karl-Heinz, ed. *Kartengeschichte und Kartenbearbeitung*. Bad Godesburg, Kirschbaum Verlag, 1968. p. 103-14.

———. *A Covey of Names. In Stefferud, Alfred, ed. Birds in Our Lives.* Washington, D. C., U.S. Dept. of Interior, Bureau of Sport Fisheries & Wildlife, 1966. p. 68-77.

SHEPAROVYCH, Zenon B. *Quantitative Methods in Marketing: A Selected Annotated Bibliography.* Chicago, American Marketing Association, 1968. 86p.

SHIRKEY, Retha A. *The Technical Library and the Technical Writer. At STWP-Rice Technical Communications Seminar, Rice University (June 17-21, 1968).*

BOOK REVIEW

SILLS, David L., ed. *International Encyclopedia of the Social Sciences.* New York, The Macmillan Company and The Free Press, 1968. 17 vols. \$495.

Those who have depended upon, and enjoyed using the *Encyclopedia of the Social Sciences* will welcome this worthy successor. It should be noted, as the editor explains, that this work is "designed to complement, not to supplant, its predecessor." In a real sense this new encyclopedia shows the growth and direction of interest in the Social Sciences since the earlier work appeared in 1935.

Defining the Social Sciences is a difficult problem (witness the attempts to do so within SLA) but the editors have done well in including the following major subjects as basic to this discipline: Anthropology, Economics, Geography, History, Law, Political Science, Psychiatry, Psychology, Sociology and Statistics. Each of these subjects is interpreted broadly, although with care, and one doubts that there can be any serious objection to this implicit definition of Social Sciences.

Arrangement is alphabetical by subject, with careful cross-indexing from subject to subject or to related subjects. Each article is signed, and when appropriate, excellent bibliographies are appended. The list of contributors is a truly distinguished one, as is that of the Editorial Advisory Board, which includes many noted foreign scholars. Unlike the writing in some reference works, this exposition is good. Charts and graphs enhance the value of many articles. An interesting feature and a most useful one is the biographical material which also includes living scholars.

A better index to a work of this type could scarcely be found. While one might disagree with some of the material included under a certain subject rather than another in the articles, the index resolves all such problems. The index, together with the cross-referencing in the articles, makes use of the work very simple.

"Social Sciences" in the title of this encyclopedia should not put the technical and business people off. This is a work which should be in every library supporting research staffs in practically all fields.

DONALD WASSON
Council on Foreign Relations
New York, N. Y.

SPECIAL LIBRARIES

Off the Press . . .

Texas List

The 1968 *Texas List* is the second issue of a triennial publication. Titles in business, commerce and industry have been added to the science and technology holdings of the first edition. To 35,000 titles in 200 Texas libraries have been added more than 1,000 government document titles. The 670 page hard cover volume was edited by Harold G. Richardson. Address subscription inquiries to: Phil Wilson, Publisher, P.O. Box 13187, Houston 77019.

Southern California UL

The Southern California Chapter has announced publication of *The Union List of Periodicals in Libraries of Southern California*. Over 33,000 titles in 127 libraries are reported. Price: \$30 to participating libraries; \$50 to non-participants. Orders to: Xerox Professional Library Service, Attn.: Mrs. Catherine MacQuarrie, 2200 E. McFadden, Santa Ana, Calif. 92705.

Strength in Connecticut

The Connecticut State Library has issued a *Directory of Subject Strengths in Connecticut Libraries*. Included are about 500 libraries above the level of secondary school libraries. The directory was edited by Charles E. Funk, Jr. of the State Library's Department of Planning, Evaluation & Research.

Two from Documentation Division

The Division's 1968 Membership Directory is available at \$3 to non-members of the Division. *Contributed Papers, 1967* presents papers from the Division's programs at the New York SLA Convention (June 1967) that were not included in *Special Libraries* (Nov. 1967). Price: \$2. Prepaid orders for both publications to: Mrs. Audrey Grosch, 3314 Kyle Ave. North, Minneapolis 55422; Make checks payable to: Documentation Division, SLA.

Tennessee's Scientific Serials

The Joint University Libraries, Nashville announces *Scientific Serial Publications in the Joint University Libraries*, edited by Eleanor F. Morrissey. Price: \$1. Orders to: Data Processing Center, JUL, Nashville, Tenn. 37203.

Library Science Literature

A Short Summary of Papers and Proceedings of the Conference on the Bibliographic Control of Library Science Literature (Apr. 19-20, 1968) is now available. The conference was initiated by SUNY at Albany and sponsored by ALA/LED. For single copies, apply: David Mitchell (COBCOL), University Library, SUNYA, 1400 Washington Ave., Albany, N. Y. 12203.

Federal Library Laws

The laws and regulations which govern the operations of 2,500 Federal Libraries are now collected in *Guide to Laws and Regulations on Federal Libraries*, published by the R. R. Bowker Company.

Fire Protection

The National Fire Protection Association has issued *Tentative Recommended Practice for Protection of Library Collections from Fire* (NFPA No. 910-T). Available at \$1 per copy from: NFPA, 60 Batterymarch St., Boston 02110.

Classification for Judaica

Wayne State University Libraries has published *A Classification System for Libraries of Judaica* by David H. Elazar (Wayne State) and Daniel J. Elazar (Temple University). Order at \$5 per copy from: David H. Elazar, Wayne State University Libraries, Detroit 48202.

UDC: New Sections

Four new sections of the English Full Edition of UDC have been announced: Fine and applied arts, BS 1000 (73/76); Pharmaceuticals, therapeutics, toxicology, BS 1000 (615);

Data processing machines, BS 1000 (681.3); Furniture and allied trades, BS 1000 (684). Order at 15s each from: British Standards Institute, 101/113 Pentonville Road, London N1.

Compact Shelving

An English translation, *Compact Library Shelving*, of a Czech book has been published by the Library Technology Program. Although it is not a buyer's guide, it is the first collection of the principal works brought together in the English language. Order LTP Publication No. 14 at \$7 from ALA, 50 E. Huron St., Chicago 60611.

Federally Supported Information Analysis Centers

The proceedings of a forum sponsored by COSATI's Panel on Information Analysis Centers (Nov. 7-8, 1967 at National Bureau of Standards, Gaithersburg, Md.) are available from the Clearinghouse as PB 177 051 at \$3 per paper copy or 65¢ per microfiche.

Indianapolis Collections

Directory of Libraries and Specialized Collections in the Indianapolis Metropolitan Area has been prepared by Edward N. Howard, director of the Vigo County Public Library, Terre Haute. Apply: Bureau of Public Discussion, Indiana University, Bloomington.

National Auxiliary Publications Service

ASIS announced the expansion and modernization of the Auxiliary Publications Service inaugurated in 1937 by ADI. ASIS has entered into an agreement with Research and Microfilm Publications, Inc. to make available—at a low price in microform—manuscripts, tables, charts, bibliographies, etc. as submitted by any editor of a scholarly or abstracting journal. Material to be deposited should be sent to: National Auxiliary Publications Service of the American Society for Information Science, c/o CCM Information Sciences, Inc., 22 W. 34th St., N. Y. 10001. A descriptive brochure is available. (Orders for deposits made before July 1, 1968 should continue to be sent to Photoduplication Service, LC, Washington, D. C. 20540.)

RECENT REFERENCES

Bibliographic Tools

LIBRARY OF CONGRESS, comp. *The National Union Catalog of Manuscript Collections, 1966*; Index 1963-1966. (vol. 5). Washington, D. C.: 1967. xxv, 920p. \$15. (LC 62-17486) (Available from Card Division, Library of Congress, Building 159, Navy Yard Annex, Washington, D. C. 20541)

The fifth volume in the Library's manuscript collection catalog series lists 2,020 collections reported by 177 repositories representing all fifty states, the District of Columbia, and the Canal Zone. Bound with the volume is an index to the reports that were compiled from 1963 to 1966 and published in the third, fourth, and present volumes.

NATIONAL ASSOCIATION OF HOME BUILDERS. *Homes and Homebuilding 1967*. Washington, D. C.: National Housing Center, 1968. 187p. pap. plastic spiral binding. \$10.

First annual cumulative index to the periodical literature of housing, homes, home building and related fields. The 3,542 articles represent a careful selection from some 300 journals received in the library of the National Housing Center. Stress has been laid on the professional literature for the home builder and the home building industry.

Apartment Houses, a Selected List of References Including Periodical Articles through September, 1967, 4th ed. rev. and enl. (Reference List L-77). Washington, D. C.: National Housing Center Library, 1967. 69p. pap. spiral binding. Apply.

Its 1,078 references contain material to thirteen major areas such as acoustics, condominium, cooperatives, economics, financing, etc. General handbooks and works on acoustics, air-conditioning, etc. that are available in the library have been omitted in this bibliography; only material relating directly to the application of these concepts to apartments has been included.

Vacation Homes, An Annotated Bibliography. (Reference List L-78). Washington, D. C.: National Housing Center Library, 1967. 19p. pap. \$3.

Its 256 references cover in separate sections, General; A-frame construction; Cabins and mountain living; Interiors, . . .

Mobile Homes. (Reference List L-79.) Washington, D. C.: National Housing Center Library, 1967. 5p. pap. \$2.

Its sixty-eight references in separate sections, books and pamphlets, and periodical articles.

RYAN, Carmelita S., comp. *Preliminary Inventory of the Treasury Department Collection of Confederate Records (Record Group 365)*. (National Archives Publication No. 68-3). Washington, D. C.: General Services Administration, National Archives and Records Service, The National Archives, 1967. ix, 65p. pap. Apply. (LC A67-7640)

WELLISCH, H., comp. *An International Bibliography: Water Resources Development 1950-1965*. Jerusalem, Israel: Israel Program for Scientific Translations; New York: Daniel Davey & Co., Inc.: 1967. 135p. pap. \$8.50.

An annotated list of 1,785 books, monographs, etc. The bibliography mainly covers the period 1950-1965. Arranged in classified order according to the Universal Decimal Classification. Subject index (Alphabetical); subject index (by UDC numbers); name index; periodicals and yearbooks.

WITHERELL, Julian W., comp. *French-Speaking West Africa; a Guide to Official Publications*. Washington, D. C.: Library of Congress, Reference Department, General Reference and Bibliography Division, 1967. xii, 201p. pap. \$1.25. (LC 68-60005) (Available from Superintendent of Documents, Government Printing Office, Washington, D. C. 20402)

A revision of *Official Publications of French West Africa, 1946-1958* (issued by the Library in 1960). Contains 2,431 entries for published government records from the mid-nineteenth century through early 1967. Publications of French West Africa, its eight component colonies (later territories), and the French administration in the mandated territory (later trust territory), . . . Index to personal authors and subjects.

WILKINSON, Ann M. *Administration of Long-Term Care Institutions; Guide to Information Sources*. (Bibliography Series no. 3). Ithaca, N. Y.: Cornell University, Graduate School of Business & Public Administration, 1967. 45p. pap. \$2. (Order from Publications Section)

This guide has been prepared to assist the practitioner in finding his way to the reference, statistical, government and other information sources which will provide practical channels for problem-solving. Coverage of this publication is highly specialized and has been limited to information directly related to the administration of long-term care institutions. Directory of publishers and organizations. Index.

WASSERMAN, Paul et al., eds. *Who's Who in Consulting; a Reference Guide to Professional Personnel Engaged in Consultation for Business, Industry and Government*. Ithaca, N. Y.: Cornell University, Graduate School of Business and Public Administration, 1968. ix, 395p. (LC 68-63122)

Biographical information about those individuals who perform consulting activities, whether they are on a full-time staff or among the management group of private consulting organizations. Three sections: the main listing of each individual, cross-index of subjects, and a listing of consultants by subject fields.

WECKSLER, Sally, ed. *International Literary Market Place, European Edition, 1967-68*. New York and London: R. R. Bowker Company, 1967. 161p. pap. \$10, U.S. & Canada; \$11, elsewhere. (LC 65-28326)

Provides information on 1,100 selected publishers from twenty-five European countries.

Cataloging and Classification

ALLEN, Thelma E. and DICKMAN, Daryl Ann, eds. *New Rules for an Old Game: Proceedings of a Workshop on the 1967 Anglo-American Cataloguing Code*, Apr. 13-14, 1967. Vancouver, B. C.: Univ. British Columbia, 1967. 175p. pap. \$6. (LC 67-29572)

The workshop was held two months after the publication of the code. Two hundred seventy-five participants from Canada and the U.S. attended. Appendix: *Anglo-American Cataloguing Rules* correlated with *ALA Cataloging Rules*. Bibliography; List of registered participants; Index.

Dictionaries

PUGH, Eric. *A Dictionary of Acronyms & Abbreviations; Some Abbreviations in Management, Technology and Information Science*. Hamden, Conn.: Archon Books; London: Clive Bingley, 1968. 214p. \$7.

Contains more than 5,000 current entries (1965-1967) in the fields of management, technology, information and information science. Entries cover organizations and institutions in the UK, USA, Europe, the Commonwealth and other industrialized countries. Selective subject index; Appendix of added entries.

Information Handling

GARNER, Ralph, LUNIN, Lois F., and BAKER, Lois V. *Three Drexel Information Science Research Studies*. (Drexel Library Series, no. 19.) Philadelphia, Drexel Institute of Technology, Graduate School of Library Science, 1967. ix, 180p. illus.; tables. pap. spiral binding. \$7.50 (available from Drexel Bookstore) (LC 66-28585)

Research studies by three information science students. Garner's paper discusses the application of graph theory to the analysis of citation index terms and structures. Lunin's paper describes a brief stylized abstract that can convey to the reader key facts of biomedical documents, and that is adaptable to codeless machine-scanning. Baker's paper is concerned with devising a technique for expediting retrieval of information pertinent to a limited specified area of interest (the field of current alkaloid chemistry research in Soviet bloc countries is used to study feasibility of the technique).

Librarianship

W. J. BARROW RESEARCH LABORATORY. *Permanence/Durability of the Book. V. Strength and Other Characteristics of Book Papers, 1800-1899*. (Publ. no. 5) Richmond, Va.: 1967. 116p. illus., tables. pap. Apply. (LC 63-22099)

Determination of the present strength of typical book papers manufactured during the 19th century

and currently represented in the collections of American research libraries. Proposes a simple method for identifying volumes needing stabilization, and recommends appropriate methods. Bibliography.

COLLISON, Robert L., ed. *Progress in Library Science, 1967*. Hamden, Conn.: Archon Books; London: Butterworths, 1967. xiii, 222p. \$8.

The third volume in this annual series has more bibliographical material than the previous volumes, because of a lengthy chapter on the subject of *House Journals*. Topics are considered for future as well as present importance. Chapters include *Encyclopaedias and Information Systems Design, Standardization in Documentation, Oriental and Asian Bibliography, and Library Services for the Blind*.

MUNDEN, Ken, ed. *Archives & the Public Interest; Selected Essays by Ernst Posner*. Washington, D. C.: Public Affairs Press, 1967. 204p. \$6. (LC 67-27811)

With this *Festschrift* the Society of American Archivists honors one of its members on the occasion of his 75th birthday. A collection of Posner's most significant essays provides in convenient form an indispensable source for students of archives administration. The papers selected are considered to be landmarks in archival literature. Bibliography.

NEW YORK STATE LIBRARY. *Problems of Regional Depository Libraries*. Albany, N. Y.: 1967. viii, 24p. pap. illus., maps. Free to libraries (\$1 to others). (Available from Gift and Exchange Section, N. Y. State Library, Albany, N. Y. 12224)

A panel discussion at Syracuse University on June 9, 1966 under the coordination of Peter Paulson. Topics include planning for statewide federal documents service; conflicting obligations of regional depositories to their local clientele and to interlibrary loan.

Scientific Library Services. London: The Library Association, 7 Ridgmount St., Store St., 1968. v, 82p. illus., tables. pap. Apply.

A report of the Association's Committee on Scientific Library Services on a three-year study. Sixty recommendations and conclusions in seven main fields. The report says that these conclusions are not new to librarians, but that there has been insufficient impact on the world outside of libraries.

SMITH, Josephine Metcalfe. *A Chronology of Librarianship*. Metuchen, N. J.: Scarecrow Press, 1968. ix, 263p. \$7. (LC 67-12062)

Practically everything in the history of libraries, from the earliest developments in the first centuries of recorded time to the technological advances of the 20th century, has been collected and presented here in chronological form. Concise entries provide a complete overview of the field and give historical perspective to our modern facilities. Abbreviations, Bibliography, Subject index, and Name index.

Periodicals

Poverty and Human Resources Abstracts (PHRA). Ann Arbor, Mich.: Institute of Labor and Industrial Relations, Univ. Michigan. Annual subscription \$40, bound, \$30, looseleaf; single issues \$7.50, bound, \$6, looseleaf.

A bimonthly journal featuring original articles on major problems and issues of contemporary industrial society; summary of important entries from the *Congressional Record*; special reports on the Washington scene; keyword descriptor index.

Annual Index to Poverty, Human Resources and Manpower Information (PHRA). Ann Arbor, Mich.: Institute of Labor and Industrial Relations, Univ. Michigan, 1966. unpagged pap. \$20.

Annual index to the major literature from 1960 to date. Cross-references by author, title and subject. KWIC and KWOC formats.

Union List of Serials in the Libraries of the Consortium of Universities of the Metropolitan Washington Area. Washington, D. C.: Catholic University of America Press, 1967. iii, 370p. pap. \$15. (LC 67-7173)

An alphabetically arranged list of some 20,000 current and retrospective serials available for interlibrary loan or photocopy from major academic library collections in Washington, D. C.: American University, Wesley Theological Seminary, Catholic University of America, Georgetown University, George Washington University and Howard University. Holdings through 1965.

WILCOX, Dennis L. *English Language Newspapers Abroad, a Guide to Daily Newspapers in 56 Non-English-Speaking Countries*. Detroit: Gale Research Co., 1967. 243p. \$11.75 (LC 67-25558)

A descriptive guide to 202 English language daily newspapers in 56 countries and geographical areas where English is a minority language. Name of newspaper, its circulation, founding date, information about readership, circulation patterns, advertising ratio, news emphasis. . . . Bibliography, Microfilm list. Entries arranged alphabetically by name, and by country and city of publication.

Statistics

DUBESTER, Henry J., comp. *National Censuses and Vital Statistics in Europe, 1918-1939; An Annotated Bibliography with 1940-1948 Supplement*. Washington, D. C.: Library of Congress, Census Library Project, 1948; Reprinted 2 vols. in 1, Detroit: Gale Research Co., 1967. vii, 215; v, 48p. \$9.

U.S. DEPT. OF LABOR. WAGE AND LABOR STANDARDS ADMINISTRATION. Women's Bureau. *Negro Women . . . in the Population and in the Labor Force*. Washington, D. C.: 1968. v, 41p. charts, tables. pap. Apply.

ORGANIZATION FOR ECONOMIC COOPERATION AND DEVELOPMENT. *International Statistical Year for Research and Development; a Study of Resources Devoted to R & D in OECD Member Countries in 1963/64; 1, The Overall Level and Structure of R & D Efforts in OECD Member Countries.* Paris: 1967. 66p. graphs, tables. pap. Apply.

The *International Statistical Year* was launched in order to accelerate the collection of comparable

data based on the *Frascati Manual*, which was accepted by the OECD countries in 1964. This study is a general analysis of the efforts of member countries in their promotion of research and development. Attempts to identify the scale and structure of research and development efforts and to make significant comparisons between member countries. Appendix.

CLASSIFIED ADVERTISING

Positions open and wanted—50 cents per line; minimum charge \$1.50. Other classifieds—90 cents a line; \$2.70 minimum. Copy must be received by tenth of month preceding month of publication.

POSITIONS OPEN

REFERENCE LAW LIBRARIAN—Midwestern insurance company seeks librarian for combined reference and law library with plans for expansion in the near future. MLS required. Knowledge of insurance and law essential. Business background preferred. Salary commensurate with experience and qualifications. Send resume to Mr. Dick Mathisen, Personnel Department, The Northwestern Mutual Life Insurance Company, 720 E. Wisconsin Avenue, Milwaukee, Wisconsin 53202.

An equal opportunity employer.

THE CENTRAL LIBRARY OF THE INDIAN INSTITUTE OF TECHNOLOGY/KANPUR needs Indian librarians with American library education and experience. IIT/KANPUR is assisted by U.S. Government funds and ten leading U.S. educational institutions. The IIT/K Central Library, in collaboration with Purdue University Libraries, already has nearly 100,000 volumes. The librarian (scale Rs 1100-1600 plus allowances) will be a member of the academic senate. The scale for deputy librarian is Rs 700-1250. Benefits include return transportation to India. Airmail resume outlining academic qualifications, professional experience, publications, and names and addresses of three references familiar with your professional achievements to: E. C. Subbarao, Dean of Faculties, Indian Institute of Technology/Kanpur, Kalyanpur Campus, Kanpur, U.P., India.

ASSISTANT DIRECTOR, TECHNICAL SERVICES DIVISION, OREGON STATE LIBRARY—Librarian 5. Located in Salem, capital city of 67,000 midst scenic, rolling hills and abundance of Oregon's Willamette Valley. Opportunity for professional growth and challenge in important position as Assistant to Technical Services Director and with primary responsibility for work of an active Documents/Serials Section. Builds documents collection and does consultant work with Oregon's state depository libraries. Assists in planning for automation of serials. Qualifications: MLS degree and four years of experience, including work with documents. Salary: \$9,120—\$10,980, depending on qualifications. Apply to: Oregon State Library, Salem, Oregon 97310.

REFERENCE LIBRARIAN—M/F, MLS. I know where you can get a unique job as head of the reference department in a very busy urban library 40 minutes from NYC. Select and maintain the excellent collection, generate ideas, do PR work, press releases, supervise your own staff. Blue Cross, Blue Shield, major medical, month vacation, salary to \$8,250. It's my job now, but I'm leaving to teach. My previous position was in a NYC special library. Write or call Orange Public Library, Orange, N. J. 07050. Tel. (201) 673-0154.

LIBRARIAN—Excellent technical library has attractive opening for librarian. Ability to handle chemical terminology essential. Located in Houston, Texas, in modern Research and Development Lab. Company is jointly owned by FMC Corp. and Tenneco Inc. Send all resumes in complete confidence, including salary history, to Petro-Tex Chemical Corporation, 8600 Park Place Boulevard, Houston, Texas 77017.

An Equal Opportunity Employer

LIBRARIAN

TVA has an immediate opening on its Technical Library staff at Chattanooga, Tennessee.

Will supervise staff of four. Will provide circulation, reference, and research services to organizations of Power, Health and Safety, and others in the Chattanooga area.

Should have a degree in Library Science, plus some supervisory experience.

Entrance salary is \$10,340. A higher within-grade rate up to \$12,095 may be applied, depending on qualifications. Excellent fringe benefits, including retirement, savings, and liberal vacation plans. Send résumé, call, or write:

Employment Branch (S-12)
TENNESSEE VALLEY AUTHORITY
Knoxville, Tennessee 37902
Telephone: Area Code 615, 522-7181,
Extension 2764

CHEMICAL LIBRARIAN—The Shell companies have an opening in the San Francisco Bay Area, and another in New York, for a Chemical Librarian. San Francisco Bay Area: Library serving major industrial research laboratory seeks individual to take charge of all public services, including scientific and bibliographic reference, and to assist in planning and implementing utilization of new methods of handling scientific and technical information. New York: Cataloging, reference, and literature searching on behalf of management and technical personnel engaged in research and development, engineering, sales, and market research. Requirements: BS in Chemistry, MLS preferred. 0 to 5 years' experience. Shell's employee benefits include a liberal education assistance program. If interested in these positions, please send a complete résumé to Q. C. Stanberry, Recruitment Representative, Department SL, The Shell Companies, Box 2099, Houston, Texas 77001. An equal opportunity employer.

OHIO METROPOLITAN DAILY seeks Chief Librarian to oversee operations and update methods. Salary open. College degree needed. Write Box C-84.

UNIVERSITY OF ILLINOIS—Library of Medical Sciences, Chicago. Two positions open, 5th year Library School degree, salary dependent on qualifications, minimum \$7,600, month vacation, retirement system, academic rank. CATALOGER, science subject training desirable, experience not required. CIRCULATION LIBRARIAN, experience necessary, administrative position. Write: Wilma Troxel, Director, University of Illinois, Library of Medical Sciences, 1853 West Polk Street, Chicago, Illinois 60612, Telephone 312-663-7332.

Technical Librarian

This vacancy is in our corporate research facilities in Louisville, Kentucky, and represents an addition to our expanding activities.

Performance of general functions in a technical library is necessary which includes work with research and development scientists and engineers on literature and patent searches, technical reference work, and administration.

Applicant must have a degree in Library Science with some knowledge of the physical sciences.

Please send resume including salary history to: B. M. Lowdenback

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