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special libraries

March 1969, vol. 60, no. 3

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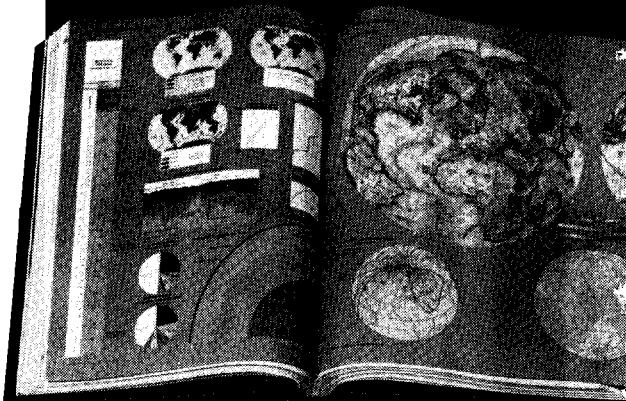
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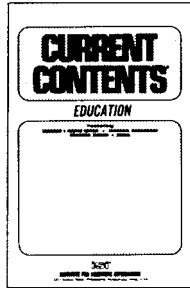
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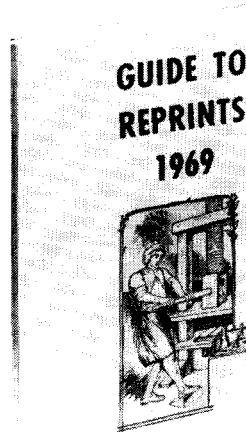
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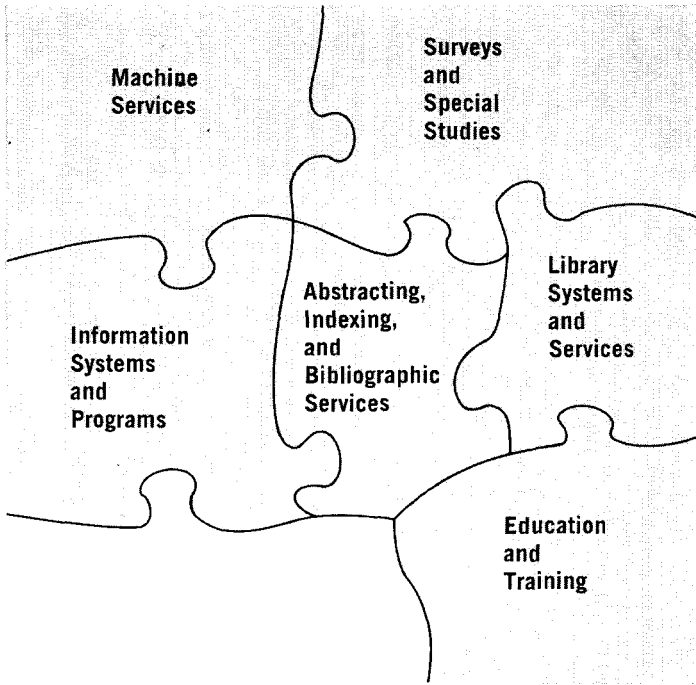
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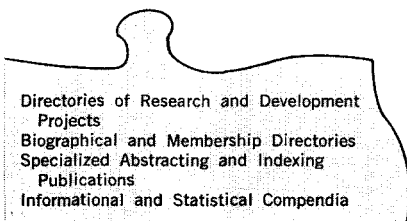
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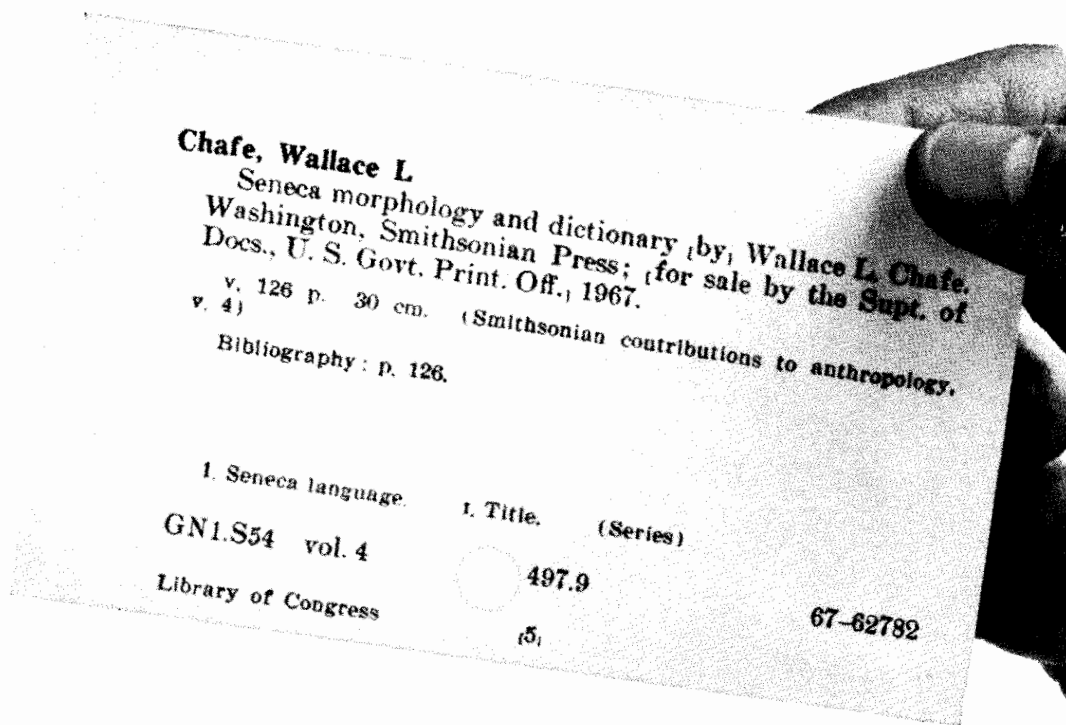
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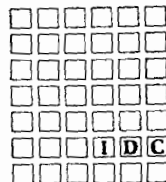
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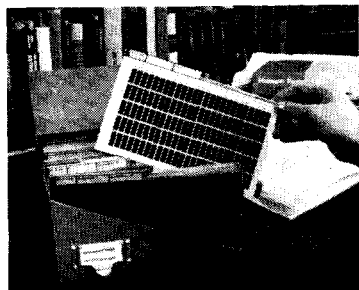
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John Cotton Dana Lies Amoulderin' in His Grave .

RECENT reports in the public press suggest that our world of libraries and information may well be a schizoid state divided between the insiders and the outsiders.

The Newark (N. J.) City Council on Feb 10 removed \$2.8 million from the proposed city budget: \$2.1 million for the Newark Public Library and \$0.7 for the Newark Museum. The city has provided the total support of the museum and five-sixths of the library's funds. Reportedly, neither the library administration nor the museum administration had been consulted before the axe fell.

There were rapid reactions from SLA's two Chapters in New Jersey and from the Association itself. Judith Leondar, president of the New Jersey Chapter, and Marylee Sturgis, president of the Princeton-Trenton Chapter, wrote jointly to Governor Richard J. Hughes. SLA President Herbert White protested the unprecedented action in letters to the Acting President of the Newark City Council and to the Governor.

The Newark library system was established by a popular referendum in 1888. Its system includes 107 branches, units and school libraries (both public and parochial schools) in addition to the main library and the well-known Business Branch. More than 970,000 volumes and more than one million nonprint items are in the collections.

Mayor Hugh J. Addonizio asked for a state tax reform; he is quoted as "we have implored governor and legislature to no avail for added revenues. . . ." One suggestion for increased revenues is the imposition of a head tax on arrivals and departures at Newark Airport.

It is ironic that the library of SLA's first president, John Cotton Dana, should be threatened with extinction in SLA's 60th Anniversary Year.

An irony—especially for network planners—is emphasized because Newark Public had been designated as the *resource library* for six municipalities outside its own county.

More important, as the Metropolitan Reference Center of Northern New Jersey the Newark Public Library is part of the statewide regional system. A grant of \$100,000 is expected from federal funds for this purpose.

Irony? Perhaps, but also suggestive of the inadequate communications between many libraries and their fiscal parents. The precipitate action of the City Council seems to echo the sometime plaint at SLA meetings that "my company closed down my library to save money." Was the Council aware that the library was to be the Reference Center for North Jersey? Evidently, the values of Newark's library are unknown to Governor Hughes who was quoted as: "I'm familiar with the Newark Museum and the concept of its statewide value, but I'm not too familiar with the library."

In spite of the State Assistance Act of 1967 (for libraries), there have been charges that Governor Hughes' budget calls for spending only \$4 million of the approximately \$8 million defined by the state aid formula. New Jersey has been almost at the bottom of the list of states in its per capita support of libraries.

During the past decade or so, the State of New Jersey has given three presidents to ALA and three presidents to SLA. Their influence has been seen at both the national and international levels. Apparently much "homework" still needs doing by both the New Jersey Library Association and by SLA's two chapters in the state.

Without attempting to judge the merits of the Newark case from a distance, it may be possible to draw a moral: That our individual local problems will not be solved by a diaphanous committee, wearing sashes embroidered "Public Relations," to lead us—the deserving and undeserving alike—into celestial abodes where we will be "appreciated" during all eternity.

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CNA Financial Corp., Chicago, Illinois 60604



■ This article is designed to help you satisfy an almost universal appetite: Feeling the satisfaction of giving a really good speech. It is built around eight parts, each a suggestion from the author that is designed to improve your speech-giving. It shows you how and why you should dramatize your speeches, know your subject, know your audience, use mechanical aids, use anecdotes, practice, train yourself, and how to relax and enjoy speech-giving. It is designed to be helpful to anyone who is likely to be asked to give a speech before any size audience.

THERE comes a time in every life when a speech must be delivered. It's inevitable, and especially is it inevitable for librarians. Corporate officers, taxpayers, users of the library, other librarians (especially at state, regional or national meetings)—and even children—expect librarians to know how to make a speech. The time for speech-giving comes to everyone, and it comes often to librarians and, perhaps, oftener to special librarians.

And nothing so firmly sifts sheep from goats as speech-giving. Stumble nervously and give a notably bad speech, and your chances of being asked again will diminish rapidly. So will your chances for getting the glory—and, normally, the additional dollars

and promotions—that gather around successful speakers. Have a reputation as a bad speaker, and your ideas are less likely to get widespread exposure than the ideas of others who are known to be good public speakers. Be known as a bad speaker, and you and your ideas are going to get less publicity than the person who regularly speaks well. There is no talent that gives you more consistent, personal exposure than respected, successful public speaking. So, if you want your ideas to be more widely heard and accepted, and you do not object to accepting the valuable benefits of favorable public exposure, then read on and learn how to be a more effective public speaker. Here are eight suggestions, based on extensive personal experience.

1. Dramatize. This, most quickly, separates the effective speakers from ordinary ones. The speaker who knows how to dramatize and emphasize and hammer home a point is more likely to be effective and asked to speak again; the speaker who does an ordinary, little-dramatized job of speaking is seldom asked to speak again. There are wonderful exceptions to this, just as there are to most broad claims, but success as a speaker is much more likely to come to the person who knows how to dramatize than to those who are mundane and ordinary.

Dramatization. What is it? Look at television or successful theatrical productions and you'll see that it, broadly, means something brief and direct and obvious. It doesn't mean a convoluted, half-hearted statement or gesture or lighting arrangement or exhibit.

It means something simple, obvious and direct.

People don't grasp complex and weak thoughts. They don't follow—with their eyes—things that move in a complex and flaccid way. Their eyes rivet on a dramatic photograph that shows a single, well-lighted center of focus, large and dominant; they do not look at poorly lighted, many elemented, vaguely defined photographs. Look at *Life* magazine and at *Look* to feel drama. Go to a New York play and see drama in action. Watch something as successful as Rowan and Martin's "Laugh In" and you see dramatization—short, to the point, easy to understand and quickly paced material—popping all over.

Learn to say directly what you want to say. Say it. Don't explain endlessly. Say it cleanly, crisply and directly.

Use motions meaningfully to dramatize. When you want to hit the lectern, hit it! When you want to point, point! When you want to show a chart, really show it. Don't put up a tiny reproduction that can't be seen everywhere in the area where your audience is sitting. Dramatize. Emphasize. Cut away the waste. Hit hard at your main points.

2. Know your subject. There is nothing more pathetic than a speaker who talks in generalities. He doesn't know his subject. He therefore cannot believe in his subject. And, if he doesn't believe in it, there is little chance that anyone in the audience short of an idiot will believe it. Early set this firm guide to your speeches: Speak *only* about subjects you know.

3. Know your audience. It is wasteful and silly to talk about begonias to a group of senior banking officers or about capital appreciation to a group of gardeners. You automatically filter out much of your audience if you don't talk about something with which they can associate emotionally. Before you accept an invitation to talk, learn well who will be in your audience and what their interest are. Speak to their interests. No matter how fascinating *your* interests may be

to you or your friends, they could be meaningless to your audience if you are not associating—hard—your interests with theirs.

4. Practice. It may look easy when you watch a good public speaker, but the chances are that, the better the speaker, the more hours he has spent practicing. Nobody comes out of the womb ready to give an effective public speech. It's an acquired art. And, the less public practice you have had, the more private practice you need. Use a tape recorder during your practice session. Or a couple of live, vocal critics. Or a closed-circuit television camera, if one is available to you. Practice, practice, practice, until you feel like you can give the speech blindfolded.

5. Relax. And enjoy it. Once you know your subject, *and* your audience, *and* your speech, *and* how to dramatize, what else is there to be concerned about? Not only will *you* be relaxed but your audience will, too. And relaxed audiences are more receptive and enjoy their role more than do audiences who are tense with concern for a tense speaker. You'll be able to move about easily at the lectern if you're relaxed. You'll be able to look easily around the room and establish important eye contact with your audience. Your voice will carry better if you are relaxed than it will if you're tense.

Okay, you say, it's easy to say that someone should relax, but what does a speaker do when his heart starts beating faster, his palms get moist and, no question about it, he "loses his cool" just before he's ready to speak? Plainly, he just begins to get unraveled.

All right, there are three practical suggestions:

■ **Practice.** If you know your speech well and have practiced it several times, you aren't going to be as nervous, as you prepare to deliver it for the tenth time, as you were when you got ready to give it the first time.

■ **Cross your arms and your legs** (when you're sitting and waiting to speak, that is). It may seem improbable, but you relax when you cross your legs and then cross your arms—at the wrists—and drape your arms over your legs. Twist. You can't help but relax. The next time you're at a cocktail party and

The Spring and Summer Conference season has arrived. If Mr. Roalman's prescription is accepted conferences will either be livelier or shorter: "All speakers should be able to give their speech blindfolded; there are few things worse than a speech that gets read. Why have the speaker there at all? Why not just print the speech and save the speaker and his audience from their mutual agony?"

somewhat tense, try this maneuver and see how you relax. Then you know it will help the next time you're sitting on the speaker's platform waiting to stand up and speak.

■ *Breathe deeply and slowly.* This is a mechanical thing that forces you to slow down physically. (One successful speaker I know slowed himself down mentally on the speaker's platform by thinking that all the people—at whom he looked deliberately and slowly—in the audience were jelly beans. Ridiculous? Yes, but it was ridiculous enough to make him relax, so who cares?)

6. Use mechanical aids. Get some practice with a microphone before you stand up in public and start to speak. Learn how to use big projection screens that make it easy for your audience to see your exhibits. Learn how to supplement your speech with slides and motion pictures. Learn how to use lights to dramatize and emphasize and highlight things you want to say most forcefully.

7. Train yourself. There are several ways to train yourself as a better speaker. Enroll in a Dale Carnegie course. This can be the most expensive. Or join a Toastmasters group. (This is a relatively inexpensive training program, and it *can* be effective. If you can't find a listing in your local telephone directory, write to Toastmasters International, Santa Ana, California. They'll give the nearest contact.) Or enroll in an adult speech class at a local school or YMCA. These also can be effective. To see how other effective speakers do it, read current copies of *Vital Speeches* or *Best Sermons*, an interdenominational magazine that publishes outstanding sermon literature. These will give you some

sense of how other, effective speakers organize, dramatize and speak more effectively.

8. Use anecdotes. There is nothing more deadly than a monotonous recitation of facts, strung together like grey beads on a string. Use stories—humorous or otherwise to emphasize certain points in your speech. Or to change the pace of your speech. You've held the audience's attention for ten minutes. They're enthralled with what you say. They've hung on every word. Break the spell. Give *them* a moment to relax. Stop your exciting, attention-holding talk for a short time and tell them a story. You should tell a funny one, but you can do as well by telling something that shows that you are human and respect your audience for being human, that you understand that they appreciate something about fellow humans, or dogs, or cats, or babies, or something that is not an inherent part of your speech. There is no scientific explanation of why an anecdote or two is helpful to a speech, but the reality is that they do help. And anything *anybody* can do to help *any* speech is valuable.

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Commercial Reprints of Federal Documents

Their Significance and Acquisition

Opal M. Free

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Delmar Studios

■ Government publications . . . are probably the most important of all living records. Still, more and more of these publications are becoming out-of-print just as they are needed in greater numbers than ever before because of the education explosion. This expansion is evident from the creation of new universities and new libraries throughout the United States and around the world and by the expanding programs of the already established colleges and universities. Acquisitions librarians are finding an ever increasingly difficult market situation. Reprint publishers have not produced sufficient numbers of authentic reprints of government documents at reasonable prices.

DOCUMENT librarians in general are apt to agree with Ann Morris Boyd's statement that

"Government publications . . . are among the oldest written records and, if measured by their influence on civilization, are probably the most important of all living records."¹

Indeed, documents are useful with all kinds of library patrons, all ages, all levels of ability, almost all needs. This is why it is important that the acquisition librarian be aware of methods and sources of acquiring documents that have become out-of-print as well as those that are currently in print, and

he must be able to secure them in greater numbers than ever before. F. Altman has reminded us that the education explosion, seen and felt by all of us by the creation of new universities and new libraries in the United States and around the world and by the expanding area studies programs in the established colleges and universities, has created a most difficult market situation for acquisitions where librarians find themselves more and more often competing with each other for books and journals:

"We are all forced to rely on different resources within ourselves and within our organizations to find as much of the material as possible and to find it at the right price."²

Need for Control in Acquisitions

With such an expansion of library development, the documents librarian establishing a new collection or expanding a small collection to meet new needs finds himself, together with the acquisitions librarian, trying to locate and purchase sets of documents, single issues within a series, and individual titles that have been out of print for years or are rapidly going out of print. Almost daily he is apt to agree with Catherine Maybury³ in saying:

"What this country needs is a bigger and better dealer in out-of-print government documents—foreign and domestic, sets and single issues, the rare and the common. Dealer's list after dealer's list appears on the market today with nary a mention of government publications; and in those lists in which they are mentioned, documents are inadequately entered, offered as

whole sets, or priced beyond the means of most libraries. True, there are a handful of small dealers who handle government publications with some show of interest, but many of these are interested only in the rare item which has historical significance, and their offerings are often aimed at the collector rather than at the library. What documents librarians are interested in is a dealer who will handle everything from a complete set of the British Sessional Papers to one issue of *The Department of State Bulletin*; a dealer who is willing to accept duplicates in bulk and set a fair price on them; and a dealer whose volume of business is sufficient to keep prices down to a minimum."

Such a statement was made by the head of the Government Publications Department of the University of Connecticut six years ago; it points up a situation which continues to exist today, perhaps even more acutely.

Methods of Acquisition

There are three ways of obtaining out-of-print federal documents:

- 1) by exchange,
- 2) through antiquarian bookmen, and
- 3) through reprints or photocopies.

This last method is becoming more and more significant to developing libraries in the procurement of retrospective materials. T. S. Shaw points out that reprinting of documents by the Superintendent of Documents is covered by 33 *Stat. 584* which states that he "is hereby authorized to order reprinted, from time to time, such public documents as he requires for sale. . . ." These, of course, are located through the *Monthly Catalog*. However, other reprints have come from commercial printing houses.⁴ Thus, it becomes mandatory for the acquisitions librarian to look at and to the commercial re-printers.

Definition

According to the dictionary a reprint⁵ is a "subsequent printing of a book already published having the identical text of the previous print, such a printing with cheaper paper and binding and put out by a different publisher."

However, Whitten and Fessler⁶ view this definition as having been expanded within recent years to include

"books printed from newly set or re-set plates, not necessarily cheaper in price or form than the original edition."

If we go still further and accept Malkin's definition⁷ of an antiquarian reprint we find that it is a facsimile of the original edition, and

"usually but not always has been out of print for some time, and there has been a slow but steady demand for the title, not from the general public, but from librarians, collectors, and specialist dealers. It is usually but not always in the same size, photo-offset from originals; but it may be increased photographically for legibility, or several copies used to produce the 'best' reproduction; it may sometimes—though rarely—be reduced in size, but then the type must be readable by the naked eye without use of any software or hardware. It is usually but not always in a small edition, from 100 to 1,000, but averages from 250 to 500, except for those titles with possible popular appeal."

American Library Association and Out-of-Print Books

Reprints of federal documents cannot be considered independently of the field of reprint publishing generally and the attempts of the American Library Association to solve the problem of coordinating "demand and supply" of out-of-print books. The story of the American Library Association's attempts to deal with reprinting since 1924 can be traced, in part, through the reports of the various ALA Committees over the years, including the Committee on Reprints and Inexpensive Editions, the Committee on Book Production, the Committee on Book Buying, the Committee on Out-of-Print Books, and the Committee on Reprinting.⁸

Of particular significance has been the Reprint Expediting Service. Established in 1955 by the ALA Committee on Reprinting to assist in bringing back into print vitally needed material that had gone out-of-print, the Reprint Expediting Service felt that its major functions were to make publishers aware of a growing number of out-of-print

items that many librarians, educational institutions, and other quantity users of books felt should be reprinted, to invite publishers to submit book titles which they might be interested in reprinting, and to issue a bulletin to subscribers providing information on book titles being reprinted.⁹ Through the years, however, the expediting function of *The Reprint Expediting Service Bulletin* took second place to listing the rapid flow of material that was being brought back into print. A further development occurred in March 1965 when Oceana Publications, Inc. assumed title to *The Reprint Expediting Service Bulletin* from the ALA Reprinting Committee, and the new publisher announced¹⁰ that his "aim would now be towards the eventual creation of an international bibliography of current and forthcoming reprints." The latest development was a change in title to *The Reprint Bulletin* in January 1967 (v. 11, no. 1). It is this last stated aim, the eventual creation of an international bibliography of current and forthcoming reprints, that makes the bulletin's regular review by the acquisitions librarian of particular significance; and an examination of the file of bulletins reveals that there is an occasional, though infrequent, listing of a federal document.

Significant Factors To Be Considered

Several points will be particularly significant to the acquisitions librarian searching for reprints of federal documents:

- 1) Is it really necessary to search for a reprint, or is it possible in each case that there are copies of the original print available (by exchange, from the Documents Expediting Service, or from antiquarian bookmen) ?
- 2) Which of the reprinters have included federal documents in their reprint efforts?
- 3) Are the reprints from the particular reprinter of desirable quality?
- 4) Is the price reasonable?
- 5) Is the listing bibliographically correct so that positive identification can be made?
- 6) Are they listed in recent publishers' catalogs so that their availability is known?
- 7) To what extent are they listed in such bibliographical sources as *Cumulative Book Index*?

- 8) Have specific reprinters developed a "pattern" in their efforts (that is, in regard to subject matter or to government agency) that can be noted?

Sources of Bibliographic Information

A study of the subject under consideration reveals that there seems to be no central source of information. Indeed, a close examination of several bibliographical sources which specify the inclusion of reprints reveals that there is an occasional inclusion of a reprinted federal document, but further examination of publishers' catalogs reveals that there are more than those which appear in the general sources. Thus, it becomes mandatory that the acquisitions librarian begin to build up background knowledge through experience and to develop a system or organization to help him to identify sources of such materials and to ferret out the required bibliographical information in the most expeditious manner.

An excellent beginning for building such a system would be an examination of the following guides, with the obvious caution that the latest edition be used:

Guide to Reprints, Albert James Diaz, ed. Washington, D. C., Microcard Editions, Inc., 1967.*

The 1967 edition lists alphabetically 69 publishers of reprints, and indexes by author and by title some of the reprints of the publishers listed. (But an examination of the publishers' catalogs reveals other titles and government agencies which do not appear in this listing.) Prices are included.

Orton, Robert Merritt. *Catalog of Reprints in Series*. N. Y., Wilson, 1940-

Published annually in two parts: 1) An author and title list giving reprint editions in which a work has appeared with date and price of reprint; and 2) A list of reprint publishers and series.

Using the Diaz *Guide to Reprints* (1967) the present writer searched the publishers' catalogs available in the Acquisitions Department of the Florida State University Library and found at least one sample catalog from 61 of the 69 listed publishers. Of the 61

* EDITOR'S NOTE: The 1969 edition of the *Guide to Reprints* has been published in Jan 1969.

examined, only nine revealed titles of federal documents. The author searched further into acquisitions records made available to her in the department and found the identity of three additional publishers who have reprinted federal documents which were not listed in the catalogs examined. The results of this search through the publishers' catalogs and through the acquisitions records are listed at the end of this paper. From the list it appears that the publishers who include federal documents in their reprint efforts are in the distinct minority. It is further pointed out that reprint publishers are in themselves in a distinct minority, since the 1967 edition of *Books in Print* lists 1,600 American publishers.¹¹

Suggested Records of Bibliographic Information

It becomes apparent, then, that some system of identifying those reprint publishers who include federal documents in their reprint efforts will become of major importance to the acquisitions librarian in building a new collection or in expanding an already established federal documents collection. A 3 × 5 card file listing those reprint publishers that have been noted could serve as an index to the general collection of publishers' catalogs. A card for each publisher so noted could include such information as the name of the publisher, the address, the type of the particular catalog including the desired reprints (that is, whether a general catalog or a specialized one), and any particular trend noted, such as government agency (Bureau of the Census, Department of State, etc.), or subject area. As additional catalogs, or later editions, are received, the information on the cards should be brought up to date, and the card dated to show when the information was recorded. Constant alertness on the part of acquisitions personnel in their daily experiences in bibliographic searching would undoubtedly yield additional names of publishers to be added to such a file, and in time a valuable index to the collection of publishers' catalogs as a whole could be built up.

A second approach could be had by the preparation of 3 × 5 cards indicating by point of entry the government agency repre-

ented by the listed reprint publishers, as well as a third approach by subject. The second and third approach will often be quite similar; that is, Census Bureau as the government agency and "census publications" as the subject area. However, there will undoubtedly be cases when these two points of entry will be quite different, as may be seen from the following title: U.S. Department of State, *A Census of Pensioners for Revolutionary or Military Services, With Their Names, Ages, and Places of Residence, Taken in 1840*, reprinted by Charles E. Tuttle Company, Inc.

Pitfalls To Be Avoided

The acquisitions librarian must go one step further in his experience and in the compilation of records to make his acquisition of federal documents as expeditious and meaningful as possible. He must avoid the purchase of titles which are in reality reprints of government documents but are not recognized as such before they are acquired. Richard E. Kirkwood, documents librarian, Bowdoin College Library, Brunswick, Maine, has very interestingly pointed out this situation in his letter to *Library Journal*:¹²

"I think *Library Journal* might do a service to acquisitions and documents librarians if it printed a word of warning about reprints of government publications. The enormous increase over the last several years in photoreproduction and reprinting of out-of-print materials has been a boon to newly-established or expanding libraries, but it also produced some pitfalls, particularly for libraries with extensive holdings of uncataloged or partially cataloged government documents. . . ."

Since the copyright law does not forbid the reprinting of government documents by anyone desiring to do so, the only defense against such a situation is a constant alertness and as much familiarity as possible with federal documents, both retrospectively and currently. Another example which comes to mind is the wide reprinting of the Warren Commission's Report of the Kennedy Assassination. As specific examples such as those listed by Kirkwood are noted, cards on the publishers (as well as exact titles of the documents) can be interfiled with the previ-

ously discussed card file with a notation to check bibliographical entries from these publishers carefully for possible reprints of government documents.

The above quotation and the suggested caution in regard to properly identifying publications which are reprints of federal documents are not intended to imply that such publications are not wanted. On the contrary, they are welcomed both by librarians and by the general public in most cases provided the fact that they are reprints is well publicized and such knowledge is known prior to purchase of the reprinted information.

Conclusion

Government documents are among the most significant materials included in libraries today; at the same time, as new libraries are being established in every area of the United States and in countries around the world, acquisitions librarians are becoming more aware of the need for greater numbers of federal publications that are out-of-print. As a result, commercial reprinters and their products are beginning to have a greater significance for librarians and for the library patrons whom they seek to serve. Because reprint publishers are so few in number in comparison with the total number of publishers in America, and because an even smaller number of publishers have included federal documents in their reprint efforts, the conscientious and efficient acquisitions librarian must be ever alert to make note of and to devise some effective index to those publishers who are issuing authentic reprints of government documents at reasonable prices.

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12. Kirkwood, Richard E. Reprint Pitfalls. *Library Journal* 92: (no. 6) 1095-1096 (Mar 15, 1967)

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Reprint Publishers of Federal Documents

Publishers are listed which the author has identified (by examination of catalogs or by consultation of available acquisition records) to be reprinters of federal documents, with some indication of the areas of interest (subject and/or government agency) of each publisher. (The information shown is that given in the catalogs of the publishers.)

- Arno Press, Inc., 4 E. 43rd St., New York 10017
U.S. Congress. House. Committee on Government Operations. Special Subcommittee on Invasion of Privacy. *The Computer and Invasion of Privacy*. 1966 (1967)
- J. S. Canner & Co., Inc., 618 Parker St., Boston
U.S. Bureau of the Census. Various census publications, 1st-7th census (1790-1850)
U.S. Bureau of the Census. *Statistical Abstract of the United States*. v.1-85 (1878-1964)
U.S. Dept. of State. *Papers Relating to the Foreign Relations of the United States: 1861-1880; Index: 1861-1899*.
U.S. Supt. of Documents. *Monthly Catalog of Public Documents*. nos. 553-829 (1941-1964)
- Central Book Company, Inc., 850 DeKalb Ave., Brooklyn, N. Y. 10021
U.S. Bureau of the Census. Various census publications, 1st-7th census (1790-1850)
U.S. Dept. of Justice. *Report of the Attorney General, Read in the House of Representatives*. (Dec 31, 1790)
- Chandler Publishing Co., 124 Spear St., San Francisco 94105
U.S. Supreme Court. *Leading Decisions of the United States Supreme Court: Loving v. Virginia*. 388 US 1 (1966) C. Aiken, ed. A4n D8.
- Chesapeake Book Co., Berryville, Va. 22611
U.S. Bureau of the Census. Various census publications, 1st-7th census (1790-1850)
U.S. Dept. of Justice. *Report of the Attorney General, Read in the House of Representatives*. (Dec 31, 1790)
- Cooper Square Publishers, Inc., 59 Fourth Ave., New York 10003
U.S. Library of Congress. *National Union Catalog: A Cumulative Author List, 1953-1957*, 28v.; 1958, 5v.
- Genealogical Publishing Co., 521-23 St. Paul Place, Baltimore, Md. 21212
U.S. Census of 1790. *Heads of Families of the First Census of the U.S. Taken in the Year 1790*. 1907.
- Hafner Publishing Co., 31 E. 10th St., New York
U.S. Library of Congress. *Guide to the Official Publications of the Other American Republics*. v.1-19 in 2v. (1945-1949)
U.S. Supt. of Documents. *Numerical Lists and Schedules of Volumes of the Reports and Documents of the Congress, 77th to 85th Congress, 1951-1958*. 1v.
U.S. Supt. of Documents. *Tables of an Annotated Index to the Congressional Series of the U.S. Public Documents (1817-1893)*. 1902.
U.S. Continental Congress. *Secret Journals of*

Acts and Proceedings of Congress. 4v. 1821.

Johnson Reprint Corporation, 111 Fifth Ave., New York 10010

- U.S. Atomic Energy Commission. *Abstracts of Declassified Documents*. v.1-2 (1947-1948)
U.S. Atomic Energy Commission. *Nuclear Science Abstracts*. v.1-8 (1948-1954); v.11 (1957)
U.S. Bureau of American Ethnology. *Bulletin*. v.1-157 (scattered issues) (1887-1955)
U.S. Bureau of Rolls and Library. *Documentary History of the Constitution of the United States of America, 1786-1870*. 5v. [1894 (i.e., 1901)-1905]
U.S. Bureau of the Census. *Statistical Abstract of the United States*. v.1-25 (1878-1902)
U.S. Dept. of Agriculture. Library. *Bibliography of Agriculture*. v.1-23 in 35v. (1942-1959)
U.S. Dept. of State. *Register of the Dept. of State*. 1874.
U.S. Dept. of the Interior. *Comprehensive Index to the Publications of the United States Government, 1881-1893*. 2v. (1905)
U.S. Library of Congress. *Guide to the Official Publications of the Other American Republics*. 2v. (1945-1948)
U.S. Supt. of Documents. *Catalog of Public Documents of Congress and of All Departments of the Government of the U.S.* v.1-25 in 40v. (1896-1945)
U.S. Supt. of Documents. *Monthly Catalog of U.S. Government Publications*. (1941-1946, including suppl.)
- Kraus Reprint Corporation, 16 E. 46th St., N. Y.
U.S. Dept. of State. *Papers Relating to the Foreign Relations of the United States*. (1861-1870, in 20v.; 1871-1880, in 18v.; general index, 1861-1899)
U.S. Library of Congress. Catalog Division. *List of American Doctoral Dissertations*. v.1-27 (1912-1938)
U.S. Library of Congress. Card Division. *Monthly Checklist of State Publications*. v.1-20 (1910-1929); v.21-29 (1930-1938)
U.S. Supt. of Documents. *Catalog of the Public Documents*. v.1-25 in 40v. (1893-1940)
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U.S. Supt. of Documents. *Numerical Lists and Schedule of Volumes*. (1941-1958)
- Stanford University Press, Stanford University, Stanford, Calif. 94305
U.S. Dept. of State. *The China White Paper, August 1949*. (Originally Its Publ. 3573; Far Eastern series no. 30) 1967.
- Charles E. Tuttle Co., Inc., 28-30 Main St., Rutland, Vt. 05701
U.S. Dept. of the Army. *Okinawa: the Last Battle*. n.d.
U.S. Bureau of the Census. *Heads of Families at the First Census of the United States Taken in the Year 1790*. (Various state vols.)
U.S. Dept. of State. *A Census of Pensioners for Revolutionary or Military Services, Taken in 1840*.
U.S. War Dept. *The Pension List of 1818*.

How to Keep Some of Your Money Legally

A Last Ditch Attempt

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■ Being notes and suggested readings of some ideas about how to retain some small portion of your paycheck in real(?) money, in spite of the benevolent concern and sympathetic attention of your federal, state, county, and local tax agents. . . .

HOW to be happy though indigent in this most strained of fiscal worlds is no simple accomplishment. The following notes are some in-process ideas on a subject which seems to be of increasing concern to all of us. Please observe that this commentary is designed for the taxpayer/consumer/investor of modest means who, hopefully, by diligent application of the precepts advocated and study of the books and journals cited, will shortly become excessively immodest.

1. Planning for Your Financial (if any) Future

In making plans for your financial future, ask yourself seven questions:

1. Am I in the right job for *me*? Am I fulfilling *my* potentials? (The selfish motive)
2. Am I doing what is necessary for those near and dear to me? For those institutions which I wish to support; that is,

wife (or husband), children, parents, church, old school ties, or whatever. (The altruistic motive)

3. What do *I* want my standard of living to be? What is acceptable for me and my commitments (Questions 1 and 2 above)? Does my income enable me to spend my life in the way I want to use my time?

For example, a man who loved to paint arranged his financial affairs in order to be able to live on the salary of a half-time job. He used the other half of his time to do what he really wanted to do, rather than to die in six months of a heart condition aggravated by the bureaucratic trivia of his former full-time executive job.

If you wish to plan to make changes in your pattern of living—in what you wish to do with your time in relation to how much money is necessary to support yourself—PLAN ON A THREE-YEAR BASIS. Question 4 will be helpful in long-range planning as well as in making an inventory of your present financial status.

In any event, DEVELOP AS LARGE A NET INCOME AS POSSIBLE by tax savings (see Part 2 especially); by wise consumer product expenditures (Part 3); and by attention to a savings and/or investment program (Question 5 and Part 4).

Sidney Margolius' **How to Make the Most of Your Money** (Appleton-Century, 1966), Jerome B. Cohen and Arthur W. Hanson's **Personal Finance** (3d ed., Irwin, 1964), and

Sylvia Porter's **How to Get More for Your Money** (World, 1961) are three very readable books covering many of the subjects of this paper: insurance, taxes, consumer goods, maximum utilization of income, etc.

The Kiplinger monthly magazine, **Changing Times**, is another popularly written publication featuring articles on all sorts of specific subjects related to using your money to best advantage, thereby improving your standard of living without necessarily increasing your income. Especially recommended is "The Things to Write For" column which lists descriptions of "recent reports, pamphlets, booklets . . . some are free . . . all are useful."

4. Have you inventoried your personal financial assets? Trust departments of many banks have forms useful for this purpose available. If you want to make a really detailed analysis of your current financial status, get a copy of the **United States Estate Tax Returns Form No. 706**. This is an elaborate Internal Revenue Service booklet (40p.) designed for tax reports on estates of over \$60,000. Even if the form seems long, involved, and not much to-the-point for the small taxpayer/investor, it will give you a good idea of what you have *Now*, as well as how and what you may plan for in the future.
5. To utilize your available assets to the maximum, thereby augmenting your income, have you investigated applying the "principle of leverage"? If you have the temperament, consider borrowing at a lower rate of interest to invest in growth stocks or real estate with higher rates of return on your capital than conventional low interest non-growth government bonds and government insured savings accounts. Think about the concept of "saving by borrowing."

A recommended book on this subject is Carl E. Person's **The Save-by-Borrowing Technique: Building Your Fortune—From Loan To**

Profit (Doubleday, 1966). A very good selected "Bibliography of Recommended Readings" on the various aspects of investments and borrowing is presented on p. 273-276. "Leverage" is discussed on p. 155.

Remember that "creeping" (or galloping?) inflation is in your favor. For example, a home purchased at \$25,000 today may be worth \$35-40,000 in ten years, plus the fact that you can claim deductions for the interest on your mortgage and property taxes. Other real estate deductions are tricky, depending on whether they are made for rental property or a private home. Double check to make sure that you claim all you are entitled to while still staying within the law. However, with real estate, consider the responsibilities involved. Are the monetary returns and personal satisfactions of owning property equal to the demands of upkeep and repairs?

Carefully selected growth stocks will also reflect inflationary values, if nothing else. However, here are many words of caution. Seek professional advice about any stock market venture. Remember that what goes up may just as well come down. The greater the possibility of profit, the less the element of security.

6. Are you sure that you have as much insurance as you need and can comfortably afford? Insure your peace of mind. Avoid being "insurance poor" and yet have the necessary protection. If you can find an easy answer to this one, let us know.

Life insurance is a must for a man with dependents. It is also a good idea to consider insuring the wife as well, especially in the case of a young family needing care in the event of the mother's demise. Good housekeepers, almost impossible to find, are expensive.

Health insurance, by all means. Most companies and government agencies offer a selection of such plans to their employees, often paying a part or all of the premium. Amid today's traffic hazards, buy complete automobile and

accident insurance, as much as you can afford. Various automobile club plans are worth investigating. Of course, fire, theft, and personal liability insurance are indicated as needed. (Remember *The Man Who Came to Dinner?*)

A word of warning. Be careful about direct-mail and newspaper advertisements offering apparently cheap plans. Multiply the per-diem, weekly, or monthly rates to ascertain if such policies are really cheaper in relation to the protection promised.

7. After practicing all of the principles advocated in this paper, are you still alive to enjoy the proceeds? (If so, it will be a wonder.) In any event, employ an attorney to prepare a legally binding will according to the laws of your state.

A homemade will is a very dangerous thing. Resist heroically the temptations to write a holograph will or to use a form book. Such do-it-yourself documents almost inevitably will cost your heirs unlimited time, trouble, and—worst of all—*money*.

The trust departments of most banks can offer help on this subject, although banks do not draw up wills or give legal advice.

2. Just between You and Your Income Tax Forms

It is well-known that those in the lower income tax brackets, especially those who use the short form, for the most part overpay both federal and state taxes. Three books which may amuse, interest, or shock you are Jerome K. Hellerstein's **Taxes, Loopholes, and Morals** (McGraw-Hill, 1963), H. F. Millikin's **The Prudent Man: Tax Dodging as an Art** (Abelard-Schuman, 1963), and Martin A. Larson's **The Great Tax Fraud** (Devin-Adair, 1968).

The following are some simple suggestions for saving YOUR money by claiming some of the 1,000 or more legal tax deductions to which you may be entitled, which millionaires do (and thereby stay millionaires), and the rest of us don't—and just stay.

For example, did you know that in claiming legal tax deductions for gifts, you can claim the current market value of the gift, not what you paid for it originally? For example *Special Libraries* cost \$7.00 per year in 1962. Check with a back-issue periodical dealer, and you may find that it is now worth perhaps \$25.00 a year when he resells it to libraries as they replace mutilated and stolen issues, or to new libraries as they fill in back volumes of titles. You can claim \$25.00 as your deduction, not the \$7.00 you originally paid, but you must be able to prove this claim by way of a printed price list or a dealer's statement of value.

Another way to save money on your taxes, thereby improving your current income situation, is to plan to take maximum advantage of deductible items by prepaying as much as you can within any one tax reporting year.

Since tax rulings are constantly changing, and because filling out forms, even at their simplest, is a complicated art, seek professional counsel. Hire a tax expert, but be sure to get an experienced, reputable, full-time tax accountant. Do *not* go to one of the widely advertised, seasonal services at \$5.00 (or so it says—it's always more), or to a "promising" law or business student, unless he is very highly recommended by a competent judge.

Your tax consultant will make copies for both your state and federal returns, as well as a third for your own personal files. He will also provide properly addressed envelopes. For all of this, the charge is small; for a relatively uncomplicated report the charge is, perhaps, only \$25.00, which is tax deductible the next year. He will probably save you much more than this.

If anything is questioned by the authorities, your tax man will appear as your wit-

ness. Of course, he can only testify on the basis that the information you have given him is accurate. Therefore, *you* have to keep adequate records. You have to supply all the figures he uses. This is easily done by throwing all receipts, cancelled checks, receipted bills, etc., into a file drawer or box, to be sorted out in January so as to get your tax returns prepared by your expert in plenty of time before the April 15 rush.

Pay as much as possible by check. Use charge accounts and credit cards to provide incontrovertible proof of deduction claims. Weekly and monthly expense record booklets are especially useful if you travel on a business expense account. These are available for 10¢ or 15¢ at any stationery store.

Internal Revenue Service



In preparing the information for your income tax returns, you may find the Commerce Clearing House's **United States Master Tax Guide** (Chicago, annual) and the United States Treasury Department's **Your Federal Income Tax** (Internal Revenue Service, Publication No. 17, annual) helpful. This last item is not the pamphlet sent out free with the happy annual announcement of due dates and Form 1040 to be filled out by all of us lucky taxpayers. Publication No. 17 gives much more detailed information on what income is taxable, and even more important, on deductible items such as educational and moving expenses, capital loss carryover, dependency exemptions, tax relief for the elderly, etc. Send 60¢ by check or money order to the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402, for your copy.

Marcia Roltner



Pfeffer

Marcia Roltner



Georgi

3. *Consumer Engineering—or How to Pay Less and Consume More—(Maybe)*

There are many ways to save money, if you have the knowledge, imagination, and—especially—the character and perseverance to do so.

For example, do as much comparison shopping as your time and personal inclination permit. Try not to buy at full list prices. Watch sales. Use discount houses. Read the advertisements of super food markets and “drug” stores. Buy in quantity, which also saves time since you don’t run out of supplies at the last minute.

Avoid little known, low quality, suspiciously cheap pseudo-brand names, however. On the other hand, nationally advertised brands (for example, cosmetics, shoes, wines and liquors) are often marketed under different trade names at widely varying prices depending on whether they are sold at high class department stores or “ten-cent” stores.

You may find the monthly magazines, **Consumer Bulletin** (published by Consumer’s Research, Inc.) and **Consumer Reports** (Consumer’s Union of the U.S.), together with their annual buying guide issues, useful sources of information for comparing brands and rating best values for your money. Be sure to note, however, that they may not include every make and model available on the market of the particular item surveyed.

Some books which will give you more ideas and facts:

Consumer Buying for Better Living. Fitzsimmons, Cleo. N. Y., Wiley, 1961. Chapters on buying foods, housing, clothing, household goods and services, health, transportation, recreation, and protection.

High Cost of Dying. Harmer, Ruth M. N. Y., Crowell-Collier, 1963. **The American Way of Death.** Mitford, Jessica. N. Y., Simon & Schuster, 1963. These two books are arresting discussions of the exorbitant costs for funeral services, suggesting practical ways to reduce such expenses.

Making the Most of Your Money: Lessons in Consumer Education for Adults. Institute of Life Insurance. 1967. Gratis. (Write to Institute of Life Insurance, Education Division, 277 Park Ave., New York 10017.)

The Innocent Consumer vs. The Exploiters. Margolius, Disney. N. Y., Simon & Schuster (Trident Press), 1967. Also available as a paperbound Pocket Book.

The Bargain Hucksters. Smith, Ralph Lee. N. Y., Crowell, 1962. Also the author of **The Health Hucksters.** Crowell, 1960.

Buyer Beware! Trump, Fred. Nashville, Tenn., Abingdon Press, 1965.

4. What to Do with "Some of Your Money" You Have Kept Legally: Remarks on Your Savings and Investment Program

After you have taken care of your taxes, remitted your insurance and retirement premiums, and paid your bills for housing—eating—transportation—and—breathing, *if* you have anything left, consider your savings and investment program. (Refer also to Section 1, Question 5.)

Plan to have at least enough to maintain yourself at your current standard of living for six months in liquid assets, that is, government insured savings accounts or U.S. government bonds. While these pay relatively low rates of interest and offer no growth potential, they are safe and your cash is immediately available.

Then, seek professional counsel and study the possibilities of investments in stocks and bonds. You can also go to your local bank or to a reputable brokerage firm for economic advice.

Some helpful books on the subject are:

Pennies and Millions: A Woman's Guide to Saving and Investing Money. Armbruster, Dorothy M. N. Y., Doubleday, 1962. An autobiographical "manual" written by a successful woman banker, a retired vice-president of the Bank of New York. A welcome relief from the usual "How-to-Manage-Your-Money" treatise, full of facts and figures, but absolutely devoid of any literary or human interest. Sound advice on financial matters, salted and spiced with personal experiences and anecdotes drawn from over forty years of her experience as an investment counselor.

How to Buy Stocks; A Guide to Successful Investing. Engel, Louis. 4th ed., rev. Boston, Little, Brown, 1967. A clear, sensible, and readable text on the subject. Also available as a Bantam paperback.

Paths to Wealth Through Common Stocks. Fisher, Philip A. Englewood Cliffs, N. J., Prentice-Hall, 1960. Also **Common Stocks and Uncommon Profits.** Rev. ed. N. Y., Harper, 1960.

Understanding Financial Statements and Corporate Annual Reports. Foster, Louis D. Philadelphia, Chilton, 1961.

The Intelligent Investor; A Book of Practical Counsel. Graham, Benjamin. 3d ed. rev. N. Y., Harper, 1965. Gives very sound and conservative advice.

Making Profits in the Stock Market. Kamm, Jacob O. 3d ed. rev. Cleveland, World, 1966.

Understanding Investment; A Primer for Wives, Widows, and Other Capitalists. Marion, Lucien F. Seattle, University of Washington Press, 1964.

How to Read and Understand Financial and Business News. New York Times. Financial and Business News Staff. 9th ed. rev. N. Y., Doubleday, 1963.

Anyone Can Make a Million. Schulman, Morton. N. Y., McGraw-Hill, 1966. Also available as a Bantam paperback. Subtitled **The Man Who Turned \$400 Into a Fortune Now Tells You How**, this is listed more or less just as fun. Be sure to temper what Schulman advocates with large draughts of Benjamin Graham.

What About Mutual Funds? Straley, John A. 2d rev. ed. N. Y., Harper & Row, 1967.

Postscript

Just as this article goes to press, the *Saturday Review* for Jan 11, 1969 carries a piece which this authoress certainly wishes she had written: "The Pecuniary Culture." Its abstract states: "Second only to sex, money and the men who make it are topics guaranteed to boost a book into the bestseller lists." The author is Walter Guzzardi, Jr., assistant managing editor of *Fortune*, who is also the author of *The Young Executives* (New American Library, 1965). The lead sentence is arresting and all-too-true, as the foregoing essay attests: "Next to making money, the favorite occupation of the affluent society seems to be writing about money."

Guzzardi goes on to discuss the two main streams of the money books: that which "frankly appeals to the avarice of the reader" and that which "eschews all promises of personal enrichment." Among the new books of the year, he cites the following as examples of the "How-to-Get-It Group": H. H. Levy's *What Every Woman Should Know About Investing Her Money* (Dartnell); Adrian A. Paradis' *The Bulls and the Bears* (Hawthorne), which is aimed at the ten- to fourteen-year-old market, of all things; Ruth Brindze's *Investing Money: The Facts About Stocks and Bonds* (Harcourt, Brace & World) written for the teenager, *mirabile dictu*; and Ira U. Cobleigh's *Happiness Is a Stock that Doubles in*

a Year (Bernard Geis). Doubtless, Norman Vincent Peale will come out shortly with *The Power of Positive Investing*.

John Brooks' *Business Adventures: Twelve Classic Tales from the Worlds of Wall Street and the Modern American Corporation* (Weybright & Talley) is a current example of the second stream.

He then cites, as "the most successful book of all," the runaway bestseller which combines these two mainstreams, *The Money Game* by "Adam Smith" (Random House) which, he contends, "must have made its author—a former *Fortune* writer whose real name is George Goodman—as rich as many of the people who flocked to buy the book would like to be."

Both Mr. Guzzardi and Miss Georgi recommend this cleverly written, witty, and knowledgeable book to you, the gentle, if avaricious, reader.

Received for review November 11, 1968. Accepted January 24, 1969. This paper is derived from Dr. Pfeffer's presentation to the Business and Finance Division, 59th Annual Conference, SLA, Los Angeles, June 5, 1968. The oral presentation was titled: How to Be the Wealthiest Librarian in Your Favorite Cemetery. Irving Pfeffer is professor of insurance and finance, Graduate School of Business Administration, UCLA. His co-author, Miss Charlotte Georgi, is the school's chief librarian.



OVERSEAS REPORT

Libraries for the Business Community in Peru

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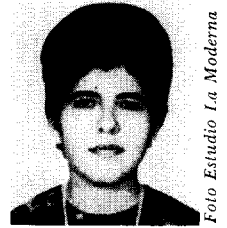


Foto Estudio La Moderna

■ There is special concern about the inadequacy of business libraries in Peru. The existing bibliographical resources are clearly insufficient. The context in which these libraries exist is described. Business organizations are considered, and there are comments about their activities and projections. Information about academic training at the first exclusively Graduate School of Business in

South America is presented. A survey on existing special libraries, prepared by the Peruvian Librarians Association, is described as a basis to explain the nature of libraries that, directly or indirectly, serve the business community in the vicinity of Lima. The status of company libraries is also mentioned. Requirements for local and international cooperation are included.

IN THE first quarter of 1968 alone, about one hundred companies have been established in Peru representing an investment of twenty million soles (half a million dollars). As a result of this considerable growth rate there are special concerns about the inadequacy of business libraries. If we consider that very few companies develop their own libraries, the existing bibliographical resources are very clearly insufficient, particularly at a time when improvisation on the part of the executive is being replaced by scientific management, and greater technical know-how must be imparted. Before going into the central subject of this paper, we must therefore study the context in which these libraries exist.

Peru's population in mid-1966 was 12 million inhabitants¹ distributed in an area of 494,293 square miles. The coast, with 11% of the territory, has more than 30% of the population and nearly 80% of all industrial and commercial activities. As concerns the active population, according to the

1961 census it constitutes 31.5% of the total population.² Of this group, 45,812 or 1.5% are involved in administrative or managerial activities.

Peru's economy is centralized and in spite of a regional development plan, the available resources are insufficient to permit the simultaneous growth in the country's remoter areas. Industrial parks are growing in different areas, and there are plans for the concentration of investment in the northern, southern and central areas of the country with a view toward decentralization.

Peru is going through a stage of self-analysis; the study of the nation's economy materialized through the creation of the National Planning System in 1962. The first official document evaluating the Peruvian economy and its future prospects is the *Plan for Economic and Social Development, 1967-1970*.⁹

* ESAN, Escuela de Administracion de Negocios para Graduados, Santo Toribio 210, San Isidro, Lima, Peru.

On the other hand, from the entrepreneurial point of view, there are concerns with the "projection and goals, the role of technology in development, and Peru's position before the world"³ as evidenced in the Sixth Annual Executive Conference held in Lima (Sep 28–Oct 1, 1967) with the central theme: *Peru in 1975*.

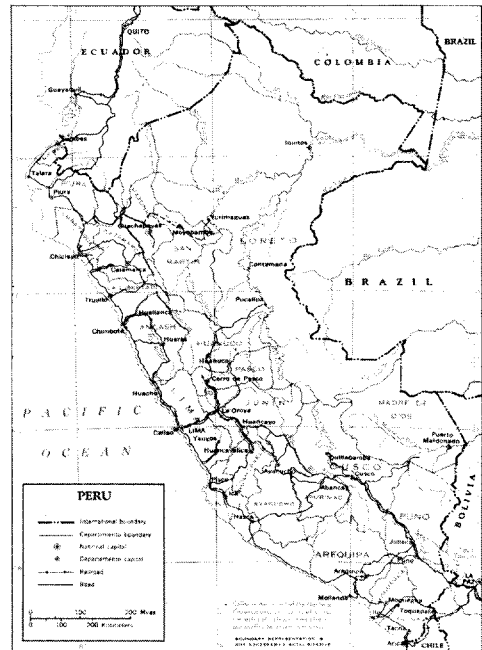
To this we must add the problem posed by the lack of leaders with knowledge of modern management techniques, a lack which will grow more acute with the natural expansion of business as part of the development process.

Peru's occupational needs over the next few years have been the subject of study by the Organization for Economic Cooperation and Development (OCDE). This study was based on a comparative tabulation of the active population by economic sectors, employment and educational level, calculated by IBM and based on a sampling of data obtained in 1961. In the occupational category of "Managers and Administrators"⁸ in non-agricultural activities there were 42,000 persons, and in agricultural activities 794,000. It is estimated that by 1980, these figures will increase to 104,000 in non-agricultural and 1,391,000 in agricultural activities.

Business Organizations

There are different managerial entities, representing an elite which contributes in an important measure to the country's economic development. The following should be mentioned:

- IPAE, the Peruvian Institute for Business Management, was created in 1959 and includes 1,500 representatives of 400 associated companies located in Lima and the provinces. It is the spokesman for the principles of scientific management and adapts these principles to the needs of Peruvian managers. IPAE sponsors courses for executives, discussion groups and talks, and publishes a review, an annual report and the conclusions of the Annual Executive Conference.
- CONACO, the National Confederation of Business Men, was founded in 1945 as a professional institution representing private



enterprise, which CONACO serves in an advisory capacity. It has 11,234 members of whom 60% are from Lima and the rest from the provinces. CONACO issues an annual report and two regular publications: *Perfil Económico* and *Síntesis Semanal*.

- ADV, the Association for Sales Executives, was created in 1958 with a view to improving sales and marketing techniques. It has 472 associates in Lima and the provinces, and two training centers: CEVEM (Center for Training in Sales and Marketing) and IDEVEM (Institute for Executive Development in Sales and Marketing). ADV also sponsors seminars and discussion groups and publishes a magazine: *ADVentas & Marketing*.
- The National Society of Industries was organized in 1896 to encourage the development of the manufacturing industry. It groups 1,600 members in Lima and the provinces and cooperates with the government on all matters concerning the country's

EDITOR'S NOTE: The map of Peru is presented by the cooperation of U.S. Department of State, Office of Strategic and Functional Research (Base map 37307).

industrial movement as in the case of the Law of Industrial Promotion, issued in 1960. It publishes a magazine, *Industria Peruana*, an *Industrial Bulletin*, a *Manufacturing Directory* and an *Annual Report*.

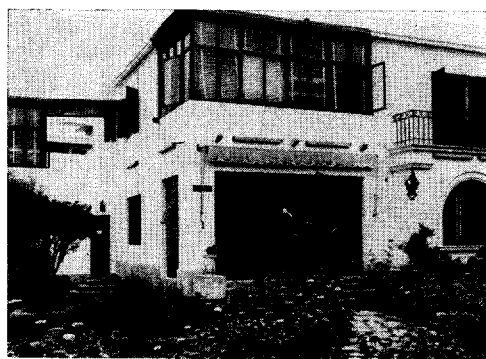
The Chambers of Commerce operate locally throughout the country, and are coordinated by the Association of Chambers of Commerce with headquarters in Lima. They provide information to their associates mainly on legal and business matters. Most of the commercial entities, insurance firms and business men in Peru belong to a Chamber of Commerce. The Chamber of Commerce of Lima (the only one from which it was possible to obtain detailed information) was created in 1888 and now has 4,000 members. Its activities include quarterly courses on business problems such as those involving taxes, incorporated companies, etc. The Chamber also sponsors meetings, and publishes the *Review of Commerce and Production* (with a broad distribution) and a *Weekly Bulletin* (for members only).

ESAN

A new executive generation at managerial level is composed of men who have had academic training in business; this new group in Peru is represented by those who have studied at ESAN, the first exclusively Graduate School of Business Administration in Latin America.



ESAN was created in 1963 through an agreement between the Governments of Peru and the United States, and its organization was entrusted to Stanford University. ESAN offers an eleven-month full-time course



which grants the degree of Magister in Administration; and, at a different level, a number of Executive Development Programs. To date, 770 persons have attended courses offered by the School, as follows:

1. Four graduating classes with magister degrees	226
2. Eleven Executive Development Programs	
a) in Lima	351
b) in the Provinces	122
	473
3. Three Special Programs in Lima	
a) Top Management	19
b) Industrial Relations	35
c) Marketing	17
	71
Total	770

In addition to the above, ESAN has assisted its graduate students in the organization and teaching of four Seminars on Administration in the provinces, with a total attendance of 182 business men.

The school's graduates hold positions of responsibility in private enterprises, public institutions, international organizations and universities, both in Peru and abroad.

Libraries

The Round Table on Specialized Libraries of the Peruvian Librarians Association, which met from November 1966 to November 1967, surveyed existing specialized libraries as a basis for a directory. A questionnaire was distributed to 130 libraries, and replies were received from 70. Table 1 includes li-



New Periodicals Room, ESAN Library

braries that directly or indirectly serve the business community in the area of Lima.

It should be pointed out that no mention is made of specialized libraries at universities, since in the field of business administration, undergraduate courses are only now being taught at the Universidad de Lima, El Pacífico, San Marcos, Villareal and the Catholic University (all in Lima). Their libraries contain small collections available to their students.

From Table 1 we can conclude that:

- 1) Technically organized libraries for direct or indirect service for the business community have only existed for 22 years. This coincides with the graduation of the first trained librarians of the National School of Librarians, established in 1943.
- 2) There are only two libraries specialized in business, that of IPAE with a very small collection and that of ESAN started in 1963.
- 3) Libraries in related fields are small, with the exception of that of the Central Reserve Bank, and they are almost all of recent creation.
- 4) They all use different cataloging and classification systems.
- 5) Of the fourteen existing libraries, six have bibliographical publications, which simplify inter-library loans.

A survey of company libraries was made in cooperation with IPAE; the survey was titled *Business Bibliography and the Executive*. Of the 1,500 questionnaires distributed, only 69 replies were received. Of this group 44 companies replied that they had small collections for internal use, but that these

were not technically organized. The absence of a published specialized bibliography was pointed out by 52% of those who replied by mentioning that they did not know where to locate information. Half of the total group visit bookstores, so we have reason to consider that executives seek out directly those publications of interest to them, and keep informed through commercial catalogs. Sixty per cent are interested in obtaining articles from magazines through Xerox copies, and their priority interest is business administration, followed by finance, economics, business policy, industrial relations and accounting. Other areas mentioned were marketing, insurance, sales and advertising. Given their interest and the lack of organized libraries and bibliography, this group can be considered as potential customers for the ESAN library.

Local and International Cooperation— Experience in Peru

During a process of accelerated economic development, special attention must be paid to the development of systems that facilitate local cooperation for an optimum use of financial and human resources.

PLANNING OF ACQUISITIONS AND A NATIONAL CATALOG. In general, each library acquires its own material without taking into account the sometimes unnecessary duplications. It would therefore be of great importance to plan acquisitions, not only of books, but also of journals and indexes. We have initiated this practice in Peru on a small scale, reaching an—as yet—informal agreement between ESAN, which acquires all material related to business, ONRAP specializing in the field of public administration, and the Industrial Bank as concerns industry, industrial security and technology.

But this planning, without a national catalog, is almost impossible: We lack a single source on all material available at the different libraries within the system. The Round Table on Public Services of the Peruvian Li-

brarians Association has been working on this problem since 1966.

INTER-LIBRARY LOANS. Inter-library loans now take place without a code. The Round Table on Specialized Libraries has completed the translation and adaptation of the ALA Code, pending a further revision and comparison with existing Latin American codes before general discussion. This service is essential, but we must first know what each library has, and until now this is available to us through the exchange of bibliographical bulletins and bibliographies. These loans involve both originals and Xerox copies. ESAN not only makes inter-library loans but also helps institutions in the provinces, as is the case with Chambers of Commerce which have no libraries of their own. We only provide this help, however, when it coincides with courses or seminars sponsored by our institution.

RELATIONS BETWEEN LIBRARIANS. Another local problem which will have to be solved is the existence of a heterogeneous group of librarians; these should be divided into branches with common goals and interests, and could then work more actively for a common benefit. The Peruvian Librarians Association has started this process, and we trust that a branch of specialized libraries will materialize as initially discussed at the Round Table on Specialized Libraries. The dialog between librarians with common activities becomes a must in order to discover new objectives and improve working methods.

International Cooperation

Mutual cooperation should take place mainly between neighboring countries speaking the same language, but we should not neglect the importance of help from countries with greater developments in the field of librarianship. On the other hand, in those countries where libraries are in the process of development and the book trade is not yet well organized, it is the librarian's responsibility to work seriously on statistical data, bibliographies and other aspects which can be of international interest.

I agree with Luther H. Evans⁴ when he

says, "In the acquisition, exchange and bibliographical area we find one of the most fruitful fields of cooperation between American and foreign libraries. . . . Attention should be given to the possibilities of further cooperation between American and foreign librarians in the indexing and abstracting of subject matter literature."

COOPERATIVE CATALOGING. We can think of many sources of mutual help, of which the first would be a cooperative cataloging. We all know the advantage of the service offered by the Library of Congress, and there are libraries outside the United States that acquire their cards and establish their own cataloging system for books in Spanish following the same rules. This would seem to indicate the convenience of an exchange of catalog cards or, if the project should ever grow, these cards could be sold directly to interested libraries.

SUBJECT HEADINGS LISTS. A common problem in Latin America stems from the use of subject headings translated from the Subject Headings of the Library of Congress. The translations are not adequate in all cases, sometimes because there are no specialists to consult, at others because the terms differ from one country to another. It is necessary that institutions with experience and facilities available publish their lists of subject headings in draft form for discussion at the regional level, and that an effort be made to issue an individual or cooperative final publication that could be of use to all libraries working in the same field.

In Peru, the ESAN library would be interested in this study and already has more than 20,000 subject headings in the area of business administration. Publication of this list is planned for the near future, when we hope this task can be financed.

PERIODICAL INDEXES. Another common problem is the absence of periodical indexes in Spanish. Although it is probable that these are prepared in many Latin American libraries, it is generally unknown because not published. Since 1966, the ESAN library through its bimonthly *Bibliographical Bulletin* publishes a section titled, "Index of Periodical Publications," which groups a selection of articles from periodicals received through subscription, donation and exchange.

Table 1. Extract from the Directory of Specialized Libraries of Peru* (Data to 1967)

Library†	Established	Books	Periodicals (Titles)	Catalog	Classification System	Specialization	Publications
Central Reserve Bank of Peru	1946	13,000	428	Dictionary	Own	Economics	Bibliographical Bulletin
Industrial Bank of Peru‡	1962	4,200	189	Authors-Subject	Dewey	Industrial Technology	Bibliographical Bulletin
National Center of Productivity	1965	2,300	50	Authors-Subject	Dewey	Industrial Productivity	None
Statistics Department of Ministry of Finance	None specified	2,330	None specified	None specified	Interamerican Institute of Statistics System	Statistics and Economics	None
Light & Power Co.	1964	2,500	200	None specified	Dewey	Electricity and Economics	Documentation Office Bulletin
Graduate School of Business Administration (ESAN)‡	1963	12,410	300	Dictionary	Library of Congress	Business and Related Disciplines	Bibliographical Bulletin and Bibliographical Series
Peruvian Institute for Business Management (IPAE)‡	1959(?)	889	83	Authors-Subjects Titles	Dewey	Business	None
Ministry of Labor	1957	3,450	428	Authors-Subjects Titles	Dewey	Labor and the Indian Problem	None
Office for the International Labor Organization (ILO)	1955	4,500	120	Printed	Own	Labor Problems	None
National Rationalization of Public Administration (ONRAP)‡	1964	6,738	160	Dictionary	Dewey	Public Administration and Related Disciplines	Bibliographical Bulletin
Service for Employment and Human Resources	1955	1,000	None specified	None specified	None specified	Employment	None
National Service for Training and Industrial Work (SENATI)	1966	2,354	135	Dictionary	Library of Congress	Industrial Training	Bibliographical Bulletin
National Society of Industries	1966	1,000	300	Dictionary	Dewey	Industry and Related Disciplines	None

* With permission of the Peruvian Librarians Association.

† All libraries listed are in Lima or its vicinity.

‡ Data to May 1968.

The *Bulletin's* regular national and international distribution is currently limited to 500 copies, all sent upon request.

DIRECTORIES OF SPECIAL LIBRARIES AND INFORMATION SERVICES. The scarcity, or sometimes total absence, of directories of special libraries and information services in Latin America makes more difficult the task of those needing data in specific fields. It is essential that these directories be prepared and published. In Peru, a complete directory of specialized libraries has been prepared and will be published when funds are confirmed. The only field of specialized information services in which something has been published recently is that of marketing: at the first meeting of the Latin American Marketing Center (CLADEM), held in Lima in October 1967, a preliminary study was presented on "Sources of Marketing Information in Peru."⁷

LIBRARY STATISTICS AND THE BOOK TRADE. Most library statistics published do not reflect real data because they are usually not prepared by librarians. The Latin American production of books is not very high but it is developing gradually. In Peru for example, of 946 books published in 1964,² 88 are in the applied sciences and 366 in the social sciences. There are no price indexes nor statistics of published sales. The Peruvian Librarians Association does not yet participate in this activity, and the Booksellers' Association (Cámara Peruana del Libro) is making unsuccessful efforts to achieve coordination.

EXCHANGES. The exchange of duplicates and other publications is common practice among our libraries and with those abroad; such exchanges are of general benefit. We lack a national exchange system; therefore the exchanges are not channeled as would be convenient. Often, institutions demand that the exchange be accompanied by payment of postage, which certain libraries cannot afford; at other times, there are no lists available, or these are not given a broad distribution.

BIBLIOGRAPHIES. There are isolated efforts in the field of bibliography, although resources are still scarce. The library of ESAN has initiated a bibliographical series in the field of business, whose first issue in 1967 was

on the field of marketing. Chile, through CLADEM, has received authorization to reproduce the ESAN bibliography for broader distribution.

MICROFILM. Although we use microfilm services from the United States, little or nothing is used from other Latin American countries due to lack of information as well as of the adequate equipment. In Peru, only the National Library has equipment for the preparation of microfilm, so we would have to work through the National Library and pay for the service.

PROFESSIONAL EXCHANGES. There should also be a plan for the exchange of professionals at the Latin American level—at least where the salary scale and living standard are similar. The training of graduate librarians is now in progress. In Peru this has become possible since 1965 through development programs with bilateral agreements, as in the case of ONRAP and ESAN. Both agencies were created by agreements between the Governments of Peru and the United States; the former being organized by the Institute of Public Administration of New York, the latter by the Graduate School of Business of Stanford University. Through the Agency for International Development (AID), the librarian of ONRAP was sent to Columbia University, and the librarian of ESAN, to Stanford University. AID also sent the librarian of the Industrial Bank to the Stanford Research Institute, which had cooperated with the Peruvian Institute of Industrial Promotion.

Such graduate training can produce a chain reaction among Latin American countries. The Institute of Higher Studies in Administration of Caracas (Venezuela) has requested in-service training from ESAN, and the Institute's librarian should travel to Lima in the future.

INTEGRATION OF INFORMATION. Finally, we must refer to the integration of information, which, although apparently simple, does in fact stumble on numerous obstacles. Locally, there are barriers due to the absence of planning in acquisitions, inadequate collections, the scarcity of bibliographical publications, unregulated inter-library loans and a total lack of communications between librarians and libraries in the same field.

Internationally, there are three aspects:

- *Physical*. The same problems are involved which can be mentioned in relation to the establishment of a Latin American Common Market, such as insufficient development of transportation and communication networks, and deficient information on possibilities in neighboring countries. (For example, it is easier to find newspapers such as *The New York Times* in our libraries than those from other Latin American countries.)
- *Economic*. Because books are expensive, there is little original material, and translations are usually poor.
- *Psychological*. Communications between colleagues are not easy or frequent, either due to the lack of official connections or because there is a certain distrust of teamwork, or frequently because there is a tendency to always wait for more favorable circumstances to start a study or discussion of a problem.

Conclusions and Recommendations

1. The development of the entrepreneurial movement in Peru is recent.
2. There are insufficient technically organized libraries at the disposal of the business community.
3. It is necessary to intensify the publication of specialized Latin American bibliographies.
4. Information is not integrated.
5. Librarians do not sufficiently exchange their experiences, and there is therefore great danger of duplicated efforts.

These conclusions lead to the following recommendations:

1. The development of libraries in Peru should be intensified.
2. Available information should be integrated.
3. Ideas and experiences should be exchanged, both locally and internationally.

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Received for review October 23, 1968. Accepted December 6, 1968. Miss Olivera is director of the ESAN Library, Lima, Peru. She presented her paper at a joint meeting of the Business and Finance Division and the Transportation Division, 59th Annual Conference, SLA, Los Angeles, June 5, 1968. In September Miss Olivera reported on SLA's Conference to the Peruvian Librarians Association. She said in part: "It is remarkable that members go to the [Annual Business] Meeting with their questions or discussions already prepared. They are interested in resolving . . . problems equitably and promptly."

Petroleum Literature and Patent Retrieval

Centralized Information Processing

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■ Two centralized information processing centers now provide complementary abstracting and indexing services for the petroleum industry. Operating independently, each service provides published abstracts of the pertinent publications, as well as preparing manual and computerized searching tools, based on controlled-vocabulary indexing. The specialized thesauri, used by the two indexing services, have been correlated for

compatible searching by elimination of conflicting terms. In addition, the computer tapes, issued by each organization, for storage and retrieval are identical in format making it possible to conduct retrospective searches in both files simultaneously. The philosophy and method of operation for this industry information system are discussed and the retrieval tools produced are described.

AT THE present time, the petroleum industry's need for access to technical information, past and present, is largely satisfied by two cooperative abstracting and indexing services, performed by the Information Services Department of The University of Tulsa, and by the Central Abstracting and Indexing Service of the American Petroleum Institute.

The problem of keeping pace with the rapid advancements in petroleum technology became evident following World War II.^{2, 3} Some oil companies, even before this time, were aware of the importance of comprehensively monitoring the published literature of the industry, not only to learn of new trends and developments, but also to avoid

useless research expenditures to obtain information already available on library shelves. Pertinent articles and patents were abstracted and filed, and in many cases, a privately printed abstract bulletin was circulated among company personnel.

With rapidly mushrooming growth in technical publications, such "in-house" abstracting services became increasingly expensive. Accordingly, a number of the major oil companies got together and agreed to underwrite the expenses of a cooperative abstracting service from which all could derive benefit. In 1954, the American Petroleum Institute began publishing weekly the *API Technical Abstracts Bulletin*, reviewing papers and articles pertaining to petroleum refining

and petrochemicals.⁸ In 1961, this service was expanded to include abstracts of current patents. Two weekly publications were distributed, *API Abstracts of Refining Literature* and *API Abstracts of Refining Patents*. At the same time, The University of Tulsa began publishing its weekly *Petroleum Abstracts* bulletin, covering both literature and patents in the fields of petroleum exploration, development and production. In both systems, abstracts were classified under a number of subject headings, to facilitate later retrieval.

This system was well received by the participating petroleum companies. However, as the volume of abstracts continued to increase, it was felt that a more sophisticated retrieval system was desirable. Accordingly, indexing services were established by both the API (in 1964) and The University of Tulsa (in 1965), whereby a number of descriptive words or phrases were assigned to each abstract, categorizing the contents of the original document, and facilitating its retrieval by the use of coordinate searching techniques.^{4, 5, 7}

System Coverage

In its 14 years of operation the API Central Abstracting Service has published an estimated 240,000 abstracts covering refining and petrochemicals. Over 85,000 abstracts have been published by The University of Tulsa since its inception in 1961. These abstracts review significant developments in all phases of petroleum released to the public. Sources for these abstracts are world-wide in nature and include scientific and trade journals, reports issued by various governmental agencies, both state and federal, technical papers from major professional society meetings, and patents issued by more than 20 different countries.

Original documents are promptly reviewed as received and selections are made of the significant and pertinent items as related to the petroleum industry. These selections are then summarized by skilled abstractors who are knowledgeable in the technical fields represented. After suitable editing of the abstracts the final abstract bulletins are prepared. Every effort is made to keep

time lag to a minimum and, since most abstracting is done in-house, the published abstracts usually appear within a month of receipt of the original publications.

Coordinate Indexing System

The coordinate indexing system now being used by both services allows a variety of searching tools, both manual and mechanized, to be produced. In this system, each document is assigned a number of indexing terms which effectively define the content of the document. These indexing terms are variously referred to as "descriptors," "key words," "clue words," "aspects," "locaters," "concepts," etc.¹ The number of descriptors assigned may vary over a wide range. Indexing is done by experts familiar both with coordinate indexing techniques and with the subject matter of the material being indexed. The descriptors are keypunched and processed in a computer system from which are produced the various indexes for both manual and machine searching.

The two services provide subscribers with three basic tools for retrieving information. The *first* tool is a printed *Alphabetic Subject Index (ASI)*. This computer-produced publication is issued monthly with a cumulative issue every six months. The *ASI*, due to its frequent publication, serves as a searching tool for current sources. It also presents enough information so that a researcher may wish to browse through it for the latest developments in his special fields of interest. The *ASI* is not intended to be used for exhaustive searching.⁹ An excerpt from an *ASI* as published by each service is shown in Figure 1.

The *second* searching tool is the printed *Dual Dictionary*. This publication is also produced by computer. It is issued every four months; the second and third issues of each year are cumulative. The *Dual Dictionary* is intended to be used by information specialists for exhaustive searches that can be done conveniently without using the computer.

The *third* tool consists of reels of magnetic tape containing information about all the documents abstracted and indexed, together with a computer program that will do the actual searching and retrieving. This

API

TURBINE DRILLING		
POSSIBILITY OF USING FLEXIBLE DRILL PIPE IN EXPLORATORY DRILLING		87,317
*ELECTRIC DRILLING	*LOGGING WHILE DRILLING	
*SUPERVISORY CONTROL	*TRANSMISSION (DATA)	
*AIR DRILLING	*CABLE	
*CONTROL EQUIPMENT	*FLEXIBILITY	
*PERCUSSION DRILLING		
HOLE DEVIATION*A DEVICE FOR CONTROLLING THE DEVIATION OF OIL AND GAS WELLS		87,985
ROCK DRILLABILITY*COMPARISON OF ENERGY EXPENDED TO DESTROY ROCKS UNDER LABORATORY AND FIELD CONDITIONS		86,864
TURBINE DRILL*REACTIVE-TURBINE DRILLING SET		87,620
TURBINE ENGINE		
GAS PROCESSING*CHCOSING BETWEEN THE TURBO-EXPANDER AND REFRIGERATED ABSORPTION		87,649
TURBINE METER		
TURBINE FLOW METER		87,439
*FLUID FLOW	*MEASURING	
*PIPELINE	*CONTROL EQUIPMENT	
*INSTRUMENTATION	*SIGNAL	
METERING*MEASUREMENT AND CONTROL STANDARDS PT. 2		87,183

TU

TURBIDITY		
DIESEL CYLINDER OIL*A HAZE-FREE LUBRICANT FOR THE CYLINDERS OF MARINE DIESEL ENGINES...		07590
TURBINE ENGINE		
TANKER*IN A VANE-TYPE FLUID-ACTUATED MOTOR...		07825
TWO CYCLE ENGINE		
MOTOR FUEL*A FUEL FOR TWO-CYCLE ENGINES...		13386
ULTRASONIC WAVE		
MATERIALS TESTER*A DEVICE FOR MEASURING THE THICKNESS OF A SPECIMEN...		10525
NONDESTRUCTIVE TESTING*IN ULTRASONICALLY TESTING THE THICKNESS AND SOUNDNESS OF A METAL OBJECT...		13032
PARTIAL OXIDATION*A FUEL OIL IS TREATED...		09010
ULTRAVIOLET INHIBITOR		
A POLYOLEFIN IS STABILIZED...		06848
ANTIMONY	ORGANOMETALLIC	
SULFUR ORGANIC	TEMPERATURE STABILIZER	
UNSPECIFIED OLEFINIC POLYM		
A POLYOLEFIN IS STABILIZED AGAINST ULTRAVIOLET LIGHT...		07132
COBALT	COPPER	
DI-TERT-BUTYL CRESOL	DIDODECYL THIODIPROPIONATE	
ETHYLENE HOMOPOLYMER	ISOPRENE HOMOPOLYMER	
NICKEL	PROPENE HOMOPOLYMER	
1,3-BUTADIENE HOMOPOLYMER	4-METHYL-1-PENTENE HOMOPOL	
ORGANIC MATERIALS ARE STABILIZED AGAINST LIGHT...		08279
CARBOXAMIDE	OLEFINIC HOMOPOLYMER	
POLYAMIDE		

Figure 1. Excerpts from the TU and API Alphabetic Subject Indexes.

final tool is to be used for exhaustive searching that is impractical using the *Dual Dictionary*. The computer tape reels are distributed on the same schedule as is the *Dual Dictionary*.

This retrieval system assumes that any exhaustive searches will involve close cooperation between the question originator (the scientist or engineer) and the searcher (the information specialist). After discussing the question thoroughly, the searcher will decide whether to search manually, using the *Dual Dictionary*, or by computer. In the latter case, he will prepare the input to the search program and analyze the output from the program before turning it over to the question originator. It is anticipated that, in general, only the *ASI* may be used directly by scientists and engineers, but perhaps more efficiently by the information specialist. The *Dual Dictionary* and computer search program will usually be used only by information specialists.

Vocabulary Control

One of the basic tenets of the two information retrieval systems is that all descriptors used in indexing shall be drawn from a

"controlled" vocabulary of descriptors. The use of a controlled vocabulary is an effective means of communication between the indexers and searchers for information. The descriptors selected for inclusion in the controlled vocabulary exist within a thesaurus of terminology.

Each service has developed a specialized thesaurus to be used in their independent operations. However, the two thesauri have been correlated for compatible searching by elimination of conflicting terms. These two thesauri include all descriptors that may be used for indexing with similar or synonymous terms and cross references. The thesauri show the relation between various descriptors; that is, for a given descriptor, they show which other terms in the thesauri are broader terms, more generic, or narrower terms, more specific. For a large number of terms which are not valid descriptors, the thesauri give the valid descriptors that are to be used in their place.

The University of Tulsa's *E & P Thesaurus* and the American Petroleum Institute's *Subject Authority List (SAL)* represents the result of purposeful application of facet analysis to the formation and control of coordinate indexing thesauri.⁶ They both contain an alphabetical thesaurus (Figure

API

TURBINE BIT
 UF TURBOBIT
 BT BIT (ROCK)
 SA TURBINE DRILL
 SA TURBINE DRILLING

TURBINE DRILL
 UF TURBODRILL
 NT GAS TURBINE DRILL
 SA DRILLING EQUIPMENT
 SA TURBINE BIT
 SA TURBINE DRILLING

TURBINE DRILLING
 UF TURBODRILLING
 BT DRILLING (WELL)
 SA TURBINE BIT
 SA TURBINE DRILL

TURBINE ENGINE
 NT AIR TURBINE
 NT GAS TURBINE
 NT STEAM TURBINE
 BT ENGINE
 PRIME MOVER
 SA TURBINE PUMP

TURBINE METER
 BT FLOWMETER
 METER
 INSTRUMENT

TURBINE PUMP
 UF VERTICAL TURBINE PUMP
 BT PUMP
 SA TURBINE ENGINE

TURBO DRIVEN IMPACT DRILL
 USE PERCUSSION DRILL

TURBOBIT
 USE TURBINE BIT

TURBOCOMPRESSOR
 BT COMPRESSOR

TU

TURBINE ENGINE
 SCOPE NOTES
 DOES NOT INCLUDE JET ENGINES
 BROADER TERMS (AUTOPOSTED)
 ENGINE
 NARROWER TERMS
 GAS TURBINE
 HYDRAULIC TURBINE
 STEAM TURBINE
 SEE ALSO
 AFTERBURNER
 COMPRESSOR
 INTERNAL COMBUSTION ENGINE
 JET ENGINE
 SUPERCHARGER

TURBINE METER
 BROADER TERMS (AUTOPOSTED)
 FLOWMETER
 INSTRUMENT

TURBINE OIL
 SEE
 GAS TURBINE OIL
 STEAM TURBINE OIL

TURBINE PUMP
 BROADER TERMS (AUTOPOSTED)
 PUMP

TURBOROWER
 USE
 TURBOMIXER

TURBOCHARGER
 USE
 SUPERCHARGER

TURBOCOMPRESSOR
 BROADER TERMS (AUTOPOSTED)
 COMPRESSOR

Figure 2. Similar Entries from the TU *E & P Thesaurus* and the API *Subject Authority List*.

2), a faceted hierarchy (Figure 3) and an alphabetical index to the hierarchy (Figure 4). The descriptors are industry oriented but the facets into which they are structured are not discipline oriented, being adaptable for use in any subject area.

The hierarchy contains all valid descriptors contained in the thesaurus body. In the hierarchy, the descriptors are grouped under facet headings such as Process, Material, Equipment, Property, etc. Within these facets, narrower terms are arranged under broader terms so that the position of a descriptor in the hierarchy partially indicates

its scope. The API system also includes two special uses of links and a few narrowly chosen roles.

Descriptor Priorities

Each descriptor used in indexing a document is assigned one of five "priorities" which determine the format of the *ASI*, the *Dual Dictionary*, and the computer search output. The five priorities are:

1. *Primary (*) descriptor*. This is chosen fairly arbitrarily as the "main" descrip-

tor assigned to a document. Each document bears exactly one * descriptor. They are printed in their alphabetic location in the *ASI*. It is under the * entries in the *ASI* that all other important descriptors for a document are listed.

2. *Permuted (P) descriptors*. These are major descriptors which are printed in the *ASI* in their proper alphabetic position as well as under the * descriptor entry. Thus, these descriptors are access points to the document.
3. *Nonpermuted (N) descriptors*. These are secondary descriptors which appear in the *ASI* only under the * descriptor entry for the document. Nonpermuted descriptors are not access points to the document but merely supply the user with further pertinent information about the document.
4. *Dual Dictionary (D) descriptors*. These are descriptors that do not appear at all in the *ASI*. They are printed only in the *Dual Dictionary*.
5. *Automatically Posted (A) descriptor*. These descriptors do not appear in the *ASI*. They are posted automatically by the computer by virtue of the fact that they are the more generic terms with respect to descriptors assigned by the indexer. Key-punched descriptors are never assigned this priority; they are printed only in the *Dual Dictionary*.

In the *ASI* the entries are arranged in alphabetic order by descriptor so a user may quickly turn to his specific areas of interest. These alphabetized entries are of two types:

- 1) The * descriptor entry contains the document title, serial number, and a listing of the *P* and *N* descriptors assigned to this document.
- 2) The other type of alphabetized entry is the *P* descriptor entry. These entries contain the document title, serial number, and the * descriptor that was assigned to this document.

This enables a user to go directly to the * entry where he may get more information about the document. The roles and/or links as used by the *API* which may be carried by the descriptors do not appear in the *ASI*.

Each issue of the *ASI* also carries supplemental appendices such as a bibliographic index and an author index. The entries in

the bibliographic index are in order by document serial number.

The *Dual Dictionary* is an alphabetic listing of all descriptors used in indexing the material covered. This contrasts with the *ASI* which lists only selected descriptors. Under each alphabetized descriptor appears the serial number of every document to which this descriptor has been assigned. Also, when a role and/or link has been assigned these appear with the document serial number. Using the *Dual Dictionary* involves matching lists under two or more descriptors to find those document numbers that appear in all the lists compared. To make this task easier, the document numbers in the *Dual Dictionary* are arranged in columns according to terminal digit. The format is similar to that of the *Uniterm Index to U. S. Chemical Patents*. The matching of numbers is done conveniently by using two copies, hence the name, *Dual Dictionary*.

The *Master Record Tapes* produced by the two services contains all retrieval data except the original abstract, and is designed for computer searching. It is cumulative for each year, being updated at four-month intervals. This is considered as a deep-searching tool, as it contains all the assigned descriptors. The tapes issued by each organization are identical in format, making it possible to conduct retrospective searches in both files simultaneously. In computer searching, a user has five different printing format options from which to choose. The information printed for each document retrieved may be as little as just the document number or as much as all the information recorded about that document.

The economic feasibility of using a computer to perform a simple search may be questionable. On the other hand, by accumulating search questions and processing them on the computer in groups of 10, 20 or even 50, the computer cost is not much higher and, when prorated over all the requests, may amount to no more than a few dollars per question.

System Searchability

The principal advantages of the coordinate indexing system are its simplicity and

60H
 (PROCESS)(CONT)
 ..(PHYSICAL OPERATION)(CONT)
 ...WATER SCRUBBING
 ...WATER TREATING
DESALINATION
WATER THICKENING
 ...WEDGING
 ...WEIGHT DROPPING
 ...WELDING
AUTOMATIC WELDING
ELECTRIC ARC WELDING
 ...WELL COMPLETION
LINER COMPLETION
SCREEN LINER COMPLETION
SLOTTED LINER COMPLETION

Figure 3. Excerpt from the TU
E & P Thesaurus Hierarchy.

flexibility. It can be searched at different levels of specificity, depending on the needs of the questioner. Searching efficiency, as measured by the relevance and recall ratios of the resulting answers, is in a large measure dependent on the care with which the search question is formulated. A number of factors must be considered, if optimum results are to be obtained. The first step is to crystallize the question into a definitive, verbalized statement. Once it has been defined, it should be analyzed thoroughly (if the search is to be performed by another individual) to make sure the intent and exact need of the original questioner is clear. It is also well to determine whether or not the desired information is within the scope of the file, and not on a subject excluded by the selection policies of the abstracting services.

The next step is to convert the question into system language, employing appropriate descriptors from the *Thesaurus* and the list of "Supplementary Descriptors," that will completely delineate the subject matter of the desired references. Redundancy of descriptor input is desirable, when circumstances permit, to compensate for possible variation in indexing, or to search broadly where a number of narrower descriptors are available.

The next step is to select the most appropriate searching tool for conducting the search. A number of factors enter into this choice.⁵ Once the appropriate searching tool has been selected, the search is physically

WEIGHTING MATERIAL 32H
 WELDED DERRICK 15H
 WELDED PIPE 23H
 WELDING 60H
 WELL 24H
 WELL ALLOWABLE 37H
 WELL CLEANOUT 52H
 WELL COMPLETION 60H
 WELL COMPLETION COST 12H
 WELL COMPLETION EFFICIENCY 38H
 WELL COMPLETION FLUID 34H
 WELL CONTROL 53H
 WELL CONTROL FLUID 34H
 WELL DATA 36H
 WELL FIRE 50H
 WELL FLOW 45H

Figure 4. Excerpt from the TU
E & P Thesaurus Hierarchy Index.

performed and the results evaluated, insofar as determining whether the needs of the questioner have been satisfied.

System Evolution

Since their inception, the abstracting and indexing systems of both The University of Tulsa and the American Petroleum Institute have undergone extensive evolution and improvement. Systems and procedures are continuously being evaluated, not only internally, but by the companies participating in the information dissemination program. Meetings are held periodically by Subscriber Advisory Committees, consisting of representatives of major industrial subscribers. At these meetings, current operations are critically examined, and suggestions are made for expansion or improvement. Such feedback is extremely valuable as it provides an insight into users' problems and requirements, and assists in the development of system refinements providing greater utility.

In addition to such monitoring and control operations, research effort is being devoted to the development and evaluation of more sophisticated retrieval systems, such as weighted-term searching, or full-text processing and retrieval. It is from such experimental studies that future, more efficient retrieval systems may evolve. Every effort is made to anticipate and fulfill the future information requirements of the petroleum industry.

Conclusions

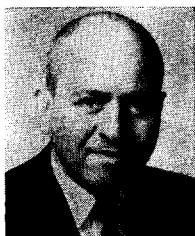
Valuable specialized sources of technical information are currently available to the petroleum industry. The University of Tulsa and API abstracting and indexing services encapsulate current technological developments and facilitate disseminating large amounts of information quickly and conveniently. The coordinate indexing system, providing maximum flexibility in searching, makes it possible to locate published information on any desired subject, in a very short time. Pertinent references, in turn, readily lead to more thorough study of the original documents, maintained on file. Since only a portion of the petroleum industry now utilizes these facilities, perhaps the most urgent need at present is to publicize existing systems, and encourage more widespread use thereof.

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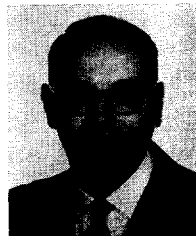
Brenner



B-D Studios

Everett H. Brenner is manager of API's Central Abstracting and Indexing Service. Mr. Brenner is also lecturer of information science at Pratt Institute, Brooklyn. Donald P. Helander is director of the Information Services Department at The University of Tulsa; Dr. Helander is also assistant professor of petroleum engineering at TU.

Helander



Heffalumps Are You!

YOUR Advisory Council reflects the attitudes of the total membership of the Association through its ability to survey the wishes of the Chapters and Divisions. SLA members who attend the Montreal Conference will vote on the proposed changes in the Bylaws regarding membership requirements. Later in the Summer, ballots will be mailed to all members to approve these changes in the Bylaws.

The changes proposed have not been reached by a spur-of-the-moment decision. They have been the result of more than two years of study by several Committees, by the Advisory Council and by the Board of Directors. To assist you to vote wisely on this important proposal, let us review the development of the proposed amendments.

"What an amazing beast the heffalump. Quiet except for a twitch of the tail or a dreamer's broken utterance, the heffalump sleeps for fifty weeks of the year. Then, collecting its wits, it comes to life, . . . curious to see if there are any signs saying 'Heffalump, Keep Out.' If there are—charge!" (1968 Annual Report, Advisory Council/SLA)

In the Spring of 1967 the heffalump stirred slowly from its late winter hibernation to notice the sign: "SLA MEMBERSHIP REQUIREMENTS. Heffalump, Keep Out! (in small print)" and made a mental note to prepare to "charge!" during its annual romp in New York in June 1967. Because a larger sign posted there, reading "FINANCES," diverted its attention, the heffalump trundled home with membership requirements still on its mind.

The slumber of the heffalump (spelled A-d-v-i-s-o-r-y C-o-u-n-c-i-l) during the Summer and Fall of 1967—as a result—was fitful. There was stirring, turning, tossing, thumping, muttering, talking out loud, and even nocturnal groans as the heffalump worked over the problem of who should be *allowed* to become a member of Special Libraries Association. Shall we let everyone in? Shall we be very exclusive? What fences shall we raise? Which fences shall we lower? Round and round these questions whirled.

With a call to action by its 1967/1968 keeper, Chuck Stevens, the heffalump awoke, pulled itself and its thoughts together, and charged off to New Orleans in January 1968 to meet the problem head on. In the lively discussion of the issues which occurred, the chairmen of the Membership, Admissions, Bylaws, Education, Planning, Public Relations, Finance, Personnel and Professional Standards Committees presented their views. Chapter presidents and Division chairmen reported the results of their grass roots discussions.

To synthesize into workable form the opinions, ideas and emotions expressed at the meeting, a special committee of the Advisory Council was appointed. The committee prepared a series of resolutions upon which action could be taken at the Council meeting the next day. The resolutions then adopted by your Council representatives recommended that the Board take action to bring about specified changes in the Bylaws, which would bring the requirements for SLA membership in keeping with the objectives of the Association and with the changing types of information services personnel in special libraries.

Taking heed of the heffalump's strenuous effort, the Board of Directors considered the resolution of the Advisory Council and acted to bring about these changes. The sign, "Bylaws Changes on SLA Membership Requirements," will now confront you, the members, at the Association's Annual Meeting in Montreal. The heffalump and the Board feel confident that these changes reflect the ideas brought to them from you. Your opportunity to advance the growth and development of SLA through clarification and expansion of membership qualifications will be there. So like the heffalump—charge!

CHARLOTTE S. MITCHELL
Chairman, Advisory Council

Actions of the Board and Council

Jan 16–18, 1969

Reserve Fund—At the September 1968 meeting of the Board a Special Committee of the Board had been appointed to study the definition and guidelines for use of the Reserve Fund. In January 1969 the Board approved the recommendation of the Special Committee that the Association seek the services of an investment counsellor in determining the best way to invest the reserves. A proposed definition of the Reserve Fund was also approved:

“To augment regular operating funds so that essential Association activities and financial commitments can be sustained during unanticipated periods of low income or increased expense due to economic, legal or regulatory problems.”

The Board also accepted the Special Committee's further recommendation that any excess over \$100,000 in the Reserve Fund be transferred to a Project Fund, but the Board then did *not* accept the definition proposed for the Project Fund—referring it back to the Special Committee for further report in June 1969.

In September 1968 the Finance Committee had recommended to the Board of Directors that the Reserve Fund policy be changed by deleting one paragraph. The paragraph requires prior discussion by the Advisory Council before use of the Reserve Fund by the Board of Directors. Because amendment of the Reserve Fund policy requires action by the members at the Annual Business Meeting in June, the Board had asked the Advisory Council to discuss the recommended change in January 1969. After discussion, the Advisory Council approved the recommendation of the Finance Committee that Paragraph 4 of the Reserve Fund Policy be deleted; the vote was 67 to 18.*

Future Meetings—As a result of the re-evaluation of future Conference cities by use

of the Conference Checklist, some Chapters requested permission to withdraw their invitations and some new invitations were presented. The locations of future Conferences are now:

1970 Detroit	1974 Toronto (tentative)
1971 San Francisco	1975 Chicago
1972 Boston	1976 Denver
1973 Dallas	1977 New York

The 1971 San Francisco Conference Chairman will be Mark Baer, and the 1971 Conference Program Chairman will be Mrs. Jeanne North.

The 1970 midwinter meetings of Board and Council were scheduled for Jan 29–31 at the Regency Hyatt House, Atlanta.

The Board approved a recommendation from the Executive Director that up to \$2,500 be authorized for a new self-packing display unit for use at meetings of SLA and other organizations.

Public Relations—The Board approved a recommendation of the Public Relations Committee that the responsibility for a campaign to seek Patrons and Sponsors be taken from the Committee, and that the responsibility be assigned to SLA headquarters—the Executive Director to work with a public relations firm. Mr. Ginader reported on his initial contacts with such organizations with a view to an annual retainer arrangement. The Public Relations Committee will concentrate its efforts on help for Chapters and Divisions; a publicity manual for this purpose will be prepared by the Committee. A member of the Committee will serve as liaison between National Library Week activities and SLA's units.

Placement Service—To improve the placement activities of SLA, the Placement Policy Committee submitted a number of recommendations for Board consideration. Because of the complex nature of this activity, the Board referred some of the recommendations back to the Committee for further study. The

* EDITOR'S NOTE: For a complete statement of the Reserve Fund Policy, see p. 160 of this issue of *Special Libraries*.

Board did approve the Committee's recommendation that the monthly *Placement Bulletin* be terminated. This bulletin has been sent from Headquarters to about 400 members who are registered with the Placement Service. Employers with job openings are to be referred to the use of classified ads in *Special Libraries* so as to reach *all* members. Changes in the balance of Positions Open/Positions Wanted reflect the changes in availability of qualified personnel. In the existing employment market, the best qualified candidates for a job opening may be employed and, therefore, not registered with the Placement Service. A more equitable announcement of job opportunities will be achieved by ads in *Special Libraries* to reach all 7,400 members rather than the listings in the *Placement Bulletin* that have reached only the 400 members who have submitted personnel record cards.*

Committee Definitions—Revised definitions were submitted by the Committee on Committees for the SLA Scholarship Committee and for the Special Libraries Committee. The Board approved the revisions. An additional recommendation of the Committee on Committees regarding the three committees dealing with serial publications was approved: That the Publications Program Committee study the work of the Scientific Meetings Committee, Special Libraries Committee, and Technical Book Review Index Committee, and report to the Board in Sep 1969 its recommendations on the formation and functions of a Serials Committee.

Publications Program—The Committee presented recommendations in relation to its continuing study of the feasibility of a "news bulletin." The Board approved the Committee's recommendation that *News and Notes* as a quarterly insert in *Special Libraries* be discontinued at the end of 1968. In addition the Board approved further recommendations that the editor of *Special Libraries* be en-

* EDITOR'S NOTE: This Board action does *not* affect the operations of SLA Conference Placement Service. This year the Canadian Department of Manpower and Immigration has agreed to assist our Conference Placement Service in Montreal.

couraged to continue to change the image of the journal, especially the incorporation of newsworthy items; and that consideration of a separate "news bulletin" be postponed for one more year.

The Publications Program Committee also presented recommendations regarding the selling price of SLA's non-serial publications. The Board approved the recommendation that there be *no* fixed pricing policy or formula; and that the selling price be set by the Manager, Publications Department at a level that is reasonable for the subject matter and the projected market.

Non-Serials—Three recommendations of the Non-Serial Publications Committee were approved:

- 1) Preliminary approval for a dictionary of advertising slogans by Valerie Noble (NSP Project 196).
- 2) Preliminary approval for a handbook for pharmacy librarians as a project of the Joint Committee on Pharmacy College Libraries (NSP Project 198).
- 3) Final approval of "Subject Headings in Chemical Engineering" (NSP Project 123) by Mary Frances Pinches.

Professional Standards—The Board accepted the recommendation of the Committee to approve the proposed *Professional Standards for Library Services in Health Care Facilities* as developed by a Joint Committee of the Association of Hospital and Institutional Libraries (ALA/AHIL).

Publisher Relations—The Committee's request to develop a questionnaire on the marketing and acquisition of books was approved. The questionnaire will be prepared, issued, and analyzed jointly by the Committee and the American Book Publishers Council (ABPC).

Marc II Standard—The SLA Special Representative to the Advisory Committee, U.S. National Libraries Task Force on Automation and Other Cooperative Services presented a recommendation regarding the use of Marc II format as the standard for communication of bibliographic information. The SLA Board approved the Advisory Com-

mittee's recommendation that Marc II be endorsed as the national standard for communication of bibliographic information, and that members of SLA be urged to adopt the Marc II format.

USASI/Z-39—United States of America Standards Institute (USASI; formerly American Standards Association, ASA) Committee Z-39, Library Work and Documentation, is sponsored by CNLA (Council of National Library Associations) of which SLA is a member. The Operating Guidelines for USASI Committee Z-39 (as adopted by CNLA in 1966) were in conflict with the USASI rules. Consequently, revised Operating Guidelines for Z-39 (1968) had been sent by CNLA for ratification by the boards of member associations. The rules were approved by the SLA Board.

Research—The Committee recommended that the Center for Research in Scientific Communication of Johns Hopkins University be retained as consultants to study and evaluate the 1969 SLA Conference organization. The Board appropriated \$2,000 for preparation of a grant proposal by the Center in order to seek the estimated \$10,000 required for the study.

A proposal for a research grant of \$650 to aid in continuing an oral history program of American special librarianship at Florida State University was referred to the Research Committee. The amount sought is estimated

to cover the costs of travel for interviews for two Past Presidents of SLA.

Salary Survey—The Personnel Committee reported on its informal poll of Chapter presidents regarding the utility of the 1967 Salary Survey. Without formal action the Board asked the Personnel Committee to proceed with plans for a 1969/1970 Salary Survey so as to prepare a budget proposal for submission to the Board.

Public Utilities Section—Board consideration of a petition from the Public Utilities Section (Sci-Tech Division) for Division status was postponed until June on recommendation of the DLO. The possibility of a merger of the Public Utilities Section and the Transportation Division is to be explored.

Pittsburgh—A request by the Pittsburgh Chapter was approved that the Chapter become a member of the Pittsburgh Commerce Institute, Incorporated. PCI, composed of professional and civic organizations and graduate business schools, sponsors forums to acquaint the greater Pittsburgh business community with various information services.

Colorado—A recommendation from the Colorado Chapter for a mobile unit for continuing education to be used in the Rocky Mountains and the Northwestern States was referred to the Education Committee for a report in June; the cost of such a mobile unit was estimated at \$131,000.

The 1969 SLA Annual Meeting

Jun 3, 1969

AS REQUIRED by Article VI, Section 3 of the Association's Bylaws, notice is hereby given that the Annual Meeting of Special Libraries Association will be held at 9:00 A.M. on Tuesday, June 3, 1969 at The Queen Elizabeth Hotel, Montréal, P. Q., Canada, during the Association's 60th Annual Conference. Included on the agenda are: 1) Proposed changes in Bylaws relating to membership requirements, and 2) A proposed change in the Reserve Fund Policy.

The proposed changes in Bylaws shown below have been twice published in *Special Libraries* as recommendations of the Special Committee on Membership Requirements [*Special Libraries*, 59: (no. 6) p. S13-14 (July-Aug 1968); 59: (no. 9) p. 735, 737 (Nov 1968)]. Inasmuch as the Board accepted the Committee's recommendations, the

proposed changes are repeated here as formal notification to the membership that they will be submitted for vote at the Annual Meeting in Montreal. If these proposed changes are approved by a majority of the voting members present and voting, they will be submitted to the entire membership for mail ballot (Bylaws Article XV, Sections 1, 2 and 3).

BYLAWS COMMITTEE

J. Louise Markel, Madeleine Wilkins; Margaret L. Pflueger, *Chairman*

Proposed Bylaws

Article II: Membership

SECTION 1. The membership shall consist of Member, Associate, Student Member, Sustaining Member, Emeritus Member and Honorary Member. Eligibility for and privileges of each class of membership shall be within the provisions of these Bylaws. The Association committee concerned with admissions shall be the authority on the eligibility of membership applicants. Within the terms of this article a special library is defined as

- 1) a library or information center maintained by an individual, corporation, association, government agency or any other group; or
- 2) a specialized or departmental collection within a library, for the organization and dissemination of information, and primarily offering service to a specialized clientele through the use of varied media and methods.

SECTION 2. **Member.** Membership shall be granted to an applicant who fulfills any one of the following requirements:

- a) Has a graduate degree in Library or Information Science;
 - b) Has a bachelor's or higher degree and has three or more years professional experience in a special library;
 - c) Has seven or more years of professional experience in a special library (a year's undergraduate college credit will equal one year of professional experience);
 - d) Holds a teaching position in a university or college and is engaged in educating students in one or more disciplines related to the professional aspects of special librarianship or information science;
- or

Present Bylaws

Article II: Membership

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

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

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

(Continues)

Proposed Bylaws (contd.)

- e) Has general administrative responsibility for one or more special divisions or subject areas in an academic or public library.

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

SECTION 3. Associate. Associate membership shall be granted to an applicant who at the time of application does not meet the requirements for Member but who fulfills either of the following requirements:

- a) Holds or has held a professional position in a special library; or
- b) Holds or has held a degree from an accredited university or college and holds a professional position in the field of library related information services.

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

[NOTE: The proposed change eliminates the present class of Affiliate membership.]

Present Bylaws (contd.)

- c. Holds a degree from a university, college or technical school of recognized standing other than a library school, and has had at least five years experience in a special library or information center, including three years of professional experience;
- d. Has had at least ten years experience in information service work of which at least five years has been professional experience in a special library or information center.

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

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

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

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

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

SECTION 4. An Affiliate member shall be an individual who holds a professional position

Proposed Bylaws (contd.)

SECTION 4.* A Student member shall be an individual who is enrolled in a library school of recognized standing either as a full-time or as a part-time student. A part-time student may not hold this class of membership for more than two years. A Student member shall have the right to affiliate with one Chapter, and to receive the official journal free.

Sections 5 through 7 are identical to present Sections 6 through 8.

Article V: Advisory Council

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

Article X: Nominations and Elections

SECTION 1. A Nominating Committee for each election of Members to the Board of Directors shall be elected by the Board at

* PLEASE NOTE: The proposed change concerning the privileges of student members was published in *Special Libraries* (March 1968), and was approved at the 1968 Annual Meeting, but was not submitted for mail ballot. It will not be voted on at the Annual Meeting in June 1969; it is repeated here for information only. By Board action the mail ballot was postponed from Summer 1968 until Summer 1969 to save the expense of a mail ballot on a minor amendment; Student members are, however, now receiving the journal by authorization of the Board.

Present Bylaws (contd.)

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

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

Article V: Advisory Council

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

Article X: Nominations and Elections

SECTION 1. A Nominating Committee for each election of members to the Board of Directors shall be elected by the Board at
(Continues)

Proposed Bylaws (contd.)

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

Article XII: Dues and Fees

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

Proposed Change in Reserve Fund Policy

In 1936 the Executive Board (now the Board of Directors) established the General Reserve Fund (now the Reserve Fund). In 1951 the membership voted to adopt a policy for the Fund. The policy as amended on June 7, 1956, June 7, 1960, and June 9, 1965 now is:

1. The Reserve Fund shall be invested in U. S. Government securities or such other investments or savings as may be approved by the Board of Directors. Any cash awaiting investment shall be retained in the Association checking account.
2. There shall be \$100,000 limit on the Reserve Fund. Interest on the principal shall accrue to the Fund. In addition, the Board of Directors, on recommendation of the Finance Committee, may add funds from other sources to the Reserve Fund, when the Board of Directors believes this use of such funds to be in the best interests of the Association.
3. When the \$100,000 limit is reached, the Board of Directors, in consultation with

In September 1968 the Finance Committee recommended to the Board that Item 4 be deleted because the Board of Directors, by virtue of the Bylaws (Article III, Section 1) has the "power and authority to manage the Association's property and to regulate and govern its affairs." The Finance Committee further recommended that a vote on this proposed change in the Reserve Fund Policy be scheduled for the Annual Meeting in June 1969. The Board accepted the recommendation of the Finance Committee, and presents it for action by the members at the Annual Meeting.

RECOMMENDATION: That the Reserve Fund Policy be amended by deletion of Item 4 of the Reserve Fund Policy.

Present Bylaws (contd.)

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

Article XII: Dues and Fees

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

- the Finance Committee, may review the Fund and consider the advisability of either raising the limit or discontinuing additions to it in the light of current circumstances.
4. Any proposal calling for the withdrawal of funds from the Reserve Fund for any purpose shall be submitted to the Board of Directors, which shall in turn submit the proposal to the Advisory Council for discussion. The proposal shall be sent to the Council in advance of its meeting so that the opinion of the membership can be ascertained. No withdrawals shall be made from the Fund without discussion by the Advisory Council. This applies also to a loan from the Fund.



Bonjour et Bienvenue à Montréal

La belle ville de la belle province—the beautiful city in the beautiful province—Montréal, Québec.*

BUT Montréal is much more than that. It is the metropolis of Canada with more than 2.6 million inhabitants, the second largest French-speaking city in the world and the eighth largest city in North America.

It is an island city built around a mountain. It faces the great St. Lawrence River and the first of the locks and canals which lead to the St. Lawrence Seaway and Cleveland, Chicago, Milwaukee and Duluth. But long before the Seaway extended the range of deep-sea vessels to the middle of the continent, Montréal was an international seaport—a seaport 1,000 miles inland.

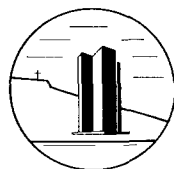
It is a world transportation centre, housing the headquarters of the International Civil Aviation Organization, the International Air Transport Association, the Institute of Air and Space Law, Air Canada and Canada's two transcontinental railways, Canadian National and Canadian Pacific.

Based in Montréal is the world's oldest professional hockey team, Les Canadiens. They have helped to make famous the oldest sports trophy in North America—the Stanley Cup—emblem since 1910 of the best in professional hockey, but first presented in 1893 to amateurs of the ice, stick and puck.

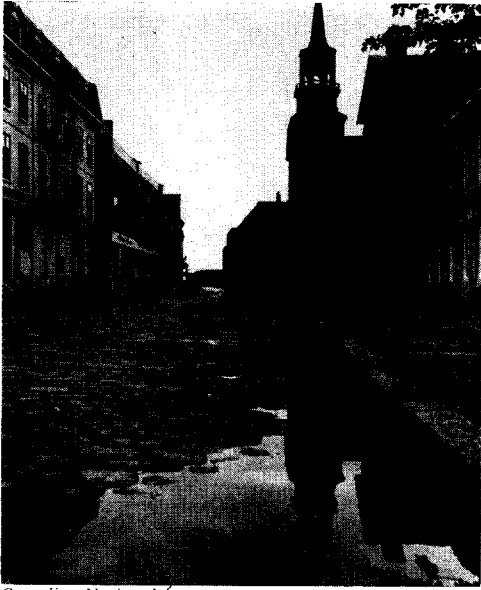
But perhaps the main symbol of Montréal for its inhabitants and their visitors is a huge illuminated cross, 130 feet high, situated on the top of Mont Royal. For the traveller from afar it is a friendly beacon signalling "There's Montréal."

For the Québécois, however, it is a daily shining reminder of the 327 years since Paul de Chomedey, Sieur de Maisonneuve and his little band of hardy followers built

the tiny village he called Ville Marie. The winter, the Indians and near-flood conditions wreaked many hardships on the little colony



* Pronounced, by the way, *Kay-bek* not *Kwee-bek*.



Canadian National

and Maisonneuve, giving thanks to God for their deliverance from these trials, planted the first cross on Mont Royal early in 1643. It was subsequently destroyed by the Indians but through the years there has nearly always been a cross atop the mountain. In 1924 the St. Jean Baptiste Society erected the permanent cross which shines out today.

On the Road to China?

Montréal is a historic city. Its name was first recorded four centuries ago in 1535 when Jacques Cartier sailed up the St. Lawrence River, found an island with a walled Indian village on it, and some rapids which prevented him journeying on to China—or so he thought. So he stopped and visited the Indians in their village of Hochelaga. He also climbed the mountain behind the village and named it Mont Réal, the French of his day for Mont Royal, and so furnished the future city with its name.

One hundred and seven years went by from Jacques Cartier's landing to the day when Maisonneuve and his fifty or so settlers began their work in 1642.

Unceasing hostilities with the Indians notwithstanding, the tiny settlement grew. At the end of the 1660's the population was more than 600, and by 1672 it had passed

Rue St. Paul. The sailor's church in Montréal, Notre Dame de Bonsecours, was founded by Sister Marguerite de Bourgeorys and built on land donated by Maisonneuve. Its foundations date back to 1657.

the 1,500 mark. In 1690, the first survey of the walled town was made, and streets and squares were laid out for the first time. These same streets and squares still exist in Montréal in *le vieux quartier* which is now being restored.

After the peace treaty of 1701 came a prodigious growth in trade. The mission atmosphere gave way to the bustle of booming industry. Furs slid into Montréal in canoes and bateaux and sailed out again under many flags to find their homes as lap rugs, fur coats and beaver hats for the wealthy on the Continent and in England. Farming and industry took hold and more settlers arrived, bringing the population to 8,000 by 1740.

But there were troubles brewing, too. The bitter Seven Years War was being fought in Europe, and Britain consequently went to war with the colonies in New France. In 1759, General Wolfe defeated the French under General Montcalm on the Plains of Abraham outside Québec City and in 1760 the British garrison arrived in Montréal, the last French stronghold in Canada. In 1763 the Treaty of Paris was signed, and Canada formally became a British colony. The transition from French to British rule was not easy, but eventually the fait accompli was acknowledged. Commerce and trade once again became Montréal's prime interests.

War came again in 1775 when the Americans under General Montgomery occupied Montréal using the Château de Ramezay as his headquarters. In this château, Benjamin Franklin also set to work, attempting unsuccessfully to persuade the Canadians to join the rebellion against the king.

The affluent era that was beginning was hardly dimmed by the War of 1812. Soldiers thronged the streets. Fêtes and celebrations were held. Montrealers were treated to the spectacle of a captive American general and some of his troops. Arms, food and fodder



Canadian National

Maligne Lake, Jasper, Alberta. As the railroads penetrated—and thrust westward beyond—the Rocky Mountains, the Dominion of Canada, as a nation, stretched from sea to sea.

for the army provided new sources of trade and prosperity. The invading American army was finally repulsed at Chateauguay.

The Fat and The Lean

The end of the war brought soaring trade with the United States. New York, particularly, swallowed untold tons of timber, wheat and furs. These were the fat years.

The lean years—the 1830's and 1840's—began with rebellion, riots and civil war. Martial law was declared in Montréal. Trade slowed. The railways arrived almost unnoticed, upsetting the shipping-oriented economy of the city. Depression, unemployment and then cholera struck the town.

Slowly the city regained its balance. The harbor thrived and trade and wages rose. The railways, which had originally caused economic dislocation, roared into new life, bringing a new era with them.

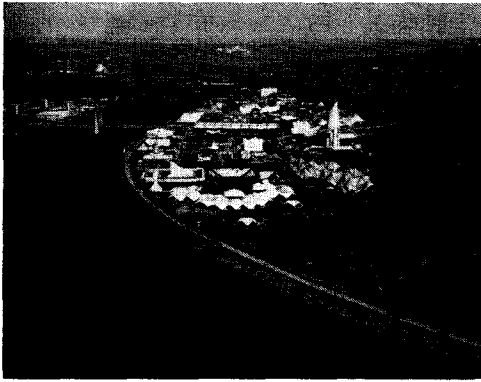
The Prince of Wales gave a gala thrust to the new era when he arrived in Montréal in 1860 to officiate at the opening of the Victoria Tubular Bridge. This great iron structure, the first to span the St. Lawrence

River, ended Montréal's long winter isolation from the south where its chief markets lay at this time.

Meanwhile the west was coming into being. Transcontinental rail lines nosed through the prairies and the Rockies, and settlements sprang up along the lines. In 1867, four eastern provinces joined forces to form an independent Dominion of Canada. One by one the western provinces and Prince Edward Island followed suit; and Canada as a nation stretched from sea to sea. Montréal, Canada's largest city and seaport, prospered.

Through the two World Wars and the Depression, the city grew steadily. Suburbs sprouted and the first to flee to them were the city's wealthy. The delights of Montréal's few 18th century and many 19th century buildings were lost in a welter of ugly, dilapidated buildings and narrow streets clogged with traffic and pedestrians. Business and industry were starting to move to the suburbs. By the 1950's near-chaos was emerging, and Montréal was no longer *une ville charmante*.

Fortunately, as happens from time to time, the right men at the right time in the right place appeared. They were Jean



In 1967 a dream took shape in the St. Lawrence River—EXPO '67. View of Notre Dame Island and St. Helen's Island; Jacques Cartier Bridge in background.

Drapeau, a lawyer with artistic leanings, and Claude Robillard, an engineer with demonstrated talents as a set designer, playwright and author-illustrator of children's books. They became Montréal's mayor and city planner, respectively.

It is strange that most Montrealers shared neither the appreciation of nor the apprehension for Montréal which motivated Drapeau and Robillard. Mayor Drapeau's election was based on his exposé of civic evils and a crackdown on shady nightclubs—not part of his dreams of an ideal city and pleasurable urban living.

They tackled the evils they were elected to cure, but they also went to work on other problems. Hammers and bulldozers began to level small and dirty buildings lining a relatively unimportant east-west thoroughfare, Dorchester Street. Intended primarily to relieve traffic and provide a new cross-town artery, the new boulevard suddenly became a developer's heaven, providing great tracts of empty land in the heart of a major metropolis.

A Renaissance Begins

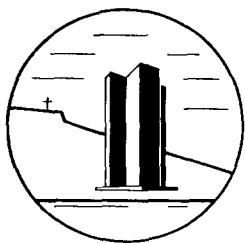
The first to take advantage of the possibilities inherent in this situation was Donald Gordon, then president of Canadian National Railways. He ordered the building of The Queen Elizabeth Hotel, hoping that a spanking new convention hotel—Montréal's first in decades—would attract an outside developer to the land which the railway owned on both sides of Dorchester.

He was right. William Zeckendorf came to Montréal before the hotel was completed, took one long look at the seven-acre site, and agreed to submit a master plan for the whole area.

New buildings began to appear: Place Ville Marie, a city within a city, comprising the 38-storey Royal Bank Building, the IBM, Greenshields and Esso buildings, a plaza and an underground promenade that houses shops, restaurants, cinemas and a theatre; C-I-L House, the Québec Hydro building, the Bank of Commerce Tower, the Terminal Tower Building—all on Dorchester Boulevard.

And the rest of midtown Montréal was also experiencing a renaissance. Place Victoria was built on Victoria Square; it houses the Montréal Stock Exchange which has the most modern trading floor in the world; Place Bonaventure, an immense trade centre, hotel and shopping promenade, straddled tracks of Canadian National, south of Central Station. Canadian Pacific's Place du Canada, with its imaginative Château Champlain Hotel took shape. The Place des Arts opened its doors to music-lovers and theatre-goers. The Dow Planetarium brought space and the stars to Montrealers. McGill University added glass and concrete façades to its collection of Victorian towers and turrets. Dozens of new high-rise apartments sprang up like weeds, offering 20th century pads to bachelors of both sexes and luxury living to the wealthy who had fled from the city, but now found it a delight to return.

With these new buildings came another benefit: weatherproof shopping, dining, parking and entertainment. More than 40 acres in the centre of the city, containing some fifteen buildings, are linked by underground streets, passages and the Métro. This underground city has three miles of streets, providing indoor access to nearly 40 restaurants, five cinemas, boutiques and stores of



many kinds, 4,000 parking spaces, two railway stations, 2,200 hotel rooms and some of the largest exhibition halls on the continent.

Meanwhile, out in the river, another of Mayor Drapeau's dreams was taking shape. His dream was two islands—one newly built, the other enlarged, upon which were built a

magical collection of architectural masterpieces to hold man's best thoughts and dreams. EXPO '67 opened in April 1967 to the delight of more than 50,000,000 visitors.

This is Montréal, of yesterday and today—but not of tomorrow. Change has become a way of life. The city has a touch of Paris, London and New York, but the city remains inimitably itself. Helped by a mighty river and a timeless mountain, bearing a Gallic presence and an Anglo-Saxon façade, teeming with its multinational, multiracial background, it is the North American epitome of "la différence"!

Ann Heard
Canadian National Railways
Montréal, P. Q.

Required Reading

*Compiled by Margaret Good**

Montreal Yesterdays. Collard, Edgar Andrew. Longmans, 1962. 320p.

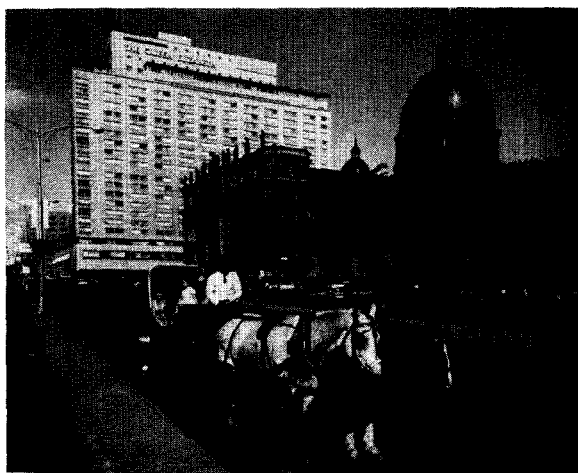
In this volume, Mr. Collard, the editor of the *Gazette*, has collected stories of Montréal in the nineteenth century. These stories make a pleasant background for English Montréal history, with anecdotes of the Victorian era,

tales of unusual personalities, hoteliers, tavern keepers, minor clergymen and visitors to the city. Based on careful research they recall many events in the everyday life of the city, touching on the fur trade, St. Andrew's Society, the Lachine Rapids, the Victoria Bridge and other landmarks. An entertaining and diverting book.

Call Back Yesterdays. Collard, Edgar Andrew. Longmans, 1965. 243p.

A companion volume to **Montreal Yesterdays**, covering again the 19th century in

* Miss Good has retired recently after serving as Reference Librarian for many years at the Westmount Library.



Canadian National

The yesterdays and today's of Montréal meet on Dorchester Boulevard. A caleche stops near the cathedral—Mary, Queen of the World. SLA's Conference hotel, The Queen Elizabeth, is in the background.

Montréal's social history; actual eye-witness accounts of day-to-day life in the growing city. Again, contributions from many kinds of people, travellers, merchants, doctors, journalists, lawyers, sportsmen. All saw Montréal at different times from different points of view and wrote down their experiences in different ways. A popular book for those who are curious about the manners and moods of this era.

Montreal: Recueil Iconographique/A Pictorial Record, 1535-1885. de Volpi, Charles P. and Winkworth, P. S. Dev-SCO Publications, Ltd. 2v.

These volumes contain some 400 prints and illustrations. These engravings add a good deal to our knowledge and appreciation of Montréal, portraying the historical, social, religious and commercial background of the city. The original captions are given, and the text is in both English and French. Earlier drawings include the work of some well-known artists, such as Bartlett and Krieghoff and later ones are mainly from such periodicals as the *Illustrated London News* and *Canadian Illustrated News*. Many of the buildings still stand though others have been torn down. Some historical events which are shown include the Great Fire of 1852, the Crystal Palace of 1860 and the Ice Castle of 1885.

Dollar-wise Guide to Montreal, Quebec and the Laurentians. Frommer, Arthur and Godwin, John in cooperation with the Bank of Nova Scotia. N. Y., Frommer, 1966. 192p.

A handbook of hotels, restaurants, night-spots, sightseeing, shopping and tours designed to bring you the most value for your money regardless of the price range in which you travel.

Montreal, Island City of the St. Lawrence. Jenkins, Kathleen. Doubleday, 1966. 559p., illus.

This is the second volume in the "Romance of Canadian Cities" series, a complete history of Canada's largest city, beginning

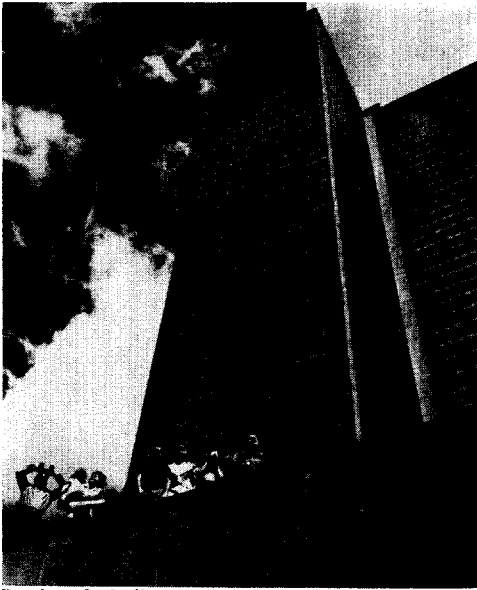
with its foundation in 1535 by Cartier and culminating with its modern role as Canada's commercial financial and industrial centre. Miss Jenkins is a Montrealer born and bred. After retiring as chief librarian of the Westmount Library she has devoted her time to the writing of this book. As the bibliography shows there are many resources to draw on for Montréal's history.

The opening sentence sets the tone of the book: "Cartier buckled on his armour and went ashore at daybreak, thankful after a night in the cramped quarters of the long-boats, to be on the move once more. His companions were of like mind, the half-dozen gentlemen and twenty-five sailors, each busy on that Sunday in October 1535 with its preparation for the visit to the wondrous village of Hochelaga." We find in the 40 chapters of the book the story of the city unfolding from its founding in 1642 down through the years when the long and agonizing Indian wars gradually gave way to increased French settlement and led to the designation of the territory of New France as a Royal Province. Conquest by British colonists led to France's loss of Montréal and all her North American possessions. The early trading and westward exploration that first capitalized on Montréal's location have today made it the Canadian crossroads of commerce. There is no end to Montréal's story but here is a good book to make a beginning on learning to know this fascinating city.

Montreal. Leacock, Stephen. Edited by John Culliton. McClelland and Stewart, 1964. 332p.

The original edition of this book, then called **Montreal, Seaport and City**, was published in 1942. Now twenty years later Professor Culliton, a friend and colleague of Leacock, has done a certain amount of revision in this edition. But the book remains Leacock's, showing his wit and humour, in re-telling some of the stories of early Montréal. He himself thought that this was his best book and many agree with him.

To relate the past to the present he has superimposed in imagination, the fortresses



Province de Québec

and prominent buildings of Ville Marie on the streets of present-day Montréal. Strangers to the city would do well to have a map at hand. Writing in an entertaining style Leacock traces Montréal's history from the first voyages to Hochelaga down through the years, illuminating history with his own point of view and characteristic wit. His Montréal had as its centre McGill University, and he traces its origins carefully. Then down to the financial district on St. James and the old Montréal area. He deals with the waterfront area and mistakenly prophesied that the port would never be navigable all winter long. Here we have a very personal view of Montréal which is a joy to read and which should be on every bookshelf of Canadiana.

The Living Past of Montreal. McLean, Eric. Drawings by R. D. Wilson. Montréal, McGill University Press, 1964.

Eric McLean, musical editor of the *Montréal Star*, has always had a special interest in Old Montréal; in fact he lives in an Old Montréal house which he has restored. This interest he has fostered in others; and now in this book he tells of the charm and poetry of the old quarter of Montréal. With him we stroll through the streets learning from our guide much of the history of this very inter-

The Cruciform Building of Place Ville Marie.

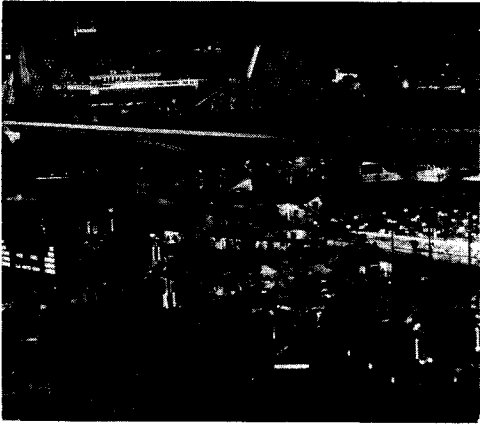
esting part of the city, born of the harbor and the river. The more than 40 drawings of R. D. Wilson show this artist's sensitive feeling for the old streets and houses. The text is in both English and French.

The Lure of Montreal. Percival, Walter Pilling. Ryerson, 1964. 204p., illus.

The visitor finds the lure of Montréal in the unique French-English situation, the cosmopolitan atmosphere, the blending of the old and the new. Starting at Place Royale the author shows us the Chateau de Ramezay, associated with some of the most important events in Montréal's history. Then sketching in the background he takes us on a series of visits to different parts of the city. We go to Old Montréal, to the centre of the city, about and around Mount Royal, the eastern part of the city and then the environs. The pages of this book reveal interesting stories of the heroic years of the early settlement, of fights for the preservation and control of the city, for the retention of its British connection. This combination of history with the actual setting of events makes a happy and profitable guidebook.

A Taste of Montreal: A unique guide to good eating, how to enjoy yourself, what to see, where to go, the history, feel and mood of an exciting city. Montréal, Reader's Digest, 1967. 191p., illus.

Quoting from the introduction, "In the past 5 to 10 years Montréal has grown, subtly but unquestionably into something words never quite capture but everybody knows is there . . . this book accepts this phenomenon as a fact and it lays before you major reasons why it is a fact. In particular it singles out for special treatment the city's large and growing reputation as a place to eat, as a citadel of cuisine . . . it tells you how to enjoy yourself by day and by night. It tells you how to get around, how to see the city and what there is to see and do."



Canadian National

Man and His World. Night View.

markets, shops, skyscrapers and people going about their daily life. Tourists will be interested in the pert comments in both English and French.

Magazines which will bring you further information about Montréal are:

Montreal (periodical). Montreal '64, '65, '66, '67, '68-to date; published monthly by the City of Montreal, first issue May 1964. Text varies, English and French. Mayor Jean Drapeau is quoted: "This magazine is published in an effort to bring you a little of the city each month. We believe Montréal has a thrilling past to recount, a fascinating present to show and a prestigious future to unveil."

Montrealer (periodical). Monthly. Current events, fashions, book reviews, etc. On newstands.

Revue de géographie de Montréal (periodical). Three times a year. Text in French, occasionally English.

Montreal, The Golden Years. Knott, Leonard L. McClelland, 1965. 181p., illus.

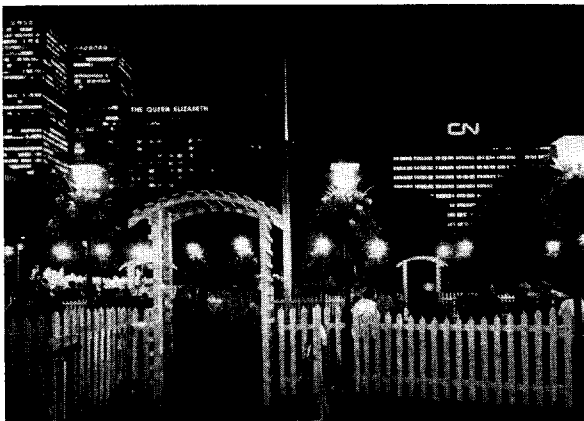
The golden years referred to in the title are those from 1955 to 1965, when Dorchester Street was widened, Place Ville Marie, the Stock Exchange Tower, the Queen Elizabeth Hotel and Place Bonaventure were built and Expo '67 began to rise. The superb photographs which form the greater part of the volume are by Armour Landry. The English text is by Leonard Knott.

Montréal. Tata, Sam and Lowe, Frank. McClelland, 1963. 96p.

This little paperback contains 94 candid camera photographs of the city today. The scenes are well-chosen and give a true picture of the Canadian metropolis. There are photographs of churches, parks, bridges, scenes of

Some contemporary novels with Montréal as the setting include:

Gwethalyn Graham's *Earth and High Heaven* (1944), Hugh MacLennan's *Two Solitudes* (1945) and *The Watch That Ends the Night* (1959), Gabrielle Roy's *The Tin Flute* (1947), and Hugh Hood's *Around The Mountain* (1967).



Canadian National

La Guinguette, an outdoor restaurant at Dominion Square.

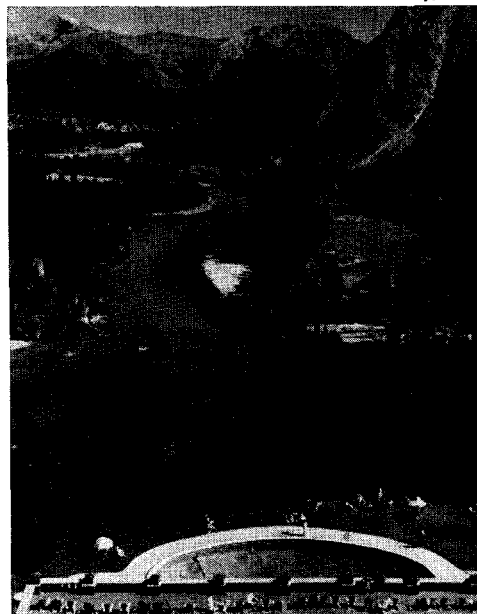
Of course, you're coming to
CANADA this summer!
But, if you go home at the end of
the Special Libraries Association
Conference in Montreal, you'll miss
seeing the rest of a fantastically
fast-developing country.
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Plains of Saskatchewan



Newark (N.J.) Public Library to Close

ON Feb 10 the news media carried the story that Newark will close its library system and museum on Apr 1 because of a lack of funds. The unanimous decision of the City Council was announced by the acting president of the council, Frank A. Addonizio, after the city's operating budget was presented for council approval. Mayor Hugh J. Addonizio said his budget had included continued funding, but he added, "I can understand the Council's attitude."

SLA President Herbert White wrote to the acting president of the Newark City Council on Feb 12. Mr. White wrote:

"... As President of the Special Libraries Association, an organization representing 7,300 librarians and information specialists, primarily in industry, government, and universities, I would like to express my shock and dismay at this unbelievable vote.

"I am sure that the City of Newark has a great deal of difficulty in raising the revenue necessary to meet its expenditures, virtually all urban centers do. However, the planned action of completely reversing the historical development of free education by closing a library system can have no justification. I know that even with this planned action a tax rate raise is planned, so I must assume that this represents a really negligible part of your city budget.

"Your plans have particular significance for the Special Libraries Association. Our founding father and first president, in 1909, was John Cotton Dana. Mr. Dana, one of the nation's great librarians, was librarian of the Newark Free Public Library. He established the Business Branch of that library and was the first to make information services meaningful to businessmen.

"Since our organization represents the library and information centers in industrial organizations in both the United States and Canada, I feel competent to comment on your action in still another regard. I am sure that part of the major effort by your community to increase its tax base is the attraction of new industry. I can assure you that what you have done, and the publicity this has received, will have a devastating effect on any such program unless it is immediately

reversed.

"Industrial organizations are very much concerned about the kinds of educational services available to its employees. No progressive organization will re-locate its employees to a community in which their children do not even have rudimentary library service.

"I earnestly hope that the City Council of Newark will reconsider this vote, and re-establish the library service which has operated on such a proud level for so many years. . . ."

Mr. White also wrote to Governor Richard Hughes with an expression of hope that the governor intervene and assist in any manner possible to assure that such a disastrous closing does not take place.

The joint letter from the presidents of the two SLA Chapters in New Jersey (Judith C. Leondar and Marylee C. Sturgiss) to the Governor reads in part:

"... The Newark Public Library has always been and continues today as an extremely useful and essential part of the total library community and is a forerunner in providing services to business and industry.

"There should be a realistic appraisal of the costs of the services provided by the library; and recipients of such services, whether public or private, should bear these costs. The special library community at large has no desire to obtain information at the expense of the citizens of Newark and stands ready to pay its fair share for services received. We also feel that non-resident use of the Newark Public Library should be financially supported in direct proportion to services rendered.

"As the Metropolitan Reference Center of Northern New Jersey, the Newark Public Library is part of the regional system of libraries throughout the State. Although we understand there is some State support for non-resident use of this library, we believe that the state of New Jersey should increase its support by fully funding the State Assistance Act and by providing additional State funds as required beyond those available through the State Assistance Act."

Final budget action by Newark's City Council was scheduled for Mar 11.

CHAPTERS & DIVISIONS

Boston sponsored a one-day course on Mar 11 for library managers, "Library Decision Making by Cost Benefit Analysis." Lectures and discussion groups on: systems analysis, program budgeting, cost benefit analysis, and cost effectiveness studies.

Cleveland heard Carper W. Buckley, Superintendent of Documents on Mar 11 at the Cleveland Engineering Center.

Illinois hears SLA's President-Elect Robert W. Gibson, Jr. on Mar 25 at Chicago's 77 Restaurant. The Apr 22 meeting will feature descriptions of new special libraries in the Chapter, and May 22 is the date for the Chapter's Annual Business Meeting.

On Jan 31 **Alan J. Blanchard** retired as the director of the U.S. Army War College Library, Carlisle Barracks, Pa., after 30 years of government service.

Donald D. Dennis . . . appointed chief of the Reference Services Division Library Operations, National Library of Medicine.

Elizabeth Ferguson, librarian of the Institute of Life Insurance, New York has elected early retirement effective May 1, but she will continue to be associated with the Institute in a consulting capacity. This summer she will assume a teaching post at the University of Hawaii where she will lecture on the administration of special libraries. Her affiliation with Pratt Institute as lecturer in library science will be continued. Miss Ferguson was SLA President in 1952/1953.

Julian Larson has been elected president of the newly organized Summit-Portage Counties (Ohio) Library Associates; **Robert W. Young** is vice-president.

Marlene McGuirl, librarian of the D. C. Bar Library, has been appointed to the Library Services Committee of the American Bar Foundation.

Minnesota meets with the ASIS Minnesota Chapter on Mar 19 at "The President" in Minneapolis. Apr 15 is the date for visits to the Mayo Clinic and IBM libraries in Rochester, Minn.

Pittsburgh's "Conference on Library Automation: Systems Working Now" will be held on Apr 18-19 at the Mellon Institute. Cleveland Chapter members will also attend.

Subscriptions for the **Insurance Division's Insurance Literature** were increased to \$4 a year and \$7 for 2 years. Orders to Ruth B. Mitchell, Conn. General Insurance Co., 140 Garden St., Hartford, Conn. 06115.

MEMBERS IN THE NEWS

Sister Regis Reynolds, professor of library science at Immaculate Heart College, Los Angeles, has been appointed a visiting lecturer at the College of Librarianship in Aberystwyth, Wales.

Reginald W. Smith . . . to head the public service staff and the interlibrary loan program to hospital libraries at the New Jersey College of Medicine and Dentistry, Jersey City.

Margaret B. Thornton, head librarian, Edgewood Arsenal, Maryland, has been recognized with an Army Special Service Award, citing her for ". . . establishing new systems, creating its new look, selling modernization to the users, and initiating substantial management improvements. . . ."

Melvin J. Voight, university librarian for the University of California, San Diego, has been appointed to the California State Library Advisory Board for a four-year term.

Eve M. Zaremba has been appointed executive assistant to the president of William Neilson, Ltd., Toronto . . . to be involved in corporate planning, market planning and research.

Edwin J. Anderson, librarian of the Bonneville Power Administration . . . in Portland, Oregon. Mr. Anderson was acting secretary-treasurer of the Natural Resources Division. An SLA member since 1956.

Helen B. Craig, who retired from the Bell Telephone Laboratories in 1946 . . . on Jan 30 in Ogdensburg, N. Y. at the age of 87. Miss Craig graduated from Pratt Institute library school in 1909. She had been employed by the U.S. Rubber Co., H. W. Wilson Company, and the Engineering Societies Library before she joined the library staff of Bell Labs in 1918. A member since 1927.

Mrs. Meta P. Howell, head librarian of the Field Museum of Natural History, Chicago . . . suddenly on Aug 31, 1968. Mrs. Howell had been at the Chicago Public Library (1926/27) and the library of the Museum of Science and Industry (1927/47) when she joined the staff of the Field Museum. A member since 1933.

Rita Sue King, librarian of the Lenox Hill Hospital, New York . . . suddenly on November 30, 1968 in Brinklow, Md. Miss King was chairman of the New York Chapter's Biological Science-Hospital Group in 1963/64; she was also active in the Medical Library Association. An SLA member since 1954.

Elsie Rackstraw, who retired as chief of the Loan Division, Library of Congress in September 1950 . . . in Towson, Md. on December 11, 1968. Miss Rackstraw joined SLA in 1923.

Mrs. Ellene H. Stones, retired chief of the Burton Historical Collection, Detroit Public Library . . . on Jan 5 in Albuquerque, N. M. at the age of 76. Mrs. Stones had received national recognition for her work with the Burton Collection from 1941 until her retirement in 1957. A member since 1943.

SLA Authors

Angell, Richard S. Two Papers on Thesaurus Construction. *FID/CR Report Series*. Rept. no. 8 (Nov 1968). Copenhagen, Danish Centre for Documentation for the FID Committee on Classification Research.

Cooper, Marianne. Current Information Dissemination: Ideas and Practices. *Journal of Chemical Documentation* 8: (no. 4) 209-218 (Nov 1968); also American Institute of Physics Rept. ID 68-15 (Dec 1968)

Bernard, Hugh Y. *Public Officials, Elected and Appointed*. Dobbs Ferry, N. Y., Oceana Publications, 1969. 119p. (Legal Almanac Series, v.26)

Havlik, Robert J. *Survey of Special Libraries Serving State Governments, 1963-64*. Washington, D. C., U.S. Office of Education, Jan 1967. 185p. (ERIC ED 013 374)

Mullins, Lynn S. New periodicals of geographical interest. *The Geographical Review* 59: (no. 1) 147-151 (Jan 1969)

Noble, Valerie. A Visual Identity for the Modern Library School. *Journal of Education for Librarianship* 9: (no. 2) 159-162 (Fall 1968)

Richardson, William H. New Special Library Facilities. *Focus on Indiana Libraries* 22: (no. 4) 183-186 (Dec 1968)

A pride of SLA authors have contributed chapters to: **Gould, Robert F.**, ed. *Literature of Chemical Technology*. Washington, D. C., American Chemical Society, 1968. 732p. (Advances in Chemistry Series no. 79.) The SLA member-authors are: Carl B. Blake, Alice Yanosko Chamis, Carlton C. Conrad, Barbara M. Davis, Constance A. Eppel, Hilda Feinburg, Hanna Friedenstein, Erna L. Gramse, Elizabeth W. Kraus, Ethel V. Lyon, Laura A. Magistrate, Robin R. B. Murray, Morris D. Schoengold, Else L. Schulze, M. M. Shields, Irene Strieby Shreve, Herman Skolnik, and R. E. Swinburne, Jr.

A Vote for Coden

Congratulations on the new look of *Special Libraries*. The new features and improved format make it a much more readable and professional publication. I am particularly pleased by the addition of the CODEN on the cover. Mrs. Lea Saxl, in her Letter to the Editor (*Special Libraries*, Apr 1968, p.279) urged librarians to help improve this extremely useful device which has so much potential for the control of serials in an automated system. CODEN has not been made a standard code for the representation of periodical titles by the USASI Z-39 Subcommittee 20 (Standard Serial Coding) which is studying this matter. It is interesting that another Z-39 Subcommittee (Subcommittee 10, Arrangement of Periodicals) recommends its use. Many librarians will await with interest the standard to be proposed by Z-39 Subcommittee 20 and will share with me my dismay if that subcommittee should propose a different set of codes.

Margaret L. Pflueger, Assistant Chief
Technical Services Branch
U.S. Atomic Energy Commission
Oak Ridge, Tennessee 37830

For More Flexibility

As Chairman of SLA's Professional Standards Committee and a member of the Special Committee on Membership Requirements, I wish to respond to Mr. Samuel Sass's article (*Special Libraries*, Nov 1968).

Historically, the ASSOCIATE and AFFILIATE categories of membership have been the most difficult to administer. Membership requirements were formulated as far back as 1958 and the Bylaws which included membership requirements for the first time went into effect in January 1959. Because the requirements for the ASSOCIATE category appeared too "high" and were too difficult to administer, the change in the Bylaws in 1962—to which Mr. Sass refers in *Special Libraries* (Nov 1968)—was actually the result of lowering or modifying the requirements for ASSOCIATE membership as first instituted in 1959. The Admissions Committee has also wrestled with problems concerning the AFFILIATE category for many years. Their proposed clarification of the requirements for this class of membership was accepted by the Board in 1967.

Although I realize that the proposed change in the ASSOCIATE category, which has been enlarged to include "affiliates," may also prove difficult to interpret and administer, I should like to give my personal reasons for being one of those on the Special Committee who arrived at a consensus.

I do not regard an ASSOCIATE as a full-fledged MEMBER. I think that the Committee has not made it sufficiently clear that we are proposing not three or two classes of membership—but one class of membership. If one cannot qualify as a MEMBER, he may become an ASSOCIATE of the Association, provided he meets one of the two requirements:

- (a) Holds a professional position in a special library, or
- (b) Holds a degree from an accredited university or college and holds a professional position in the field of library related information services.

Two references from MEMBERS plus the judgment of the Admissions Committee should be sufficient safeguards against admitting as Associates uneducated and incompetent people, and those who are not in professional positions in special libraries or in the field of library-related information services.

In contrast with past practice, *Definitions and Guidelines* will be publicized. I visualize a widely-distributed attractive brochure which will include an enlarged explanation of the requirements, and guidelines for their interpretation in the two categories, and might even include SLA's "Standards."

The proposed changes in the Bylaws for MEMBER and ASSOCIATE put a burden upon the entire membership to continue to improve our standards of performance in the Association as well as in our libraries, while providing a more flexible admission policy in both categories: MEMBER and ASSOCIATE. Local Chapter members and the Admissions Committee have a responsibility to screen carefully candidates in both categories.

Ruth S. Leonard, Chairman
SLA Professional Standards Committee

Associate Professor
School of Library Science
Simmons College
Boston, Massachusetts 02115

For Continuing Growth of the Individual

Professor Rose Sellers' letter in the January 1969 issue of *Special Libraries* rests on an unstated premise that granting a person membership in SLA is certifying that that person is a special librarian. I think this premise is fallacious: certification is a judgment of past achievements; membership is an acceptance for continuing growth of the individual member and of the Association without a judgment of the past. I agree with the upstart Barnacle Scrapers that interest, not a degree, is the sine qua non for admission to full membership.

Jane L. Hammond
Librarian and Professor of Law
Villanova University
Villanova, Pennsylvania 19805

A Direct Answer, Please

In regard to all this fuss about professionalism, MSLS degrees, labor shortage in libraries, technician training schools, etc., etc.—I want to ask just one question and I would like some really factual, documented answers—preferably from members intimately familiar with MSLS requirements:

"Exactly what *is taught* in that year (or two years) of library school that *could not be taught* to an intelligent student who entered that training program *without* a bachelor's degree?"

Granted that a person with a BS who completes the MSLS program will know more *about her area of BS specialization*, it is not at all obvious that she will know any more about librarianship on getting her MSLS than will a person equally trained in librarianship, but without a BS in anything.

Face it, friends, the MSLS is a one (or two) year course, the prerequisites of which, as they now exist, boil down to almost any BS degree. No single one of the dozens of BS degrees satisfying MSLS entrance requirements is, of its nature, essential to becoming an MSLS graduate. [If any one of the dozen or more BS programs were truly essential, the rest of them should not be permitted substitutions in the list of prerequisite requirements.] The "essential" nature of the BS degree prerequisite depends, not on the context of the undergraduate course, nor on the previous learning of the applicant to the MSLS course, but only on the arbitrary decision of the MSLS program's accrediting committee. I move that this decision be opened to impartial questioning.

My suggestion is this: Let us admit bright young high school or junior college graduates to the full MSLS program. If they are intelligent, they can absorb it then as well as they could absorb it after college. If the University feels [as it probably would] that it cannot grant a degree, certainly not a Master's degree, then make it a certificate; but make your distinction logical. Make the distinction between two classes of certified librarians: 1) certified librarians who have a BS (making them valuable for chemistry, for art, etc.) and 2) certified librarians who do not have a BS degree (who can be just as useful as anyone else for most library work).

This is a nice controversial viewpoint, and should be interesting to Mr. Sass's sympathizers and to those who disagree with him. With the permission of our Editor, I would like to throw this letter column open to a discussion of all phases of this topic. There are a thousand side issues that could be brought up; but, at this time, I have asked just one direct question in this letter, and I would truly like to have a direct answer to it. I do not pretend to be an authority in this field; so please, let's hear from you people competent in the area of MSLS education. I sincerely want the thoughtful answer of some experts.

(Mrs.) Eleanora M. Henerey, BS, MS
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Monsanto Company
St. Louis, Missouri 63166

Knowledge from an Experienced Guide

I would like to express my opinion on the recommended changes for membership to the Special Libraries Association. Since I have become a member by working seven years in a special library, I must disagree with Mr. Sass. I have not had the good fortune to earn a degree in librarianship mainly because Worcester has no schools for Library Science, and I do not have a car to travel out of the city.

I have worked under the experienced guidance of a professional librarian; and I feel from her I have learned more than I would have, if I had attended classes to gain my knowledge.

In my situation, it has been on-the-job training, and from such training experience, I have gained a wealth of knowledge that has been advantageous to my current position. Surely, if a person has been trained in library work for seven years, this should be sufficient for him to become a member of Special Libraries Association. After all, aren't special libraries

mostly set up for the company's needs and in this way differ from a public library?

I am very honored and proud that I could become a member of Special Libraries Association even though I have had no schooling for this particular position.

Certainly, I would not want to deny anyone who has worked in a special library for seven years the joy I felt myself on the day that I was accepted as a member into our Association.

Geraldine C. Mosebauer
Assistant Librarian
State Mutual Life Assurance
Company of America
Worcester, Massachusetts

Volunteers Establish Special Library Seek Advice

A group of unpaid volunteers are attempting to establish an engineering-architectural library in Savannah for practicing engineers, architects, landscape architects, contracting personnel, students, and the general public interested in these areas. Our volunteers so far are not professional in the library field. We have run into some problems and I wondered if there were any generous professionals who would share (gratuitously, of course) any information as to basic book lists, including periodicals, reference tools, etc., they may have developed for a similar library. We find the technical subjects are not so well covered as are the literary. There seem to be less publications suggesting basic lists such as Wilson has published for schools. The larger libraries are out of our class. The college libraries, I assume, concern themselves less with "standards and specifications" than we would need to. In fact, I find the standards the most difficult item to handle. The United States of America Standards Institute does publish on microfiche but unfortunately most others do not. Standards are published by a variety of associations, Government agencies, and industry groups. Needless to say non-profit associations cannot afford to notify hundreds of small libraries automatically of changes. Small libraries, even if staffed by paid people, can hardly afford the time to acquire, catalog, post, disseminate, and destroy on supersession the continuous flow of information published. Engineering information is so often obsolete before it is published!

It is possible that publishers of standards plan to put them on microfiche. If so, how soon?

Special Libraries has kindly consented to publish a letter from me. Perhaps a response from others who have solved the problem of providing good, up-to-date service at a minimum of cost will share their secrets.

I am sure many local, progressive communities providing good library service to their technical community have found a way to do this within a reasonable budget and know what is most important to their clientele. I hope they will be willing to pool their knowledge and experience through *Letters to the Editor*.

I am enclosing my check for a subscription with this letter so that I may look forward to seeing, I hope, some pointers with which to get started.

(Mrs.) Ruth B. Elsom
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EDITOR'S NOTE: Members of the Savannah Council for Technical Education include the local sections of the American Chemical Society, American Institute of Architects, American Society of Civil Engineers, American Society of Mechanical Engineers, Instrument Society of America, and ten other professional societies.

Taking Special Libraries for Granted?

I agree with the importance of special libraries in the national and international network of information centers, but I do not feel that these libraries were overlooked by the Commission or were slighted in the Report of the National Advisory Commission on Libraries (*Special Libraries* Dec 1968, p.800-801).

The editorial comments state that phrases such as "public agencies and private institutions and organizations" occur in the report, but that there is "no indication that special libraries exist in such organizations." However, we must keep in mind that this was a Commission on *Libraries*. If private organizations are mentioned in the Report the reader could be expected to take for granted that the library or information arm of these organizations is being discussed. The Commission could not possibly have been referring to, say, the advertising department, or the physical plant or the products development division of such organizations.

My guess is that the Commission was not guilty of slight or oversight, but that it, like almost all "outsiders," took special libraries for granted. The Report recognizes "the strength of diversity," and notes that "the

variety of . . . socially valuable functions determines the need for variety in kinds of libraries." The Advisory Commission seems to be recognizing the services of special libraries rather than their physical existence. This attitude may have developed because special libraries within organizations differ greatly as they accommodate themselves to the requirements of the situation.

Looking toward the future: What are our chances for getting SLA representation in the proposed Federal Institute of Library and Information Science? The responsibilities of the Institute as outlined (on page 831 of *Special Libraries*, Dec 1968) would certainly indicate the desirability of SLA participation in some form.*

Eleanor McCann
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* EDITOR'S NOTE: SLA President Herbert S. White has transmitted the Board's Resolution to the Secretary of HEW (see p.114 of the Feb 1969 issue of this journal).

For Improved Availability of Library Journals

If continuing education is as important for the library profession as the many projects and plans for it imply, why is one of the more obvious and simpler means of achieving it ignored? Why is it so difficult for the working librarian to see regularly an adequate selection of the current journals of library science?

A speaker at last summer's Conference on the Bibliographic Control of Library Science Literature reported that only a score of library science journals of the three or four hundred published around the world are the major source of citations in the literature. A regular reader of these twenty could keep himself abreast of developments in library matters more easily than by any other means—but how many librarians have regular access to even half that number? Perhaps all professional librarians working in large public or university libraries do (my own experience as a staff member in one large library makes me doubt the validity of that assumption), but certainly librarians in medium or small public, college, and special libraries do not.

Most professional librarians receive two or three journals through their professional memberships but dues are high, as are subscription

rates, and personal budgets have limits—therefore few of us get many library science journals personally. Almost all libraries include some professional journals in their subscription lists for staff use (usually the *Library Journal* plus some other titles of particular interest to the local professional situation)—perhaps as many as half a dozen titles if the budget is unusually generous. Such subscriptions will be for single copies to be shared by all the staff. Under these circumstances, a fortunate librarian will have some access to perhaps ten different journals. Where will he find the other twelve most-cited journals? Or where will his colleague in a less well-to-do library see the sixteen or eighteen titles he does not have access to? At one of the library schools' collections, perhaps—but for how many working librarians are such visits possible?

Interlibrary loan is an answer to a limited extent. One can get the particular article wanted (usually in photocopy, which reduces to zero the chance of a serendipitous find in the issue) but getting several issues for browsing is difficult under present interlibrary loan codes. Interlibrary loan is impossible for regular access to a title.

Even in an area as full of libraries as metropolitan Washington, it is cheaper and more satisfactory to send \$4.00 to Chicago to buy an issue of the *Bulletin of the Medical Library Association* than to try to borrow it locally. If I want to see what British colleagues are thinking about by scanning this year's issues of *ASLIB Proceedings*, I have to leave my library during working hours to travel ten miles or more to one of the library school libraries or to the Library of Congress. If physical access to the literature of the profession is this difficult in so well-endowed an area, can we believe librarians in areas where libraries are fewer and less well-equipped have easy access to professional literature?

Physical access to the literature would be easier if SLA Chapters created union lists of library science periodicals held by their members to encourage easier location of our literature. A Chapter Education Committee might even follow examples set by the medical and bar associations in the nineteenth century and set up a local circulation library of the journals of greatest value to Chapter members.

Library schools, as part of their program of encouraging alumni to continue growing professionally, might offer routing services of current journals at a small fee to interested alumni or other members of the profession

in their vicinity. One of the services to be initiated early by regional library networks should be one that makes major journals of library science available to the librarians of their network. None of these possible actions are expensive but each would help greatly in making our literature accessible.

Until the working professional librarian in any sized library can have convenient access to the most commonly cited journals of his profession, how can librarians call themselves professionals?

Paula M. Strain, Head Librarian
Booz, Allen Applied Research, Inc.
Bethesda, Md. 20014

Sauk Squawk

The *déjà vu* article on library technicians by Carl L. Steele (*Special Libraries*, Jan 1969) requires no comment since it is simply a rehash of the oft-repeated arguments for the library technology programs. The only piece of news it contains is that a Sauk Valley College library technology program has been added to the hundred or so "Sauk Valley" programs already in existence. As has been the practice of those who uncritically support these programs, Mr. Steele has failed to address himself

to any of the questions that have been raised by those of us who have expressed their concern about the ultimate effects on the library profession of the training of library technicians in the two-year-degree colleges.

I must, however, object to what can only be a deliberate distortion by Mr. Steele of my position and that of others who have expressed their doubts about these programs. He states that we are afraid professional librarians will be "put out of a job" by library technicians, and implies that we are motivated by fear of losing our jobs. This is clearly an effort to sidetrack the real issues and makes little sense in view of the shortage of qualified librarians which Mr. Steele himself documents. What some of us *have said* is that library technicians with limited two-year training, but with high-sounding degrees, will be hired, as they already are being hired, to fill positions which require fully-trained librarians. Surely it does not take much imagination to see that this is bound to be detrimental not only to the profession, but to the clientele that the insufficiently educated "librarian" serves.

Samuel Sass, Librarian
The William Stanley Library
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Social Responsibilities of Libraries

A group of librarians in New York City have formed the New York Librarians' Round Table on the Social Responsibilities of Libraries. The unit's aims are:

- To provide a forum on the major issues of our times—war and peace, race, inequality of opportunity and justice, civil rights, violence—and the responsibilities of libraries in relation to these issues.
- To examine current library programs on these issues.
- To propose activities which will increase understanding of these issues.
- To promote action toward resolution of attendant, critical problems.

Although the group is a pilot unit for a proposed Round Table in ALA, the New York group includes all types of librarians. As a first project the group has begun a se-

lected bibliography on decentralization and community control in the New York City Schools.

Following is a short summary of the actions taken by the Round Table from Oct 1968 to Jan 1969. These activities were accomplished without formal institutional backing or funds.

1) Weekly meetings were held at which plans for activities and the issues of decentralization and community control were discussed.

2) Groups outside the "library world", such as the Urban League and the Urban Coalition, were contacted for suggestions on activities and for support.

3) Bi-weekly bibliographies were prepared on the issue of decentralization. The items listed were limited mainly to material not readily available through indexes (including

hate literature); particularly relevant indexed items were included. Copies of the bibliography were distributed at a meeting of college education librarians in New York City and to Columbia University School of Library Service students. Copies were also mailed to various libraries and other interested organizations; for example, the United Federation of Teachers, the Commission on Human Rights, and interested parents' groups. The response was uniformly enthusiastic.

4) The unique materials listed in the bibliography were organized and are available through inter-library loan from Patricia Schuman, Library, New York City Community College, Brooklyn, N. Y. 11201.

5) The Round Table co-sponsored a discussion of decentralization and community control at Columbia's School of Library Service on Dec 10, 1968. Geraldine Clark, assistant director of the Bureau of Libraries, N. Y. City Board of Education, was the main speaker. Miss Clark expressed her personal views on the motivations which have led the black and Puerto Rican communities to insist upon the necessity of community control and the creative possibilities for librarians under this system.

6) A petition in support of community control was circulated by the Round Table at the New York Library Association convention and among several libraries in the New York city area. The petition, signed by 150 librarians, has been sent to John Doar, president of the New York City Board of Education.

The members of the New York Librarians' Round Table feel that they have grown professionally through their activities with respect to their roles as librarians in relation to the issues facing our society. Our contact with outside groups aided in our definition of the group and in our focus on meaningful actions that had been neglected by librarians within institutional frameworks. We hope that similar local groups will be formed around the country to deal with other issues of importance to their communities. A clearinghouse and a newsletter to convey information between local groups is being established. For further information contact Joan Marshall, Librarian, Brooklyn College, Brooklyn, New York.

Sanford Goin, Librarian
Holt, Rinehart and Winston, Inc.
New York 10017

Highway Safety

Thirty-eight librarians and information specialists from nineteen organizations with interests in highway or transportation safety literature met Jan 15, 1969 in Washington, D. C. Held as a formal session of the Information Review Sub-Committee of the Highway Research Board, National Academy of Sciences, the meeting was a development from one held last year by the Highway Safety Research Institute in Ann Arbor in which a similarly concerned group discussed mutual needs and activities.

A Steering Committee appointed at the January session met to arrange a three-day workshop/seminar in March. Cooperative arrangements, bibliographical standards, a newsletter to improve communications, and thesaurus problems are to be discussed. The Highway Safety Research Institute will

edit and distribute a directory compiled from questionnaires circulated at the Jan 15 meeting.

Two SLA members, Frank MacDougall (Community Development-Highway Traffic Library, Michigan State University) and Neil Van Allen (SASI, General Motors Corporation), were appointed to the five-member Steering Committee which is headed by Paul J. Larsen, Acting Director, Documentation Center, National Highway Safety Bureau, Department of Transportation.

If you wish to receive information on future meetings, please notify James O'Day, Highway Safety Research Institute, The University of Michigan, 3rd Floor, City Center Bldg., 220 E. Huron, Ann Arbor, Mich. 48108. Membership on the Highway Research Board is not a requirement for participation.

D. M. Munro, Librarian
Highway Safety Research Institute
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Library Technical Assistants—Definition & Criteria

"Criteria for Training Programs for Library Technical Assistants" is the title of a document prepared by the Interdivisional Committee on Training Programs for Supportive Library Staff (Library Education Division of ALA). The "Criteria" will be published in an early issue of the *ALA Bulletin*.

To alert SLA members who will be hiring—and are already hiring—Library Technical Assistants, the "Criteria" will also be published in the April issue of *Special Libraries*. A companion to the new document appeared in the *ALA Bulletin* (Apr 1968): "The Subprofessional or Technical Assistant—A Statement of Definition." For the information of the readers of this journal, who may not regularly see the *ALA Bulletin*, *Special Libraries* is pleased to reprint "A Statement of Definition."

The Subprofessional or Technical Assistant

A Statement of Definition

The following report, developed by the Interdivisional Ad Hoc Committee of the Library Education Division and the Library Administration Division, was approved by the executive boards of both divisions of the ALA Midwinter Meeting, January 1968. The report now represents official policy of both divisions.

The report proposes some basic definitions of the subprofessional or "technician" class of library employees and suggests sample classification specifications, including statements of typical duties. It is not meant to serve as a definite guide to position classification.

With the submittal of its report, the committee has asked to be discharged.

To implement the recommendations in the statement, the Library Education Division has appointed an Interdivisional Committee on Training Programs for Supportive Library Staff, which includes representatives from LED, the Association of Colleges and Research Libraries Junior College Libraries Section, the Library Administration Division, the Committee on Accreditation, with the director of the Office for Library Education an ex officio member. This committee is currently working on guidelines which will serve as 1) general guidance for those who are planning programs of training for supportive staff and 2) standards for evaluating existing programs in this area. A later phase of the committee's work will deal with more specific details of recommended content for such programs.

The Personnel Publications Committee of the Personnel Administration Section, Library Administration Division is studying ways in

which examples of currently used job descriptions and classification guides for professional, subprofessional, and nonprofessional library positions can be published and made generally available to libraries.

THIS committee was charged with the responsibility for preparing a statement of definitions of the subprofessional or technician class of library employees and developing classification specifications, including statements of typical duties to accompany the definitions.

An examination of library literature and unpublished materials on the subject of subprofessional classes of library employees showed continuous concern of the profession with the role of supporting staff of clerical and paraprofessional or subprofessional workers. Standards for school, college, public, and special libraries all specify personnel requirements for professional librarians, subprofessional, clerical, and custodial staff. The ratio of professional to nonprofessional staff varies.

Little constructive guidance appears in the literature for an agency desiring to employ subprofessional library staff. Duties and classification and qualification standards for employees under the professional level vary between areas and institutions. Local recruitment and training of this group is generally accepted. Recognition of need for development of additional levels of library service has been advanced by some authorities who advocate special training of nonprofessional staff to relieve the employing library of part of the in-service training and to improve competence of

the employees. Advocates of these additional types of library staff envision the professional librarian's duties as becoming more truly professional as qualified assistants assume greater responsibility for library procedures.

Names and categories for library employees supporting the staff of professionally educated librarians differ. For example, they are called clerks, assistants, aides, subprofessional, non-professional, or supporting staff. The following groups recur in many classification plans:

Pages—employees used principally for shelf work or moving books but often assigned some additional responsibilities of a clerical nature such as physical preparation of books.

Clerks or clerical staff—positions in which the common business practices are the primary duties even though in-service training may relate those practices to library situations. Many library systems have numerous levels of service in this category with promotional opportunities culminating in a position as administrative assistant.

Library assistant/aide/technician—usually trained on the job or in special library-sponsored classes to perform various duties from technical processing to circulation, public relations, and even some reference work of a directional or fact locating type. Grades or levels of positions in the nonprofessional classification may number six or more in large libraries or systems. Education and experience of applicants may qualify them for entry above the minimum salary for the class.

Student assistants—many schools, colleges, and universities are fortunate in having part-time employees whose knowledge, skills, and abilities enable them to perform many of the para-professional duties.

Excluded from the supporting staff for the purpose of this report are:

1. Librarians.
2. Subject, language, or other professional specialists. Personnel employed for duties in which their education or ability in a particular field is the prime requisite are often classified in special professional categories.
3. Trainees, that is, college graduates employed while obtaining professional education for library service. Appointments are usually for a limited period at the end of which the employee moves to the professional group or reverts to the nonprofessional status.

In line with generally recognized principles of position classification, this committee based its study on the following assumptions:

- The distinctions between professional librarian work and work closely allied to it but not in itself professional is often difficult and requires careful analysis based on knowledge of the occupation, upon recognized classification standards, and detailed position descriptions. Duties of the position are the basis for the classification. Among the differences that distinguish professional from nonprofessional work are that librarian positions primarily demand a knowledge of and background in the theories, principles, and objectives of library service and its functional specialties; analytical ability and capability to exercise judgment; an understanding of interrelationships between the library clientele or public, the institution or parent organization of the library, and other information sources; the capability to deal successfully with a variety of library administrative and management problems; ability to analyze and adapt to changing needs; awareness of research and developments in librarianship and related fields so as to evaluate and apply findings of such studies as appropriate. This knowledge is based on an educational background and knowledge in depth of one or more subjects acquired by college education and followed by graduate level training in library service at an accredited college or university.

- Many library activities may be organized so that specific tasks can be performed successfully by nonprofessional staff. Some librarian positions contain a high percentage of clerical duties as an integral part of a professional responsibility. Often these duties may be broken down into a series of steps which may be assigned to clerical or nonprofessional staff.

- Reorganization and restructuring of some librarian positions appears to be an essential step toward meeting the critical existing shortage of professional librarians and future requirements. A realignment of duties often can separate individual steps so that some components of a professional task with narrower responsibilities can be assigned to nonprofessional personnel. Such action should aid in recruitment of higher quality applicants and should result in more efficient and economical use of personnel.

- A recognized middle group of employees between the professional and clerical levels would help to solve some of the library manpower problems. The gap between clerical and professional staff is often too wide, leading to reluctance to reassign segments of professional responsibilities. A middle level staff competently trained could further relieve professional staff from performing routines, tech-

niques, and procedures not requiring full professional knowledge.

- Movement up the career ladder for non-professional staff would not permit crossover to professional positions unless the individual met the qualification standards for professional librarian. A supporting staff of library clerks and library technical assistants would progress in a separate career series as high as the work is available and their talents enable them to perform.

- The nonprofessional duties and responsibilities involve application of a variety of procedures and processes based on predetermined guidelines and precedents. They do not include application of full professional knowledge and ability for predicting effects of innovations or appraising the validity of changes on the basis of theoretical considerations.

- The proposed middle staff of library employees may be considered as falling within the clerical series particularly by libraries under a civil service plan that does not recognize other categories of nonprofessional staff for libraries.

Limits of the report

Analysis of the employment market and the needs of library management are given priority in this report. It projects the concept of trained supporting staff for professional librarians. The report does not necessarily reflect existing classifications or employment opportunities in all types of libraries. The roles of the library clerk and library technical assistant are conceived as a realistic partial solution to library manpower problems. Monetary return the employee may expect from the extra training in the current employment market is not a major consideration.

Other professions, such as teachers, social workers, doctors, and nurses, are confronted with similar problems—the educated specialists are spending too much time on routines at the expense of services. In order to improve conditions, supporting staffs are being developed.

Assessment of the role in library service of personnel with library courses as part of a program of formal education culminating in a baccalaureate degree was not within the purview of this committee. This fact does not preclude the use of such personnel in appropriate assignments.

Two categories proposed

Two levels of subprofessional or para-professional staff are proposed, to be associated in subsidiary or accessory capacity, namely library clerks and library technical assistants.

The term technician was discarded in view of the characteristics that have become associated with it in scientific fields. Assignments include nonprofessional or para-professional duties of limited scope. Performance of such work primarily requires skills peculiar to library work, such as knowledge of a circulation system, ability to perform simple cataloging and classification, to transcribe in bibliographic form, to use book lists, dictionaries, encyclopedias, and other elementary reference aids, to apply clearly established methods, skills, and procedures to the service needs of a library under the supervision of a librarian. Duties may be limited to one department or area of service. Skills and knowledge typically are gained through on-the-job experience or through specialized training courses. Large units of service may desire to develop grade levels within these two categories.

Excluded from library clerk or library technical assistant positions are:

1. Positions in which the clerical work is of a general office nature and can be filled by individuals with office-type specialized experience, e.g., secretary, personnel clerk, accounts maintenance clerk, file clerk.

2. Positions which require a full professional knowledge of librarianship and exercise of judgment based on a broad knowledge of books and other library resources, their intellectual organization, and their educational, informational, international, cultural, and scholarly use.

3. Positions involving specific but limited library techniques and functions when the work requires other professional, scientific, or specialized education in the subject matter. Artists, editors, and other professional specialists fall within this category as do positions for which language or subject competence are of primary importance.

Not clerical, not professional

The relative importance of the position of the library clerk or library technical assistant duties compared with the requirements for typing, stenographic, card punch operations, or other specialized clerical skills is the major consideration. When the primary requirements are for clerical skills, the position would be classified as a clerical job.

Modern management practices and mechanization of some library operations frequently make it possible to divide complex operations or functions into a series of simple tasks. This permits shift of parts of professional operations from a single professional librarian to one or more assistants who operate under direction of the librarian. Therefore actual duties must be analyzed as well as the supervision received and the knowledge and ability possessed by the employee. Consideration is also given to the recruitment sources, the career ladder, and the needs of management.

Library clerks and library technical assistants work under the supervision of a supervisory assistant or a librarian. They are typically proficient in one functional area or in limited phases of library service work. Generally they follow established methods and procedures which have been developed by librarians for the service needs of the particular library. The work requires a practical knowledge of library functions and services, familiarity with standard library tools, and the ability to apply the methods and procedures of the particular library.

Library clerk

DEFINITION. A library clerk performs duties involving simple tasks related to typical library goals and functions but limited to strict adherence to specific routines and procedures. Work is under close supervision of a librarian or library technical assistant.

SCOPE OF ASSIGNMENTS. Duties typically include repetitive clerical or manual library routines or application of procedures within specific guidelines. Instructions are readily memorized or set forth in a staff or operating manual. Examples are: work at a circulation desk, such as routines of charging, discharging or renewing materials, registration of readers, reserving books, overdues; searching shelves and arranging materials; physical preparation and minor mending of books and other materials; ordering printed cards; preparation of orders for library materials, typing catalog cards, etc., in accordance with standing instructions. Some positions may call for related duties such as care of audiovisual materials and text collections, use of duplicating, flexowriter and other machines, maintaining records for periodicals, preparation for bindery, simple directional and factual information about library services or materials. In a small library, assignment may cover a variety of duties of limited complexity.

PERSONAL CONTACTS. Such activity is required in some positions not only with other

employees but the library's clientele and business associates. At the library clerk level, public contacts are usually of a relatively factual or directional nature. Departures from established procedures are referred to higher authority.

LEVEL OF RESPONSIBILITY. It is usually limited to routine work which is spot checked. More difficult assignments are subject to close review. Consequences of error are not long lasting except when public relations are involved. Prior clearance is obtained from supervisor on matters concerning judgment or change from established patterns.

The library clerk does not normally supervise other employees. On a large staff, he may be responsible for lower grade clerical staff.

QUALIFICATION STANDARDS PROPOSED. One must be a high school graduate or above with a knowledge of office practices, including typing, and, through experience on a clerical staff of a library or special vocational training. One must be oriented to the library program, practices, terminology and have developed skills in specific library routines and procedures pertinent to this level of assignment. Positions in which the library clerk has contact with the public require tact, courtesy, poise, and alertness plus judgment sufficient to carry on public contacts of a relatively factual or directional nature.

EXAMPLES OF ASSIGNMENTS. Illustrative of duties but not all inclusive are the following:

1. In a small library of any type and particularly in a school library, the library clerk may assist in library routines such as acquisition, mechanical preparation, and circulation of instructional materials and equipment; care of shelves and files; direct users to the location of library materials. Examples of specific duties related to acquisition and mechanical preparation of materials include searching for simple trade bibliographic data, maintaining checklists of magazines, opening and collating new books, adding marks of ownership, preparing pamphlets and clippings for files, and special library filing. In connection with circulation, he assists at the charging desk, sorts and files book cards, cards or slips other materials, counts and records circulation statistics, compiles statistical data, and issues overdue notices. He also gives assistance in shelving books and other materials, is responsible for the order and appearance of shelves and files, shifts materials as required, and assists with inventory records. In a small library employing only one assistant, secretarial duties

Definition & Criteria

relating to library business may be assigned. The library clerk works under direct supervision of a librarian or library technical assistant.

2. In a larger library having separate departments, as in a school, college or university, special, or public library, typical assignments for a library clerk are:

- In the circulation department: registers library borrowers; explains lending rules, arrangement and resources of library; assists readers in locating specific books; checks out library materials to patrons; sorts and files charge records; issues overdue notices; counts and records circulation statistics; receives and records fine money; performs assigned shelf reading and assists in inventory. The work is performed under the direction of a library technical assistant or other head of department.

- In a technical services department: follows established routines in sorting, alphabetizing, or arranging catalog and shelf-list cards. Checks catalog cards with entries under personal names. Performs clerical preparation of catalog and shelf-list cards. Sorts, alphabetizes, and stamps cards for withdrawal processes.

- In a technical processing department: prepares a variety of library materials presorted by the supervisor, applying procedures and instructions pertinent to the piece in hand (books, pamphlets, music, recordings, films, microfilms, etc.). For example: processing with book cards, pockets, stamps, and appropriate markings, new acquisitions, reinstatements, reclassified titles, transfers, and rebound materials for reference and circulation use; preparing binder's slips; mending; lettering with machine or stylus; and maintaining reconditioning records and other files. Using knowledge of formats and bindings, he makes a preliminary separation of books to be reconditioned; prepares books for contract binding; receives books bound on contract; checks against bindery invoices; and processes.

- In a serial records section: maintains records of serial publications, identifies serial publications and posts receipt of issue to proper record, routes copies in accordance with standardized distribution lists, distributes extra copies, determines whether issues are missing and, if so, follows established procedures for submitting claims. Matters concerning se-

rials which are difficult to identify, for example because of a change in issuing organization, distribution channels, numbering sequence, unusual titling patterns, foreign language publications, etc., are referred to the supervisor.

Library technical assistant

DEFINITION. Library technical assistant duties are based on skills required by the library clerk, but, in addition, a proficiency developed in one or more functional areas or in certain limited phases of library service is required. Library technical assistants will generally follow established procedures which have been developed by librarians. They work under the supervision of a librarian and may supervise and direct library clerks or clerical staff. In a closely coordinated library system, a library technical assistant may be responsible for a service unit.

In this category, there may be personnel with additional qualifications such as college credits or some courses in library service whose educational background qualifies them for more independent responsibility for limited aspects of library services.

SCOPE OF ASSIGNMENTS. Typical duties include supervision of library clerk or clerical staff in performance of duties in the area of assignment. He may perform specialized library clerical duties, such as descriptive cataloging, interlibrary loan or acquisitions work, help readers in using catalog, locate simple bibliographic information, answer directional questions, be in charge of department, such as circulation or reserve collection. He uses independent judgment and makes decisions within guidelines but consults with librarian or supervisor on unusual problems and works under general supervision of librarian.

PERSONAL CONTACTS. Many positions require supervision of other employees and a work relationship with the library's clientele and business associates. Public contacts are usually important to the assignment. The degree of authority is limited to adherence to established library policies.

LEVEL OF RESPONSIBILITY. He deals with a wide variety of situations including frequent public and personal contacts and relies to a large extent on staff manuals or established policies, frequently requesting advice of his supervisor. Independent actions or decisions are subject to review. Errors in judgment may injure the staff and public relations or delay program development.

QUALIFICATION STANDARDS PROPOSED. High school graduation with progressively respon-

sible successful experience as library clerk that has led to proficiency in one or more of the functional areas; or two years of appropriate formal post secondary school courses to provide background in library services, techniques and procedures, and, if required for particular positions, business training in accounting, office management and personnel supervision, operation and maintenance of instructional materials and equipment, or automated data processing equipment, graphic arts skills, and so forth.

Personal qualifications include discretion, judgment, initiative, interest and aptitude for library work, ability to understand and follow written and oral directions, friendly and effective manner, and ability to supervise others.

EXAMPLES OF ASSIGNMENTS. Illustrative of duties but not all inclusive are the following:

1. In a school library, the duties and responsibilities of the library technical assistant are related to the size of the library staff, the library program, and the services provided to the school. They may include assistance in training and review of the work of the library clerk and student aides and coordination of work of parent volunteers. Under direction of a librarian, he may supervise circulation desk work, file and revise catalog cards, cross references, add new serials; plan and prepare displays; check bibliographies for required information; assist in preparation of lists of instructional materials on specific subjects, prepare orders for library materials; prepare statistics; accept responsibility for additions to and upkeep of clipping, pamphlet, and other files of special materials; assistance in preparation and utilization of instructional materials. He may employ skills necessary for operation and maintenance of instructional equipment and schedule and record loans.

2. In a public, college, university, or special library, duties vary depending upon the size and departmentalization of the library. For example, in a small library organization, the library technical assistant is delegated responsibility for many of the clerical and business operations under the supervision of the librarian and for direct supervision in many instances over the work of clerical and part-time help.

3. In a larger library organization, the library technical assistant may be in charge of a service, such as circulation with responsibility for supervision and training of pages and clerical staff. Depending upon the department to

which assigned, he may perform or be responsible for a variety of duties, such as informational desk service, preparation of work and time schedules, supervision of clipping, picture, and other files.

Recommendations

Greater use of a middle-level service of library employees between clerical and professional is recommended in view of demands for library service and growth of library activities. In view of the present and anticipated employment market, it is essential to assign the limited number of professional librarians only to duties that require full professional education. It is recommended that two levels of service be recognized between clerical and professional staff—1) library clerk and 2) library technical assistant. Classification standards for these levels and typical duties are proposed for consideration. Grades within the two series would be established as required, and either or both types employed as appropriate for the level of work assigned.

In terms of modern management practice and for maximum use of professionally qualified librarians, some pre-employment training of staff below professional level is desirable. The in-service training in individual libraries of this work force estimated at requiring over 145,000 additional personnel in the next ten years is neither economical nor feasible except by large libraries or library systems. Furthermore, with mobility of population, a standardized preparation of supporting staff would enhance employment prospects of the individual and aid the employing agency. Screening of prospective applicants and orientation in library goals and methodology of such a middle-level library staff is practical through vocational and junior college training programs. Projects of this nature may obtain financial assistance under federal government legislation.

It is recommended that the Library Education Division and Library Administration Division recognize the value of training for library clerks and library technical assistants and develop curricula and standards for such training to strengthen existing and planned programs.

TERESA J. DOHERTY
MARY LEONE HUBER
REV. JAMES J. KORTENDICK
DOROTHY F. DEININGER, Chairman

Institutes for Training in Librarianship

SUMMER 1969 AND ACADEMIC YEAR 1969/1970

Robert Klassen

Division of Library Programs, U.S. Office of Education, Washington, D. C. 20202

THROUGH the Education Committee of the Special Libraries Association and individual efforts of SLA members, various continuing education programs have been promoted and supported. Another effective means of meeting the continuing education needs of special librarians and information science personnel are institutes funded by the Federal Government.

During the Summer of 1969 and the Academic Year 1969/1970, 92 institutes offering intensive training to persons serving all types of libraries will be funded under the *Higher Education Act of 1965, Title II-B*, by the Division of Library Programs of the Bureau of Adult, Vocational, and Library Programs in the U.S. Office of Education. Twenty-eight HEA Institutes meeting some of the needs of special librarians and information personnel are listed below. The other institutes are specially limited to library personnel in other types of libraries.

Each entry includes the name and location of the institutions offering the institute, the inclusive dates, the director, the number of allocated participants, and the level of general eligibility requirements. Only persons engaged in librarianship now or in the past are eligible. Symbols for levels of eligibility requirements are as follows:

A Baccalaureate degree

B Baccalaureate degree and 15 hours of library science courses

C Fifth year of study leading to master's degree in library science or equivalent

The eligibility requirements listed are general. Interested persons should write the director of the institute to obtain specific admission requirements. Participants are eligible to receive a stipend of \$75 per week for the period of attendance plus an allowance of \$15 per week for each dependent. Stipend and dependency allowance will be prorated for persons attending non-continuous institutes. Further information and application forms should be obtained from the director of the institute.

California

1. IMMACULATE HEART COLLEGE, Los Angeles, California 90027.

Interpersonal Relations in Libraries.

Nov 17-21, 1969 Sister Lucille Whalen

An Institute on Interpersonal Relations for Librarians . . . [to] provide an opportunity, through group experience, for librarians to develop an understanding

of problems which arise in their working relationships. **(25/C)**

2. UNIVERSITY OF CALIFORNIA, BERKELEY, Berkeley, California 94720.

Law Librarianship.

Jul 7-Aug 1, 1969

Dan Henke

The Law Librarianship Institute is designed to meet the educational and informational needs of librarians in the smaller law libraries, including local government units, bar associations, law firms and corporate legal departments . . . [and of] those persons [recently] graduating from approved schools of librarianship. . . . **(25/B)**

Mr. Klassen is *Special Libraries Specialist, Library Planning and Development Branch, Division of Library Programs, U.S. Office of Education, Washington, D. C. 20202.*

3. UNIVERSITY OF CALIFORNIA, BERKELEY, Berkeley, California 94720.

Application of Reprographic Technology.

Aug 4-29, 1969 Raynard Swank

The . . . institute is designed to provide . . . information [on] and examples of current reprographic methods, processes and equipment, and of various types and uses of microform. (30/C)

4. UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, California 90007.

Education and Training of Information Science Personnel.

Dates to be announced (30 days) Martha Boaz

. . . Intensive course in . . . information science . . . to enable [participants] . . . to apply information science techniques, including automation, data processing, and information retrieval in libraries (40/C)

Colorado

5. UNIVERSITY OF COLORADO, Boulder, Colorado 80304.

Service for Public Patrons between Libraries.

Oct 13-17, 1969 Virginia Boucher

An institute designed to up-grade skills . . . [of] participants currently employed in interlibrary service. (60/A)

6. UNIVERSITY OF DENVER, Denver, Colorado 80210.

Library Systems Analysis and Design.

Jul 22-Aug 10, 1969 Margaret Goggin

The institute is . . . to teach the principles of library systems analysis and design . . . to professional librarians in middle management positions. (35/C)

Georgia

7. EMORY UNIVERSITY, Atlanta, Georgia 30322.

Government Publications.

Aug 3-15, 1969 Venable Lawson

This institute is designed to . . . provide intensive study of the methods of acquisition, organization, management, relevant services, and informal use of . . . government publications. (25/C)

8. EMORY UNIVERSITY, Atlanta, Georgia 30322.

Operation of Education Information Service Centers.

Aug 17-22, 1969 Venable Lawson

The institute is intended to introduce participants to the basic techniques found useful by libraries and information centers in handling of problems which are of interest to educational service centers. (25/C)

Illinois

9. ROSARY COLLEGE, River Forest, Illinois 60305.

Reclassification of Libraries.

Sep 16-Dec 12, 1969 (non-continuous—12 days in all)

Sister Girolama McCusker

The program will consider the basic characteristics of Library of Congress and Dewey classifications . . . [and] the practicality of converting or not converting. . . . (40/A)

Kentucky

10. UNIVERSITY OF KENTUCKY, Lexington, Kentucky 40506.

Upgrading Knowledge and Skills of Regional and Statewide Library Periodical Editors.

Sep 7-12, 1969 George Bobinski

The institute is designed to upgrade the competencies of editors [of regional and state-wide library journals through the discussion of] . . . common objectives and problems. (30/C)

Louisiana

11. LOUISIANA POLYTECHNIC INSTITUTE, Ruston, Louisiana 71270.
Planning and Implementing Library Automation Programs.
Jun 14-27, 1970 S. A. Dyson

The program will [involve the] study of computer theory, [as well as the] . . . planning and implementing of library automation programs for practicing librarians in charge of library automation. (20/C)

12. LOUISIANA STATE UNIVERSITY, Baton Rouge, Louisiana 70803.
Concept of Systems of Libraries.
Oct 27-31, 1969 Shirley Stephenson

The program is designed . . . to explore in general the systems concept . . . to consider how this concept can be embodied in a plan for library development in Louisiana, and to develop guidelines for a state plan for Louisiana libraries. (100/C)

Maryland

13. UNIVERSITY OF MARYLAND, College Park, Maryland 20742.
Middle Management in the Library.
Jun 8-14, 1969 James Liesener

The institute . . . is directed toward professional library staff concerned with middle-level managerial responsibilities, and is intended to promote both a conceptual understanding of middle managerial roles as well as the development of approaches to the performance of these roles. (40/C)

14. UNIVERSITY OF MARYLAND, College Park, Maryland 20742.
Changing Frontiers in Librarianship.
Aug 10-15, 1969 Gilda Nimer

The institute is designed to make a conscious assessment of the aspects of the culture which are significant for librarianship, and to synthesize them, and cast them into perspective. . . . It will focus on larger issues rather than techniques and proficiencies. . . . The assessment then becomes a background for creative thinking on new library organization and roles. (20/C)

Michigan

15. UNIVERSITY OF MICHIGAN, Ann Arbor, Michigan 48104.
Library Services for the Non-Institutionalized Handicapped.
Jul 13-18, 1969 John McCrossan

This institute will explore the problem of introducing library services to non-institutionalized handicapped children and adults who are unable to make normal use of library materials. . . . (35/C)

New Mexico

16. NEW MEXICO STATE UNIVERSITY, Las Cruces, New Mexico 88001.
Establishment of Local Educational Information Centers.
Jul 13-19, 1969 Everett Edington

An institute to train persons in the establishment and operation of local education information centers. (30/A)

New York

17. ST. JOHN'S UNIVERSITY, Jamaica, New York 11432.
Labor Relations in Librarianship.
Jun 10-20, 1969 Milton Byam

An institute designed to present infor-

mation on labor relations in libraries so that library administrators may be appropriately acquainted with the skills required in this . . . area of personnel relations. (50/C)

18. SYRACUSE UNIVERSITY, Syracuse, New York 13210.

Effective Use of Chemical and Biological Literature.

Jun 9-13, 1969 Robert Bottle

The institute is designed so that participants would discuss the major tools and problems [of chemical and biological literature] with practicing scientists and/or literature specialists. . . . (30/A)

Ohio

19. KENT STATE UNIVERSITY, Kent, Ohio 44240.

Administration of Music Libraries.

Aug 7-29, 1969 Mary K. Biagini

The institute . . . is intended to offer a concentrated experience in continuing education for persons who administer music libraries. (25/C)

20. MIAMI UNIVERSITY, Oxford, Ohio 45056.

General Principles of Management.

Jul 13-19, 1969 Robert Myers

Sep 7-13, 1969 Robert Myers

The institute is designed to provide directors, administrators, and other key executives from all types of libraries . . . [with] sound fundamentals of general management. (30/C, each session)

21. OHIO STATE UNIVERSITY, Columbus, Ohio 43210.

Quantitative Methods in Librarianship.

Aug 3-16, 1969 Irene Braden

The objectives of the institute include producing in a group of library adminis-

trators, library science faculty and research personnel an awareness of new developments in the use of quantitative data and developing administrative and research competence through a better knowledge of statistical methodologies. (30/C)

Oklahoma

22. CENTRAL STATE COLLEGE, Edmond, Oklahoma 73034.

Institutional Librarianship—Analysis and Challenge.

Jun 9-20, 1969 Annetta Clark

The institute is designed to bring about discussion of existing problems and to provide for a stimulating exchange of information [on institutional libraries]. (30/A)

Oregon

23. UNIVERSITY OF OREGON, Eugene, Oregon 97403.

Archival Works in All Types of Libraries.

Sep 21, 1969-Aug 14, 1970

LeRoy Merritt

A year-long program designed for the education of archivists based on a substantial core of librarianship. (20/A)

Pennsylvania

24. UNIVERSITY OF PITTSBURGH, Pittsburgh, Pennsylvania 15213.

Organizing and Administering Resident Libraries in State Institutions.

Aug 4-15, 1969 Frank Sessa

The institute is directed specifically toward non-librarians who . . . will . . . operate libraries for residents in state institutions. They will be introduced to the selection of book and nonbook materials, the "weeding" of collections, the handling of gifts and donations. . . . (40/A)

Tennessee

25. GEORGE PEABODY COLLEGE FOR TEACHERS, Nashville, Tennessee 37203.
Interlibrary and Interagency Cooperation.
Oct 27-31, 1969 *Wiley J. Williams*

The institute is designed to bring administrators with experience . . . to inform [them] . . . of important federal legislation involving interlibrary and interagency cooperation . . . [and to study] the concept, rationale and techniques of cooperation. (30/C)

Texas

26. NORTH TEXAS STATE UNIVERSITY, Denton, Texas 76203.
Music Librarianship.
Jun 2-Jul 12, 1969 *Vernon Martin*

The institute is designed to provide an opportunity to study library practices [in music librarianship]. (24/A)

Utah

27. UTAH STATE UNIVERSITY, Provo, Utah 84601.
Library Service for the Blind and Physically Handicapped.
Jul 7-17, 1969 *Marden Broadbent*

The institute is designed to offer intensive training in "library services for the physically handicapped" to public and institutional librarians who are or plan to offer such service. (40/C)

Wisconsin

28. UNIVERSITY OF WISCONSIN, Madison, Wisconsin 53706.
Film and the Library.
Jul 21-Aug 1, 1969 *Helen Lyman*

The general purpose of the institute . . . is to provide an opportunity for advanced study of film as a communication medium and its contribution to the library and media center programs. (50/C)



FRANCIS J. RUTH joined SLA's Publications Department in late December. As Publications Assistant, Mr. Ruth succeeds Elaine C. Harris who moved to upstate New York after her wedding.

Mr. Ruth taught English literature and composition and Greek literature and language for three years at Xavier High School in Manhattan. While teaching at Xavier, he also directed the staff of the student literary magazine. In two of the three years, the publication was awarded the Medalist rating, the highest annual award presented by the Scholastic Press Association (Columbia University).

Mr. Ruth graduated from Fordham University in 1963 with a Bachelor of Arts degree. He earned the Licentiate degree in philosophy in 1964 and has additional extensive graduate studies at Fordham in classical languages and literature.

COMING EVENTS

Mar 20–21. Connecticut Library Association, 78th Annual Conference, at the Hartford Hilton, Hartford, Conn. . . . in conjunction with SLA's Connecticut Valley Chapter and the Connecticut School Library Association.

Mar 20–21. Information Industry Association will hold its first national meeting at the Americana Hotel, N. Y. Write: Paul Zurkowski, executive secretary, IIA, 1025 15th St. N.W., Washington, D. C. 20005.

Mar 31–Apr 1. Management Seminar for Librarians at The Management Center, Virginia Commonwealth University, Richmond, Va. 23220 . . . co-sponsored by SLA's Virginia Chapter and the Richmond Area Special Libraries Club. Registration fee \$40 to The Management Center.

Apr 11. Information Technology—The Tool of Communications; a graphic arts seminar at the University of Illinois's Circle Campus, Chicago. Sponsored by the Chicago, Rock Valley and St. Joseph Valley chapters of the Society of Technical Writers and Publishers. Write: Chicago Chapter, STWP, 601 N. Fairbanks Court, Chicago 60611.

Apr 13–18. Division of Chemical Literature, American Chemical Society in Minneapolis. Symposia on primary journals and on the computerized information center in the university environment.

Apr 20–26. National Library Week. Address orders for NLW materials to NLW, One Park Ave., N. Y. 10003.



Jun 1–5. SLA 60th Annual Conference at the Queen Elizabeth Hotel, Montreal. Theme: *Information Across Borders*. Conference chairman: Miriam Tees, The Royal Bank of Canada, P.O. Box 6001, Montreal 3, P. Q.



Jun 6–Aug 9, 1969. Archival Management for Librarians: Principles and Methodology . . . two four-week summer session courses at the University of Illinois to be taught by Frank B. Evans, Deputy Assistant Archivist for Presidential Libraries, and David C. Maslyn, Manuscripts Department, Yale University Library. Apply: Graduate School of Library Science, University of Illinois, Urbana 61801.

Jun 7–13. Canadian Library Association (CLA/ACB), 24th Annual Conference. Arts and Culture Centre, St. John's, Newfoundland. For information: CLA, 63 Sparks St., Ottawa 4, Canada.

Jul 20–25. American Association of Colleges of Pharmacy, Pharmacy College Library Meeting . . . in Cincinnati. Write: Dolores Nemeč, School of Pharmacy, University of Wisconsin, Madison 53796.

Jul 13–15. Church and Synagogue Library Association, Second Annual Conference . . . at the Shoreham Hotel, Washington, D. C. Conference program chairman: Joyce L. White, Peniman Library, University of Pennsylvania, 34th & Walnut Sts., Philadelphia.

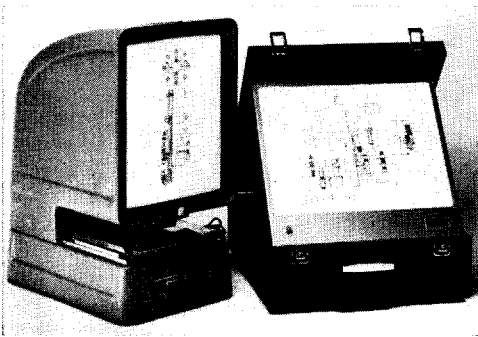
Jul 27–Aug 22. Eighth Annual Institute of Archival Studies . . . sponsored by the University of Denver's Graduate School of Librarianship and the Department of History. Write: Prof. Dolores C. Renze, Director, Institute of Archival Studies, 1530 Sherman St., Denver 80203.

Aug 4–6. Deterioration and Preservation of Library Materials, 34th Annual Conference of the Graduate Library School, University of Chicago. For information write to the library school at 1116 E. 59th St., Chicago 60637.

Aug 25–29. Library Association of Australia, 15th Biennial Conference in Adelaide, South Australia. Theme: *Challenge and Response*. Address: Mr. A. L. Ketley, The Organizing Secretary, LAA Conference Committee, P.O. Box 32, Rundle St. Post Office, Adelaide, South Australia 5000.

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Two microform reader units that permit clear large image viewing in lighted rooms were announced by Graflex. The Micro-Reader model fits into a convenient carrying case (total weight 12 lb.); it is especially designed for 35mm aperture cards (\$99.50). The Microfiche Desk Top Reader accommodates all positive and negative fiche sizes up to 4 x 6 inches (\$129.50). Write: Graflex, Inc., Rochester, N. Y. 14603.

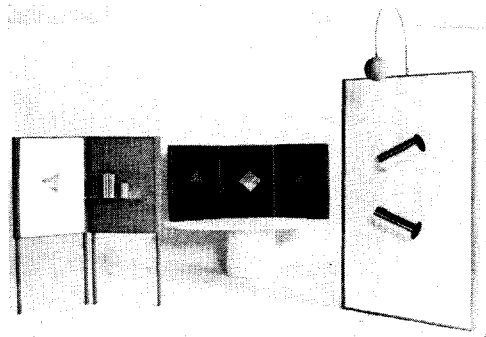


Solid state electronic circuitry is used in a new system to cut down unauthorized removal of library materials. When books protected by Checkpoint® are carried past the Checkpoint without being properly checked out, an alarm sounds and a turnstile or door locks. Installations include the Yale University Medical Library and Columbia University's Engineering Library. Write: Checkpoint Systems, Logistics Industries Corporation, Barrington, N. J. 08007.



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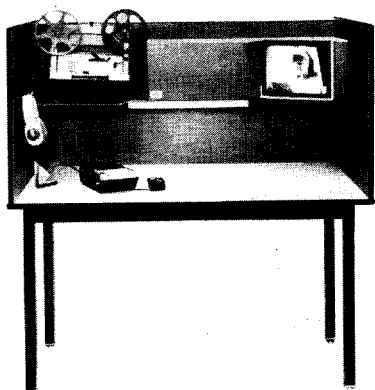
Large type (18-point) has been used for the first large-print edition of the G. & C. Merriam Webster's Seventh New Collegiate Dictionary. Each dictionary consists of four volumes and includes all of the text and illustrations of the original. The original is printed in 6-point type. The large-print edition is published in Los Angeles by the Library Reproduction Service of the Microfilm Company of California. For compactness and strength the publisher used 40-pound lightweight offset paper made by Olin's Ecusta Paper Division.

The new **Color Key Guides** to the book collection of the Oklahoma Department of Libraries clearly show the location of the classes and collections. (Mrs. Doris Gatlin, Information Representative, 109 State Capitol, Oklahoma City 73105.)

Fast drying non-skid abrasive liquid can be applied to practically any clean, dry, non-oily surface. Coated areas can be walked on within three hours after application; average life is five years depending on the amount of traffic. **Epoxo** is available in six colors. For information: Epoxo Coating Division, Falcon Safety Products, Inc., 203 Stern Ave., Springfield, N. J. 07081.

A **repeating aperture card duplicator** produces up to 99 copies in a single setting. Automatic feed of master cards from a hopper allows reproduction of cards at a rate of up to 750 per hour. For new Data Bulletin #120, write: Kleer-Vu Industries, Inc., 386 Park Ave. South, N. Y. 10016.

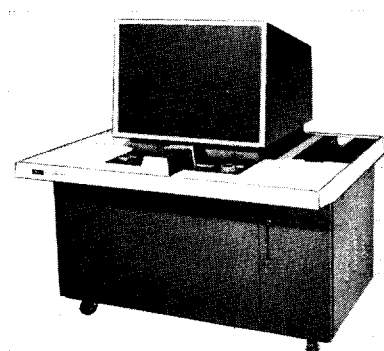
A **self-paced audiovisual instruction unit** has been introduced. The ensemble, called the **Howe T/E System**, consists of an individual study carrel, a Kodak MFS-8 projector and a cassette tape player. The ensemble can be used for business and vocational instruction as well as in high schools and colleges. For detailed study of the film the projector can be switched from motion to single frame viewing. Contact: Howe Folding Furniture, Inc., 360 Lexington Ave., N. Y. 10017.



A new stacking chair features a **fold-back tablet arm**. The chair stacks six high for easy storage. Like other chairs in the Steelcase "First Chair" series, the new stacker has a suspended sling seat and curved back of poly-propylene plastic that flexes like a cushion under weight. Plastic glides permit easy movement of the chairs on tile floors. For additional information about the 1278-TAM chair, write: Steelcase, 1120 36th St., S.E., Grand Rapids, Mich.

RCA has introduced four laser systems. Visible continuous-wave or pulsed argon lasers are intended for hologram readout and information recording. The visible krypton laser makes possible full-color printing and readout for holography, military command rooms and advertising displays. Prices range from \$600 to \$19,500.

A **one-touch automatic reader-printer** that enables projection of microforms in enlarged sizes uses a wet process electrostatic printing method. The Ricoh Reader-Printer Model 600 accepts standard aperture cards, and 35mm roll and strip film. In addition to opaque copies, transparent copies can be produced by use of an adapter. Contact: Ricoh Company Ltd., 500 Fifth Ave., N. Y. 10036.



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PUBS

CURRENT TOPICS

The Great Ideas Today 1968. Chicago, Encyclopædia Britannica, 1968. 538p. \$10. (Britannica Great Bks.) (Trade Distributor Frederick A. Praeger).

Museums and Education. Eric Larrabee, ed. Washington, D. C., Smithsonian Inst. Press, 1968. vii, 255p. \$6.50. (Distributed by Random House, N. Y.)

Power, Poverty, and Urban Policy. Warner Bloomberg, Jr., and Henry J. Schmandt, eds. Beverly Hills, Calif., Sage Publications, 1968. 604p. \$20. (Urban Affairs Annual Reviews, v.2)

DICTIONARIES & ENCYCLOPEDIAS

A Dictionary of Electronic Terms, Concise Definitions of Words Used in Radio, Television and Electronics, 8th ed. Robert E. Beam, ed. Chicago, Allied Radio, 1968. pap. \$1.

The Explicator Cyclopedia. v. II, Traditional Poetry: Medieval to Late Victorian. Charles Child Walcutt and J. Edwin Whitesell, eds. Chicago, Quadrangle Bks., 1968. ix, 387p. \$10.

The Explicator Cyclopedia. v. III, Prose. Charles Child Walcutt and J. Edwin Whitesell, eds. Chicago, Quadrangle Bks., 1968. vii, 181p. \$10.

Glossary of Russian Abbreviations and Acronyms, compiled by the Aerospace Technology Division, Reference Department. Washington, D. C., Libr. of Congress, 1967. x, 806p. pap. \$4.75, domestic; \$5.95, foreign. (Available from Supt. Doc.)

Inglés Técnico. Luis Coromina. Cordoba, Argentina, L. Coromina, Chaco 854, 1968. pap. \$12. (An English-Spanish technical handbook specializing in tools and machine tools)

DIRECTORIES

American Men of Science, a Biographical Directory, 11th ed. The Social & Behavioral Sciences, A-K. Jacques Cattell Press, ed. New York, R. R. Bowker, 1968. x, 893p. \$25, U.S. & Canada, \$27.50, elsewhere.

American Men of Science, a Biographical Directory, 11th ed. The Social & Behavioral Sciences, L-Z. Jacques Cattell Press, ed. New York, R. R. Bowker, 1968. x, 895-1793p. \$25, U.S. & Canada, \$27.50, elsewhere.

The Libraries, Museums and Art Galleries Year Book 1968. Edmund V. Corbett, ed. London, James Clarke & Co.; New York, R. R. Bowker, 1968. 627p. \$12.65. (Distributed in U.S. & Canada by Bowker).

National Directory of Adult and Continuing Education: A Guide to Programs, Materials, and Services. Steven E. Goodman. Rochester, N. Y., Education & Training Associates, P.O. Box 9894, Southtown Station, 1968. x, 285p. pap. \$10.

Washington '68. Cary T. Grayson, Jr., ed. Washington, D. C., Potomac Bks, 1968. x, 529p. \$16.50, hard cover; \$12.50, flexible soft cover.

World Who's Who in Science, a Biographical Dictionary of Notable Scientists from Antiquity to the Present. Allen G. Debus, Ronald S. Calinger and Edward J. Collins, eds. Chicago. Marquis-Who's Who, 1968. xvi, 1855p. (Component volume of The Marquis Biographical Library)

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WORLD MEETINGS must form a part of the ready reference collection of every good scientific and technical library

The World Meetings publications—World Meetings . . . United States and Canada and World Meetings . . . Outside U.S.A. and Canada—are the definitive references to meetings and their literature. They supply information in depth on future meetings of interest to the scientific, medical, and engineering communities throughout the world. These journals are completely revised and cumulated each quarter and represent the most complete and accurate archive of information on meetings available.

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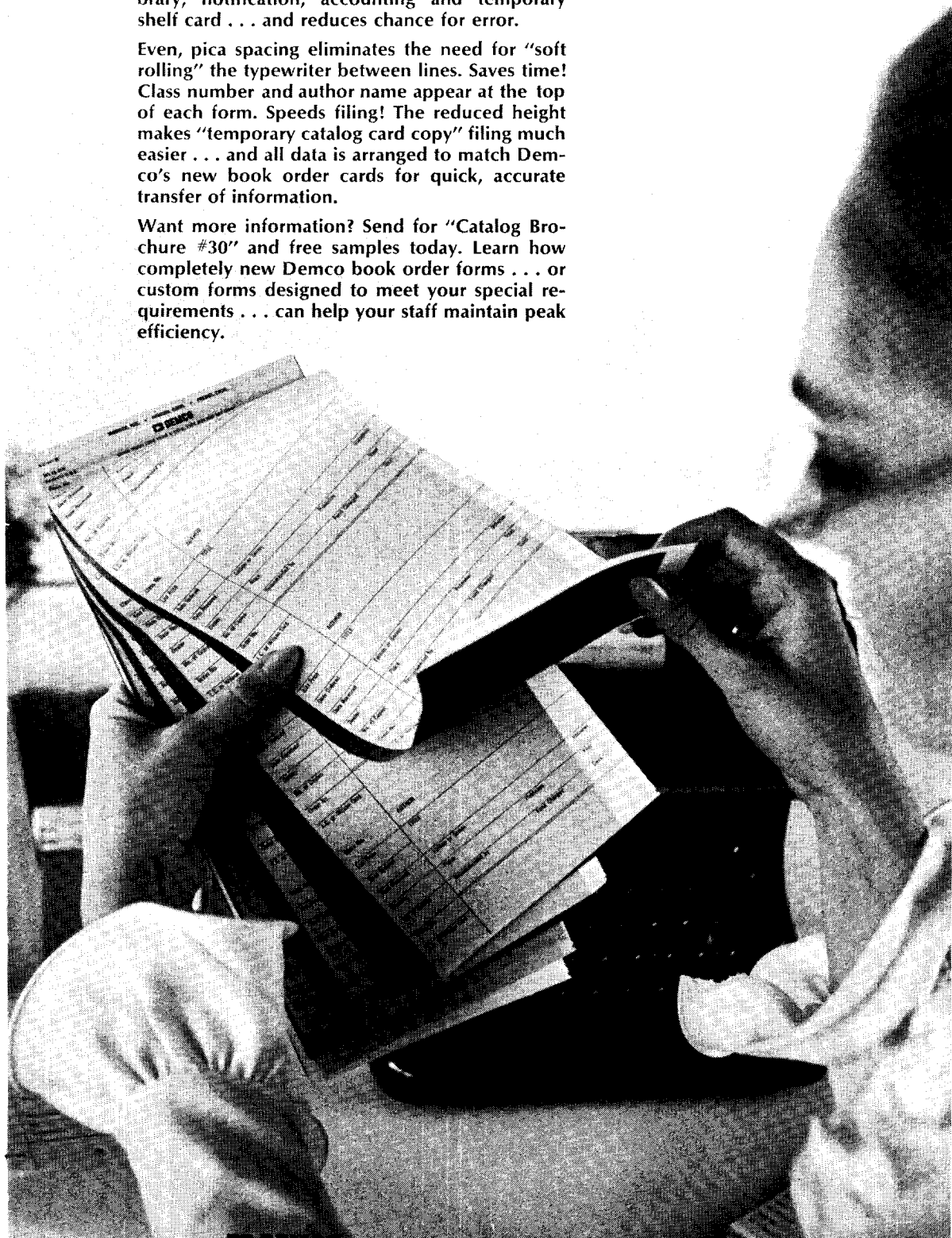
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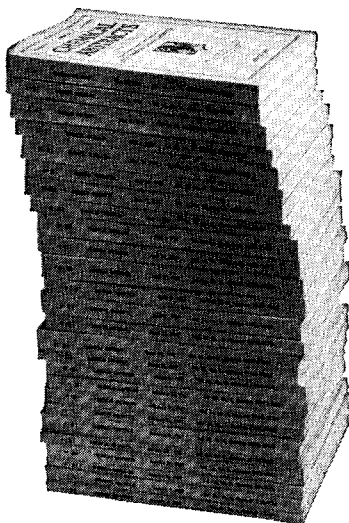
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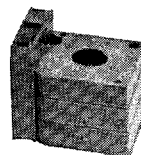


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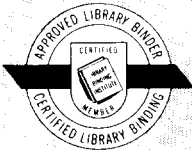
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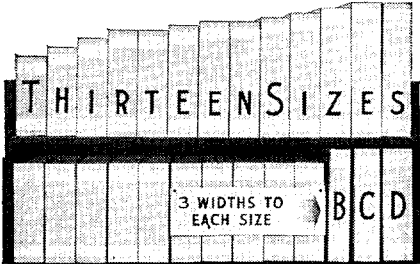
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