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## Special Libraries, September 1970

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# *special libraries*

*September 1970, vol. 61, no. 7*

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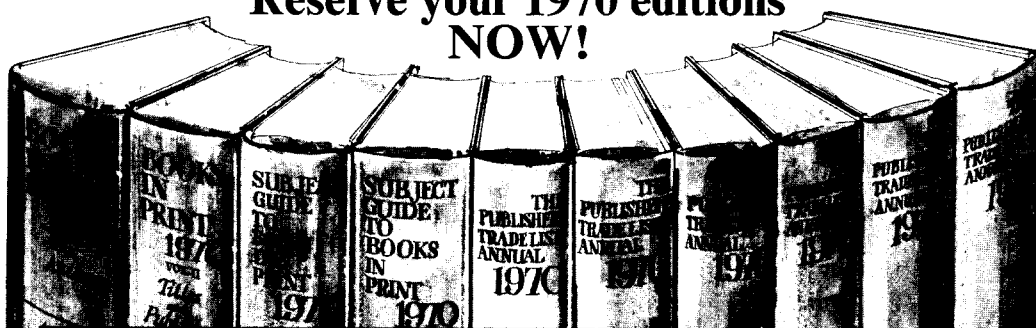
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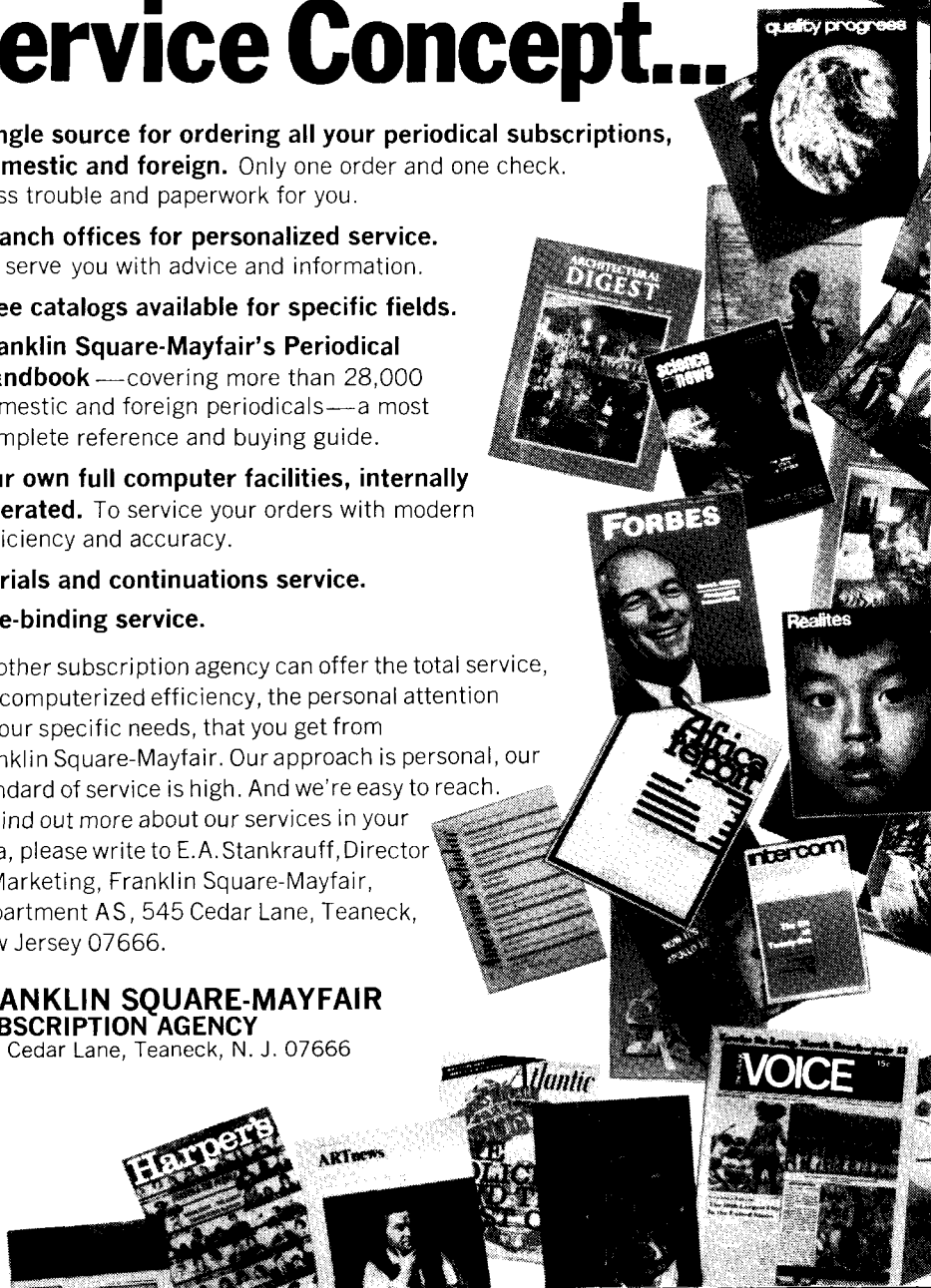


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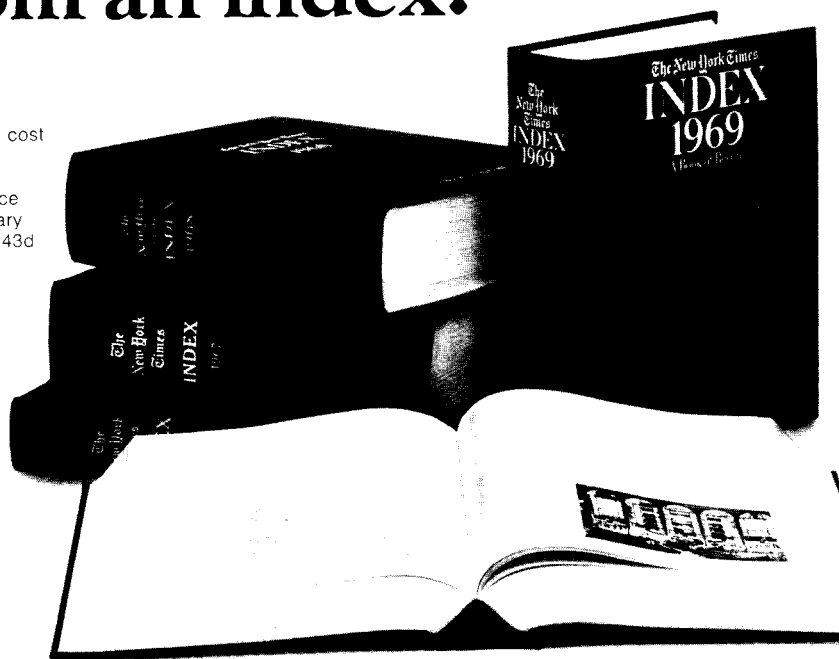
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## LETTERS

### Deep Concern

The *Newsletter of the American Society for Information Science*, May-June, 1970, carries a copy of a JOINT STATEMENT concerning merger of ASIS and SLA.

While I agree in principle with the merger, I am not aware that the problem has been properly discussed with the membership of SLA, and I am deeply concerned that the names of our officers should be associated with this so-called JOINT STATEMENT.

Donald Wasson  
Foreign Relations Library  
New York, N.Y. 10021

### Federate First—Then Merge (Maybe)!

Mindful that a long engagement\* may avert a bad marriage, let me urge that the concept of federation† of ASIS and SLA be revived. Why it was dropped from consideration, somewhat perfunctorily, is a mystery. Upon serious reflection it may present itself as a more desirable, equally beneficial, easier, less risky, and more immediate goal.

As a member of both organizations I appreciate the advantages that would accrue mutually from a closer relationship between them—such as the sharing of purposes, needs, funds, resources, manpower, records, headquarters, annual (and possibly regional) meetings, the reduced dues, the savings on operating expenses, and so on. Most of these benefits associated with a merger would also be true, to a degree, for a federation. In addition there would be no need to worry about loss of autonomy. The anticipated long, drawn-out hassles over name changes or membership requirements would be avoided.

What prompts me to actively urge federation rather than merger? The following observations:

1) The May-June 1970 issue of the *Newsletter of the American Society for Information Science* (v.9, no.3), which arrived on

\* Term used by R. Crachi in his editorial, *Sci-Tech News* (Summer 1969).

† Federation is perhaps more aesthetically appealing than the more accurate "confederation"—a looser and more temporary association—used by H. S. White, p.81, *Sci-Tech News* (Fall 1969).

July 28, contains these facts in the ASIS Financial Report for the year ending December 31, 1969:

- |   |          |
|---|----------|
| a. Excess expenses over revenues of 1969 Annual Meeting . . . . | \$12,998 |
| b. Excess of general operation expenses over revenues . . . . . | 15,564   |
| c. Administrative fee (under <i>Expenses</i> ) . . . . .        | 56,000   |

2) On the first page of that *Newsletter* appears the following motion, passed on April 23:

"On motion, the ASIS Council goes on record as approving, in principle, a merger of ASIS and SLA, and it directs the ASIS members of the merger committee to pursue all reasonable means of accomplishing this objective."

Both the above motion and last year's rather sudden commitment to assume operation of ERIC/CLIS were undoubtedly perfectly legal and proper and neither one required any measured feedback from the general ASIS membership. However, would such actions be tolerated by SLA which Herb White in *Sci-Tech News* (Fall 1969) described as "an open-ended democratic association (and we are far more so than either ALA or ASIS, or any other library association I [H. S. White] know) . . .?"

3) The rather poorly-edited *Newsletter* (which, I presume, might become the news organ of the merged organizations) misspells the name of an executive secretary of a fairly well-known association five times and incorrectly identifies the chairman of at least one chapter; it urges its readers to contact MIT about a course on programming linguistics to be held July 13-24 and tells them about an IIA one day seminar scheduled for July 22. Of what value is such news when it arrives on July 28? No editor, as such, is named for the *Newsletter*, but Herbert R. Koller is listed as being on the Editorial Staff. He is also Executive Director of ASIS and Director of ERIC/CLIS. Would the proposed merger offer the opportunity for some fourth position to be held concurrently?

4) The *Newsletter* contained, as an insert, the first issue (June 1970) of *ERIC/CLIS News*, a rather innocuous four-page hodgepodge, more than half of which was devoted to such items as the address and mailing list coupon (one page, total) and brief staff biographies and activities (nearly a full page,

## . . . letters

total). Only four ERIC documents were listed (11 lines), requiring twelve lines of complex ordering instructions.

5) The "staff activities" section of *ERIC/CLIS News* shows that only Mr. Smith, Associate Director, attended the SLA meeting in Detroit in June, while three weeks later three staff members were at the ALA meeting in the same city. Is the proposed merger of ASIS with ALA or SLA?

6) While concentrating so profoundly on ephemerals, both the *Newsletter* and *ERIC/CLIS News* completely ignore the 1970 ASIS Annual Meeting. As this letter is being written (August 1) no official (or even unofficial) program for the October Philadelphia meeting has been made available. Neither have there been any announcements on the matter from ASIS headquarters. During these budget-trying days when travel requests are carefully scrutinized and require considerable justification, a program well in advance of a meeting is absolutely essential for proper planning.

7) Perhaps the most poignant comments ought to be reserved for the rather incongruous phenomenon that of the combined professional staff of six on the newly-created ERIC Clearinghouse on *Library* and Information Sciences, only Mrs. Suzanne Frankie has a library science degree. I am sure that the professional librarians in SLA (as well as ALA) will find this situation on the professional staff of that organization rather unusual.

In view of the above and other factors, I urge that federation be considered either as the permanent goal or as the first step towards merger. If federation fails, what will we have lost besides time? Remember also that there is no alimony to pay for a broken engagement!

Stanley A. Elman  
Pasadena, California 91105

EDITOR'S NOTE. See p. 387-94 for a report by the Merger Committee.

### *LTP Support from Who(m)?*

As the only dissenting vote in the voice vote on the resolution passed at the Annual

Meeting urging the American Library Association to continue the Library Technology Program, I feel I should explain the reason for my negative vote. It is not a matter of LTP less and SRRT more in my heart, nor is it a silly disagreement with wording. Quite simply, words are cheap. ALA is in a bind financially. It would be stupid to inadequately support many programs and ALA is cutting back. Every program slated for the axe (and the phasing out is to be over a period of years) is worthy and deserving of continued support, but there is just so much money. In our times the great problem is intellectual freedom—ranging from the right of the Hippie to be stupid and uncouth through the right of the researcher to follow where his researches lead, to the right of the bibliographer to describe his variant printings—and LTP may have to go by the board if ALA gives the support to intellectual freedom which it should have. With book burning we don't need compact shelving.

LTP is really too important to lose. And, so, we in Special Libraries Association have passed a resolution urging a sister association to continue a program. Good. We have done our part and can now sit smugly back and wallow in our virtue. We have passed a resolution. No, my friends, the way to save LTP is to help ALA find an alternate source of funding. SLA members are, perhaps, better situated to attempt to get gifts from industry than ALA members. We don't need one big angel if we can get several medium sized ones. We were quick to support with empty words, will we be willing to support LTP with some action? Will we beat the drum for LTP in our parent firms? Would any among us really ask the publishers to stop their parties and put this money into LTP?

Our resolution will be carried to ALA, perhaps even read, along with other letters of praise as some LTP person stands before the assembled delegates in Detroit, tears running down their cheeks, telling the world how wonderful they are and mustn't be cut. They are, damnit, they are, but first things first. Let's help to have our cake and eat it too by getting alternate financial support for LTP. I think we can do it.

Jeremiah Post  
Map Collection  
The Free Library of Philadelphia  
Philadelphia, Pa. 19103

SPECIAL LIBRARIES

## Up-to-Date Critical Reviews

Mr. Sadow's article "Book Reviewing Media for Technical Libraries" in *SL* (Apr 1970) was most interesting. I agree that a publication is needed to secure up-to-date critical book reviews as an aid in book selection.

*Excerpta Medica* has been including a few books in their abstract series. I wonder if they could be persuaded to include more book annotations in their series. Their annotation on books are factual rather than critical. With their large staff of medical editors, they might be persuaded to cover more medical books and to make their annotations critical.

Mr. Sadow's suggestions that this project would need sponsorship and support of a major library organization is just one approach to the problem, in my estimation.

I am sending a copy of this letter to Mr. Sadow but I thought my comments might be of interest to others also.

Elizabeth F. Adkins  
Scott and White Memorial Hospital  
Temple, Texas

## Erudite Back Sliding?

I am not questioning the value of Miss Donahoe's article in the May/June issue of *SL*, "Putting Automation into Hospital Record-Keeping," but I am questioning the perpetuation of the confusion that persists among the laymen regarding a hospital medical library and the records keeping department. Even the Medical Records Association has now given up the term librarian, which has plagued both professions for years.

I believe that for such an erudite publication as yours to publish an article that uses the term library over and over again, negates the concept and the difference we have all been trying to establish for so long.

I am not looking for retraction or clarification—this would be rude to Miss Donahoe. However, I do think that even within the framework of *SL*, the Medical Records Department cannot be considered a special library. The supervisor of this department is not by definition a librarian and I feel that it behooves librarians (MLS degrees or comparable) to at least keep the difference in mind.

(Mrs.) Jeanne L. Hartenstein  
Bronson Methodist Hospital  
Kalamazoo, Michigan 49006



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## . . . more letters

The article by Alice M. Donahoe in the May/June 1970 issue of *SL* is out of scope for this publication. Since it deals with medical records and not medical libraries it should have been published in either the *Medical Record News*, or in some journal devoted to hospitals. The article is titled "Putting Automation into Hospital Record Keeping."

There has been enough confusion in the mind of the general public about medical librarians and medical record librarians, without a library publication seeming to equate the two types of positions. True, in many small hospitals the medical record librarian is also charged with keeping track of the medical library, but the two positions are not the same. Likewise training for each position differs.

Marian E. Wittenberger  
Phoenix, Arizona 85014

*The paper was published to present a communications technique that may well have application in many non-hospital libraries and report collections—including the preparation of literature searches by librarians. If a butcher, baker or candlestick maker can contribute a useful technique, SL will consider it for publication.*

—Ed.

### Sorry—Too Late

I am sincerely sorry that the new administration arranged for the members to vote on the amendments regarding eligibility requirements before the appearance of the post-Conference issue of *Special Libraries*.\*

One may be forgiven for wondering at this odd haste, in view of the importance of the issue. The Bylaw Article on amendments says only that amendments approved at the Conference shall be submitted to the entire voting membership for approval or disapproval; it gives no time table. I am just as

tired of that hardy perennial, "Membership Requirements," as the long-suffering Bylaws Committee. If I didn't feel that the future of the Special Libraries Association might depend on how we cracked this particular nut, I would be tempted to say, "Aw, the hell with it; take in anybody, just so we can have one Annual Meeting where 'eligibility' isn't on the agenda." My refusal to take this easy way out stems from the fact that I happen to be devoted both to SLA and to Librarianship.

The Bylaws Committee proposed five alternative ways to qualify for *Member* status . . . and let it be remembered that anyone holding this status is eligible for *any* office, including that of President of SLA. I am strongly opposed to two of them: (b) and (c). I am opposed to (b) "has a bachelor's degree or higher degree and has three or more years of professional experience in a special library" because I believe that since librarianship is a profession, professional education should be a prerequisite. The characteristics of a profession are that: it has a body of theory (and not merely techniques), a specialized vocabulary, a pool of professional literature, with periodicals devoted to its dissemination, and national organizations to promote professional interests.

As in other professions, education for the field is available in a postgraduate program leading to a degree. I feel that those who would be called *Librarian*, like those who would be called engineer, teacher, social worker, lawyer etc., should be required to fulfill the modest requirement expected. To offer less means that one is learning on the job, in a given institution. Such a one is being trained, not educated. Only professional schools teach the principles which prepare one for any kind of professional practice; only professional schools have the time and capacity to attempt to evaluate current practice or provide the historic background of library organization, or to consider unconventional and untraditional means of attaining desired goals. Apprenticeship in one library cannot possibly do this.

If alternative (b), with its omission of the very education that makes an educated person a librarian is puzzling, what can one say about (c), which opens the door to people who have no stated educational qualifications at all? What can one think but that the proposal shows a contemptuous disregard for or ignorance of the function of the librarian? ("Has at least seven years experience in a special library, determined by the

---

\* EDITOR'S NOTE. *The date for the counting of mail ballots after the Annual Meeting is not specified in the Bylaws. It has been SLA practice for many years to schedule the counting of the ballots about mid-August.*

Association Committee concerned with membership to be professional experience.")

The year of professional education is built on the premise that the student has had four years of general education and thus has sufficient background in the arts and sciences on which to build professional training. How can the *average* person (I am not talking about the isolated and rare instances of the self-educated person, any more than I am closing my eyes to the fact that some students manage to go through four years of college practically unscathed by books or teaching); I repeat, how can the average person without a college education be an adequate guide through recorded knowledge? If education means nothing, why have libraries? Paul Woodring has said, "Specialized or technical training prepares an individual for his first job but not for the decisions he must make as a free man or for the changes in careers that will come during his lifetime. Liberal education, because it is education for versatility, is the best preparation for those who live in a changing world."

Unfortunately, the Committee did not make it possible to accept some of the alternatives and not others; we must vote to accept or reject the whole package. Since the balloting has already started, I can only hope that my fellow members have overwhelmingly rejected Article II, Section 2.

(Professor) Rose Z. Sellers  
Brooklyn College Library  
Brooklyn, N.Y. 11210

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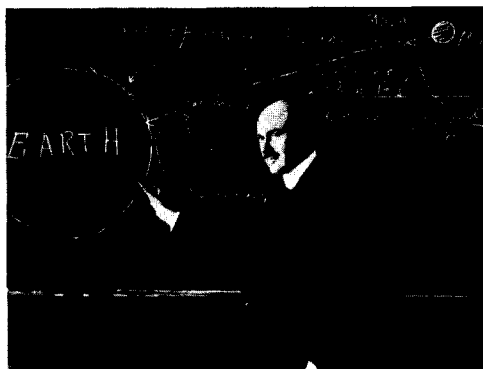
*Special Libraries* welcomes communications from its readers, but can rarely accommodate letters in excess of 300 words.

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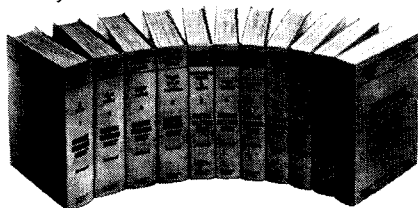
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## I Am Curious (Puce)

UPON A SUNNY MORNING once a special librarian was early sitting at his reference desk because his second wife, the information scientist, didn't want him in the way while an ice man wired her Murphy bed on-line terminal into the network. The special librarian dared not argue with his second wife because he was already paying alimony to his first wife, the information specialist, due to his indiscretions with adolescent documentalists whose nubile cards he had punched, fifteen or more years ago.

So, upon a sunny morning early the special librarian, sitting at his reference desk, looked up from his wife's Procrustean\* bibliography. He saw a white unicorn with a golden horn, quietly cropping the Cutter numbers in his stacks. The special librarian went to his bedroom where his wife was finishing her lucubrations.

"There's a unicorn in my stacks," he said, "eating my Cutter numbers." His wife opened one eye. "The unicorn is a mythical beast," she said and turned her back. The special librarian walked slowly downstairs. He had married his second wife because she had been a former classmate in library school. But now that she was calling herself an information scientist, she just could no longer admit to seeing unicorns.

But, his unicorn was still browsing among the idioticons. "Here, unicorn," said the special librarian as he pulled out an ideograph on a glyph and gave it to the unicorn, who ate it gravely. With a high heart, because there *was* a unicorn in his special library, the special librarian went upstairs again to his second wife. He told her: "The unicorn ate an ideograph on a glyph." His second wife looked at him mingily. "You are a booby," she said, "and I am going to have you put away in the booby-hatch."

The special librarian, who had never

liked the words, "booby" and "booby-hatch," when there was a unicorn in his library, walked downstairs. But his unicorn had gone away. So the special librarian returned to rubricating his desiderata.

But upstairs, his wife was very excited. She telephoned the police, and she telephoned a psychiatrist; she told them to hurry and to bring a strait-jacket. When the police and the psychiatrist arrived, they sat down on their marbled folios and looked at the wife with interest.

"My husband, the special librarian," she said, "saw a unicorn this morning. He told me it ate an ideograph on a glyph." The psychiatrist looked at the police, and the police looked at the psychiatrist. "He told me it had a golden horn in the middle of its white forehead," she said as she rubbed her megrims. At a solemn signal from the psychiatrist, the police leaped from their marbled folios and seized the wife. When they had her in a strait-jacket, her husband, the special librarian, walked in.

"Did you tell your wife, the information scientist, that you saw a unicorn?" asked the police. "Of course not," said her husband, the special librarian. "The unicorn is a mythical beast."

"That's all I wanted to hear, sir," said the psychiatrist. "Take her away—I'm sorry, sir, but your wife is as nutty as a jay bird." So they took her away. And the unicorn visits the husband when he's checking out the curiosa. . .

A sometime correspondent had submitted the above fragmentary synopsis for an adult movie, reputedly now on camera. On first reading, *SL* rejected the manuscript because it sounded like a "steal" from James Thurber. But a slow re-reading suggests that our pseudo-Thurber may have anticipated the continuing antics of the ASIS/SLA Joint Merger Committee.

Let us hope that the membership of both ASIS and SLA are under the protection of their guardian angels—since the Merger Committee, after 21 months, has not yet found it appropriate to ask for competent legal or audit advice.

FEMcK

---

\* *Procrustes*. A fabulous Attican highwayman who produced uniformity in his victims by conforming them to the length of his bed—either by stretching or by amputation.



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## *William E. Stafford*

Consultant in Poetry in English to the Library of Congress

### **Eloquence in the Transmission of Information**

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**A** DISTINGUISHED POET becomes a very specialized librarian this month. William E. Stafford, professor of English at Lewis and Clark College, Portland, Oregon, has been appointed Consultant in Poetry in English to the Library of Congress for the 1970-71 term, beginning this month.

The post was established in 1936 by a gift from the late Archer M. Huntington. The Consultant, a very special librarian, helps to maintain the literary collections of the Library of Congress by advising on the collections, recommending new materials for purchase, assisting in acquiring books and manuscripts through authors and collectors, and advising on bibliographic and reference work in the literary field. He also meets with scholars and poets who use the Library's facilities, and he gives editorial supervision to the Library's program to tape-record readings by contemporary poets. He also presents at least one public program during the year in the library.

A native of the Sunflower State, Dr. Stafford was born in Hutchinson, Kansas, in 1914. He received his B.A. in 1937 and his M.A. in 1945, both from the University of Kansas, and his Ph.D. in 1953 from the State University of Iowa. Ripon College awarded him a Litt.D. degree in 1966. His arduous experiences while attending school were enough to provide anyone with a sampling of the diversity of life. The sugar beet fields, an oil refinery, construction, soil conservation, the U.S. Forest Service—these all formed an integral part of Dr. Stafford's early life. During World War II, he was employed by the Church of the Brethren and cooperating agencies in Civilian Public Service.

Since 1948 Dr. Stafford has taught English literature and composition at Lewis and Clark College with brief intervals of teaching at the State University of Iowa from 1950-52, at Manchester

College in Indiana in 1955-56 and at San Jose State College in 1956-57. During the 1970-71 academic year he is on sabbatical leave from his teaching post.

Dr. Stafford has published four volumes of poetry—*West of Your City* (1960), *Traveling Through the Dark* (1962), *The Rescued Year* (1966), *Alle-*

*(Continues on p. 356)*

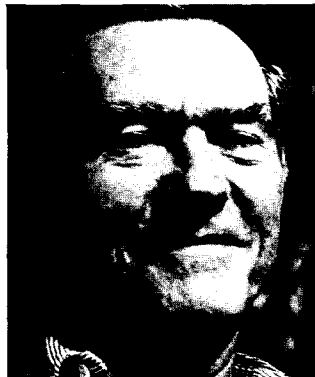


Photo by Barbara Stafford

## IN SCHOOL

So the world can see into our eyes  
we put glasses on. It peers, and we  
let it. Brave as windows,  
we welcome it all: "Come right  
in, World; I am a scholar.  
Make my head your home."

## FINAL EXAM: AMERICAN RENAISSANCE

Fill in blanks: Your name is  
\_\_\_\_\_ I do Emerson. Your friend  
Thor\_\_\_\_\_ lives at \_\_\_\_\_ Pond; he owes  
you rent and an axe. Your  
neighbor in a house with \_\_\_\_\_ gables  
won't respond to another neighbor,  
\_\_\_\_\_ Herman  
\_\_\_\_\_, who broods about a whale  
\_\_\_\_\_ colored \_\_\_\_\_.  
You think it is time for America  
\_\_\_\_\_ to \_\_\_\_\_.

In a few choice words tell why.

## AT THE ADVANCED PLACEMENT CONFERENCE

We teach ourselves how to teach others:  
we find how they can win,  
so that later they can teach us  
what we forgot in order  
to teach them.

## MY APPLICATION

The committee bends over my trip  
and runs its acetylene around Paris  
and Switzerland. The committee's head  
wags. My multiple copies curl and shiver.  
In the bank the committee's dollars nudge  
each other and chuckle back into  
\_\_\_\_\_ their bags.  
"Dear Sir: We regret to inform you. . . ."

## FOR CERTAIN LITTLE MAG- AZINES WE WON'T BOTHER TO NAME

These bears that howl their wounds  
get front pages at any zoo,  
near our own cobra, nervous  
in the tail. Our lion roars his guilt,  
will twitch and sprawl on the floor  
again.

A baboon stares, aghast with  
cultural shock.

This is a special issue. We need money.

Now our departments—reviews of  
other zoos:  
our bear attacks their wolf;  
and the correspondence department—  
field mice  
charge each other or cuddle their  
footprints in a pattern  
all our own, an asterisk.

## THE NEW FAMILY FROM CHICAGO

Their cat comes on little fog feet.

## THE PMLA BIBLIO. IS LIMITED TO CERTAIN PRINTED WORKS

There are others, and mss.  
And then talk.  
And the animals.  
And the leaves.  
And the taciturn sand.

So here is an unlisted item:  
Beach Grass and  
Co., Agate Cove,  
Oregon. A windy day, 1970.  
The title and all the content:

"Shhh!"

## KINSHIP

In a wilderness at the end of a vine  
it is now. Flowers are brushing  
toward noon.

From the dome of his skull in a room in  
the earth, under the arch of the sky,  
a caveman draws curves to link  
hunter and prey. In that harness he put  
on them all, the animals whine.

So even today, when we start to speak,  
then  
turn away, I hear through contorted rock  
a diagram rise through quiet—  
that artist at work in the cave and a  
tunneling heart—yours, mine—lost as  
it ever was, racing to stay the same.

---

## WINTER STORIES

Fields tell all they know—  
light snow across them, tracks—  
and they hear what time says—  
the wind's long speech,  
an Eskimo classic, with one  
little whirr sound at the end:

"That knife the king holds  
in his hand is called a sword.  
It is a knife in his hand. . . ."  
All night we hear that story, and  
then a sequel the mountains publish  
for miles through morning over  
their jovial shoulders: "The King  
Who Put a Fence Around the Wind."

---

## THE R. L. STEVENSON TREE ON OAHU

Here under the Trade Wind that breaks off  
boughs for the doves, he lost his breath  
and began to know that scenes don't care.  
He hid in the hotel room and wrote  
whatever story trees and clouds had prepared  
for his head. Mornings, outside the window,  
pressure of doves built up in the banyan;  
he heard Old Pew sweep the courtyard, tapping  
the ash trays out, and waiters whisper  
a plan to take over the place, once  
their bosses were gone.

Friend, you and I,  
twin ghosts of that writer, now meet  
on a world become an aircraft carrier:  
may the plans he made, the stories,  
the smuggled poems, master this craft,  
bring all islands under the sound they belong to—

Trade Wind, friend, banyan, dove.



giances (1970)—and his work has appeared in numerous anthologies and journals. An article titled "Today's Poets and the Language of Everyday Life" is included in *The Hues of English*, NCTE Distinguished Lectures for 1969. The National Council of Teachers of English has also published *Friends to This Ground*, a booklet on literature for readers, teachers, and writers of literature.

Dr. Stafford's poetic achievement is self-evident, and the many awards he has received serve to affirm that fact. They include the Shelley Memorial Award, Poetry Magazine Award, Yaddo Foundation Award, and the National Book Award, which he received in 1963 for *Traveling Through the Dark*. In



Photo by Kim Stafford



Photo by Kim Stafford

March 1967, when he read his poetry at the Library of Congress, he held a Guggenheim Fellowship to devote the academic year 1966-67 to his poetry.

Dr. Stafford and his wife, the former Dorothy Hope Frantz, and their four children—"all campers, bicyclers, and readers"—plan to reside in Washington beginning in September.

To broaden the awareness of our readers concerning relevant non-technical library events, *Special Libraries* is proud to present this sampling of Dr. Stafford's fine poetry. We welcome him into our world of librarianship, even if only temporarily; his contributions to the Library of Congress as its new Consultant in Poetry in English will be both effective and enduring.

JDS

"Final Exam: American Renaissance" originally printed in *The Critical Quarterly*. "The R. L. Stevenson Tree on Oahu" originally printed in *Northwest Review*. "In School" originally printed in *The Record* (1969). "The PMLA Biblio. Is Limited to Certain Printed Works" and "For Certain Little Magazines We Won't Bother to Mention" originally printed in *Satire Newsletter*. All others appear in *Special Libraries* for the first time.

# Catalog Retrieval Systems on Microfiche

## A Preliminary Evaluation

**Joseph M. Dagnese**

The Libraries, Massachusetts Institute of Technology,  
Cambridge, Massachusetts 02139

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■ This survey examines three commercial services which reproduce on microfiche the catalog card output of the Library of Congress. Included is a description of each system, microfiche data, cost data and an evaluation. Also described are two services which index the National Union Catalog (NUC) and the Title II depository cards by LC card number. A general evaluation of the system is contained in the conclusion.

---

THERE ARE at this time—as far as I know—only three firms which offer the catalog card output of the Library of Congress on microfiche:

Information Dynamics Corporation (IDC),  
80 Main St.,  
Reading, Mass. 01867

Library Processing Systems, Inc. (LPS),  
404 Union Blvd.,  
Allentown, Pa. 18103 (distributed by  
Demco)

National Cash Register Co., Microcard  
Editions (NCR),  
901-26th St. N.W.,  
Washington, D.C. 20037

Each of these is discussed in turn. Two indexing services which are somewhat related are also reviewed. At the end a few general evaluative remarks are presented.

This evaluation is not intended to be exhaustive, especially since the author has not used any of the described microfiche products in his library. It is meant, rather, to serve as a brief comparison of the systems, technical data on the fiche, cost data, and a short evaluation. The reader may wish to consult the individual companies for more information.

### INFORMATION DYNAMICS CORPORATION (IDC)

*Description of System.* IDC has called its service "Micrographic Catalog Retrieval System," to which there are two parts. The first part is called the "Basic System," which contains the annual *NUC* volumes for 1963, 1964, 1965, 1966, plus 3 quarterly and 3 monthly volumes for 1967, 1968, 1969, as well as the monthly volumes for 1970. As of this writing, IDC is filming the annual 1968 *National Union Catalog*. In addition to *NUC*, they film the Title II depository cards as received from LC. When these cards are printed in *NUC*, the subscriber is told to delete the fiche which contain the depository card images. As of Jan 1, 1970 IDC films and retains the Title II depository card images; that is, the subscriber will have on hand the depository card image rather than only the *NUC* image. They will also film the entire *NUC* as issued so that the subscriber will have not only the LC output in the form of depository cards but also all con-

tributed entries which are available only through *NUC*. The depository cards on fiche are arranged in three sections: 1) all English language, 2) all foreign languages and reference cards, 3) all audio-visual material.

The indexes to the basic system are as follows:

1) The index to *NUC* is arranged by LC card number in hard copy. This is computer-generated and directs the user to the microfiche number, column and row. There is a header on each fiche for visual searching by main entry;

2) The index to the Title II depository cards is by main entry on fiche and LC card number on hard copy.

These indexes are cumulated weekly and monthly, year to date.

The second part of the IDC system includes the quinquennial *NUC* for 1953-57 and 1958-62. The index by main entry is by visual header on each fiche. The LC card number index is on fiche and combines both five-year cumulations into one index.

*Cost Data.* The system is leased to subscribers. IDC retains ownership so that outdated fiche are returned to them, or upon cancellation of subscription, entire files and indexes must be returned.

- Basic system: \$5,775 without the reader/printer; \$6,615 with the reader/printer (service contract included). A three-year subscription is \$15,240 without the reader/printer; \$17,190 with the reader/printer (service contract included).
- *NUC* for 1953-62: \$2,980, a one-time charge, as long as the subscriber keeps the Basic System.

Damaged or lost fiche are replaced free of charge.

#### *Evaluation*

1. FICHE. A sample fiche, provided by IDC, was submitted to the Microreproduction Laboratory of the MIT Libraries for examination. The report was that the legibility quality of the fiche was "fair." The 5" × 8" size of the fiche does

not meet present standards as specified in the latest ANSI, COSATI, Military or NMA standards.

2. SYSTEM. The Basic System is a package deal. The subscriber must buy the entire system from 1963 onwards. It is not possible to purchase pieces of it even on a prorated basis (e.g., current additions only). Moreover, the cost is an annually recurring one.

3. CATALOG CARDS. The fiche supplied is third generation. Therefore, the reader/printer output is fourth generation, and catalog cards if made by this method will be fifth generation. Such quality might not be considered satisfactory by some people. In addition, each reader/printer copy appears on a 5½" × 6" sheet. This sheet, which contains only one 3" × 5" card, must be trimmed to 3" × 5" size if it is to be used for reproducing catalog cards.

4. GENERAL EVALUATION. IDC has designed an imaginative system which has the unique advantage of having access to LC card output both by main entry and by LC card numbers. The system therefore provides a searching tool available nowhere else—thus not only cutting down on searching time but also eliminating the initial filing costs of either depository cards or proof slips. For those libraries that intend to use the system for production of catalog cards, it should be noted that the quality of the reproduced cards via the reader/printer output is lessened, in relationship to that of the original LC card, by the number of generations involved. A library which has a high percentage of original cataloging, based on material not ordinarily covered by LC will probably not reduce that figure through the use of this system. However, because of the integrity of microfiche files and the multiple access indexes, local original cataloging of material usually covered by LC should be decreased.

#### LIBRARY PROCESSING SYSTEMS (LPS)

*Description of System.* LPS has called its system "LPS Microdata File." There are two parts to the system: the Micro-

Table 1. Microfiche Data

	IDC	LPS	NCR
Size	5" × 8"	4" × 6"	4" × 6"
Tonality	Negative	Positive or Negative	Positive, Negative or Micro-opaque
Reduction Ratio	23 × for Title II cards 13.5 × for NUC	24×	18×
Generation Supplied	3rd	3rd	2nd
Reader/Printer	3M-400B or 400F*	Any†	Any†

\* Recommended by IDC with half-sheet attachment. IDC will supply a masking device so that only one card is printed on each sheet.

† Any one which will handle the size, tonality and reduction ratio indicated.

data Fiche Card and the Microdata File Index. The source for the Microdata Fiche Cards is the LC proof slip service, covering titles in all languages in the Roman alphabet only. Beginning in July 1969, proof slips are arranged on the fiche by the subject groups under which they are issued by LC. The file is available in four categories in the Roman alphabet only:

- LPS-1. All LC proof slips;
- LPS-2. LC proof slips in "Science";
- LPS-3. LC proof slips in "Social Sciences"; and
- LPS-4. LC proof slips in "Humanities."

All 1969 proof slips are available. The 1970 proof slips in the same categories as above are being regularly issued. Also announced for about June 1970 are the 1968 proof slips.

The second part of the system, the Microdata File Index, is a hard-copy, computer-generated index by LC card number arranged in numerical sequence. A cumulated, updated index with currently issued numbers interfiled is provided with each new issue of the Microdata File, making previous indexes obsolete. The index refers the user from LC card number to the appropriate fiche by number, row and column. This is the only index to the fiche. There is no main entry index.

*Technical Data* (See Table 1)

*Cost Data.* The costs for both the fiche file and the index are as follows: LPS-1,

\$2,600; LPS-2, LPS-3 or LPS-4, \$1,300 each. In addition, LPS-1 may be purchased for less than the full year at slightly reduced rates prorated by the quarter. Also, reduced rates are available for combinations of LPS-2, -3, and -4. Damaged or lost fiche are replaced at a minimal cost.

#### *Evaluation*

1. FICHE. A sample fiche, provided by LPS, was submitted to the Microreproduction Laboratory of the MIT Libraries for examination. The legibility quality of the fiche was reported as "adequate to good." The 4" × 6" (approximate) size meets present standards as specified in the latest ANSI, COSATI, Military and NMA standards.

2. SYSTEM. The source of the system is titles on LC proof slips in the Roman alphabet only. However, parts of the total output may be purchased to meet specific needs, at a reduced, one-time price.

3. CATALOG CARDS. The fiche supplied to the user is third generation. Hence the remarks in this same section listed above also apply to LPS. If the reader/printer used for LPS fiche does not have half-sheet capability, a large amount of paper will be wasted to produce a single 3" × 5" image.

4. GENERAL EVALUATION. The LPS system provides a micro-LC proof slip service without the headaches of all the filing, and it has the additional capability

of retrieval by LC number. However, the precautions listed above also apply here: the quality sought in card production, the percentage of original cataloging, and, in addition, the problem of the lack of a main entry index.

#### NATIONAL CASH REGISTER COMPANY, MICROCARD EDITIONS (NCR)

*Description of System.* Microcard Editions has produced on fiche the following sections of the LC card catalog and *NUC*:

1. *A Catalog of Books Represented by Library of Congress Printed Cards, Issued to July 31, 1942.*
2. ————. *Supplement: Cards Issued Aug 1, 1942–Dec 31, 1947.*
3. *Library of Congress Author Catalog . . . 1948–52.*
4. *National Union Catalog . . . 1953–57.*

Future plans call for reprinting *NUC* up to the present. The 1958–62 section is now in production, but no date of publication has been announced.

The index to the fiche is by main entry only, contained in eye-readable print in a frame at the beginning and end of each fiche.

*Technical Data* (See Table 1)

*Cost Data.* The costs of the various sections are as follows: To 1942, \$699; 1942–47, \$199; 1948–52, \$119; 1953–57, \$125. Damaged or lost fiche are replaced at a charge of \$1.00 per fiche.

#### Evaluation

1. *FICHE.* A sample fiche, provided by NCR, was submitted to the Microreproduction Laboratory of the MIT Libraries for examination. The legibility quality of the fiche was reported "good." The 4" × 6" (approximate) size meets present standards as specified in the latest ANSI, COSATI, Military and NMA standards.

2. *SYSTEM.* The source of the system is the LC catalogs of printed cards and *NUC*. There is no LC card number index or separately issued main entry index. The placement of the eye-legible entries is unfortunate, inasmuch as the fiche must be removed from the file to

determine what the last frame is. The fact that parts of the system may be purchased, rather than the entire coverage, is advantageous.

3. *CATALOG CARDS.* The information furnished by NCR is that they supply second generation fiche to the user. This specification may be open to discussion. At any rate, the same cautions listed under the evaluations above must be considered here if the user intends to produce catalog cards by this system.

4. *GENERAL EVALUATION.* The NCR system provides a micro-catalog of printed cards (both LC and *NUC*). Libraries are now offered an alternative to purchasing the reprinted editions, at a cost of less than one-half that of the hard copy (that is, \$1,142 vs. \$2,410). If a library has a sufficiently low volume of retrospective purchasing and bibliographic identification, the system may be attractive. The savings in storage costs should be considered vis-à-vis the possible inconvenience of usage.

#### INDEXING SERVICES

The systems which have been described represent three different approaches on microfiche to the LC catalog card output. There are two indexing services which, although not related to the systems herein reported, are of interest to this paper in that they each represent an approach to LC catalog card information.

One index is published by the American Indexing Company in Marblehead, Mass. It is titled *LC Card Number Index to the National Union Catalog*. This computer-produced index is issued monthly and each issue cumulates all previous issues. The entry is by LC card number which refers the user to the appropriate issue, part, page and column of *NUC*. The index began with the January 1969 *NUC*. The 1969 subscription is \$185, and the 1970 subscription is \$250.

Another index has been announced for publication by the Bibliographic Data Center in Maynard, Mass. The computer-produced index will be issued in two parts: *Bibliodata Index W* (a weekly LC card number index to newly

issued Title II depository cards) and *Bibliodata Index M* (a monthly cumulation of all the weekly lists for the year to date in a single numerical sequence). The index is intended to be an alerting service and to help determine whether or not LC has cataloged the title being searched. The weekly index (52 issues) costs \$95.00. The monthly index (12 cumulative issues) costs \$150.00. In addition, there is a charge of \$10.00 per index for mailing and handling.

#### CONCLUSION

Librarians now have several options available to them in how they will approach the output of the LC catalog card production. The system provided by IDC is comprehensive both in the span of its coverage and in its multiple-access indexing. It is the most costly and is available on a lease basis only. The NCR reproduction of LC and *NUC* printed catalog cards via the book catalogs does not have adequate indexing systems. In addition, it should be noted that NCR and IDC overlap in their coverage of the *NUC* volumes for 1953-57 and 1958-62. It is conceivable that a librarian may wish to purchase the early volumes of LC card catalogs as issued by NCR (at 18× reduction) to supplement the IDC subscription (at 13.5× reduction). The different reduction ratios require different lenses in the reader/printer to utilize both systems.

The system offered by LPS is less comprehensive than either of the above inasmuch as it is based on current (1969+) output of LC proof slips in the Roman alphabet only. There is the added factor of speed. Since IDC's current additions are filmed from Title II depository cards, the catalog information reaches the subscriber faster than through LPS fiche, which are filmed from proof slips. Proof slips, despite their name, are actually prepared after the printed cards are available and are shipped by LC every three or four days, whereas depository cards are shipped daily.

The two advantages these systems offer over hard copy cards or proof slips are

the avoidance of filing and the multiple-access indexes. The integrity of these fiche files undoubtedly is better than that of manually filed cards. Also, cards can be filed only in one sequence and access to the file is limited to whatever sequence is chosen. Whereas the IDC system offers both a main entry and LC card number index, the LPS system has only a separately issued LC card number index, and the NCR system has only a main entry index on the fiche itself.

Catalog card production—perhaps one of the chief reasons for considering these systems—may have less than satisfactory quality for some. Whoever is responsible for this area should be aware of the problems associated with a multigeneration image. Unlike some lineages, the breed is not improved by successive reproductions.

Finally, a thorough cost analysis of one's present system should be undertaken before purchasing any of these systems. It is, however, also proper to consider benefits from a fiche system which could justify an expenditure greater than the current figure for a "manual" system—such benefits as reduced storage costs and amortization of equipment by uses other than those dedicated to the system. These systems are imaginative and tempting, but like the computer, they are definitely not for everyone.

#### ACKNOWLEDGMENT

I want to thank Peter R. Scott, head of the Microreproduction Laboratory of the MIT Libraries, who examined the sample microfiche and assisted with some of the technical data evaluation.

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Mr. Dagnese is assistant director for technical services, the MIT Libraries. Presented at a Round Table on Processing Materials at the Fifth General Session on Change in Methods and Techniques on Jun 10, 1970 during SLA's 61st Annual Conference, Detroit, Michigan.

# Fired!

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July 31, 1970

*"I am enclosing with this letter an account of my unsuccessful efforts during the past five months to locate a professional position in a library. It has occurred to me that my experiences would be of interest and possibly of assistance to other librarians in the same situation. Perhaps, they could avoid some of the frustrations which I have faced. As you will see, I have not named names, but can provide complete documentation upon request.*

*I feel certain that this failure has not been due to lack of ability, experience, or the best of references. Over a period of 27 years, I have held a wide range of positions, mainly administrative, in a variety of libraries. . . .*

*In the event that you decide to publish this article, I would prefer to remain pseudonymous.*

Sincerely,  
Beartha Cupp\*

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**F**IRED? It seemed unbelievable, but it was true! At 10 am on Friday, February 27, 1970, I was informed by the vice president to whom I reported that my position and the department of which I was the manager were being abolished on that day. Here I was, at the age of 51, suddenly and unexpectedly without a job for the first time in my life.

Although I did not assume that I would find a comparable position easily and quickly, I did feel that my education (BA, BLS, MA), plus 27 years of experience, would have some value in the search for a new position. In my most recent position, I had organized and managed an information center for a publisher for a period of five years. Before that, I had organized and managed the

acquisitions department of a university library for nine years.

So, knowing that I had successfully filled a broad range of positions, I embarked optimistically on a definite course of action. For personal reasons, I preferred to remain in the New York metropolitan area. My professional contacts were few, but I began by writing letters and speaking to people whom I felt could be of assistance. Next, I registered with those employment agencies which specialized in placing librarians. Finally, I started answering ads in newspapers and professional journals.

Five months later, I had had a total of only six interviews with employers. Five of them had resulted in negative answers, and one is still pending. I felt discouraged and frustrated, and my savings were being rapidly depleted.

It is my opinion that other librarians who find themselves in a similar situation may find my experiences of some benefit as a guide and as a warning. Fol-

*(Continues on p. 364)*

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\*Although articles in *Special Libraries* are normally signed, the informational value of this paper is such that we feel it appropriate to agree to the request of the author that the paper be presented pseudonymously. Details of the author's background are verifiable.  
—ED.

# When a Library Job Ends . . .

## *Find Another!*

Paula M. Strain

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■ Experiences in closing down a special library and in finding a new special library position are described. Professional problems discovered during this time are outlined. The professional ethics of a library without a librarian are discussed.

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**THE TRAUMATIC SPRING** of 1970 forced an acquaintance with two little-discussed aspects of special librarianship and the problems associated with them. They should be better known.

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### *When a Library Job Ends . . .*

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*"Business is so bad that the administration, to keep us competitive, is cutting out services. One of them is the library. Close down library activities as quickly as you can and then spend the time you have remaining on the payroll looking for another position."*

The personnel director's order surprised but did not astonish me. In the past nine months, the library staff had been cut two-thirds, and economies had been enforced everywhere. I was shocked. The company sold its services on the

premise that they were based on the latest and best knowledge—and where did this knowledge come from if not the library? To close down the library seemed to me a form of slow suicide for my employer. But there's no use in fighting a battle already lost. This one was.

How do you go about closing a library? The professional literature doesn't help. Self-help was the only answer.

First, the library staff had to be told. Even though the administrator to whom the head librarian reported had shifted the responsibility of "firing" the library onto the personnel director, the head librarian had a responsibility to inform the staff. Half of them would be leaving with me; two (the library secretary and the interlibrary loan clerk who was the most senior member) were being retained for a time because it might be possible to transfer them to another activity in the company. All had to know the administration's decision and why it had been made.

The next obvious step was to cancel any planned expenditures. Recall the bindery order that had been picked up a day or two earlier. Go through the book order file and notify the jobbers of the cancellation of all orders outstanding. Check the suspense file for outstanding orders of any other material that might involve charges; send letters cancelling the original requests.

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*Miss Strain is a member of SLA's Placement Policy Committee (1969/71).*

*(Continues on p. 368)*



lowing is a brief summary of more than 50 attempts to locate a new position, and the conclusions I have reached based upon these efforts.

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### *Personal Contacts.*

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My first approach was to make use of personal contacts. During the period in question, my résumé was sent or passed on by friends to 27 different companies. To ten of these I received no reply. Three resulted in interviews. The 17 who replied all expressed interest and were impressed by my background. They had no positions available at that time, but they promised to keep my résumé on file.

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### *Employment Agencies.*

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From my reading of professional journals, I was aware of two agencies which claim to specialize in placing librarians. So I visited them to register and to be interviewed. Neither had any positions available for which I was qualified, but both said they would call me when one came to their attention. They are identified below as **Agencies A** and **B**. Some weeks later, I discovered an additional agency, which was just moving into the library field. It is **Agency C**. I also registered at seven other agencies when I answered ads they placed in newspapers.

**Agency A** is the oldest agency in New York for the exclusive placement of librarians. After I had registered there, six positions for which I was qualified were advertised by them. Since I had not been notified of these openings, I contacted the agency each time. And each time, various excuses were offered: I was not a member of a *certain* professional society—I had no experience in that particular kind of company—or the employer would be contacted and an interview arranged. In no case did I hear anything further.

I was also informed that salaries were decreasing (but not according to their own ads)—and I was expecting too much. I, therefore, agreed to lower my salary requirements. Results: *Negative*.

**Agency B** no longer had a person on its staff who specialized in the placement of librarians, although they were “momentarily” expecting to locate a replacement. The person temporarily handling this field interviewed me, was impressed by my background, and said I did not look my age. Further contacts brought the same reply: “Keep in touch.” They are still looking, and so am I.

**Agency C** has a former librarian handling placements. My first visit there was in response to an ad. The salary was extremely low (and I had not yet reached the point where I felt that I had to accept a position *at more than \$3000 less* than I had been receiving); so I expressed no interest. In later visits, they had nothing to offer me, even though I lowered my salary requirements. Results: *Negative*.

**Agency D** advertised a position for which I was qualified. An interview with the employer was arranged on the spot and lasted for two hours. I left feeling confident and optimistic. A week later, having heard nothing further from the employer, I called the agency, which expressed surprise and promised to check with the company. The outcome was that the only other applicant, who appeared three days after my interview and was experienced in this type of company, had been hired without anyone notifying me as had been promised.

**Agency E** advertised for a librarian with a knowledge of the literature of data processing, which I have. At the interview, I was immediately told that I was not qualified for the position, but I convinced them I was. As a result, I was told to call three days later for an appointment with the employer. When I did, I was told that the agency would call me the following week. Result: I was never called.

**Agency F** requested in the ad that a résumé be sent by mail. Three weeks later I received a printed form letter in

which I was informed that "due to the rigid requirements demanded by our client, your background does not *quite* [italics added] fit their specifications."

**Agency G** is new and places only mature professional women in part-time positions. Having reached the desperation point, I registered with them. In contrast to the other agencies, I was received graciously and in a professional manner. Unfortunately, they had not yet learned of any positions for librarians. They deserve to be commended for their efforts in a much-needed field.

**Agency H** was my most depressing experience. The ad stated only "Corp Librarian" and the salary. The first question asked by the interviewer was what had I been doing since February 27. My reply was that I had been looking for a job, which was received with surprise. Next, why hadn't I found one? Answer: Apparently I am over-age and over-qualified. After a lengthy inquisition along these lines, I was told that typing ability was a prerequisite for the position. Since I type with four fingers, the interviewer offered to contact the employer to determine if this was acceptable. The interview ended with the statement that "We can't even find jobs for young, attractive women." Result: No further contact.

**Agency J** advertised a position to set up an information center for a "Fortune 100" company. I was told that an interview would be arranged with the employer. It never materialized. Four months later, I answered a second ad placed by this agency. They had no record of my previous registration, but would arrange an interview and call me. Result: No call.

**Agency K**, in an interview, promised to send my résumé to the employer and to call me in two or three days about an interview. Result: No call.

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### *Direct and Blind Ads.*

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During this period, I answered five ads placed directly by the employer in newspapers and professional journals.

**Direct Ad #1** gave a telephone number to call. I was told the person handling the hiring was out—he would call back. He did not. I did not pursue this, for at that time, I was optimistic about other possibilities.

**Direct Ad #2** gave a telephone number to call, as a result of which I was asked to send my résumé and an interview would be arranged. One month later, when I called, I was told there was "internal confusion" over hiring someone for the position and I would hear from them shortly. A week later, I received a printed form letter (without either date or inside address) stating that my experience did not meet their requirements.

**Direct Ad #3** required a library science degree as well as an MA in history, both of which I possess. After three weeks, I received an acknowledgement of my application, signed by an administrative assistant who was not the person to whom applications were to be directed. It stated that "Our vacancy would not make the best use of your interests and talents." I wondered how they knew without interviewing me!

**Direct Ad #4** was placed by a university library which had offered me the same position five years earlier. I had refused it at that time to accept the one which was abolished in February 1970. The person to whom applications were to be directed had interviewed me at that time. I made four long distance calls before reaching his secretary, only to find that the position had been filled. This ad appeared in *Library Journal* (June 1, 1970)—I had purchased this issue at the publisher's office on May 25! The calls were made immediately before and after a holiday weekend. As I feel that I had a slight advantage over the subscribers who received their copies by mail, I am curious to know when the position was filled.

**Direct Ad #5** was placed by a metropolitan community college. My letter resulted in an immediate telephone call to arrange an interview. On June 10, I was interviewed by four members of the Appointments Committee. I left feeling

optimistic about the outcome. I was informed that the best three or four candidates (and it was definitely implied that I would be one) would be interviewed by the president, who had to make the final selection. In any case, the committee would notify me of their decision shortly. This position became vacant on July 1; hearing nothing by July 2, I called the chairman, only to be told that he was on vacation until August 15. The delay was surprising, but apparently the decision is still pending.

Of the four blind ads I answered, nothing need be said, except that I was qualified for all of them and never received a reply.

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### *New York State Professional Placement Center.*

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As a result of applying for unemployment benefits, I was required to visit the Placement Center. Later, I went there on numerous occasions to look at the lists of positions available. I found only one for which I was qualified and arranged for an interview. On the appointed day, I appeared and was kept waiting for 45 minutes by the personnel manager, only to be informed that the person holding the position at present had decided not to leave.

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### *Conclusions.*

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As a result of the experiences outlined above, I have reached certain conclusions. But, before I point them out, I must admit that apparently I missed some job-seeking opportunities. I will readily admit that if I had been aware that I would be unemployed for a long period of time, I would have placed a "Situation Wanted" ad in a professional journal. Or, I could have written letters to local librarians whom I do not know personally, inquiring about vacancies on their staffs. Perhaps one of my main problems has been inexperience in attempting to locate a position. In the

past, I have always done this through personal contacts.

My *first* conclusion is that many employers do not know the meaning of the word "librarian." To them, anyone who works in a library is a "librarian." They find it difficult to inform an agency or to word an ad accurately so that the applicant or the agency knows what the employer wants. Communication, particularly when going through an agency or a personnel department, is extremely difficult. I feel strongly that lack of direct contact with an employer is a distinct hindrance to an applicant and may well be the main reason why I do not now have a position. I realize that the person who will supervise the new employee does not always have the time to screen applicants before a final decision is made. But, isn't hiring a librarian somewhat different from hiring a typist or a secretary?

*Second*, employment agencies are not generally geared to placing librarians. Most of them are in this field by chance, as companies which have asked them to fill other positions also request that they locate a librarian when one is needed. Their knowledge of libraries and librarians is superficial or nonexistent, as is apparent by the ads placed in newspapers and the questions asked in interviews. At no time did I apply for a position unless I was qualified according to the requirements specified in the ad. However, additional conditions for the applicant were often revealed during interviews. In many cases it turned out that a professional librarian was not wanted or needed. Although it is disconcerting to deal with people who do not understand the information in a résumé (for instance, I was once asked what is an "Acquisitions Librarian"), it is even more frustrating to learn how disinterested and unconcerned they are about placing librarians. Another puzzling factor in my contacts with agencies is that, having registered with a good number of them, I continually found these same agencies advertising for a librarian with the precise qualifications I have. Don't they ever look in their files?

*Third*, although federal, state and local laws forbid discrimination on the basis of age and sex, I have a strong suspicion that I have been the victim of these biases. I do not, however, have any direct proof. Many salaries are so low (and in New York, where the cost of living is the highest in the country!) that men would not apply for these positions. It has become apparent to me, also, that youth and glamour, rather than maturity and experience, are the main prerequisites for many positions. Unfortunately, in addition to being past 50, I am slightly overweight, wear glasses, and have some grey in my hair. This should have nothing to do with my abilities as a librarian.

*Fourth*, I am convinced that "blind" ads are an unfair advantage to an employer and should be discouraged—the employer thus knows all about me, but I know nothing about him. And, knowing nothing about him, I find it difficult to present myself to best advantage to him in a letter. The applicant seems to lose a freedom in such a situation—he cannot decide in advance whether he would like to work for this particular company. In the final analysis, he can refuse the position if it is offered to him. But, meanwhile, he has lost valuable time. And it takes time, energy and money to look for a position.

*Fifth*, ads which appear in professional

journals after the position has been filled are a waste of time both for the applicant and for the employer.

*Sixth*, the cooperative effort of the New York State Professional Placement Center and the New York Chapter of Special Libraries Association is to be encouraged. However, I found that, in general, the positions listed there were the least desirable of all those I was aware of through the various sources available to me. I realize that this is a new service and that it will require time to become effective. In addition, many professional librarians may have an aversion to registering for unemployment benefits, even though they may be a necessary form of temporary livelihood.

To summarize, in most cases, I have met with lack of interest, broken promises, indifference, and even rudeness, especially in my contacts with employment agencies and with personnel departments in large organizations. On the other hand, I have met some fine people whom I would not have known otherwise. Experienced, mature, professional librarians, especially in this period of economic recession, urgently need expert assistance in locating a new position.

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It was necessary to cut back what other long-term costs we could. Periodical subscriptions were on a calendar year basis. If cancellation orders got to the subscription agency by the end of April, about one-half of the publishers would give a refund for a part-year cancellation. Order a computer print-out of subscriptions and send a copy to the head of administration to determine if some of them should not be cancelled but—rather—be readdressed to individual offices within the company. Then issue the necessary instructions to the agency.

That took care of financial responsibilities. What of other kinds?

Some operations in the library no longer had any reason for their existence. Suspend the inventory at the point we had stopped one evening: at the end of one classification schedule. Expand the notes made on the completed portion in case anyone ever came back to the records; hope that the expanded notes were complete enough for a professional librarian to understand them.

A few projects were so near completion that they could be finished up in some fashion. This included cataloging—in a hasty fashion—all the books being held for the arrival of LC cards. Better a poor cataloging job and some records in the files than no records at all. One can't cancel an LC card order so the data on the cataloging done was recorded on the carbon in the LC card order file in the hope that the LC cards would be preserved when they came in and eventually be united with the record. The money in the LC deposit account was so small that abandoning the account was cheaper than trying to close it out.

We went over the administrative and correspondence files and wrote notes of explanation on anything that seemed unclear. The intention was to leave adequate records by which other company personnel could trace the library transactions if they had to.

In a defense industry library, much

material comes from technical reports distributed by the Defense Documentation Center (DDC) and the Clearinghouse for Federal Scientific and Technical Information (CFSTI). Neither of these institutions care whether a library orders material or not; anyone in the recipient organization may be the official contact and control point. No need, therefore, to close our deposit account. Just determine who the new contact point in the company is to be; change the registration at DDC and CFSTI; and indoctrinate the new contact about the records which have to be kept and the routines the library had been following in procuring material from the centers. The same conditions held for our Government Printing Office deposit account.

Interlibrary loans were a larger part of our operations than in many special libraries. Because we had been offering to colleagues who lent to us duplicate and weeded material from our collections as a small gesture of appreciation for their loans, we had a reasonably up-to-date list of the libraries from whom we borrowed most frequently. The interlibrary loan clerk went through her records and picked up the names of local libraries which occasionally loaned materials to us; the final list included more than 125 libraries with whom we had had lending or borrowing relationships during the past year. To all of them we sent a short letter explaining that we expected to be closing down our library services very soon, thanking them for their cooperation, reassuring them that we expected



to return any material we had borrowed from them—but asking them to check their records at once to notify us of material they had recorded as loaned to us for longer than a fortnight. We wanted to clear up all questions of responsibility for return now while someone who knew the records and who remembered interlibrary lending activity was at hand. At the same time, we began to call in all interlibrary loans in the hands of our readers and returned them to the lending libraries.

Now only our library collection itself, and the material from it in the hands of our readers, remained to consider. We could not act without some guidance from administration, and administration needed information on which to make its decision on the final disposition of the library collection. Part of that information had to be the dollar value of the collection; monetary value was both the most easily obtained and the most meaningful. It was evident that the information value of the collection to the company was discounted by the administration. The annual estimates made on the replacement value of the collection for insurance purposes were consulted to get a figure for the financial worth of the collections. The value of the equipment was estimated by consulting the completed orders on file for recent purchases of furniture, and by looking at catalogs of library equipment. The total value of the library collections and equipment was high—perhaps a surprise to the administration, but not to the library staff.

A memo was then prepared listing the value of the library and its contents and outlining the courses of action possible—storing the collection; disposing of it; letting it stay on the shelves. Advantages and disadvantages of each were mentioned briefly. Keeping the library in its present location was the least expensive in manpower but would require that the room be kept locked unless someone was made responsible for supervising both loan and return of the materials. Users of an unsupervised collection, no matter what good intentions they may have, would fail to charge material taken or

record its return—and the collection would suffer by attrition. Storing the library would protect the collection but would require manpower to pack it up. Selling the collection would bring in cash but certainly nothing like the collection's value. The library could be transferred to another corporate subsidiary which had its own library; this alternate, too, would cost manpower for packing and shipping. The memorandum concluded with the request for a decision as to what course administration wished us to follow, plus the statement that, until such an administrative decision was made, the library staff remaining would continue to circulate our own library material to company personnel.

Those of us who were to be laid off had done all we could to close down library services. We were now free to find other employment if we could. Those who remained “for the time being” continued to take care of incoming mail, the loan and return of company owned books, periodicals, and reports, and give what reference help to readers their ability permitted. Administration had not replied to my memo by my last day of employment.

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### *. . . Find Another Job*

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Nonprofessional staff from a special library may go to the U.S. Employment Service or to local employment agencies with a fair chance of finding jobs that utilize their clerical skills at an appropriate salary level. The professional special librarian has no such hope. The local U.S. Employment Office at which I registered for employment told me, “Sorry, you’re on your own in finding a library job. We can’t help.”

This isn’t exactly true, as we shall see, but it is generally true for finding professional special library jobs. There is no one place—not even three or four places—to which an unemployed special librarian can apply with hopes of finding listed most of what jobs are available.

There are advertisements, to be sure. *Library Journal*, *Wilson Library Bulletin*

*tin*, and *Special Libraries* carry advertisements of library vacancies. Those in *LJ* and *WLB* are mostly in public, university, and occasionally school libraries, with a special library opening appearing infrequently. *Special Libraries* carries advertisements of special library jobs and some others. The "News-of-the-World" section of the Sunday *New York Times* regularly carries advertisements of library openings, mostly in the metropolitan New York area, and mostly public and college library vacancies, though openings elsewhere in the country and in special libraries appear often enough to make it worth buying the paper each week. Some large metropolitan newspapers do advertise library positions; the *Washington Post* is one that does. The *Post's* ads are either in the "Help, Men & Women" or "Help, Women" columns (never in "Help, Men"), and are almost always for special library openings in the local area. Generally speaking, the openings listed in their "Men & Women" column will have a higher salary and a greater demand for experience than those in the "Women" column. (Women's Lib, take note!)

The job-seeking special librarian who depends on advertisements for his leads should be aware of at least two things. The time between the submission of an ad to a library journal and the delivery of the issue carrying the ad to the job seeker may be six weeks or longer. Not infrequently the job for which one decides to apply will be filled before the applicant can read the advertisement. Also the job seeker should be cautious about "blind" ads, those which do not name the company seeking to fill an opening. It isn't that the job isn't bona fide; it's just that many times the applicant will get no reply at all to his application. Apparently the use of a box number absolves the prospective employer from the need to be considerate of applicants.

There are some regional clearinghouses for jobs. In some large metropolitan centers, the U.S. Employment Service maintains a Professional Career Information Center, which collects information on

openings for professional people, including librarians. The jobs listed as currently open for librarians tend to be few; most public libraries, universities, and employers of special librarians apparently are not much in the habit of going to the U.S. Employment Service for professional employees. The Washington Professional Career Information Center, in the three months when I was visiting it every week or ten days, had only three non-governmental special library jobs listed, but it did carry the monthly Federal Library Vacancy List with more government library openings. Unfortunately, the Vacancy List was displayed as much as three or four weeks after it had been issued. The Centers also display the job openings posted at the ALA and SLA\* Conferences. This might be helpful if one is out of a job in mid-July or August but is less valuable when one is looking in the spring. There were no dates on the photocopies of the Conference postings to warn the unwary that they were out-of-date.

The Federal Library Committee, whose secretary's office is in the Library of Congress, publishes a monthly listing of vacancies in the federal libraries in Washington and elsewhere. This is sent to most federal libraries and, apparently, to all the Professional Career Information Centers. An interested job seeker may request his own copies of the listing from the Federal Library Committee, but getting on its mailing list may take three months or more—not much help when one is out of work.

It should also be noted that applica-

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\* SLA has not authorized the U.S. Employment Service (or any of its Professional Career Information Centers) to display job openings listed at SLA's Annual Conferences. Miss Ann Firelli (Manager of SLA's Membership Department), who handles the Employment Clearinghouse at the Conference, is interested in knowing why undated photocopies of job descriptions from the 1969 Conference in Montreal were posted in the USES Professional Career Information Center in Washington, D.C. in Spring 1970.

—ED.



tion for a job in a federal library is a waste of time unless one is already on the Civil Service Commission register for librarians. Federal libraries can hire only from the register. For the librarian not presently in federal library work, the register is, in effect, a hunting license and no more. With, perhaps, the exception of the lowest level—that of the beginning librarian—there is very little hiring done directly from the register. Promotion from within, transfer from other government libraries, and hiring applicants already on the register who present themselves at the personnel office of the hiring library and who are persistent seem to be the preferred methods of filling federal library vacancies.

A National Registry for Librarians is maintained by the Illinois State Employment Service, Professional Office, 208 S. LaSalle Street, Chicago, Illinois 60604. The National Registry was established initially as a result of the Joint Committee on Placement of the Council of National Libraries Association. The registry receives your résumé and will make it available to an employer who contacts the registry. It also maintains a placement service at ALA Conferences; all résumés on file with the registry are available at ALA Conferences. If you attend an ALA Conference, register with the placement office at the Conference so you can be reached for employer interviews. This registry seems to have useful potential for SLA members and their potential employers that could be expanded.

There are also the employment clear-

inghouses run by individual SLA chapters. The Association's placement service that SLA had attempted to provide was discontinued over a year ago, but individual Chapters still attempt to match up job openings and applicants in their own areas. How well they do it depends on the energy, time, and acquaintances of the Chapter's employment chairman. If he is energetic and has numerous acquaintances, he will encourage employers of special librarians to let him know about openings and will solicit vacancy information from other librarians; more often, when the chairman has limited time, he waits for information on vacancies to come to him on its own. An energetic job-seeking librarian may well know more about what jobs are available locally than the Chapter employment chairman will.

Another source of vacancy information may be library schools. Some schools maintain a very full list of jobs that come to their attention and make these lists available to their students, sometimes merely by posting them on a bulletin board; in one or two cases, by issuing a monthly "Positions Open" bulletin sent to all alumni. Usually these schools have no hesitation in allowing other librarians access to this information. Other library schools are comparatively uninterested in centralizing job availability information for the use of alumni or outsiders. Only inquiry at the school itself will tell which attitude exists and whether leads are available there.

Surprisingly enough, private employ-



ment agencies are sources for some special library jobs. You will have to visit the agency to find out about the job; only general details will be told over the phone. Not infrequently, you will find you already knew about the job from another source. Often, it will be a job which does not require much experience, offers only an average salary, and has a limited scope—but, still, private employment agencies occasionally have the only listing of a really worthwhile job. There are a few employment agencies, especially in New York City, which supposedly specialize in library vacancies. Here I have no experience; I was not interested in moving to that area.

By far the most satisfactory method of finding out about job openings in the special library field is through friends and acquaintances. Having a wide circle of acquaintances who know that you are looking for a job is to assure yourself of hearing what jobs are available or may be opening. Library colleagues will be helpful. Not infrequently, a librarian whom you do not know personally, but whom you have contacted about a vacancy he had, will tell you about another promising opening. Do not fail to inform your friends outside the library field of your interest in library openings; they often know of possibilities within their own organizations—a librarian about to retire, a service being expanded. Leads from non-librarians may be less accurate than those from colleagues, but they sometimes produce a more exciting job possibility. So follow up all leads you get.

In my search for a job, one thing surprised me—how often an application for employment for an advertised position is never acknowledged by the employer. More than a third of the applications I sent out were never acknowledged. The percentage of no replies was higher for vacancies in the government libraries. If an application must be mailed, about two-thirds of the time one never knows whether or not it has been received until some months later when it will be returned with a form checked off to report that the job has been filled and the appli-

cation is being returned for re-use. Non-government libraries which do not reply do not even return the résumé.

Even when you apply in person and have an interview, you may never be informed you are not being considered for the job or even that the job has been filled. A good rule of thumb is to cross the job possibility off if you don't hear within two weeks. We may be professional in our education and responsibilities, but employers treat us otherwise when we are job seekers.

The discrepancies between the advertised job and the job you are told about during an interview, and the employer's rigidity or flexibility in the requirements he seeks in applicants are subjects to be left for another time or author. Much could be said!

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### ***Problem Areas***

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There is a real need for a central national clearinghouse for all types of library positions. Since positions in special libraries are less adequately publicized than any others, why does not SLA join with other CNLA member associations in encouraging the use of the National Registry for Librarians?\*

SLA might also publish each fall the names and addresses of all Chapter placement officers so that applicants wishing to seek work outside their own area would know to whom to apply, and employers seeking applicants could know where to send notices of openings. The Association's Placement Committee might very well encourage the Chapter placement chairmen to act as liaison with the National Registry for Librarians.

This is a problem for action, not thought.

The more serious problem that came to my attention this spring is one of professional ethics. For it I have yet no

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\* In June 1968 the SLA Board did not accept a recommendation from CNLA that all member associations of CNLA use the National Registry for their placement purposes.

—Ed.

answer. It is connected with the closing down of a special library (or its opening or operating under certain circumstances).

I mentioned that, by the day the last professional library staff member left the company, the administration had not told any of the library staff what final disposition was to be made of the library collection, and that the clerical staff still working was operating the library on a day-to-day basis with a minimum of library services being offered. A number of months later, clerical personnel are still doing so. They tell me that, at the instance of company personnel—some of them in administration—they are requesting help *and are getting it* from other local libraries—public, federal, university, and industrial. This raises a question: Is such helpfulness ethical? For the public library, which attempts to serve the needs of all taxpayers, it is—but for the other libraries, which do not have a similar responsibility based on tax support, I feel that it probably isn't.

The problem raised by a library operated intentionally without professional staff requires consideration by the special library profession, indeed by the entire library profession. It involves many questions.

When is a library not a library? Does it cease to be a library when it no longer has any professional librarian directing its operation? Or does the fact that a collection of books exists with a person nominally in charge (regardless of his background) justify its recognition as a library eligible to receive interlibrary cooperative service from professionally operated libraries?

A well-known government librarian

told me last year that industrial librarians were parasites on federal libraries. If this is so, are not government libraries encouraging parasitism by extending library services to inadequately staffed and managed libraries?

Should there be standards that libraries must meet before they qualify for help from other libraries? What standards should they be? Indeed, what *is* a library? Should our professional library associations set standards and enforce them? Are we being less than professional when we avoid defining a library and when we avoid upholding our definition by our behavior?

These are questions that the library profession, especially the special library segment, should consider and determine if we are to become truly professional. Other professions have faced similar problems and have come to some enforceable agreement among themselves, and they try to enforce the agreement. Why have we dodged the issue? Why do we not discuss such matters at our annual Conferences?

*Received for review Jul 6, 1970. Accepted for publication Aug 19, 1970.*

The Council of National Library Associations has prepared a list of placement services for librarians. The CNLA pamphlet, which will be available in the near future, may be obtained for 10¢ a copy from: Catholic Library Association, 461 W. Lancaster Ave., Haverford, Pa. 19041.

# The Stone & Webster Library 1900–1970

## Seventy Years of Special Library Service

Richard S. Huleatt

THE LIBRARY of the Stone & Webster Engineering Corporation, one of the first business libraries in the United States, celebrated its 70th year during National Library Week, April 12–18, 1970.

In 1900, the Library was initiated under the direction of George Winthrop Lee, librarian, and was located at 4 Post Office Square in downtown Boston. Mr. Lee, a pioneer in library research, was at the beginning of a long and fruitful career, which was to bring recognition not only to the Stone & Webster Library during his nearly 30 years as librarian, but to his own name for his extensive efforts in promoting and organizing special libraries. He was first engaged by Stone & Webster to study electrolysis.

The library grew and flourished to fill an immediate need. It moved to nearby locations with the Stone & Webster organization as the firm grew. The first move occurred very soon, for in 1900 a fire forced quick relocation to 93 Federal Street. In September 1903, the Library moved to 84 State Street, and then in January 1908 to more spacious quarters at 147 Milk Street, where it occupied six rooms. In 1907 (two years before SLA was organized), a Stone & Webster booklet by Mr. Lee entitled *The Library and the Business Man* had been distributed to the business community and presented to the American Library Association's Annual Convention. The Stone & Webster introduction to this booklet states,

*"In giving publicity to our library and its working methods, we aim to show*

*what library work can mean to business houses . . . we hope that a suggestion of how useful our own library is to us and how widely we appeal to resources without, may tend to promote a more general practice of looking to libraries as business aids."*

Mr. Lee was early to realize that the library, in order to meet the needs of the members of the organization, must have adequate foresight to the needs of the future. His library service included not only the many Stone & Webster employees, but clients and other special libraries as well, thus encouraging an early exchange of information resources. He stressed the importance of cooperation among libraries, which is today a generally accepted practice.

In the summer of 1909, Mr. Lee attended a meeting of what was to be an important milestone in the development of special libraries in North America. Already a member of the American Library Association, he was present at the now famous "Veranda Conference" at Bretton Woods, New Hampshire, where ALA was holding its Annual Conference. The meeting, of course, was that called by John Cotton Dana, and the Special Libraries Association was founded; Mr. Lee was elected a member of the Executive Board.

The Stone & Webster Library reflected the zeal of this Charter Member of SLA. There are considerable references to SLA and Boston activities throughout the *Stone & Webster Journal*, of which "Li-



George Winthrop Lee  
Librarian—1900–1929

brary Notes” was a feature section of each issue. Throughout the early history of the library, it was involved in every facet of Mr. Lee’s activity in special libraries and in his desire to increase library cooperation and exchange of information—particularly among special libraries.

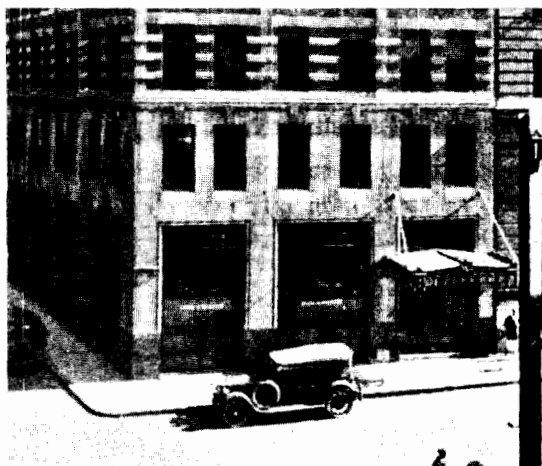
An article, “The Library at Stone & Webster, Boston,” was published in the sixth issue of the new journal, *Special Libraries* v. 1 (no. 6): p. 44–47 (1910).

In 1912, Mr. Lee organized the Boston Cooperative Information Bureau and stressed the need for a “downtown” business library under the direction of the Boston Public Library. Later, in 1921, this Bureau became an extension of BPL. Since 1930, the Kirstein Business Branch of the Boston Public Library has met the needs of businessmen envisioned so many years previously.

First chairman of the SLA Public Utilities Division in 1909, Mr. Lee later also became the organizer and first chairman of the SLA Science-Technology Division in 1923.

On December 23, 1927, the Library moved into the Stone & Webster Build-

Stone & Webster Headquarters  
147 Milk Street  
1908–1927



SEPTEMBER 1970

Stone & Webster Building  
49 Federal Street  
1927–1965



375



Stone & Webster Headquarters  
225 Franklin Street  
Present Location



"Terry," pushing coffee truck bedecked with sign honoring National Library Week, greets staff member Regan Heiserman.



ing at 49 Federal Street. Mr. Lee humorously noted,

*"... from what might be called extensive quarters to what might be called intensive quarters . . . The Library with its attractive mahogany finish, is now so distinctly different from what it has been, that quite likely its service will take on a decidedly different aspect."*

He also observed that the library had now been "Fordized" and "Hooverized" in its new efficiency, but users were invited to use the library "just as of old."

An announcement in the *Stone & Webster Journal* reported that the library would be discontinued effective January 1, 1930. The Depression had arrived. But "discontinued" should have been more accurately phrased as "went into hiding," for the collections of materials simply were absorbed by the using divisions of the Stone & Webster organization, to reappear during the mid-thirties as a formal library once again.

Mr. Lee retired for a well deserved rest in 1929 but continued as an able, staunch and active SLA member through his 82nd year.

The library remained at 49 Federal Street until late 1965, when it moved to the new 14th floor facilities in the State Street Bank Building at 225 Franklin Street, where it is today. In October 1968, the library was reorganized and modernized to meet the expansion and multiplicity of growing organizational interests.

Today, in its 70th year, the library maintains a vast array of world-wide information resources for its users. It is not a large library, but it is very much a part of SLA, for the two have grown together. Both have had their ups and downs throughout the years, and the Stone & Webster library staff is proud of a long and colorful heritage and of a dual tradition to uphold: that of Stone & Webster and that of SLA.

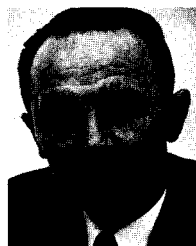
Mr. Huleatt is technical information manager of Stone & Webster's technical library.

# Shared Cataloging

## An Experiment in Cooperation between University and Special Libraries

Joseph Z. Nitecki

The University of Wisconsin-Milwaukee, Library, Milwaukee, Wisconsin 53201



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■ The concept of shared cataloging described here differs from that of central processing both in scope and depth. The arrangement stresses the sharing of the existing cataloging information with the special library, rather than the processing of material for that library. Whenever possible, the cataloging entry, already provided by other libraries, is accepted. The so-called "original" cataloging is limited to the description of the essential bibliographic characteristics of a book with the broad—rather than the specific—classification number.

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**THE SPECTACULAR GROWTH** of new universities in metropolitan areas attests to the significance of the public investment in higher education, supported by the firm conviction of its value to the community.

The proclaimed mission of the urban university is to concentrate on intellectual tasks pertinent to the issues which are relevant to the surrounding community and its local governmental, social, industrial, and business organizations.\*

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\* Klotsche, J. Martin / The Role of the Academic Library in Urban Development. *College and Research Libraries* 30:126-29 (Mar 1969).

The concept of involvement in community affairs is not new to librarianship. American public libraries developed an outstanding tradition in assisting the individual citizen and various community organizations by providing extensive reference work and reading material. The participation of university libraries, however, was—and to some extent still is—more timid and cautious. As an integral part of a larger organization, the university library is directly responsible to its parent institution for collecting and servicing specific kinds of material; the obligation often exceeds the available resources. The traditional university library, supporting both research and institutional needs of scholars, is thus removed from direct contact with the neighboring community by its very location within the ivory tower of higher education.

The urban university, moving out of seclusion and into the center of a metropolitan market place, brings with it all its resources, including its library collection and services.

The experiment described in this paper illustrates not only a new type of participation possible in technical services, but it also suggests some departure from the traditional concept of cataloging, initiated by the new objectives.

The experiment itself was a low key operation of cataloging a small number of books for an industrial research library. The positive results of this proj-

ect, however, have provided new experience worth recommending to other libraries.

### Shared Cataloging Described

The arrangement between the Research and Development Library of S. C. Johnson & Son, Inc. (Racine, Wisconsin) and the UWM Library is to classify and catalog the material from copies of the purchase orders of the R&D Library—but without the books themselves.\* Approximately twice a month a batch of about 20 purchase order slips is received by the UWM Library. Each P.O. contains the usual information provided to the vendor (that is, the author, title, publisher and publication date). The UWM Library checks these orders against its own files, in order to locate an entry already cataloged by LC, NUC (National Union Catalog) or the UWM Library. A set of cards for each entry found, as well as the titles cataloged as “original” for R&D Library, are prepared by the UWM Library and returned to the R&D Library together with “Se-lin” labels typed for each volume.

In order to obtain the cost of this operation, each step in the procedure was recorded on a form designed for that purpose. The form itself is also used as the step-by-step processing instruction for the UWM Library staff. The number of entries processed together with the total amount of time needed were used to determine the charges for the service. The final costs were adjusted after the initial run of 100 entries, and are applicable at the date of this report. Considerable effort was made to estimate the cost as accurately as possible, so that the amount charged would be equal to the actual cost of shared cataloging.

For the purpose of this report, the data in Table 1 represent a cumulative percentage distribution of items searched

in 1968 and 1969. In that period approximately 900 titles were fully processed at the total cost to the receiving library of slightly over \$1,000.

Each shipment of purchase orders is received by the divisional secretary in the UWM Library, who sets up the processing form and forwards the whole package to the Pre-Cataloging Department for the bibliographic search. All P.O.'s are alphabetized by title and searched in the UWM Title Catalog, LC Proofslip file, NUC and UWM's “On Order” file.

Approximately 31% of the total processing time in 1968, and 52% in 1969, was needed for the pre-cataloging search. The increased searching time in 1969 was caused by the extension of the search for the entries not found in the *Subject Headings Used in the Dictionary Catalogs of the Library of Congress*. This step provided additional information for the catalogers, thus reducing significantly the total cataloging time (from 32.7% in 1968 to 19.5% in 1969), although the percentage of titles cataloged as “original” in 1969 was reduced only slightly (28.4% in 1968; 26.7% in 1969). Almost 10% of all submitted entries were found in LC Proofslip files (8.8% in 1968; 10.8% in 1969), with about 40% of the remainder located in the UWM Library's Title Catalog (46.9% in 1968; 36.0% in 1969).

The unfound entries are searched in the various issues of the NUC. As shown in Table 1, an additional 35% of this search in 1968 (38% in 1969) resulted in locating exact entries. Thus, approximately 69% of all the entries processed in 1968, and 65% in 1969, were fully cataloged by other libraries and ready for card reproduction. The additional 6.0% of all entries in 1968, and 14.9% in 1969, were located in the NUC but without the classification number. These entries were completed by the UWM Library catalogers (“partial cataloging”).

The search described above failed to locate 28.4% of all entries submitted in 1968, and 26.7% in 1969. These entries were forwarded to the professional catalogers for “original” cataloging. Hence,

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\* The project was initiated by Mark M. Gormley, director of the UWM Library and Dr. Charlesworth L. Dickerson, senior chemist, Research & Development Library, S. C. Johnson & Son, Inc.

Table 1. An Evaluation of the Shared Cataloging Procedure

Processing Steps	Per Cent of Entries						Per Cent of Total Processing Time	
	Found Complete		Found Incomplete		Not Found		1968	1969
	1968	1969	1968	1969	1968	1969		
<b>Searching</b>								
Proofslip File	8.8	10.8	—	—	91.2	89.2		
UWM Title Catalog	46.9	36.0	—	—	53.1	64.0		
NUC, etc.	35.4	38.4	6.0	14.9	58.7	46.7		
<b>Total Search</b>	<b>68.8</b>	<b>64.8</b>	<b>2.8</b>	<b>8.5</b>	<b>28.4</b>	<b>26.7</b>	<b>31.2</b>	<b>51.9</b>
<b>Cataloging</b>	Ready for Processing		Partial Cataloging		Full Cataloging		32.7	19.5
	68.8	64.8	2.8	8.5	28.4	26.7		
<b>Card Production</b>								
Typing Masters	Cards, call numbers and labels						10.2	8.8
Reproduction	Main entry set plus added entries						18.7	14.8
Secretarial Work	Correspondence, etc.						7.2	5.0

approximately one third of all the entries submitted were partially or fully cataloged by the professional catalogers (29.1% in 1968; 31.9% in 1969). The time needed for this operation constituted 32.7% of the total time used for processing the shipments in 1968, and 19.5% in 1969. The catalogers assign the most inclusive, general call number for the subject suggested by the title of the book, with a subject tracing equally broad in scope. A statement, "Limited cataloging from purchase order slip," is added on the catalog card to indicate the approximate classification.

All entries found in the UWM Library collection together with the appropriate proofslips are retrieved from the files. Master cards for entries originally cataloged, the call numbers on incomplete entries, and the "Se-lin" labels for all volumes are typed at this time. A master plate for Xeroxing the required number of copies is prepared, and the copies are Xeroxed, cut, and drilled. Ten per cent of the total processing time in 1968 (8.8% in 1969) was used for typing the entries, while 18% of the processing time

in 1968 (14.8% in 1969) was needed for card reproduction.

Table 2 shows the cost breakdown of the shared cataloging in the two years of the experiment. A charge of \$2.00 was set for processing entries requiring professional cataloging (49.7% of the total charge in 1968; 48.8% in 1969). The cost of processing of the other entries (that is, not requiring cataloger's assistance) was set at \$0.80 per entry (47.1% of the total processing cost in 1968; 45.5% in 1969). The \$2.00 charge for original cataloging consists of the \$0.80 charge for the standard processing of each title, including overhead, plus the additional \$1.20 to cover the discrepancies between the salaries of professional librarians cataloging these entries and the salaries of the remaining staff (including student help). In 1969, for example, an average of 4 titles per hour were processed by the professional librarians. Multiple card sets were charged \$0.15 for each ad card (0.6% in 1968; 0.75% in 1969 of the total cost), while sets of cards requiring more than five cards were charged an additional \$0.05 per card (2.2% of the total



**Table 2. A Breakdown of the Total Cost of Shared Cataloging**

	Original Cataloging	Standard Processing	Added Cards		Negative Search
			Main Entry	Sets	
	\$2.00	\$0.80	\$0.15	\$0.05	\$0.25
1968	49.7%	47.1%	0.6%	2.2%	0.4%
1969	48.8%	45.5%	0.75%	4.2%	0.75%

charge in 1968, and 4.2% in 1969). Finally, a flat charge of \$0.25 was levied for each negative search; that is, for each entry searched in the UWM Library but returned to the customer for additional bibliographic information (0.4% of the total cost in 1968 and 0.75% in 1969). Thus 2.1% of all the requests submitted in 1968 (3.3% in 1969) were returned unprocessed.

Based on the total number of entries processed in the two years, the average time required to process each entry was 26.9 min. with an average cost of \$1.20 per entry (Table 3). These estimates include all the negative searches and requests for additional cards or labels made in the two year period, as well as the processing of the titles that did not require original cataloging.

The estimated processing times and costs discussed in this report depend, of course, on the size of the university library and the relevance of its collection to the needs of the special library. Although the quality of the shared cataloging will reflect the overall efficiency of the technical processes used, the optimum advantage of the project will always be in the merging of the shared cataloging operations with the routine processing of the cataloging library. The savings in cost and time are obtained by the utilization of the existing facilities of

operation and by the availability of the bibliographic data already identified and described.

## Conclusion

At the date of this report, the project has been fully operational for two years. The results have proven to be of mutual benefit to the university and the research libraries.

The first and obvious gain is in sharing scarce and expensive cataloging services. It is quite feasible for the university library to assist the special library in providing technical assistance without a substantial burden to the university operations.

The cooperation is economically sound. The cost of shared cataloging is below the direct cost of maintaining the separate cataloging unit in each library. The charges for the service fully reimburse the additional cost in labor and material.

The service provides an additional, secondary tool to the university acquisition program. The check of the research library's new titles against the university's own holdings focuses attention on the subject areas of most current significance in that field, thus providing a useful criterion for book selection at the time when the material is in print.

There is also a hidden, psychological advantage in training new librarians in the art of applied cataloging. Classifying a new title, without seeing the book, is at first a shock to the new graduate librarian. It seems unusual to him that a highly specialized expert in the subject field might be quite content with this simplified approach to classification.

To sum up, the shared cataloging brings the technical services of the university library an inch closer to the proverbial ideal of the optimum service to the highest number of users at the least possible administrative cost of operation.

*Received for review Feb 6, 1970. Accepted for publication May 6, 1970. Mr. Nitecki is now assistant director for technical services at Temple University, Philadelphia.*

**Table 3. Time—Cost Estimate (Based on a Two Year Experiment)**

Average Processing Time per P.O. Request	26.9 min.
Average Processing Cost per P.O. Request	\$1.20

# Acquisition Policy

**Helen L. De Vore**

Environmental Science Services Administration, Silver Spring, Maryland 20910

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■ A policy to insure acquisition of primary international libraries' collections for a library system pertaining to the environmental sciences was prepared by a newly formed Technical Processes Section, ESSA. The policy was developed to be useful not only to operating personnel, but also to others on the staff of the ESSA Library System, to clientele and to managers of the parent organization. Although the statement was prepared for a particular situation in Federal Libraries, it can be applied to other types of libraries.

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IN OCTOBER 1969, as a part of a reorganization of the Libraries Branch, Environmental Science Services Administration (ESSA), a Technical Processes Section was established—"to ensure effective library service through the coordinated acquisition and cataloging of pertinent literature." Some background on the establishment, mission and organization of ESSA and its libraries will help explain the need for a statement on acquisition policy.

ESSA was established on July 13, 1965 mainly through the consolidation in the U.S. Department of Commerce of the U.S. Coast and Geodetic Survey and the U.S. Weather Bureau. In brief, the mission of ESSA is "to describe, understand, and predict the state of the oceans, the

state of the lower and upper atmosphere, and the size and shape of the earth, in order to further the safety and welfare of the public, enhance and improve the nation's economy. . . ." ESSA's organization, prescribed in U.S. Department of Commerce Order 2-B (February 1968) consists of headquarters staff offices and the following major components:

Coast and Geodetic Survey  
Environmental Data Service  
National Environmental Satellite  
Center  
Research Laboratories  
Weather Bureau

In 1967 a Libraries Branch was formed in the Scientific Information and Documentation Division, one of the staff offices in ESSA. The present ESSA Library System consists of three major libraries: Atmospheric Sciences Library, ASL (Silver Spring, Md.); Geophysical Sciences Library, GSL (Rockville, Md.) and the Library Services Division at ESSA Research Laboratories (Boulder, Colo.) which provides library services also to the National Bureau of Standards Boulder Laboratories. Added to these are a number of specialized collections at research centers and numerous working collections at regional and field offices as well as on ships at sea. Two of the three major libraries had their beginnings a century or more ago in each of their parent organizations: ASL in an organization that later became the Weather Bureau and GSL in one that later became the Coast and Geodetic Survey.

The current acquisition policy was prepared for the collections totalling approximately 300,000 volumes in ASL and GSL with service to the specialized and working collections.

The Technical Processes Section consists of two units: acquisitions and cataloging. Obviously a statement of acquisition policy was needed by the new Acquisitions Unit to operate effectively and for the information of the two major libraries that no longer acquire their publications independently of each other. An additional purpose was to help establish an important channel of communication with ESSA management and serve as a helpful tool to it in allocating resources of personnel and funds.

### Acquisition Policy

**PURPOSE.** As part of the Libraries Branch program, to formulate guidelines to insure acquisition of primary interna-

tional library collections in direct support of ESSA's mission and functions.

The goal is centralized collections without peer in the subject areas relating to atmospheric sciences (ASL) and geophysical sciences (GSL) as part of ESSA Headquarters and also research and working collections at other specific locations as required chiefly by the geographical separation of ESSA facilities. Supplementing these centralized collections are decentralized collections of working materials at local and regional offices, with field parties, on research vessels, and at other locations nearby or in distant places. These collections vary in content and size for they are geared specifically to the unusual requirements in individual situations.

Concurrent with acquiring materials is the need to determine means to remold the present collections assembled independently in the past.

**SCOPE.** The subject coverage and depth

Table 1. Subject Areas Accented in Libraries Collections

Atmospheric Sciences Library (ASL)	Geophysical Sciences Library (GSL)
Aeronomy	Cartography
Atmospheric chemistry	Geodesy
Biometeorology	Geomagnetism
Climatology	Gravity
Hurricanes	Hydrography
Hydrology	International boundaries
Ionosphere	Navigation and seamanship
Meteorological instruments	Photogrammetry
Meteorology (including marine, agricultural, aviation, forest, satellite and planetary meteorology)	Physical oceanography
Numerical prediction	Sea-air interaction
Physical oceanography	Seismology (including tsunamis)
Sea-air interaction	Solar-terrestrial relations
Severe storms	Submarine geology
Solar-terrestrial relations	Tides and ocean currents
*Space physics	Volcanology (historical and as related to seismic action)
†Computers	*Instrumentation
†Documentation	*Rock mechanics
†Mathematics and statistics	*Satellite astronomy
	†Computers
	†Documentation
	†Electronic engineering
	†Geography
	†Mathematics and statistics

\* Working collections recommended

† Reference collections recommended

**Table 2. Guidelines for Types of Material Included in the Libraries Collections**

Abstracting and indexing services	Monographs
Almanacs	Observatory reports
Annual reports	Pamphlets
Atlases	Periodicals
Bibliographies	Proceedings and symposium papers
Books	Preprints and reprints
College and university catalogs	Reference books
Contract reports	Research reports
Diaries	Serials
Directories	Society publications
Dissertations and theses	Speeches and addresses
Engineering reports	Standards
Ephemerides	Star tables
ESSA publications	Summarized data
Foreign languages	Tables
Gazetteers	Technical memoranda
Government and official publications	Technical reports
Instruction manuals	Textbooks
Journals	Translations
Library book catalogs	Union lists of resources
Manuscripts	U.S. Congressional publications
	Yearbooks

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**Table 3. Guidelines for Types of Materials Not Usually Included in the Libraries Collections**

Acquisitions lists	News releases
Administrative memos	Newspapers
Announcement bulletins	Paintings
Audiovisual aids	Patents
Book dealers' catalogs	Phonorecords
Charts	Photographs
Classroom texts	Posters
Clippings	Printed forms
Commercial catalogs	Proposals for contracts
Correspondence	Prospectuses
Correspondence course materials	Publishers' catalogs
Course material	Raw data
Drawings	Record material
Ephemeral items	Recruiting brochures
Laboratory notebooks	Regulations
Letters	Slides
Maps	Specifications
Meeting announcements and notices of programs	Survey reports
Motion picture films	Transcripts
	Trade promotion brochures
	Trip reports

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of the acquisition program are governed by the programs of ESSA. New subjects are added to the collections as required by new projects and as new technologies develop. Throughout, sights must be kept on maintaining balanced collections responsive to the normal shifts in operation and activity.

The collections cover information on the scientific, research, engineering, legal, management, economic, educational, and social aspects of the subject areas related to ESSA projects.

Table 1 lists the major subject areas represented in the collections and designates the collection accenting the subject coverage.

Acquisition of materials is dependent upon the pertinence of the subject content to the collections. Many sources and formats are represented among materials included. Table 2 presents some guidelines in this matter.

Except on a very selected and limited basis the types of materials listed in Table 3 are not usually included in the collections.

**RESPONSIBILITY.** The Acquisitions Unit serves as the focal point for acquiring the materials for the collections and the components. Staff members of ASL, GSL and others in the Libraries Branch are urged to provide leadership in maintaining an alert and active program to choose and obtain library materials before users need or request them. Advice and assistance are also sought from subject specialists and officials who are encouraged to make recommendations and to submit requests for materials needed for new and special requirements, for building the collections is a team effort.

Sufficient leadtime to acquire the materials should be given by those originating requests, especially where deadlines are involved. Requesters should furnish all the known bibliographic information to identify the desired publications, to avoid needless duplication of effort in verifying information and to speed up handling the requests. Requests for publications to be retained at specific offices must include organization code and project number for any cost involved.

The Chief, Acquisitions Unit will review requests for their suitability, their availability and other factors influencing their acquisition. Individuals making recommendations will be contacted when clarification is needed, when material does not seem to conform with acquisition policy or if it is deemed resources already available might fulfill the requirement. Additional justification may be requested. If the point of difference cannot be reconciled, the matter will be referred to Chief, Technical Processes Section for further review and resolution. If then the question can still not be resolved, the matter will be referred to Chief, Libraries Branch for disposition. This routine should be a rare exception only, for close liaison among all concerned in the acquisitions process should customarily result in mutual understanding and smooth operations.

Authoritative, up-to-date reference collections of a general nature are acquired for the major collections and in other instances to improve efficiency of operation. Coverage will be broad enough to answer requests for information related to the ESSA mission and functions.

Typical among the materials are: abstracting and indexing sources, atlases, dictionaries, directories, encyclopedias, gazetteers, and handbooks.

PROCEDURE. Acquisition will be made by purchase, gift and exchange, whichever method experience shows is apt to be most practical and effective.

### Summary

An acquisition policy helps to formulate guidelines and establish goals for building library collections and developing services performed by a library. A special library by the very nature of its functions has an acquisition policy although it is not always spelled out. The preparation of a statement of acquisition policy was considered fundamental as one of the early steps in coordinating functions and managing a new Technical Processes Section. This policy, prepared for a particular situation, is general enough to lend itself to other libraries, including those outside the Federal government.

### Reference

Strauss, William / *Guide to Laws and Regulations on Federal Libraries: A Compilation and Analysis*. N.Y., Bowker Co., 1968. 862p.

*Received for review Feb 13, 1970. Revised manuscript accepted for publication Jul 31, 1970.*

Mrs. De Vore is Chief, Technical Processes Section, Libraries Branch, ESSA and has been head librarian in research and engineering laboratory libraries for both the U.S. Army and U.S. Navy.



## **Intramural Alerting Services The Distribution List Technique**

**Donald A. Windsor**

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**FIRST AND MOST IMPORTANT**, a distribution list is definitely *not* a circulation list. In fact, the distribution list was designed to abolish the circulation list. Circulation is the poorest method of alerting. The distribution list technique puts all the information into the hands of all the subscribers simultaneously. It broadcasts; it does not percolate.

The distribution list is a piece of paper bearing the names of all subscribers, ergo, the distribution. A copy of the distribution list is attached to every shipment. If there are 58 subscribers, then 58 copies of the distribution list are required. The name of each recipient is checked with a red pencil and the mailman delivers the shipment to him. When the shipment is received, the distribution list is ripped off and discarded, because once the subscriber receives his shipment it has served its function. It is merely a way of sending many shipments without having to write each subscriber's name and address.

The subscriber keeps his copy of the alerting service. These alerting services are citations of current published articles on various selected subjects. Abstracts, annotations, index terms, or commentary are provided, depending on the requirements of the service. We produce one copy for each subscriber and it is his to do with as he wants. Since there are many subscribers to these services, the distribution list is a convenient method

for delivery. When the subscriber is alerted to certain articles and if he needs copies of them, he traditionally fills out an appropriate form. The ordering procedure can be simplified if each article cited has its own number and can be ordered by this unique number rather than bibliographic reference.

Libraries traditionally have standard forms which the users must fill out in order to request copies of articles. This method does work for small systems and continues to be used. Unfortunately, it is often carried into large systems where it becomes quite inefficient. When used in an alerting service, the order forms are so unwieldy that this technique is better replaced by a distribution list method.

The order form can be eliminated if the subscriber enters his requests on the back of the distribution list and returns it to the library. When the library fulfills his requests, the very same distribution list is attached to his shipment of copies and sent to him in the mail.

The distribution list is simply a piece of paper with the name list on the front, and the order form on the back.

When the user receives his alerting service, he rips off the distribution list and writes down the numbers of the articles he wants on the lower half of the back of the distribution list. When finished, he merely folds it in half, staples the bottom center, and mails it to the library. The back has a line dividing

it in half. On the top half is printed the notation "To: Library." The bottom half has some phrase about the requests and bears the admonition at the bottom center "Staple Here." A clerk in the library unstaples it, unfolds it, fulfills the order, attaches it to the shipment with the name list on top, and mails it back to the requester.

The user receives his copies with a record of what he ordered. No extra forms are required and no time is wasted filling them out. The library can accumulate requests and run them all at once, thereby avoiding the much higher costs of single copy runs.

An additional degree of efficiency is attained when different distribution lists and their alerting services are printed on different color paper. When issued by

separate offices within the library, the color coding facilitates proper deliveries.

The distribution list method we advocate has been used by us for two years and has greatly simplified our operations. We use it on three alerting services: a weekly and a monthly with 200 subscribers each, and a biweekly with 100 subscribers. We furnish approximately 3,500 pages of copy requests per week.

*Received for review Nov 26, 1969. Revised manuscript accepted May 15, 1970.*

Mr. Windsor is chief of the Documentation Section at The Norwich Pharmaceutical Company's laboratories in Norwich, N.Y. Mrs. Windsor is secretary of the SciAesthetics Foundation, Norwich.

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Publication of this issue of *Special Libraries* was delayed so as to include this merger report.

## *sla news*

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As a result of questions raised during Advisory Council and Board meetings in Jun 1970, this summary of the merger discussions has been prepared by the SLA members of the present Joint Merger Committee.

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### SLA/ASIS MERGER DISCUSSIONS

THE Special Libraries Association and the American Society for Information Science have been actively pursuing discussions which could lead to a merger of the two organizations. Discussions have been conducted by successive joint special committees. Any merger of societies is a long and involved process. All the work to date is tentative, since any decision to merge must be ratified by both memberships before legal commitments are made. We now feel that there has been sufficient progress in these talks to make a résumé of the work to date meaningful to all our members.

#### History of the Discussions

The current dialog began with an exploration of possible closer relationships between SLA and ASIS by Herbert White and Joseph Becker, the Presidents of the two organizations, at the end of 1968. Although the possibility of a joint headquarters operation was the initial point of discussion, merger of the two organizations quickly developed as a more logical objective. While each organization has specific areas of concern, they do overlap to a great extent in objectives, programs, and membership. Both organizations are dedicated to the analysis and

use of information, and it would seem that a combination of SLA's practical approach and ASIS's theoretical and research approach could benefit all members of a merged society.

Previous discussions\* concerning merger or cooperation failed, probably because there were no clear goals set. Accordingly, the two presidents agreed to present identical proposals to their respective executive bodies in January 1969. Both bodies subsequently endorsed the desirability of merging SLA and ASIS and empowered their presidents to appoint three members from each association to form a joint committee to draft a specific proposal for merger implementation.

The joint committee, comprised of Louise Montle, Grieg Aspnes and Theodore Phillips from SLA and Pauline Atherton, Ann Painter and Herbert Koller from ASIS, met four times between February and June 1969. Detailed study assignments were completed between meetings. Although study and discussions progressed smoothly during this period, mutual agreement was not reached and, therefore, the joint committee was unable to submit a specific merger plan to the respective executive bodies during their June meetings. However, benefits from some kind of cooperative venture as recognized by the joint committee were:

1. An improved financial base through a single headquarters operation and elimination of redundant programs/operations.
2. An improved conference structure designed to more fully satisfy the needs of the combined membership.

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\* One of the earlier discussions occurred in 1957/58. The second, extending from 1963 to 1967, had been named JOG (Joint Operating Group).



3. Improved communications through the related areas of information service, technology and research.
4. Concentration of professional association effort and activity into a single society, a first step towards reversing the present proliferation of information-related societies.
5. Improved public and management image can be better presented by a single society speaking for the information service, technology and research segments.
6. A stronger voice in Washington to represent the membership in liaison activity with other professional associations and with state and federal governments.

On the other hand, the joint committee recognized several possible negative aspects of merger considerations:

1. Merger will lead to an increase in organizational size and a decrease in organizational effectiveness.
2. Merger of an organization of 7,000 special librarians (SLA) and one of 3,500 information scientists (ASIS) will lead to an imbalanced program effort.
3. Merger will lead to a diminution of output quality in both organizations due to mixed levels of technical competence.
4. Merger will force a premature amalgamation of librarianship with information science.
5. Merger will cause added workload on volunteers to plan and effect necessary transitions.

The ASIS contingent did suggest the possibility of a federated alliance, but did not elaborate. The SLA group felt that federation would not prove as effective as full merger. Since a federation allows each member society to operate as a separate entity, it might not have a positive financial base. The SLA group also felt that the objectives and benefits arrived at by the joint committee would not be fully realized through the federation route.

The SLA Board of Directors received the report of its three representatives and moved to reaffirm its interest in co-

operation with ASIS, but indicated that subsequent action on our part would be dependent on positive action of the ASIS council. The Board's discussion of the report and the accompanying supplemental studies indicated to us that ASIS had three main concerns: 1) whether ASIS membership wanted to get involved with SLA at all; 2) a strong emotional feeling about the name of the resulting association with the word "libraries" in it as well as a word/words to reflect the ASIS image of themselves as information scientists; and 3) their reasonable concerns in being initially out-numbered approximately two-to-one, allowing their goals, values and objectives to be submerged and out-voted.

However, ASIS did advise the SLA Board that at the July 1969 ASIS Council meeting interest was expressed for continuing discussions under the following conditions: that a new joint committee be named consisting of Messrs. Taylor, Becker, and Bourne (past, present and incoming presidents of ASIS) and the comparable three persons from SLA; that the joint committee be requested to develop implementation plans for alternative patterns of affiliation which could be ratified by both societies, one dealing with merger and the other with federation; and that the joint committee report back to the ASIS Council and the SLA Board of Directors within a three to six month period. The SLA Board accepted these new ground rules.

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The new joint committee met and subsequently reported to the SLA Board in January 1970 that pursuing the federation idea would not result in a viable new organization because a federation would be too loose an organization. At the same time, the joint committee did prepare a *Proposed Implementation Plan* (see below) which was discussed by both the SLA Board and the Advisory Council. Many questions were raised both by members of the Board and Council in the following areas:

1. The place of the non-technically oriented Divisions in a merged society.

2. The location of the new Headquarters.\*
3. Membership requirements.
4. Involvement in government and grant funded activities such as the ERIC Clearinghouse.
5. Feasibility of the charter and bylaws of one association becoming the charter and bylaws of the succeeding corporation.
6. Membership involvement in the affairs of the presently existing associations.
7. Fiscal soundness of both ASIS and SLA.
8. Name of the merged association.
9. Purpose of the new society.
10. Opinions that the report seemingly favored ASIS.

The SLA Board moved to adopt the Proposed Implementation Plan subject to further negotiation of these areas.

Members of the SLA group met separately from their ASIS counterparts to determine areas of disagreement as well as areas of strong opposition within SLA so that their stand in further joint committee discussions might be stronger. Based on the January 1970 comments and concerns, the SLA group concluded that:

1. The statement of objectives for the new society should be more inclusive than the statement in the Proposed Implementation Plan.
2. The name of the new organization must be settled *before* the Plan is submitted to the respective memberships. The name should include either "libraries" or "librarians."
3. The structure of the organization as outlined in the Plan is workable as is.
4. The merged structure must include all presently constituted ASIS/SIG's and SLA Divisions. There may be a later merging of groups of overlapping inter-

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\* Merger of the two organizations will require one-time costs for merger and start-up. These include lease cancellation costs, office moving costs, personnel moving and employee termination costs, record conversion expenses, and normal start-up costs.

ests, but it would be almost impossible to pre-guess the direction of such mergers. Members themselves must make these decisions when they feel it necessary.

5. The merged organization should use the ASIS Bylaws as *TEMPORARY* bylaws for the new association, to be superseded as soon as possible. The newly constituted Board of Directors must immediately appoint a committee to write these needed bylaws. Incorporation of the merged organization would be under the ASIS Charter, which itself would require subsequent amendment.

6. The question of ERIC and similar operational programs must be faced by the SLA membership as a philosophical question which will have an important bearing on the direction and goals of the new association.

7. The membership requirements as stated in the *Plan* are about as far as SLA can compromise its rather formal requirements and ASIS's lack of any requirements. It is further recognized that the membership requirements could well prove to be a major stumbling block in

*Note:* The ASIS Newsletter of May/June 1970 contains a "Joint Statement" of the Merger Committee which was approved by the ASIS Council at its April 1970 meeting when a motion was also passed (8-1) in support of continued negotiations. The Newsletter stated erroneously that this "Joint Statement" had been approved by the SLA Board. Actually, it was never presented or mentioned, as such. However, Board debate covered essentially the same concepts contained in the Statement and, by a roll call vote, in effect reiterated its support (10-1) for continued negotiations. The action of the SLA Board on June 7, 1970 was:

The Board of Directors affirmed its support of the SLA/ASIS merger and that in doing so it go on record for total merged organizational involvement in research and development projects. (10 yes; 1 no)

acceptance of the merger by the SLA membership.

8. Members of both organizations need to have a better explanation of the comparative financial status of each association. An independent professional interpretation of the audited financial statements should be obtained.

9. A strong centralized publication program would benefit both memberships.

10. If agreement is reached by both executive bodies on the previous nine points, a real study should be prepared on the actual cost of implementing the merger, i.e., cost of lease cancellations, moving expenses, personnel employment terminations, etc.

These points were discussed at the next joint committee meeting. Although neither group of representatives could speak officially for its Association, three fundamental areas of disagreement were pinpointed whose resolution could open the way for a merger: 1) the name of the new organization; 2) the organization's philosophy as to participation in and contribution to government activities concerned with the development and implementation of research, development and operational programs in information science and librarianship; and 3) location of headquarters.

After discussion of these three points by the SLA Board in June 1970 and the ASIS Council in April 1970, both reaffirmed their desire to proceed. However, the consensus of the individual Board members indicated that they still felt the name of the new organization should contain either the word "librarian" or "library." The future location of the Association's headquarters did not appear to be a prime point of disagreement.

The next step in the proposed merger negotiations is more meetings of the Joint Merger Committee to finalize a plan of implementation which can be subsequently submitted to both boards for approval, followed by approval by both merging associations' memberships. For ASIS, approval requires a favorable vote by  $\frac{3}{4}$  of those members voting in a

mail ballot. For SLA, approval requires favorable vote of the majority of members at an annual business meeting, followed by a  $\frac{2}{3}$  favorable vote of the returned mail ballots sent to the entire voting membership. It is further recognized that even with an affirmative vote by the memberships, there will be considerable additional detailed planning required to effect a merger of the two Associations into an effective, workable new society.

A draft of an implementation plan was discussed by both the SLA Board of Directors and members of the Advisory Council during the January 1970 meeting in Atlanta. An editorial revision of that draft as agreed on by the Joint Merger Committee on Sep 9, 1970 follows.

ROBERT W. GIBSON, JR.  
FLORINE A. OLTMAN  
EFREN W. GONZALEZ

Since the Committee was first organized in Jan 69, its personnel has been:

SLA	ASIS
<i>Jan-Jun 69</i>	<i>Jan-Jun 69</i>
Louise Montle	Pauline Atherton
Grieg Aspnes	Herbert Koller
Theodore Phillips	Ann Painter
<i>Jun 69-Jun 70</i>	<i>Jun-Dec 69</i>
Herbert S. White	Robert S. Taylor
Robert W. Gibson, Jr.	Joseph Becker
Florine Oltman	Charles P. Bourne
<i>Jun 70-Jun 71</i>	<i>Jan-Dec 70</i>
Robert W. Gibson, Jr.	Joseph Becker
Florine Oltman	Charles P. Bourne
Efren W. Gonzalez	Pauline Atherton

## Merger Implementation Plan

### I. OBJECTIVE

The society is dedicated to the professional development of effective information and library systems and services through research and application of information science and technology, and through the improvement of the efficiency and usefulness of special libraries and information centers through professional programs.

## II. NAME OF SOCIETY

The committee recognizes that the name of the proposed merged organization provides a ground for much disagreement and emotional discussion. The committee also recognizes that the membership of the newly formed organization will make the final determination of what it desires the name to be.

The initial name of the organization will be the American Society for Information Science/Special Libraries Association.

## III. INCORPORATION

The merged organization will be incorporated under the present charter of the American Society for Information Science. The ASIS charter affords a more advantageous status for tax purposes, and is preferable in this regard to either the SLA charter of incorporation or the dissolving of both organizations and the filing of a new charter.\*

## IV. STRUCTURE

The organization shall be governed by a Board of Directors known as the Executive Board with power and authority to manage all business affairs. It shall establish the necessary standing committees and delegate whatever powers are required to transact the business of the society.

The Executive Board will consist of fourteen individuals elected by the society's members. It will include:

- President
- President-Elect
- Past President
- Chairman, Chapter Advisory Cabinet
- Chairman-Elect, Chapter Advisory Cabinet
- Chairman, Division Advisory Cabinet
- Chairman-Elect, Division Advisory Cabinet
- Treasurer
- Six Directors

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\* It should be noted that SLA had already begun the necessary steps to amend its Charter to obtain a preferred tax status before any merger discussions had begun.—Ed.

The term of the President, President-Elect, Past President, Chairman and Chairman-Elect of the Chapter Advisory Cabinet, and Chairman and Chairman-Elect of the Division Advisory Cabinet shall be for one year. The Treasurer and six Directors shall be elected for three-year terms, with the Directors serving overlapping periods. Two Directors will be elected each year.

The presidents and presidents-elect of each Chapter shall constitute the membership of the Chapter Advisory Cabinet. The Special Interest Divisions include both the ASIS/SIG's and SLA Divisions. The chairmen and chairmen-elect of the Special Interest Divisions shall constitute the Division Advisory Cabinet. The Chairman and Chairman-Elect of the Division Advisory Cabinet are members of the Executive Board, thus insuring direct representation of the Chapters and Divisions in Executive Board decisions.

The two advisory cabinets will usually meet separately to offer advice to the Board of Directors on areas of primary concern to each cabinet. At the discretion of the Board they may be asked to meet jointly to discuss items of concern to the association as a whole.

The Executive Board will have authority over the creation and abolition of Chapters and Divisions. Where practical, existing ASIS and SLA Chapters will be combined to avoid overlap. No initial merger of ASIS/SIG's and SLA Divisions is contemplated.

Student chapters may be organized upon petition to and approval by the Executive Board.

Day-to-day operations of the society will be managed by an Executive Director appointed by and responsible to the Executive Board. Administrative responsibilities of the Executive Director include membership, programs, publications, and advance planning.

## V. MERGER INITIALIZATION

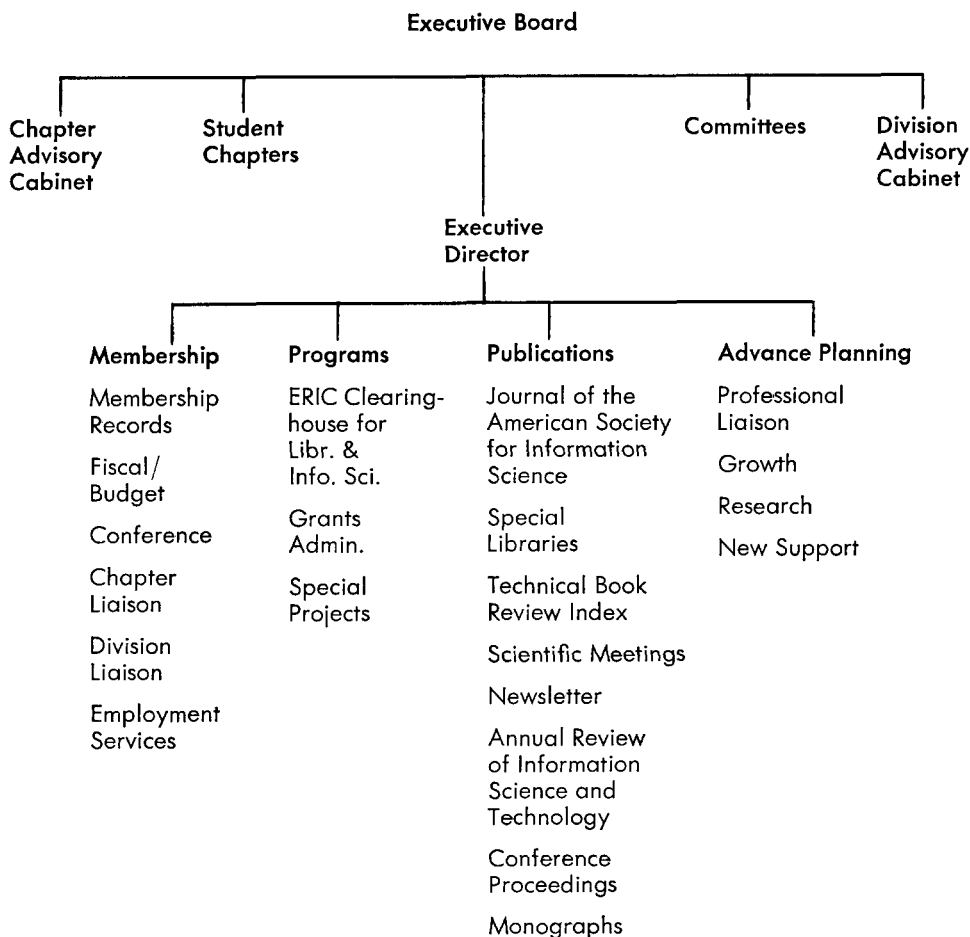
A nominating committee consisting of the President, President-Elect, and Past President of each of the societies will

propose nominees for the initial Board of Directors. In preparing the slate, this nominating committee and future nominating committees must give cognizance to equitable representation for the wide range of interests and specializations in the society, as well as to adequate geographic distribution. In addition, cognizance must be given in the initial nomination process to individuals already serving the two constituent societies, and who have unexpired terms. The six directors elected initially shall be so elected that two will serve one-year terms, two will serve two-year terms, and two will serve three-year terms.

The Presidents-Elect of the two organizations at the time of merger will be the President and President-Elect of the new society. A flip of a coin will decide which will be the first President.

Development and approval of Bylaws for the merged organization shall be one of the first concerns of the Executive Board. Until this can be completed, the Bylaws of the American Society for Information Science, except as specifically changed by the merger agreement, will serve as the Bylaws of the merged organization. Not only is this more consistent in terms of continued use of the ASIS charter of incorporation, but the

## PROPOSED ORGANIZATION CHART



ASIS Bylaws are also more flexible in authorizing action by the Executive Board during the interim period until new Bylaws spelling out action by the membership are proposed and approved.

#### VI. HEADQUARTERS LOCATION

Headquarters of the merged organization will be located in the Washington area.

#### VII. MEMBERSHIP REQUIREMENTS

- A. Membership shall be granted to an applicant who fulfills any one of the following requirements:
  - 1. Has a bachelor's or higher degree and has one year of professional experience in an information-related field.
  - 2. Has three or more years of professional experience in an information-related field.
- B. Associate status shall be granted to an applicant who fulfills the following requirement:
  - 1. Holds a professional position in an information-related field.
    - a. An Associate will become a member upon qualification for that category.
- C. A Student Member shall be an individual who is enrolled in an education program and does not otherwise qualify for membership. This class of membership may not be held more than two years.
- D. Only Members may hold elective office within the Association. The Executive Director or his designee shall determine qualification of the individual applicants under the terms of these provisions.

#### VIII. DUES

- A. Members and Associates  
\$30/year includes one Chapter and one Special Interest Division affiliation, and subscription to one journal (JASIS or SL). Additional Chapter and

Division affiliations at \$3 each. No dues may be charged by Chapters or Divisions.

- B. Student Membership  
\$10/year includes one Chapter and one Special Interest Division affiliation and subscription to one journal (JASIS or SL). Additional Chapter and Division affiliations at \$3 each. No dues may be charged by Chapters or Divisions.
- C. Patrons  
\$150/year for non-profit institutions and \$250/year for profit institutions. Publications privileges to be determined by the Executive Board.
- D. Life and Emeritus Memberships  
Life and Emeritus memberships presently in effect for the Special Libraries Association will be carried with no change, but no new memberships in these categories will be accepted.
- E. Honorary Membership  
Honorary membership may be granted by two-thirds vote of the Executive Board.

#### IX. PUBLICATIONS

There will be a Director of Publications on the staff of the new organization. The Publications Committees of ASIS and SLA will be combined. These steps will be taken immediately after merger.

- A. Each of the two journals, *Journal of the American Society for Information Science* (formerly *American Documentation*) and *Special Libraries*, will continue separately, while detailed plans and recommendations are made by the Director of Publications with regard to changes in their function, content, and distribution.
- B. The new organization will support *Information Science Abstracts*.
- C. Publication of a joint annual

meeting proceedings will be considered in the planning of the first joint meeting.

- D. A new publication of a frequent newsletter type is necessary in order to provide current reporting of information to the total membership with regard to current plans and activities of the new organization. This would replace the *ASIS Newsletter* and draw some material from *Special Libraries*.
- E. The new organization will continue the *Annual Review of Information Science and Technology*, and provide a continuing series of monograph publications similar to those now produced. Wherever possible, these would be published under the banner of the new organization.
- F. Chapters and Divisions will be

encouraged to publish and distribute newsletters and bulletins, in keeping with their own programs and objectives.

- G. A combined handbook and directory will be published.

#### X. ANNUAL MEETING

- A. A single joint annual meeting will be held at the earliest possible time.

*The Executive Board of the new society must determine whether it wishes to hold one annual meeting or two semi-annual or regional meetings.*

- B. A permanent conference planning committee should be established as soon as possible from the present committees of both ASIS and SLA, to begin policy and program planning, and to make recommendations to the Executive Board.

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### SLA BYLAWS AMENDED

The proposal to amend the membership provisions of the SLA Bylaws (*Proposal A* in the Mar 1970 issue of *Special Libraries*) passed overwhelmingly (2607 yes; 195 no; 22 invalid), and the amended Bylaws went into effect Aug 12, 1970. Ratification by mail ballot of the voting membership was required after the amendments had been approved at the Annual Meeting in Detroit on Jun 10, 1970.

The amendments decrease the number of member categories and simplify admission requirements. Active Members, Associate Members, and Affiliate Members are replaced by Members and Associates. Affiliate membership is completely eliminated. The other categories (Student Members, Emeritus Members, Sustaining Members, and Honorary Members) remain unchanged.

An important change affecting eligibility as either a Member or Associate is the removal of the requirement of current employment in a special library. The confusion surrounding the interrelationship of library degrees, academic degrees, and years of professional experience required is reduced. The eligibility of library administrators and educators for Member status is clarified. For those applicants without degrees, provision is made for review by the Membership Committee to determine the professional nature of their experience.

The newly amended Bylaws, more specific and less ambiguous than the previous Bylaws, provide concise, workable provisions for admission to membership for all persons with a professional interest in the fields of special librarianship and information science.

## MEMBERS IN THE NEWS

**Mary Anglemeyer** . . . from U.S. Army Engineers to librarian, the Woodrow Wilson International Center for Scholars, Washington, D.C.

**Mrs. Mildred H. Brode**, librarian at the Naval Ship Research and Development Center, Washington, D.C., has retired from federal service. Mrs. Brode was President of SLA in 1963/64.

**Charles W. Buffum**, senior cataloger in the Geography and Map Division of the Library of Congress, was presented a Superior Service Award for his significant contributions to the advancement of map librarianship.

**Anthony DeStephen** . . . from representative for technical information services for CCM Information Corp. to regional sales representative for Princeton Microfilm Corp.

**Jean Deuss** . . . from assistant chief librarian to chief librarian of the Research Library of the Federal Reserve Bank of New York.

**Mrs. Susan S. DiMattia** . . . from librarian to assistant secretary of New England Merchants National Bank, Boston, Mass.

**Dr. Roman Drazniowsky** conducted a course in Map Resources and Map Librarianship at Columbia University, School of Library Service. Dr. Drazniowsky is map curator of the American Geographical Society.

**Albert C. Gerould**, chief of Central Public Documents of the Free Library of Philadelphia, retired on Jul 1.

**Lillian A. Hamrick** from chief, Atmospheric Sciences Library, ESSA U.S. Department of Com-

merce . . . to librarian, U.S. Department of Labor.

**Dr. Peter Hiatt** has been appointed to the staff of the Western Interstate Commission for Higher Education. He will serve as director, Continuing Education Program for Library Personnel.

**Marilyn Johnson**, librarian at Shell Development Co. and program chairman for SLA's 1971 Conference in San Francisco won the women's pair championship at the World Bridge Pair Olympiad in Stockholm.

**John Moriarty** has been appointed Professor Emeritus of Library Science at Purdue University.

**Mrs. Glenora Edwards Rossell**, acting director of the University of Pittsburgh Libraries since January, has been named director of University Libraries.

**Darl M. Rush** . . . from librarian at Morgan Stanley & Company to librarian at Donaldson, Lufkin & Jenrette, Inc.

**Henry I. Saxe** has been appointed librarian at the Kraftco Corporation Research and Development Division in Glenview, Ill.

**Margaret N. Sloane**, formerly information services manager for the Ford Foundation, has joined the staff of JFN Associates, N.Y.

The Medical Library Association has announced its new officers for 1969/70 . . . **Donald Washburn** will serve as president, **Mrs. Bernice M. Hetzner** as vice president and president-elect, **Marie Harvin** as elected secretary, and **Richard A. Davis** as treasurer.

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## In Memoriam

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**Mary R. Zelle**, formerly head of the Applied Science Department of the St. Louis Public Library . . . on May 10, 1970. A member of SLA since 1940, Mrs. Zelle was active in the Greater St. Louis Chapter.

**Henrietta Kornhauser Hedenburg**, librarian of Mellon Institute from 1924 to 1939 . . . on Jan 11, 1970. She joined SLA in 1928 and was an active member of the Pittsburgh Chapter until her marriage in 1939. She was an editor of the Union List of Serials of the Pittsburgh Area. Mrs. Hedenburg contributed much to both the building of the present library collection and to the design and furnishings of the Mellon Institute Library.

**Edna Blanc**, research librarian of Phillips Petroleum Co. (Bartlesville, Oklahoma) . . . on Feb 7, 1970 in Pawhuska, Oklahoma. A member of SLA since 1948, she was among the founders of the Oklahoma Chapter in 1956 and was the first Chapter secretary. She served as Chapter vice president and president-elect in 1959-60 and president in 1960-61.

**LeRoy C. Merritt**, head of the School of Librarianship at University of Oregon . . . on May 22, 1970. Editor of the *ALA Newsletter on Intellectual Freedom*, he was well known for his work on censorship and intellectual freedom. He has recently published *Book Selection and Intellectual Freedom*. An SLA member since 1935.



## Walter Hausdorfer

Walter Hausdorfer—eminent librarian, Past President and Emeritus Member of SLA, and ardent rare book collector—died on June 8, 1970.

Mr. Hausdorfer's tireless association with SLA dates back to the early 1930's. He served as president of the New York Chapter in 1933-34. He was elected Second Vice-President in 1942-43, First Vice-President in 1943-44, and served as President of SLA in 1944-45. Throughout his years of activity in SLA he was a frequent contributor of articles to *Special Libraries*, and served on many SLA Committees.

His interest in and knowledge of business led Mr. Hausdorfer to play an active role in improving the Association's financial structure. He served as Chairman of the Finance Committee from 1942 to 1949 (excluding 1944-45). In her report as Finance Chairman in 1945, Eleanor Cavanaugh commended Mr. Hausdorfer for the excellent job he did in organizing the Association's accounts and developing a flexible budget. She further recommended that the Committee be charged with analyzing the Association income each year according to the procedures outlined by Mr. Hausdorfer. Concurrent with his financial activities, he served as Chairman of the Committee to revise the *Handbook of Commercial and Financial Services* from 1942-44.

Throughout Mr. Hausdorfer's presidency, the shadow of World War II loomed over the country. No one was more aware of this than he, and he recognized the need for SLA to adjust to the postwar economy and to prepare itself for the additional demands that would be placed on special libraries.

Recognizing the need for cooperation among groups to insure that better postwar world, he stated in 1944:

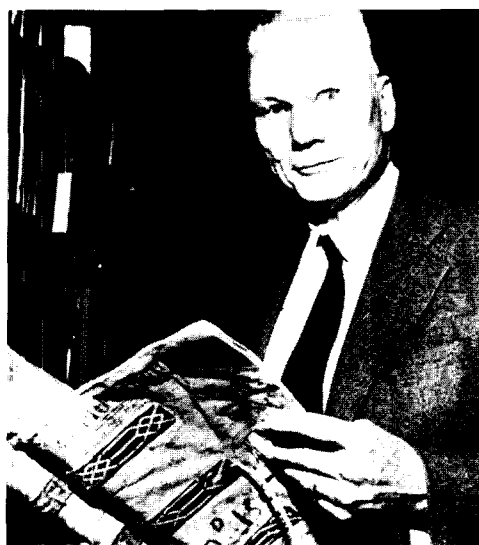
*"... Our Association, having attained capacity for a wider sphere of action, must work more with other associations, be more closely in touch with federal government activities, and discover and do its part in international intellectual reconstruction. . . ."*

Mr. Hausdorfer understood that no group can remain isolated from the society which it serves. To maintain its very vitality, he maintained in his "Report of the President" (1945):

*"... The work of the Association must be related also to trends and conditions of the times, so that there shall be a harmony between our lives as members, and our lives as citizens. . . ."*

Mr. Hausdorfer endeavored to instill in SLA and its members an essence of life and enthusiasm for special libraries and their value in our society. His efforts more than 25 years ago are a valid reminder of the service special librarians perform today in their profession, in their Association, and in their own lives.

Walter Hausdorfer was born in Indianapolis on April 30, 1898. In 1925 he graduated cum



laude from Temple University and served as assistant librarian there in 1925-26. After earning his BSLS from Columbia University in 1927, he became reference assistant at New York Public Library where he remained until 1930. In that year he received his MS, also from Columbia University, and was subsequently librarian of Columbia's School of Business until 1946. He then went to Temple University as librarian and later Professor of Bibliography (1962-63) where he remained until he retired in 1963.

Rare books and manuscripts meant something special to Mr. Hausdorfer, and it was at Temple University that he was able to bring his love of good books to fruition by establishing Temple's rare book collection. The collection was later named for him and his wife, the late Abigail Fisher, also a librarian.

Always retaining that early interest in accounting, he spent much of his career acquiring, translating and studying Italian economic and business codices and documents of the 13th through 17th centuries. He compiled a massive *Accounting History: A Bibliography*, as yet unpublished.

The Cochran History of Business Collection owes its origin to Mr. Hausdorfer. It includes examples of business, economic and accounting history; printed books from Lucas (Pacioli) de Burgo's *Somma di aritmetica, geometria, proporzioni e proporzionalita*, Venice, 1494; manuscripts of Sir Thomas Fanshawe and Sir Thomas Gresham; and an important grouping of Italian documents and ledgers which includes a Giorgio di Lorenzo Chiarini manuscript.

Always willing to give of his time, Mr. Hausdorfer was a member of numerous library, bibliographical, archivist, and civic organizations throughout his life.

Whether through his noted library career, his active association with SLA, or his work with other civic and professional groups, Mr. Hausdorfer's influence on our profession will remain uncontested.

THOMAS M. WHITEHEAD

SPECIAL LIBRARIES

## LTP Reports to SLA

The Library Technology Program has now been budgeted for fiscal year 1970. The announcement was made at the ALA annual conference. For budgetary reasons, it had been earlier recommended that LTP be phased out, but support for LTP in the form of letters, telegrams and phone calls, and resolutions by library groups,\* brought about a change in the recommendation. All LTP services will continue as before, including *Library Technology Reports*, the information and news service, and LTP's own book publishing program.

Special libraries serving hospitals should benefit from the work of an LTP subcommittee on Reading Aids for the Handicapped. The subcommittee has identified areas in which LTP could work to better serve those institutions. The following projects were identified as having top priority:

1. Evaluation of equipment listed in *Reading Aids for the Handicapped*
2. Study of large print books
3. Development of an improved page turner
4. Development of improved prism glasses
5. Development of a satisfactory hospital book truck.

A new manual to be published this year by LTP as a numbered publication is intended to instruct librarians and others responsible for the acquisition of micropublications on how to inspect and evaluate them, whether in the form of film, fiche, or micro-opaques. Its working title is *The Technical Evaluation of Micropublications: A Handbook for Librarians*; the author is Allen Veanor (Stanford University Libraries).

Evaluative reports published in the May and July 1970 issues of *Library Technology Reports* included those on a new test program on microfilm readers. The readers tested were Atlantic P-50, B & H Duo, Dasa U, Dietzgen 4307 & 4308, NCR 456-418, 456-

424, 456-722, 456-822, and Readex 5. The work was carried out by the contractor, the R. A. Morgan Co., Palo Alto, Calif., and supported by a grant from the Council on Library Resources, Inc. administered by the Library Technology Program.

For this program, a series of tests, which attempted to simulate actual library usage, was devised by the Library Technology Program staff in cooperation with the contractor. It is anticipated that the data derived from them may ultimately be utilized as the basis for drafting performance standards for the equipment. The program was part of an ongoing effort since 1965 in which 24 microform readers and reader-printers have been tested. Results have been published in *Library Technology Reports*.

A report on Reflector Hardware Corporation's line of bracket type steel shelving will be published in the September issue of *Library Technology Reports*.

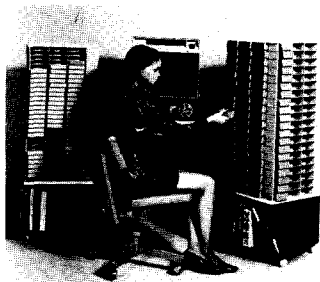
Also slated for early publication are reports on 24 card-holding platens for typewriters. These evaluations are concerned primarily with the performance of the special platens in the typing of catalog cards and multiple order forms so commonly used in libraries. A report on the new Coinfax copier will be published in an early issue.

A totally automated system for bookbinding for libraries is foreseeable with the development of a new sewing machine about to be put into commercial use. Called a cleat sewer, the machine duplicates a hand method of book sewing which had certain advantages over machine sewing, but which was long ago discarded because of its slowness.

Although still in the field test stage, the machine is at present able to stitch through a 1-inch thick book in one minute, but it is expected that this rate of speed will be improved significantly. At a recent demonstration, the response from library binders and others was enthusiastic. An interesting possible further application for the machine would be for the stitching of newspapers.

\* For SLA's resolution encouraging the continuation of LTP, see Jul/Aug 1970 *SL*, p.307.

## HAVE YOU SEEN ?



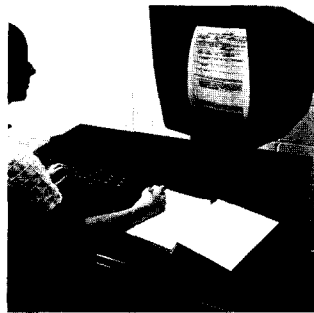
A modular microfilm work station, consisting of a table and two carousel bases, puts your microfilm reader and up to 1,000 microfilm cartridges within easy reach. The bases, which provide convenient storage for hard copy catalogs, roll on coasters, and the table has tubular steel legs. The three-piece group sells for less than \$250 and is available from Information Design, Inc., 3247 Middlefield Road, Menlo Park, Calif. 94025.



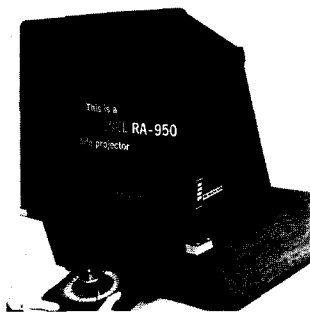
A flexible study carrel unit, employing 45 degree angles, can be used in a number of configurations. The component system, consisting of interchangeable units which provide a departure from traditional boxlike structures, is said to cost less than conventional carrels because of the simplicity of components and connections. The carrel is manufactured by Jens Risom Inc., 505 Park Ave., New York 10022.

A "Tattle-Tape" Book Detection System is designed to prevent theft from librar-

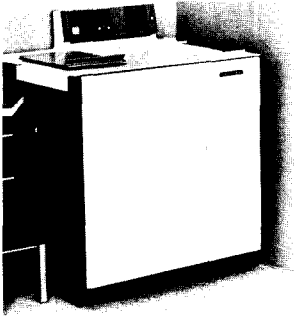
ies. A thin, metallic detection strip easily concealed in each book emits a signal when stimulated by a sensor placed at strategic points. For more information, write: 3M Company, New Business Ventures Division, Box 3050, 3M Center, St. Paul, Minn. 55101.



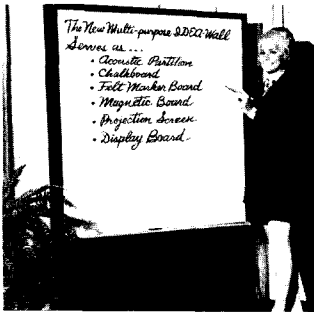
**Automated Filing System** retrieves microfilmed documents within 10 seconds without the necessity for a computer. The "Varian ADCO 626 Microfilm Storage and Retrieval System," which can provide hard copies at any remote terminal, can be expanded modularly without affecting retrieval time. For literature, write: Varian Associates, 611 Hansen Way, Palo Alto, Calif. 94303.



A rear projection theatre automatically selects and projects any one of 80 slides within 3.5 seconds of request. The Mast Model 137-RPT has a pedestal base and an 18" X 18" Polacoat screen which allows wide-angle viewing in normal room light. For literature, write: Mast Development Company, 2212 E. 12 St., Davenport, Iowa 52803.

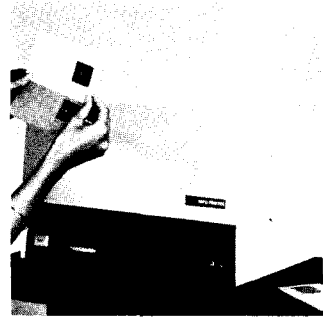


An automated office copier, the Xerox 4000, is able to produce two-sided copies. The machine, which will be available for delivery in early 1971, reproduces on ordinary, unsensitized paper at the rate of 45 copies per minute. Two paper trays provide uninterrupted operation and selection of paper size, color or weight. Write: Xerox, 280 Park Avenue, New York, N.Y. 10017.

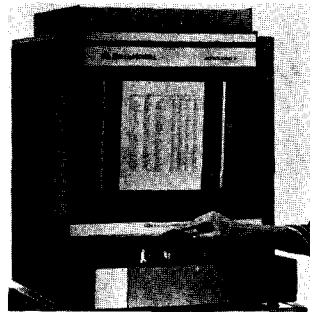


A presentation display center, in the form of free-standing partitions, provides on one side a surface for mounting displays, and on the other side an enamel surface designed to be used as a felt marker or chalkboard, projection screen, or magnetic presentation background. A pen trough is included. For catalog, write: International Display Equipment Associates, Inc., 138 Brookline Ave., Boston 02115.

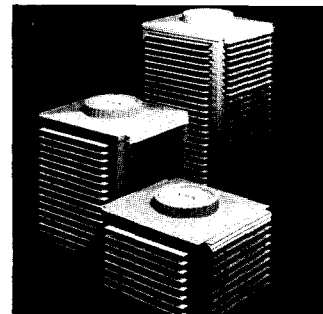
**Dupli-Printer**, a one-step, semi-automatic card-to-card duplicator, can copy images from silver halide, diazo or thermal film onto diazotype "Duplicard" copy cards in 7.2 seconds. An ammonia cartridge will process 36,000 copy cards without the need for venting. For information, write: 3M Company, Microfilm Products



Division, Dept. MiO-34, St. Paul, Minn. 55101.

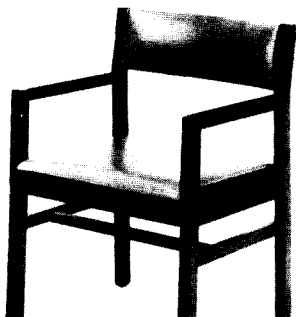


A COM reader/printer, designed for high-speed cartridge lookup of computer-generated film, produces dry prints in less than 10 seconds. The Autoload III is equipped with a no-rewind cartridge and 17× to 24× magnification. For information, write: Bell & Howell Micro-Data Division, 6800 McCormick Rd., Chicago, Ill. 60645.

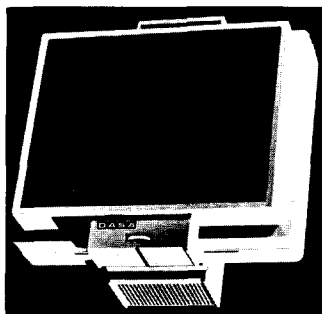


**Modular microfiche storage units**, for desk or table-top use, eliminate the traditional bin or box file. The Xerox Fiche-Files are available in sizes to accommodate 32, 64 or 100 4" × 6" microfiche, along with 8-fiche expansion units. Each

fiche is held in its own storage slot. Contact: University Microfilms, 300 N. Zeeb Rd., Ann Arbor, Mich. 48106.



**Library chairs**, constructed with canted backrests said to provide "no-slouch comfort," are part of Myrtle Desk Company's Bravo Collection. With or without arms, the chairs are available in either upholstered or all-wood versions, in maple as well as walnut. Write: Myrtle Desk Company, Box 1750, High Point, N.C. 27261.



**A portable microfiche reader** features an  $8\frac{1}{2}'' \times 11''$  viewing screen and accepts  $4'' \times 6''$  microfiche with interchangeable grid formats for scanning control. The low-cost, lightweight PMR/50, developed under contract with USOE, is available from Information Systems Division, DASA Corporation, Andover, Mass. 01810.

**A tape printer kit** that produces rubber stamps as well as standard embossed plastic tape is now available for either  $\frac{3}{8}''$  tape (\$39.95) or  $\frac{1}{2}''$  tape (\$49.95). For information, write: Bro-Dart, Dept. PR-201, 56 Earl St., Newark, N.J. 07114.



**Electrostatic Book Copier** can safely copy valuable documents and pages from bound books without damaging the binding because the original remains outside the machine on a moving exposure table. The Friden 1082, priced at \$895, is available from the Friden Division of The Singer Company, 2350 Washington Ave., San Leandro, Calif. 94577.

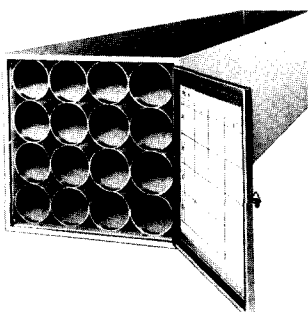
**Custom modified type heads** for use on the IBM Selectric typewriter are available for such subjects as electronics, mathematics, chemistry, etc. The specialized symbols are incorporated with the alphabet directly on the head. Contact: Camwil Inc., 835 Keeaumoku St., Honolulu, Hawaii 96814.



**A heavy duty book truck**, measuring 36" high, 42" long, and only 16" wide, is designed for narrow aisles and tight corners. It is constructed from heavy gauge steel and is equipped with double ball bearing swivel casters. Contact: Equipto, Aurora, Ill.

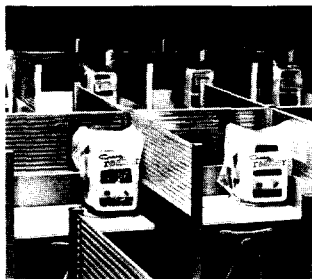


**Instant selection of randomly filed "Access" cards** is based on a pattern of coded notches along the bottom edge of the card. 2,000-card trays are placed in a selector unit which is connected to a push button console unit. The "Access System 50" uses either  $8 \times 5$  inch or tabulating size cards. Contact: Access Corporation, 4632 Paddock Rd., Cincinnati, Ohio 45229.

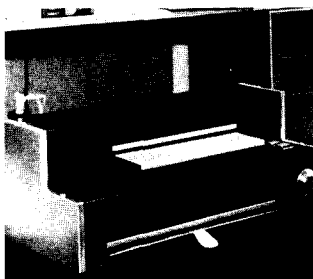


**Roll file cabinets** in eight different depths are available (18 to 60 inches) in units that hold 9, 16, 36, or 81 steel-rimmed tubes. The tubes provide convenient individual storage of charts, maps, engineering drawings and other non-book materials. Contact: Stacor Corporation, 285 Emmet St., Newark, N.J. 07114.

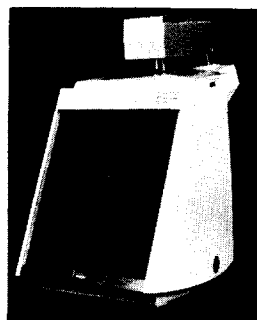
**Individual work-study stations** for school and business use are available in the "Partitioner Mobil-Booth" system. Each station is a free-standing, self-contained unit composed of insulated steel side and back panels topped with inserts of Plexiglas, Chalkboard or Pegboard. A work table with Formica top and a steel shelf are included. Optional accessories and electric outlets are also available. Write:



Rockaway Metal Products Corp., 175 Roger Ave., Inwood, L.I., N.Y. 11696.



**Color transparency films** can be processed rapidly with the Model HS-3 Hi-Speed Diazo color transparency printer/developer. Exposures of less than 60 seconds are required. Any audiovisual center or curriculum center can produce copies from diazo masters that are commercially available. For information: IST Communications Corp., Clifton Springs, N.Y. 14432.



**A low cost micro-reader** is reported to be available at less than \$100. The Canon Microfiche Reader Model 150 is designed to view microfiche, microjackets, aperture cards, or film strips. Image screen is  $6\frac{1}{2}$ " W  $\times$   $8\frac{3}{8}$ " H. The overall dimensions of the reader are 14" H  $\times$  7" W  $\times$  12" D. Contact: Canon USA, Inc., 64-10 Queens Blvd., Woodside, N.Y. 11377.

## HAVE YOU HEARD ?

### New York Library Association

"Preservation of Library Materials" is the subject of an all day "conference within a conference" to be held on Nov 12 during the New York Library Association Conference, Nov 11-14, 1970, at the Americana Hotel in New York City. The agenda includes panels, discussion groups, and speakers concerning repair, maintenance and preservation of library materials. For information and pre-registration forms, contact New York Library Association, P.O. Box 521, Woodside, N.Y. 11377, or call 212/672-9880.

### Library Technical Assistant Program Publication

The Office of the Chancellor, California Community Colleges, has published "The Library Technical Assistant Program, Guidelines and Course Content for Community College Programs." The 128-page document, which outlines the need for the program, employment opportunities for graduates, program development, and course content, is available for \$2.50 from the California State Dept. of General Services, Documents and Publications, P.O. Box 20191, Sacramento, Calif. 95820.

### CNLA Officers 1970/71

The Council of National Library Associations has announced its officers for 1970/71. Mrs. Beatrice James will serve as Chairman, Robert W. Gibson, Jr. as Vice Chairman, and Louis Rachow as Secretary-Treasurer. Trustees of the Council are Alice Ball, Rev. James J. Kortendick, Rabbi Theodore Wiener, and Richard Wilt.

### IEEE Publications

The Institute of Electrical and Electronics Engineers has begun publishing a bulletin that will list the most recent material IEEE makes available for purchase. "IEEE Publications Bulletin," published bi-monthly, also cumulates information over a one-year period.

### Holography Report

Volume II of *The Applications and Technology of Holography* has been compiled. This state-of-the-art literature survey covers information published between Janu-

ary 1969 and January 1970. The report contains 571 entries, over 500 of which include summary abstracts of the original articles. Both Vol. I and Vol. II are available from Industrial Information Services, 120 Science Information Center, Southern Methodist University, Dallas, Texas 75222. Vol. II (\$40.00) is available free of charge to anyone buying Vol. I at \$175.00.

### The Library Association Award

Entries are invited for the award of the Library Association Robinson Medal, 1970. The Medal is awarded to an individual or firm who devises new and improved methods in library technology and any aspect of library administration. Closing date for receipt of entries is Nov 30, 1970. Information and applications are available from the Secretary, The Library Association, 7 Ridgmount Street, London WC1E 7AE.

### Government Activity Publication

*National Journal* is a weekly periodical designed to provide information on the activities of the federal government through weekly indexed listings of government actions and in-depth analyses of issues and policy. Indexes cumulate monthly and semi-annually. Annual subscriptions are \$450 for private organizations and \$200 for governmental and academic institutions. Published by: Center for Political Research, 1730 M Street N.W., Washington, D.C. 20036.

### Library on Environmental Problems

The Environmental Resources and Information Center has been established in the basement of the southeast branch of the Minneapolis Public Library, 1222 Fourth St., S.E. The new type of library resulted from the need for information on current local and national environmental problems. Its emphasis is on active work on local problems. The Center is open Mon-Fri, 1-10 PM, and Sat and Sun, noon to 5 PM.

### Urban Information Specialist Project

Beginning in the fall of 1970, the School of Library and Information Services of the Univ. of Maryland is offering a 36-hour program, at the Master's and Post-Master's levels, to equip professionals to work as information specialists with the informationally deprived, particularly in the inner city and with the undergraduate in the university. Direct inquiries to Mrs. Effie T. Knight, Administrative Assistant, Urban

Information Specialist Project, School of Library and Information Services, Univ. of Maryland, College Park, Md. 20742.

#### **Library Technical Assistant Brochure**

The Library Technical Assistant Committee of the Connecticut Library Association has prepared brochures entitled "Library Technical Assistant—A New Career in Library Service." Address requests for copies to CLA LTA Committee, Miss Ruth Hyatt, Chairman, Village Library, Farmington, Conn. 06032.

#### **Library Directory Standard**

A British Standard is now available which describes principles relevant to the presentation, arrangement and indexing of information in library directories about information centers, documentation centers, archives and data banks, and libraries. BS 4605 *Presentation of Library Directories* is available from the BSI Sales Branch, 101/113 Pentonville Road, London N.1. Price by post 10s.

#### **"Rent-a-Librarian"**

Dataflow Systems Inc. (Bethesda, Md.), recognizing that many organizations cannot hire a full-time professional librarian, has established a program that provides professional help in setting up a library and provides support thereafter to keep it operating. The firm pays for only the portion of the librarian's salary that it needs. For details, contact Mr. B. Doudnikoff or Mr. J. Watson at 301/654-9133.

#### **Engineering Index on Microfilm**

The abstracts published by Engineering Index, Inc. are now available on 16 mm and 35 mm positive and negative microfilm. For details, contact John E. Creps, Jr., Manager, Marketing and Business Services Division, Engineering Index, Inc., 345 East 47th St., NYC 10017.

#### **Audiovisual Market Reports**

A report, "Audiovisual Communications Industry," is available in four sections: AV-USA 1969 (full report), \$85; AV Summary 1969 (short version), \$10; AV in Education 1969, \$35; and AV in Business and Government 1969, \$35. The reports, which give market statistics on the industry, are available from Hope Reports, 58 Carverdale Drive, Rochester, N.Y. 14618.

#### **Library Education by Simulation**

A research project, directed by Prof. Thomas Slavens of the School of Library Science and Prof. David Starks of the Center for Research on Learning and Teaching at Michigan, has been used on an experimental basis at the Univ. of Michigan this year. The project is designed to make available education in which library situations are simulated by computer and student. A seminar was held to introduce the method to professors in other institutions.

#### **NMA Officers**

George H. Harmon has assumed office as President of the National Microfilm Association. John R. Robertson was chosen Vice President (and President-Elect) and Milton Mandel was elected Treasurer. Dr. Lee G. Burchinal and Gardner Hempel have been elected to the Board of Directors. Other Board members, in addition to the new officers, are Don M. Avedon, A. F. Barnett, Loretta Kiersky, and Van A. Nieswender.

#### **Health Care Library Standards**

A revision of health care library standards has been prepared by the Hospital Library Standards Committee of ALA. The 31-page, paperbound book, *Standards for Library Services in Health Care Institutions*, is available for \$1.75 from Order Dept., 50 E. Huron St., Chicago, Ill. 60611.

#### **Records Retention**

The Office of the Federal Register has published the 1970 edition of the *Guide to Records Retention Requirements*. The *Guide* details the various categories of persons, companies, and products affected by federal record retention requirements. It explains what records must be kept, who must keep them, and for how long. Copies are available for \$1.00 from the Supt. of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

#### **Medical Library Association Publications**

*Handbook of Medical Library Practice*, entirely rewritten, is now available from the Medical Library Association for \$15.00. The bibliography to the *Handbook* is contained in a separate book, *Medical Reference Works: 1679-1966*, and will be supplemented. Price: \$10.00.



## COMING EVENTS

### 1970

**Oct 26-30. Business Equipment Manufacturers Association, 12th Annual Business Equipment Exposition . . .** at the New York Coliseum.

**Nov 20-21. The Reference Bibliographer in the Subject Specialties . . .** in San Diego, Calif. Contact: Conference Dept., University Extension, P.O. Box 109, La Jolla, Calif. 92037.

**Dec 6-8. Conservation of Photographs and Related Documents and Materials . . .** at the Smithsonian Institution, Museum of History and Technology. Registration Information: Eliot T. Putnam, Jr., Institute for Graphic Communication, Inc., 20 Walnut St., Wellesley Hills, Mass. 02181.

### 1971

**Jan 18-23. ALA Midwinter Meeting . . .** in Los Angeles.

**Jan 27-30. SLA Board of Directors and Advisory Council . . .** at the Hilton Palacio del Rio, San Antonio, Texas.

**Mar 15-19. Third International Congress on Reprography . . .** in London.

**Mar 31-Apr 2. Aslib Chemical Group Annual Conference . . .** at the University of Surrey, Guildford, England.

**Apr 12-15. Catholic Library Association . . .** at the Netherland Hilton Hotel, Cincinnati, Ohio.

**Apr 17-25. Photo Expo 71 . . .** at McCormick Place, Chicago. Write: NAPM, 10 Rockefeller Plaza, N.Y. 10020.

**May 18-20. Spring Joint Computer Conference, SJCC . . .** in Convention Hall, Atlantic City, N.J. General chairman: Dr. Jack Moshman, Moshman Associates, Inc., 6400 Goldsboro Rd., Washington, D.C. 20034.

**May 30-Jun 3. Medical Library Association, 70th Annual Meeting . . .** at the Waldorf Astoria, New York.

**Jun 6-10. SLA, 62nd Annual Conference . . .** at the San Francisco Hilton, San Francisco. *Theme:* Design for Service—Information Management. Conference chairman: Mark H. Baer, Hewlett-Packard Co., 1501 Page Mill Rd., Palo Alto, Calif. 94304.

**Jun 13-17. American Association of Law Libraries . . .** at The Diplomat, Hollywood-by-the-Sea, Florida.

**Jun 20-26. American Library Association . . .** in Dallas, Texas.

**Oct 10-14. Aslib, 45th Annual Conference . . .** in Darmstadt, W. Germany.

### 1972

**Jan 23-29. ALA Midwinter Meeting . . .** in Chicago.

**Apr 3-6. Catholic Library Association** Pich-Congress Hotel, Chicago, Ill.

**Jun 4-8. SLA, 63rd Annual Conference . . .** at the Statler Hilton, Boston.

**Jun 25-Jul 1. ALA . . .** in Chicago.

**Jul 2-6. American Association of Law Libraries.** Drake Hotel, Chicago.

**Aug 27-Sep 2. IFLA (International Federation of Library Associations), General Council . . .** in Budapest.

**Nov 14-16. FJCC (Fall Joint Computer Conference, AFIPS).** Los Angeles, Calif.

### 1973

**Jan 28-Feb 3. ALA Midwinter Meeting . . .** in Washington, D.C.

**Apr 23-26. Catholic Library Association.** Hilton Hotel, Denver.

**Jun 3-7. SLA, 64th Annual Conference.** Olympic Hotel & Seattle Center, Seattle.

**Jun 18-22. Medical Library Association.** Shoreham Hotel, Washington, D.C.

**Jun 30-Jul 2 American Association of Law Libraries.** Olympic Hotel, Seattle, Washington.

## 1974

Jan 20-26. ALA Midwinter Meeting . . . in Chicago.

Apr 15-19. Catholic Library Association. Buffalo, N.Y.

Jun 2-6. Medical Library Association. Hilton Palacio del Rio, San Antonio, Texas.

Jun 9-13. SLA, 65th Annual Conference. Royal York Hotel, Toronto.

Jun 23-27. American Association of Law Libraries. Hilton Hotel, St. Paul, Minn.

## 1975

Mar 31-Apr 4. Catholic Library Association. St. Louis, Mo.

## REVIEWS

**Sculpture Index.** Clapp, Jane. Metuchen, N.J., Scarecrow Press, Inc., 1970. 2v. *Volume 1—Sculpture of Europe and the Contemporary Middle East*. 1146p. \$30.00 LC 79-9538.

*Sculpture Index* is a guide to pictures of works of sculpture appearing in approximately 950 art books, handbooks, and catalogs that are generally available in public, special, college, and special libraries.

The index lists, in one overall alphabet, the sculptures by artist, title (when distinctive), and subject. Lengthy lists at the beginning of the book explain the symbols used. For each work, under its author listing, is given its original location, material of construction, dimensions, present location, and picture sources.

In addition to providing a key to picture sources, the index is useful as a reference work by virtue of its extensive listing of sculptors (usually identified by nationality and dates of life or work) and by providing an iconographic aid through the extensive subject listings of figures and incidents in various religions, of historical, literary, and mythological characters and events, of zoological forms, and of sepulchral and other social representations.

The types of sculpture indexed include portraits, architecture and architectural elements, church furniture and accessories, and decorative and utilitarian objects ranging from prehistoric fertility and hunting figures to contemporary time/space art, with an emphasis on work since

Jun 8-12. SLA, 66th Annual Conference. Palmer House, Chicago.

MLA, Cleveland.

Jul 2-7. American Association of Law Libraries at the Century Plaza Hotel, Los Angeles.

## 1976

Jun \*\*\* SLA, 67th Annual Conference, Denver.

MLA, Kansas City, Kansas.

Jun 27-Jul 1. American Association of Law Libraries. Sheraton Boston Hotel, Boston, Mass.

1900. Volume 2, scheduled for production later in 1970, will index sculpture of the Americas, the Orient, Africa, the Pacific area, and the classical world.

JDS

**Data Sources for Business and Market Analysis.** 2d ed. Frank, Nathalie D. Metuchen, N.J., Scarecrow Press, Inc., 1969. 361p. \$10.00.

*Data Sources for Business and Market Analysis* is a compilation of continuing sources of current data useful in the analysis of economic and business trends and in consumer and industrial market research. Designed to assist librarians and managers in locating, evaluating and using specific publications, the book also serves to acquaint students with the variety of information sources, programs and basic publications available.

The handbook covers professional techniques of secondary data research; the structure, organization and output of public and private sources of information; and annotates and indexes the contents of hundreds of statistical reports. Separate chapters treat federal government publications; regional and local sources; university programs; research institutions; professional and trade associations; services and field research; programs and publications of business firms and advertising media; directories and mailing lists; periodicals; information centers and specialists; and abstracts, indexes, and other aids to research.

FEMcK

## PUBS

### BIBLIOGRAPHIES

**A Checklist of U.S. Government Publications in the Arts.** Donald L. Foster. Urbana, Ill., Univ. of Ill. Grad. Sch. of Libr. Sci., 1969. 48p. pap. \$1. Occasional Pap. no. 96.

**A Guide to Computer Literature: An Introductory Survey of the Sources of Information.** Alan Pritchard. Hamden, Conn., Archon Bks., 1969. 130p. \$5.

**Home Reference Books in Print.** N.Y., R. R. Bowker Co., 1969. \$9.75, U.S. & Canada; \$10.75, elsewhere.

**International Business and Foreign Trade: Information Sources.** Lora Jeanne Wheeler. Detroit, Gale Research Co., 1968. 221p. \$8.75. Management Info. Guide 14.

**Physics Literature: A Reference Manual,** 2d ed. Robert H. Whitford. Metuchen, N.J., Scarecrow Press, 1968. 272p. \$8.50.

**Science Libraries Consolidated Short-title Catalog of Books,** 4th ed. Rochester, N.Y., Univ. of Rochester, Rush Rhees Library, Science Libraries Office, 1969. \$8.

**A Working Bibliography of Commercially Available Audio-Visual Materials for the Teaching of Library Science.** Irving Lieberman. Urbana, Ill., Univ. of Ill. Grad. Sch. of Libr. Sci., 1968. 77p. pap. \$1. Occasional Pap. no. 94.

### COMPUTER APPLICATIONS

**Commodity Coding: Its Effect on Data Recording and Transfer.** Manchester, England, Natl. Computing Centre, 1968. vii, 128p. pap. 30s.

**Impact of Mechanization on Libraries and Information Centers,** Fifth Annual Colloquium on Information Retrieval. James A. Ramey, ed. Philadelphia, Information Interscience Inc., 1968. 215p. \$12. (2101 Walnut St.).

**Involvement of Computers in Medical Sciences: Abstracts of International Literature.** K. M. Shahid, J. J. van der Aa and L.M.C.J. Sicking. Amsterdam, Swets & Zeitlinger, 1969. 227p. Hfl. 63.50.

### LIBRARY AND INFORMATION PRACTICES

**Cleaning and Preserving Bindings and Related Materials,** 2d ed. rev. Carolyn Horton. Chicago, ALA, 1969. xx, 87p. pap. \$4.50. LTP Publ. no. 16.

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# Reports of Standing Committees 1969/70

## **Admissions**

Between Jul 1, 1969 and May 1, 1970, 23 applications were referred to the Committee by Miss Ann Firelli, Manager of the Membership Department at Headquarters. Of this number 15 applicants were admitted as Associate Members, 4 as Active, and 3 were denied membership because they did not qualify under our present Bylaws. One applicant withdrew her application when she was questioned by letter whether she was employed in a special library at the time—something which was not clear on her application. This withdrawal points up the urgency of making some needed changes in SLA membership requirements. There is no reason why an applicant who is qualified for membership should not be allowed to join whether he is employed at the time or not.

In considering borderline applications, which are, of course, the only ones referred to the Admissions Committee, the members of the Committee tried at all times to keep in mind the purpose of the membership requirements so that the spirit as well as the letter of the Bylaws was taken into account. Except where an applicant's qualifications came clearly in conflict with the Bylaws, the Committee bent over backwards in favor of admission rather than denial.

SAMUEL SASS

## **Archives**

The Archives Committee has spent the past year reviewing the general files, improving and coordinating some of the subject headings, and eliminating duplicates and ephemeral correspondence. As files grow, certain changes and grouping of headings are obviously necessary.

The minutes of the meetings of the Board of Directors have been indexed by Genevieve Ford. This index is now complete through 1969 and the work is being continued as material is received. The Chapter and Division files are being weeded and revised by Louise Field.

Although the members of this Committee have spent a great deal of their time at Headquarters, it is not possible for them to do the necessary work on these files in one day a week. Nor is it the function of this Committee to do the clerical work on this project. In order to maintain this collection in the proper manner, it is urgent that an SLA staff member with a knowledge of library techniques be appointed to work on these files for three to four hours every day in order to carry out the proposed plans of the Archives Committee. This is a time-consuming job which requires constant attention in keeping the material carefully filed and accessible to those who need to use it.

HAZEL CONWAY

## **Bylaws**

No annual report submitted. For activity regarding proposed amendments to the Bylaws, see SL 61 (no.3) : 138-43 (Mar 1970).

## **Chapter Relations**

For annual report see SL 61 (no.6) : 302,304 (Jul/Aug 1970).

## **Committee on Committees**

The Committee on Committees continued its examination of committee structure and recommended some changes suggested in the study by its Subcommittee on Structure.

The 38 Standing Committees were grouped as: 1) Association; 2) Association & Its Members; 3) Association & Other Organizations. Ten of the Association, or operational, Committees were left unchanged. Committees with related or similar activities at the Association level were brought together and some Committees were dissolved.

Recommendations for abolishment of nine Committees were approved by the Board at its Fall 1969 meeting; recommendations for abolishment of four more Committees are being presented to the Board in June 1970. After the June Board meeting the Association has 27 Standing Committees as shown in the table on page 408.

The Board of Directors approved the following changes:

### *September 1969*

- 1) Redefinition of the Membership Committee to include functions of the Admissions Committee and abolishment of the Admissions Committee.
- 2) Redefinition of the Professional Standards Committee to include functions of the Personnel and Statistics Committees and abolishment of these two Committees, the reconstituted Committee to be called the Standards Committee.
- 3) Establishment of an Editorial Advisory Board and abolishment of five separate Committees when it is established. The committees to be replaced are Non-Serial Publications, Scientific Meetings, Special Libraries, Technical Book Review Index, and Publications Program.
- 4) Abolishment of the Academy of Management Book Awards Committee.

### *January 1970*

- 1) Redefinition of the Recruitment Committee, subject to further evaluation and change.
- 2) Redefinition of the Education Committee, subject to re-working and submission

# SLA Standing Committees (27 Committees with 132 Members)

Association		Association & Its Units		Association & Other Organizations	
Committees	Members	Committees	Members	Committees	Members
Archives	3	Chapter Relations	3	Government	
Bylaws	3	Consultation Service	3	Information Services	5
Committee on Committees	5	Education	5	Governmental Relations	5
Conference	2	Membership	5	International Relations	5
Conference Advisory	9	Placement Policy	5	Publisher Relations	5
Finance	5	Planning	7		
Headquarters Operations	5	Public Relations	5		
Nominating	5	Recruitment	5		
Resolutions	5	Research	5		
Tellers	9	SLA Professional Award			
		and Hall of Fame	5		
		Scholarship	3		
		Standards	5		
		H. W. Wilson Company			
		Chapter Award	5		
Totals	10	13	61	4	20

to the Board of Directors at its Fall 1970 meeting.

Recommendations submitted to the Board of Directors for action at its next meeting:

- 2) Merger of the Government Information Services and Publisher Relations Committees into one Committee, Information Services and Publisher Relations Committee.

## June 1970

- 1) Abolishment of the International Relations Committee, work to be handled by Special Representatives and Headquarters (Board action postponed to Oct 1970).
- 2) Abolishment of the Reprography Committee, work to be handled by Special Representatives (Accepted by the Board).
- 3) Abolishment of the Translations Activities Committee, work to be handled by Special Representative (Accepted by the Board).
- 4) Financial support to ALA for its Washington Office and abolishment of the Governmental Relations Committee (Not accepted by the Board).
- 5) Revised definition of the Archives Committee (Accepted by the Board).
- 6) Revised definition of the Recruitment Committee (Accepted by the Board).
- 7) Revised definition of the Headquarters Operations Committee (Accepted by the Board).

Changes recommended by the ConC, but rejected by the Board, were:

- 1) Merger of the Education and Recruitment committees and transfer of SLA Scholarship Committee functions to this committee.

One Committee discussed by the ConC, but left unchanged, is the Public Relations Committee. "The duties are to monitor public relations activities of all Association Committees, Chapters, and Divisions; to present an annual summary of public relations activities of all units of the Association as part of its annual report; to plan, initiate, and coordinate programs that may add to the understanding and professional status of the Association and special librarianship; and to conduct other studies assigned to it by the Board of Directors." It is the thinking of the ConC that a special librarian who has had experience with news and other communications media, employed as a staff member at Headquarters, could do a more effective job of coordinating public relations activities of all Association units than a Committee. The ConC hesitates to recommend any change in the Committee until the Board makes provision for a staff member at Headquarters to handle the internal and external communications in a coordinated program. Should this be done, the Public Relations Committee might be retained, but be given an advisory function.

The ConC appreciates the interest and assistance of the SLA President, other Association officers, Board members, Executive Director, Manager of the Publications Department and Committee chairmen in re-evaluating the standing committees.

SARA AULL

## **Conference 1970**

A report will be submitted to the Board at its October 1970 meeting.

GLORIA M. EVANS

## **Conference 1971**

A revised program outline for the San Francisco Conference was presented to the Board. Details will be sent to the Divisions.

MARK H. BAER

## **Conference Advisory**

No report received.

## **Consultation Service**

This year has brought a closer rapport between the Committee and the Chapter Consultation Officers. The principal reason for this was the enthusiastic response from the CCO's in respect to the several questions asked them regarding both the one-day courtesy consultation service and the SLA Professional Consultant service.

Both the active and less active Chapters urged the continuance and expansion of the Consultation Service. In short notes and in long letters, the suggestion was repeated continually that an effort should be made to publicize the service. The Committee has acknowledged this opinion by recommending that a coordinated and co-operative publicity program on behalf of the service be carried out by all Chapters next year.

It is estimated that the total number of inquiries are about the same as last year. Because nine Chapters, including New York, have failed to report, an accurate figure cannot be given in this report. Ten Chapters reported more activity while eleven were not as active. The big gainers were the Connecticut Valley, Heart of America, Pacific Northwest and Texas Chapters.

The Committee has received three applications for approval as Professional Consultants, and it is expected that the applicants will be interviewed at the Detroit Conference, and that recommendations will be made at that time.

The Conference program for the Consultation Service meeting will center around short talks by three CCO's. These are Verna Riddle (Heart of America Chapter), Charles Bauer (South Atlantic Chapter) and Dr. LeRoy Linder (Southern California Chapter). The meeting will close with a review of the questionnaire.

Ninety-five visits were made by Chapter Consultation Officers. Nine Chapters have not reported.

The Committee has been asked to provide an evaluation of the Consultation Service, particularly in view of other consultation services. For a description of the SLA program, see the SLA brochure.

It was decided that information needed for such an evaluation could be obtained from three

sources, i.e., the files of the Committee, the Chapter Consultation Officers (CCO) and from the executive office of SLA. As it was felt that information received from the CCO's would be particularly useful, a short questionnaire was sent to each; twenty replies were received.

*The Courtesy Consultation Service.* There is no indication in the questionnaires that any free lance consultants or consulting firms offer a one day consultation without charge. Therefore, no evaluation can be made in relation to another existing service. However, we can assure the Board that the uniqueness of the service is but one of several factors contributing to the success of the service.

1. The principal reason for this is the enthusiasm, capability and conscientiousness of the majority of the CCO's. As long as the caliber of CCO's remains high, the service will succeed.

2. The value of the service is acknowledged by the demand for it. For the past two years, the number of requests has risen—the number this year approaching 200.

3. Another test of value is consumer response. Although CCO's were not asked to submit examples of acknowledgment of the service they have provided, many did volunteer the information that after a consultation they often received a letter of appreciation for their efforts.

4. The value of the service is twofold. The first is to those in need of assistance, the second is to the Association and to the profession. In respect to the latter, many CCO's emphasized that publicity for the Association was an important reason for continuing the service.

*The SLA Professional Consultant Service.* This service was inaugurated several years ago for the purpose of providing the Executive Director with a list of qualified members of the Association whom he could suggest when he or CCO's were asked to recommend a consultant. The response received both from CCO's and Mr. Ginader indicates the demand for this service is minimal. Requests for this service received by Mr. Ginader total approximately 12 in two years.

This lack of interest can be explained by the lack of publicity and advertising of the service by the Association, the existence of many established consultants and consulting firms as well as the availability of three directories in which consultants can be located, and because many CCO's recommend consultants known to them rather than suggesting to a requester that he use the SLA Professional Consultant service.

*Conclusions.* In view of the information supplied above, the enthusiasm, support and demand for the Courtesy Consultation Service demonstrates its value not only to the industrial and research community, but also to the Association.

The value of the SLA Professional Consultant Service has diminished and should the time required to administer this service become excessive both for the Executive Director and the

Consultation Service Committee, the need for its continuance should be reviewed.

*Recommendation.* In answer to the question "How can the Courtesy Consultation Service be improved?" all 20 respondents urged that a publicity program both on the national and local level be inaugurated. There seemed to be no doubt that lack of publicity has considerably reduced the potential value of the service.

Therefore, it is recommended that:

1. Each Chapter be asked to undertake as a project a simultaneous and coordinated publicity program for the Courtesy Consultation Service.
2. The Public Relations Committee be asked to plan a program designed both for national and local coverage.
3. The Chapters amend the program to ensure effectiveness for local coverage.
4. The Chapters administer the local programs and report to the Public Relations Committee on the development of the program.
5. The Public Relations Committee recommends a procedure for the administration of an Association-wide publicity program.

JOHN P. BINNINGTON

### ***Division Liaison Officer***

For annual report see *SL* 61 (no.6) : 303,305 (Jul/Aug 1970) .

### ***Education***

A complete account of the effectiveness of the present eight pre-conference seminars will be reported in Sep 1970.

Goal number (b) "Guidelines for curricula content in special libraries courses in library schools." One must remember that graduate school curricula are not something easily manipulated, but we think that the Education Committee has developed and will continue to develop a rapport with the library schools which will result in an effective approach to this problem. A problem which, first of all, must be recognized by the library schools themselves; and not one which is "forced down the throats" of the schools.

Goal number (c) "The preparation of guidelines for curricula content and quality levels for recognized library technician programs being conducted in community colleges and technical institutes." It is the opinion of the Committee that a study should be made of this problem, which would be the basis for a special meeting of the Committee. To this end, we have asked Miriam Larsen to do some thinking about the problem, to hear discussions of it, and to search the literature relative to the problem. Further discussions on this will be conducted when the Committee meets at the Detroit Conference.

Goal number (d) "Develop criteria for establishing personal attributes for careers in special

libraries." Before we can develop such criteria for personal attributes we should have a consensus as to the definition of a special library. We are treading on exceedingly insecure ground do we make such statements as: special librarians should be personable, intelligent, high level of curiosity, skillful in library techniques, people-oriented, et al. It is such statements as these which have been made in the past which have generated resentment of "special librarians" and which have drawn such criticism as: we consider ourselves "something special," when in truth we are not. The personal attributes of special librarians should be no different from those of any librarian but, in general, this is not true. The special librarian is oriented to serve the clientele to which she is assigned—to serve a "special clientele" attached to the company to which the library is attached. But should this not be true of any librarian? It is the feeling of the Committee that this goal is not clearly defined: i.e., the Committee does not fully understand the reasoning behind the Planning Committee in making such a requirement and incorporating it as a general SLA goal. Therefore, the Education Committee requests that the Goals Committee more clearly define their thinking in regard to Goal number (d) .

The Education Committee submits the following question for the Board's consideration: Should an SLA sponsored conference on a national plan for continuing education be concerned with education for librarians or, for library personnel? (Please note the difference in implication.)

Considerations for such a conference:

1. To compare the current status with that of other professions
2. To explore the applicability of various methods of continuing education to the needs of library science
3. To learn to evaluate the effectiveness of continuing education for librarians
4. To identify needed research in relation to continuing education for librarians
5. To formulate a national plan for continuing education for librarians:
  - Where are the people?
  - What do they want?
  - What is presently available to them?
6. How is such a conference funded?
7. Participants in such a conference:
  - National library associations
  - Library schools
  - State libraries
  - U.S. Office of Education
8. Format for such a conference:
  - (a) Three, or at the most a four, day conference
  - (b) Commissioned papers to present information
  - (c) Brain-storming in small groups to suggest ways and means

- (d) Small "leadership" groups to coalesce suggestions for the "plan"
- (e) Review and discussion in small groups
- (f) Rewrite "plan" for publication and use

The Committee further suggests that Considerations 1 through 5 be covered in commissioned papers. These should be written by knowledgeable persons, not necessarily librarians; we should consider adult education specialists, continuing education specialists, et al.

It appears, therefore, that certain funding will be necessary—a guarantee of funds to underwrite the basic necessities of such a conference, which would be held in a geographical area most convenient to all participating associations.

Therefore, the Committee asks that, since a lead time of one year is required for such a conference, the Board be receptive to a detailed budget for such a conference which the Committee will submit in Sep 1970—most of the budgeted dollars may relate to expenses for the members of the Committee as well as certain contingencies relating to meeting rooms, lunches, et al.

The Chairman wishes to state that without the advice and input from members of the Committee, specifically Dr. Zachert, this plan for a national conference would not have been possible; and the Chairman wishes to go on record with her grateful thanks to all members of the Committee.

MARGARET N. SLOANE

## Finance

To review the responsibilities of the Finance Committee in their proper perspective, one can divide these into four major categories:

- Provide general supervision of the finances of the Association.
- Review the income and expenditures of the Association.
- Review the annual budget.
- Recommend a yearly audit of the Association's accounts.

This report, therefore, will list the Finance Committee's activities of the past year in these four categories.

### *A. Provide General Supervision of the Finances of the Association*

1. Last year a Special Committee, consisting of the Treasurer, Executive Director, and the chairman of the Finance Committee, recommended to the Board specific ways in which to best invest monies now part of the Reserve Fund. In the Board's action of May 31, 1969, the Executive Director was instructed to open a special Investment Advisory Account with the First National City Bank of New York, depositing \$50,000.00 from the General Fund and \$10,000.00 from the Scholarship Fund. This action was implemented in March 1970.

2. One of the Finance Committee's perpetual requirements is the review of the Association's finances. For this reason, a monthly financial statement issued by Headquarters' Accounting Department is to be reviewed by the Finance Committee. Unfortunately, this requirement could not be met this year due to the inability of Headquarters to produce such a statement in the aforementioned intervals. To rectify this situation the Executive Director, with the concurrence of the Finance Committee, recommended to the Board the employment of a consultant on a part-time basis to provide guidelines for more efficient operations in the Accounting Department in order to develop "timely" financial statements. With the Board's approval, such an expert was engaged who just recently submitted to the Finance Committee the first financial report covering a three month period, Oct 1, 1969–Dec 31, 1969. Another financial report for the next following three month period, Jan 1, 1970–Mar 31, 1970, is expected for submittal at Conference time.

3. In compliance with the Finance Committee's mandate, the Committee deemed it advisable to review the financial implications to the Association of a proposed "Inter-Society Dues Structure." In this proposal it was recommended that annual dues for individuals who are members of cooperating societies and who wish to join SLA be set at \$20.00 per year. The Committee thought to find out if the \$20.00 fee is a realistic figure to render complete membership services.

At the Board of Directors meeting in Orlando, Florida (Sep 26, 1969) a proposal was introduced for Inter-Society Dues Structure. In this proposal it was recommended that annual dues for individuals who are members of cooperating societies and who wish to join SLA be set at \$20.00 per year. The same proposal was presented before the Advisory Council at its Atlanta meeting (Jan 29, 1970) and again at the Board of Directors meeting in Atlanta (Jan 30, 1970).

In all presentations the \$20.00 dues cited were to pay the expenses of maintaining complete membership services including the affiliation with one Chapter and one Division. Although the \$20.00 figure was never substantiated to be sufficient to cover membership expenses, the discussion of the proposal went so far in its deliberations by the Board as to instruct the By-laws Committee to draft appropriate changes for discussion at the 1970 Annual Meeting in Detroit.

In view of the financial implications to the Association relative to membership dues, the Finance Committee reviewed this proposal and made the following recommendation to the Board: "Inasmuch as the \$20.00 membership fee as recommended in the Inter-Society Dues Structure falls 44% short of the actual annual cost of \$36.00 for serving and maintaining full membership in Special Libraries Association, the Finance Committee opposes this proposal and recommends that the previous Board action be



rescinded and a motion be introduced to reject the Inter-Society Dues Structure proposal in its entirety." (The Board did not accept this recommendation.)

4. At the request of the 1968/69 Conference Advisory Committee, the Finance Committee was charged by the Board to study the finances of Annual Conferences and form a policy for the guidance of future Conference Chairmen. In particular the following points should be considered: Does SLA expect to make a profit on the Conference? Shall Divisions be responsible for losses incurred by overestimating attendance at meal functions? What are legitimate expenses?

In its deliberations the Finance Committee reviewed not only the Conference Advisory Committee's inquiries but the whole concept of Conference financing as well. It was the consensus of the Committee that in any financial undertaking proper care must be taken to match expenditures with income, allowing sufficient leeway of a profitable margin which is the ultimate goal of sound business. The Committee also realized that too many on-the-spot problems may develop which must be coped with in a most realistic, expeditious and independent manner suitable to the circumstances involved. These problems which may occur will vary from place to place and instant to instant and have also been taken into consideration. Due to these complex circumstances it is rather hard to envision the establishment of guidelines beyond those already covered in the existing Conference Manual. Thus, each Conference should be considered on its own terms. Therefore, the Finance Committee feels that the total Conference cost should be self-sustaining, but that no specific percentage profit be established by policy. Further, the Committee recognizes the need for a better and uniform accounting system and the development of a program budget concept for future Conferences, and hopes that the incoming Committee will complete this work.

#### *B. Review Income and Expenditures of the Association*

During the year the Board approved the below-listed expenditures to be added to those already approved in the FY 69/70 budget. The Finance Committee has been unable to determine the extent to which these expenses influence actual income over expenditures due to the unavailability of timely financial statements. All have been properly implemented for the intended purpose.

1. Expend \$5,800.00 from the General Fund for the preparation of a *1969/70 Membership Directory*.
2. Initiate allotment of \$150.00 each to the newly formed Florida Chapter and the Public Utilities Division.
3. Increase the Education Committee's budget by \$2,470.00 for a total of \$4,070.00.
4. Expend \$7,511.00 as an adjustment payment for Headquarters' employee retirement benefits.

#### *C. Prepare an Annual Budget*

In compliance with action taken last year to change the Association's fiscal year from Oct 1-Sep 30 to Jan 1-Dec 31 the budget necessarily had to reflect a like change. The Committee, therefore, developed for FY 69/70 only, a projected budget covering Oct 1, 1969-Dec 31, 1970, based on twelve month income prorated over a fifteen month period. The recommended budget was accepted and approved by the Board at its Sep 1969 meeting in Orlando, Florida.

#### *D. Recommendation for a Yearly Audit*

The Committee recommends to the Board that Price Waterhouse & Co. be approved as auditors for FY 69/70.

CHARLES K. BAUER

#### *Government Information Services*

This year was not very productive for our Committee, primarily because its chairman and members were all new and groundwork and liaisons had to be established. A letter was sent to all members of the Committee by the chairman asking for ideas on projects for the coming year and a program for the Annual Conference in Detroit. A joint meeting was proposed and the possibility of having representatives from various government information agencies make an informal presentation for the Annual Conference was suggested. A survey of the "Adequacy of Centralized Services" by the various government information agencies was proposed as a project. A Committee meeting will be held at Detroit for planning the next year's projects and program.

**LIAISON.** During the initial period of organization (Fall 1969) word was received about a group of SLA members in Washington, D.C. who were confronting the Defense Documentation Center (DDC) and the Clearinghouse for Federal Scientific and Technical Information (CFSTI) concerning some of their ordering procedures, policies, etc., and what was generally called "Information Hang-Ups." Mrs. Ruth S. Smith of the Institute for Defense Analysis, who was one of the organizers of the group, was asked to serve as liaison for the GIS Committee; she accepted readily. The Committee will not only be kept informed from now on, but will be able to more readily join in dialogue with these various agencies. Andrew Visnovsky has agreed to act as a contact within DDC for our Committee.

**ANNUAL CONFERENCE.** The GIS Committee will co-sponsor a joint meeting with the Aerospace Division on Jun 9 in Cobo Hall. The program will consist of Col. Currie S. Downie of COSATI, who will talk on the "Study of Dissemination of Scientific and Technical Information," and Mrs. Ruth S. Smith of the Institute for Defense Analy-

sis. who will summarize the activities of the Washington group and the results of meetings with DDC and CFSTI.

JAMES A. DAMICO

### **Governmental Relations**

In Jun 1969 the Board of Directors approved the Committee on Committees' reorganization of the Governmental Relations Committee (GRC) to consist of three people, located in the Washington, D.C. area, to report on national developments of interest to special librarians.

Pending the implementation of this decision, Mrs. Patricia Smith, of the National Agricultural Library, was asked to act as a liaison between GRC, the ALA Washington Office, and the U.S. Office of Education Library Services for the period January to June 1970. As of this date, Mrs. Smith has not reported to the Committee.

It is hoped that a Washington, D.C. based Committee can participate actively in obtaining national information of interest to the Association.

BESS P. WALFORD

### **Headquarters Operations**

The Midwinter Board Meeting in Atlanta accepted a recommendation that the current President of SLA chair the Headquarters Operations Committee (HOC) instead of the Immediate Past President. As a result, the Committee has had six members (temporarily) with Robert W. Gibson, Jr., replacing Herbert S. White as chairman. The Board also directed the Committee on Committees to bring to the Jun 1970 Board Meeting a revised plan for the HOC to allow Committee composition by members of the Board only. Also, the Committee on Committees was charged to clarify the description of duties.

Membership records are reported under good control by the Executive Director. Salary increments for Headquarters personnel were authorized to help meet cost-of-living increases in the New York area. A critical lack of personnel time in the Publications Department was discussed. No action was taken, however, pending outcome of the Executive Director's examination and recommendation for structural and procedural revisions at Headquarters. This charge was made to the Executive Director by the Board of Directors with a reporting date of October 1970.

The HOC further feels that neither the Board of Directors nor the Committee should continue tackling each of the Association's crises on a piecemeal basis. Any decision by either body should be made in light of the total needs of the Association.

ROBERT W. GIBSON, JR.

### **International Relations**

Inactive. No report.

VIVIAN D. HEWITT

### **Membership**

The sole accomplishment of the Committee for the year was the analysis of a survey of "dropped" or "past" members of the Association. The survey was undertaken by President Gibson in August 1969 when he sent a note to Chapter presidents expressing his concern about the high rate of drops in the Association. He enclosed a list of the drops for each of the Chapters, asked that a follow-up of each past member be made, the reasons noted, and returned to him. Eventually, 24 of the 36 Chapters to whom lists had been sent did participate by providing some usable information—an excellent response. The returns varied, of course, in quality and thoroughness.

The analysis of the survey, in the form of a lengthy informal memorandum addressed to the President, was distributed to the Board and the membership chairmen in the Chapters, and is on file at Headquarters. A summary follows:

*The most important reason* members leave SLA is that it n<sup>o</sup> longer has relevance. Loss of relevance can come about when members leave the special library field for other library positions (school, public, academic), or for non-library positions (teaching, engineering), or because they do not have a library degree and do not feel a strong professional affiliation. But a loss of relevance can also come about when members "lose their interest" in SLA and/or find other library associations more congenial to their interests. The latter relevance situation was mentioned often enough in the survey to constitute a serious problem for the Association.

There are three *very important reasons* why members leave SLA. Some drop their memberships for economic reasons: the dues are too high for what they gain; the company no longer wishes to pay the dues; money must be saved for retirement; other library associations compete for the dues dollar. Others leave SLA due to natural attrition: they die or retire to leisure, widelom or motherhood. Many others appear to be lost to the Association due to mobility problems: they move out of a Chapter's area and are lost to the Association temporarily, at least.

There are three *important reasons* why members appear on drop lists. Some members don't mean to be there; that is, they intend to renew their membership once they have been jogged to do so, or are taking a vacation from the Association but will renew at a later date. Some members on the drop list claim they don't belong there: they are sure they are still members and that a paper problem (change of name or address) is the explanation for their presence on the list. Another group has dropped membership for reasons of non-participation in SLA: they cannot attend local or annual meetings because of distance from home base; or because night meetings present a problem; or because problems of health disallow participation.

Finally, there are two *less important reasons* why members drop their affiliation (termed less

important because of relative infrequency of mention). Some drop membership because they are unhappy with SLA. Categories mentioned above have connotations of displeasure with SLA, but the survey reveals few direct expressions of dissidence. Some dropped membership specifically because of the discontinuation of the placement bulletin. Another group reflects an undefined (in the survey) dissidence expressed in such terms as "refuses to be connected with SLA." Another less important reason for dropping is membership status problems. This covers people who have been members and who dropped, or were dropped, because they are "no longer eligible" because of change in student status, or because they have changed to jobs which make them "ineligible to be members."

The implications of the findings of the survey are likely to be discussed by the Advisory Council when the report is summarized for the group at its meeting in Detroit. At the same time, the Chapter membership chairmen have been asked to respond to the survey by commenting on two specific questions: 1) to cut down on dropped memberships in SLA, what is the most important and effective action, step or program which can and should be taken at the *Chapter* level; 2) to cut down on dropped memberships in SLA, what is the most important and effective action, step or program which can and should be taken at the *Association* level? Thus far, the response has not been sufficient to provide a meaningful consensus.

EDWARD G. STRABLE

### ***Nominating***

The slate of nominees for office in 1970/71 was published in *SL* 61 (no.2): 102-106 (Feb 1970).

RUTH NIELANDER

### ***Non-Serial Publications***

No report received.

### ***Personnel***

No new activities were started by the Personnel Committee this year. The members have advised the Publications Manager, as needed, on the design and analysis of the 1970 Salary Survey. Data from the earlier informal "staffing survey" are being analysed for a report to be submitted to *Special Libraries*.

The Personnel Committee has been abolished as of June 1970; its functions will be merged into those of the Standards Committee at that time.

SHIRLEY F. HARPER

### ***Placement Policy***

At the meeting of the Board of Directors in Orlando, Florida, Sep 25-27, 1969, the following

recommendations of the Placement Policy Committee were approved:

1. That the minimum salary for "Positions Open" in the classified ads in *Special Libraries* be raised from \$7,000 to \$8,000.
2. That an Employment Clearinghouse be established at SLA Headquarters.
3. That the Employment Clearinghouse be established initially on a two-year trial basis and that its operation be evaluated by appropriate Headquarters staff after twelve months of operation. Continuation of the Clearinghouse beyond the prescribed trial period to be determined by the service it has provided the members in relation to its cost to the Association. Final determination of its continuation being the decision of the Board of Directors.

In addition, the Executive Director was instructed to prepare his recommendations for the implementation of the above and report these at a future Board Meeting.

MARK BAER

### ***Planning***

At the close of the previous year, the Board of Directors adopted six Goals as proposed by the Planning Committee. The first of these, relative to training for special librarianship, was assigned to the Education Committee. The remaining five were referred back to the Planning Committee for its recommendations regarding implementation.

Accordingly, the following were presented to and adopted by the Board in January 1970:

*Recommendations for Goal 2.* SLA must encourage research: It must identify areas in which research should be conducted that would be of value to the SLA membership and the Association and should participate in an advisory capacity in the conduct and evaluation of research projects and their results. Goal 2 should be implemented by recommendations of the Research Committee in specific project areas, taking cognizance of relevant projects of other associations so that research activities will not be duplicated. No expenditure of research funds should be made without the approval of the Board of Directors.

*Recommendation for Goal 3.* The Association should investigate means for "knowing" the membership of SLA and improve communications with a wider segment of the membership to determine their professional needs. In essence this is a "grass roots" problem. It is recommended that each Chapter and Division allocate a meeting(s) to discussion of this Goal, reporting to and working directly with the Chapter Liaison and Division Liaison representatives.

*Recommendation for Goal 4.* The Association should determine the special library manpower needs through 1980 and implement the necessary

programs to recruit the appropriate number of persons to the profession at the proper levels of education and skill. The most effective and immediate way to determine manpower requirements is at the Chapter level. It is recommended that the Standards Committee obtain from Chapters annual projections at least through 1975 in the following categories: 1) professional; 2) specialists, particularly in the newly-developing areas; and 3) clerical. These projections should also reflect the type of library.

*Recommendations for Goal 5.* The Association should develop cooperative relationships with other library associations, other professional associations, and information producing services. It is recommended that Goal 5 be delegated to the Special Committee on Cooperation with Related Associations. In addition, it is suggested that this Committee study the feasibility of holding meetings and developing mutually related projects with other associations.

*Recommendations for Goal 6.* The Association should have a policy-making role and implement means for participating in information networks. It is recommended that implementation of Goal 6 be delegated to the Documentation Division. This Division should review the entire field and in particular SLA's relationships with the Information Industry Association and other related groups in the computer and engineering field. It is further recommended that the Association, through its President, make known to the organizers of information network projects our interest in representation and participation at early stages of development.

One additional recommendation was presented to provide for feedback through the medium of semi-annual progress reports. The incoming Planning Committee will be concerned particularly with efforts being made toward achievement of the Goals presently established.

KATHARINE L. KINDER

### **Professional Standards**

At its Jun 1, 1969 meeting in Montreal, the Professional Standards Committee decided to:

1. Determine how library schools which had placed multiple copy orders for the Standards had used them.
2. Query other organizations to learn of their interest in the SLA Standards and to obtain copies of any comparable Standards they had issued which might be used as a guide to the revision of the SLA Standards.
3. Query the Chapters to learn how the Standards (this term covers both the "Objectives and Standards" and "Profiles") have been used by consultants and librarians to upgrade existing libraries or to establish new ones.

Responses were received from 70% of the schools. There were no adverse comments on

the Standards. While some of the responses were polite and noncommittal, there was a sufficient number of emphatically favorable statements to warrant an annual distribution of sample copies to all accredited library schools.

The questionnaire to other associations did not result in any information which could be used in the revision of our Standards nor did it establish a viable market for them.

A questionnaire has been sent to the Chapters to determine how the Standards have been used in other areas.

Although the stock of the "Objectives and Standards" has been exhausted, Headquarters has assured the Committee that they are in the process of being reprinted.

G. E. RANDALL

### **Publications Program**

No report received.

### **Publisher Relations**

Because the activities which were outlined in my report of Aug 14, 1969 are taking place at the 1970 Conference, and because the Committee's relationship with the new Association of American Publishers, Inc. is likely to undergo some revision, the Annual Report of the Publisher Relations Committee will be filed in time for the Fall 1970 meeting of the Board of Directors.

DAVID E. KING

### **Recruitment**

*The John Cotton Dana Lectures with Recommendations and Guidelines.* A Special Committee was appointed by the President of Special Libraries Association in January 1969 to "prepare and present for approval at the June 1969 meeting of the Board of Directors, Guidelines for the John Cotton Dana Lectures." Some of the recommendations of this Committee were approved by the Board, one of which was that the "concept of the entire John Cotton Dana Lecture Series program be re-examined and that the Recruitment Committee bring to the Board their recommendations at the 1970 Midwinter Meeting."

The Recruitment Committee is now making its recommendations has taken into account the suggestions and comments included in the Report of the Special Committee, the opinions and reactions of present and past members of the Recruitment Committee, of participating John Cotton Dana Lecturers and of faculty of host library schools. Also taken into account are the proposed redefinitions of the Education and Recruitment Committees presented by the Committee on Committees at the Midwinter meeting in January 1970.

One clear result of this re-examination was the agreement that it is important to maintain this lecture series and that John Cotton Dana as founder and first president of the Association should continue to be honored by the retention of his name in the designation of this series.

It was clear that the primary aim of the series is to bring home to library school students the special objectives and particular dimensions and challenges of special librarianship. In order to carry out this aim in the most effective way it is necessary that the lectures become known as an important educational and professional series, and that distinguished practitioners of special librarianship be sought out as speakers. To aid in the selection of lecturers and to spread the burden of lectureships it is proposed that the numbers of speakers be reduced. The expectation is that the persons selected would be willing to make presentations at more than one location in a given year or years.

As the primary audience is the student body of a library school, it is essential that the SLA Committee which is directly concerned with library education and keeps itself abreast of changing library school curricula be the supervising agency for this series. It is also essential to the success of the series that library school directors and faculty be aware of the importance of the opportunity to have the John Cotton Dana Lecture presented at their schools. An official, printed announcement issued by the Association would give the proper weight to the invitations sent to library schools.

Universities and colleges giving instruction in librarianship and/or information science which are not accredited by ALA are excluded at present from the John Cotton Dana Lecture audience. The view has been expressed that the students of these schools should not be cut off from such an opportunity. The profession has profited greatly from contributions of members who are not products of ALA accredited library schools.

A further but not less important audience for these lectures are Chapter members themselves. The occasion of the lecture should be an opportunity for Chapter members to come into contact and exchange ideas with outstanding people in their field. It is important that the Chapter remain closely involved in the planning of the lecture.

The lack of travelling allowances for potential lecturers has largely limited the choice to persons from industrial libraries whose firms were willing to pay travel expenses. This is a definite limiting factor in the choice of lectures. The recommended selection of speakers on a regional basis is an attempt to moderate the expense factor, but it is not suggested that this be adhered to in an inflexible fashion.

The Guidelines provide some of the mechanics of administering the lecture series and are largely derived from the Guidelines presented by the Special Committee of June 1969. They

are offered purely as guidelines and are not meant to be binding in every detail.

#### *Recommendations of the Recruitment Committee.*

1. That Special Libraries Association continue to sponsor the John Cotton Dana Lectures under the same name and with largely the same aims and objectives specified in the Special Committee's report presented in June 1969; i.e., to encourage qualified individuals to become special librarians and to cultivate understanding of this field as a distinctive facet of librarianship.
2. That the Education Committee in its capacity as the Committee charged with "working with library schools in any way possible to strengthen their programs in special librarianship" be given the responsibility for administering the John Cotton Dana Lectures.
3. That the seven annual lectures be given by four outstanding special librarians who receive the distinction of being chosen John Cotton Dana Lecturers for a specific year. These lectures are to be selected each year by the Association's Education Committee in consultation with the chairmen of the Association's Public Relations and Recruitment Committees; the lecturers to be selected as far as possible on a regional basis to minimize distances and expenses.
4. In order to give added weight to the lecturers, increased publicity should be given to the choice of lecturers and the lecture schedule. Announcements of persons receiving the honor to be named John Cotton Dana Lecturer should be made at the Annual Conference along with the place and date of lecture. The schedule should also appear in *Special Libraries* accompanied by biographies and photographs of the lecturers chosen. Additional publicity should be given to the series by the Public Relations Committee through the appropriate media.
5. Notification of John Cotton Dana Lecturers selected for coming years by regions should be sent out from Headquarters a year in advance to the list of directors of library schools supplied by the Education Committee. The notices would invite directors to state preferred times to have a lecture scheduled and would direct them to make arrangements through the Education Committee. Similar notices should be sent at the same time to faculty members who give instruction in special librarianship or related courses at these schools and to Chapter presidents.
6. In addition to ALA accredited schools, other recognized schools of library science and information science offering courses in special librarianship or related courses should be included. Priority in scheduling lectures should be given to those schools in special library-poor areas whose students do not have the benefit of contacts with special librarians or frequent opportunities to visit special libraries.
7. SLA Chapters should be involved as early as possible in the planning for the lecture. The

Chapter president or some member of his Executive Board should take steps to contact the closest school, on receiving the roster of lecturers, in order to advise the director or his delegate on the plans most appropriate for the Chapter. 8. The honorarium should be retained and lecturers allowed to claim travelling expenses.

JANETTE H. WHITE

## Reprography

The Committee has kept informed on advances in the technology of microreproduction of documents and the development of new areas of micropublishing and computer-output-microfilming. The Committee again sponsored a program at the annual Convention. This year the theme was Micrographics—1970. The panel of speakers discussed Micropublishing, Computer-output-microfilming and Standardization.

In addition to a number of well-known organizations concerned with micropublishing such as University Microfilms, Inc., Micro Photo Division of Bell & Howell, The Microfilming Corporation of America, Microcard Editions, The Library of Congress and such government services as the Clearinghouse and the Defense Documentation Center, other commercial organizations are entering this field. Many lack an understanding of micropublishing, many are not familiar with appropriate bibliographic methods and do not have any knowledge of user requirements. The librarian should carefully investigate the announced offers of publishers, new and old, who are now entering the field of micropublishing. The following reference offers excellent criteria for evaluating micropublications:

Veaner, A. B. / The Crisis in Micropublication. *NMA Journal* 2 (2): 73-76 (Winter 1968/9); originally published in *CHOICE* Jun-Sep 1968.

Publishers' addresses are: *CHOICE*, 100 River-view Center, Middletown, Conn. 06457; and National Microfilm Association, Suite 1101, 8728 Colesville Road, Silver Spring, Md. 20910.

The activities of Committee PH5 of the American National Standards Institute are directed toward improvements in equipment and other products offered by manufacturers. The librarian should be aware of the existence of standards in this fast moving industry. These are developed by COSATI (Committee on Scientific and Technical Information), NMA (National Microfilm Association), DoD (Department of Defense), and ANSI (American National Standards Institute).

A descriptive directory of microfiche readers and reader/printers manufactured in the United States is available in hard copy from the DDC:

AD 701 600 Gordon, R. F. / *Microfiche Viewing Equipment*. (Mar 1970) 97p. DDC TR-70-1. Defense Documentation Center, Cameron Station, Alexandria, Va. 22314

The Third International Congress on Reprography will be held Mar 15-19, 1971 in London. Forty-one papers have already been received from thirteen countries. The subject matter will be confined to the development of new reprographic processes and products and to new applications of existing processes. The educational value of a year round trade show will soon be possible when the Microfilm Center operated by Microfilm Showcase, Inc. is opened in New York later this year. Other centers are to be established later in other sections of the country according to the new organization.

This is the last report of this Committee. It has been dissolved as a Standing Committee. It was established in 1955 by the first Chairman, Robert Bray, now chief of the Library for the Blind. The purpose was to make librarians aware of microfilm as a medium for storing information. It has tried to do this by keeping pace with developments in the microfilm industry.

Considerable growth in new applications is expected in this new decade, particularly in the interface between data processing and microfilm, image storage technology and advanced information retrieval. The SLA Special Representative to the National Microfilm Association and the SLA Special Representative to Committee PH5 of the American National Standards Institute will report to the membership on developments in these areas. Suggestions from the membership are always welcome.

LORETTA J. KIERSKY

## Research

The Committee has:

1. Reviewed the authorization, mission and activities of the SLA Research Committees 1963/69 through a documented report prepared by the 1969/70 Chairman and in discussion with the 1968/69 Chairman, Irwin Pizer.\*
2. Studied the charge to the Research Committee to try to discover the means for implementing it. The study resulted in a statement of the potential role and scope of SLA involvement in research. This statement was accepted by the Board of Directors at the Fall 1969 meeting.
3. Reviewed the proposal of Dr. William Garvey of the Johns Hopkins University Center for Research in Scientific Communications to study the 1970 SLA Annual Conference, and recommended to the Board of Directors that this proposal not be implemented. The Board concurred at its Fall 1969 meeting.
4. Established communication with appropriate research officers of two other associations: Forrest Carhart, Jr., Director of ALA's Office for Research and Development and staff liaison

\* "SLA Research Committee, 1969-70, Preliminary Report," prepared by Martha Jane Zachert, April 16, 1969. 11p. Copies are available to members of the Board on request to the Committee chairman.

for the ALA Committee on Research; and Robert E. Durkin, AFIPS.

5. Planned an inventory of all studies made during the last two years and all studies now in progress in all units of SLA, with the objective of learning about, and eventually publicizing, the internal research of the Association. The Committee is now in the process of carrying out its plan and anticipates that a statement of its findings will be ready for the Winter 1971 Board meeting.

6. Planned a public relations article about SLA's commitment to research for publication in *Special Libraries*. It is anticipated that the article will be ready for publication during 1970.

7. Developed a program for implementation of its charge and a time schedule for this program.

MARTHA JANE K. ZACHERT

### **Resolutions**

See SL 61 (no. 6): 306-307 (Jul/Aug 1970).

### **SLA Professional Award and Hall of Fame**

Elizabeth Ferguson and W. Roy Holleman were named to the SLA Hall of Fame for 1970. The SLA Hall of Fame medallion and scroll will be presented to Miss Ferguson and to the widow of Mr. Holleman, Marian Patterson Holleman, at the banquet in Detroit by Robert Gibson, President of SLA.

The Professional Award and Hall of Fame Committee recommended to the Board that the name of Joseph Wheeler of Benson, Vermont, one of the original founders of SLA, be presented to the members at the Annual Business Meeting for election as Honorary Member of SLA.

No recipient of the Professional Award was designated this year.

ELIZABETH R. USHER

### **Scholarship**

Sixty-eight applied for the three \$2,500 scholarships offered this year. This is 16 less than the 84 applications received last year although the Committee felt that there were more qualified special library oriented applicants. A greater number of the applicants supplied all the required items (transcripts, interview, etc.) than in the past. The Committee feels that this was due, in a great part, to the efforts of Miss Firelli and her Headquarters staff and a letter has been written thanking her for her help. The Committee also sent letters to express its gratitude to the Chapter presidents and all the members who interviewed the applicants. This is an extremely important part of the application and it seems that more emphasis should be placed on it by the Chapters.

The winners listed in alphabetical order were: Stephanie Lynn Mallory, Akron, Ohio; Martha Jean Stark, Uniontown, Ohio; Josephine Theresa

Zoretich, Alhambra, California. Summarizing the applicants: 56 women and 12 men applied; 21 different states were represented (two from Canada); five foreign applications were submitted; the majority of the applicants had some library experience.

As in the past, meeting deadlines is the biggest headache for both Headquarters and the Committee. Mails are becoming notoriously slow and as far as is known, there is no way to guarantee that a school will send transcripts, accept students, etc., by a certain date. Chapter interviews, in some cases, also proved to be a "bottleneck." The result is an extremely hectic time for two or three weeks in April and/or May, particularly for the Chairman. There does not seem to be an easy solution to this problem.

At its Sep 25, 1969 meeting, the Board of Directors charged the Committee to make recommendations for the transfer of the scholarship program from Association selection to resident status at library schools. In order to fulfill this charge, questionnaires were sent to the 50 libraries on the Feb 1970 list of graduate library school programs accredited by the American Library Association. These surveys are still being returned and will be tallied to provide a basis for completing the Board charge.

#### **Recommendations:**

1. That more time be given to fulfill the charge in order to have more surveys returned on which to base its recommendations.
2. That the procedure currently in use to announce, handle and choose the recipients be continued until the results of the survey are tabulated and the charge fulfilled.

JEANNE M. KEOGH

### **Scientific Meetings**

*Scientific Meetings* is an alphabetical listing of scientific, technical, medical, health, engineering, management organizations, and universities and colleges that are sponsoring future national, international, and regional meetings, symposia, colloquia, and institutes.

*Scientific Meetings*, now a quarterly, continues its popularity in spite of increasing competition in the U.S. and abroad. It is still the most economical journal of its kind, and continues to improve in format and contents.

The editorial work was performed under the most trying circumstance, during the illness and death of the editor's husband, the late W. Roy Holleman. Mrs. W. Roy Holleman is to be commended for her excellent performance and devotion to duty during the year.

NELSON W. HOPE

### **Special Libraries**

No report received.

## Statistics

During this year the membership of the Committee was changed by the substitution of Rosemary Centner, Ruth Leonard and Jack D. Key for Anthony Cruzas and John J. Miniter. Also the action of the Association's Board of Directors to merge the Committee into a reconstituted Standards Committee makes this the last report of this Committee in its present form. During the year Committee activities have included:

- 1) Preparation in final form of the Special Libraries Association position on the National Plan for Library Statistics. This paper was presented by the Chairman to the ALA Statistics Coordinating Committee at the ALA Convention in Atlantic City on Jun 28, 1969. The final draft of the National Plan was discussed at the ALA Midwinter Meeting in Chicago on Jan 23, 1970. Final project report on the plan is in preparation and will go to the U.S. Office of Education shortly.
- 2) The chairman attended a special meeting to review the National Plan in ALA headquarters on Sep 19, 1969.
- 3) The chairman prepared and presented a position paper with the recommendations for the Association's support to the statistics activity envisioned under the National Plan to the Midwinter Meeting of the SLA Board of Directors at Atlanta on Jan 31, 1970. The Board of Directors have approved the recommendations of the Committee. These recommendations include: continuing support to the Office of Education in implementing the National Plan, revision of the American Library Association's *Handbook on Library Statistics* (especially the chapter on special libraries), the provision of a non-government employee member for the Advisory Group to a National Center for Educational Statistics, and assistance to the Federal Library Committee's Subcommittee on Statistics in the development of its program for federal library statistics.
- 4) Continuing liaison with the National Center for Educational Statistics. The establishment of an NCES Library Statistics Advisory Committee is anticipated by Jun 30. One of the Statistics Committee's recommendations that a non-federal government employee represent the Association on this group is being implemented. Robert Jackson, an SLA member, attended in this capacity a preliminary meeting in Jan 1970 in Washington.
- 5) Dr. Frank Schick (University of Wisconsin-Milwaukee) the new chairman of the ALA Statistics Coordinating Committee, is preparing under a National Library of Medicine grant a Health Science Libraries Directory which includes appropriate statistics.
- 6) The Federal Library Committee's Subcommittee on Statistics met on Sep 15, 1969 to develop a federal government form to collect statistics on all types of federal libraries. The chairman assisted the Subcommittee in developing a form which has been sent to the Bureau of

the Budget for approval and distribution to 1,600 federal libraries.

7) Mr. Lawrence Papier is the new Office of Education monitor (replacing Kurt Cylke) for the Office of Education's grant to the Wharton School of Business, University of Pennsylvania (Professor Morris Handberg) for developing statistical reporting systems for libraries and information science. The first interim report is due in June 1970 and will be a status report which defines in broad terms university and public library objectives as the basis for performance measurement. Preliminary function-decision models will be described which show input and output relationships. Prototype libraries used are the University of Pennsylvania Library and the Free Library of Philadelphia.

The chairman wishes to thank the Association and the Committee members for their cooperation which has made possible the activities of the Committee during its final year to its termination date.

LOGAN O. COWGILL

## Technical Book Review Index

No report received.

## Tellers

The mail ballots for SLA Officers and Directors were officially counted at SLA Headquarters in New York City on Apr 21, 1970.

2,940 ballots were received  
20 ballots were declared invalid  
2,920 ballots were tallied

The Officers and Directors elected are:

President-Elect, EFREN W. GONZALES  
Chairman-Elect, Advisory Council, MRS. JEANNE B. NORTH  
Treasurer (1970/73), JANET RIGNEY  
Director (1970/73), MIRIAM H. TEES  
Director (1970/73), JOHN P. BINNINGTON

MARY K. BLAIR

## Translations Activities

The main points covered in this report include a summary of the annual meeting of the Advisory Board of the National Translations Center, actions taken by TAC to publicize the NTC, and the decision to abolish TAC.

*Advisory Board Meeting, NTC.* The Annual Meeting of the Advisory Board was held at John Crerar Library on Mar 16, 1970 and Charles Kip attended as SLA's Special Representative to the Center. Representatives of 13 organizations were present, 9 from scientific societies and 4 from library and information science associations.

It was quite evident from statistics compiled during the year that NTC is moving more in



the direction of a referral center and less in the direction of a translations supply center. To help publicize the center, NTC had hired its own public relations consultant who is planning by-lined articles for major scientific and technical media and for educational and trade periodicals. A conference kit is being created for meeting attendees. During 1970, NTC will have its travelling exhibit at eight appropriate conferences and trade shows. A small table-top exhibit is being designed for use at library schools and at sectional meetings of professional groups.

NTC is still largely dependent for financial support on the National Science Foundation, but NTC will have to find ways and means to increase its income, in view of possible cuts in government funds.

Beginning in 1970, the European Translations Centre and the National Lending Library will be cooperating with the NTC in exchanging availability information on translations.

*Consolidated Index of Translations into English (CITE)* has been published by SLA and is a cumulation of most of the translations announced from 1953 through 1966 and thus complements *Translations Register-Index*, which began in 1967.

*TAC Publicity Project for NTC.* Continuing with plans made last year for creating Chapter

Translations Representatives (CTR's), TAC members were assigned regions and were responsible for contacting Chapter Presidents, who in turn appointed CTR's. TAC then sent CTR's package publicity programs on NTC, with a request that a presentation be a part of the Chapter's program for the year. At present, 23 Chapters have appointed CTR's. The known number of presentations is 10, with a probability of many more. Evaline Neff, who has been appointed the next SLA Special Representative to the Center, has created (with the help of Eastman Kodak) a slide set for publicizing the Center.

*Dissolution of TAC.* While TAC has made some definite contributions during the last year, it is recommended by TAC and the Committee on Committees that there is no longer a need to continuing TAC as a Standing Committee of SLA. There is simply not enough work to keep a committee busy. The SLA Special Representative to NTC is important, however, and should be continued.

CHARLES E. KIP

#### ***H. W. Wilson Company Chapter Award***

The winner of the 1970 award was the Dayton Chapter.

JOHN M. CONNOR

## Reports of Special Committees 1969/70

### ***Special Committee to Investigate and Initiate Closer Relationships and Liaison with Other Associations in the Library and Documentation Professions***

This Committee's report (Jan 1970) has been transmitted by the SLA Board of Directors to the Council of National Library Associations. Because CNLA did not act on the report at its May 1970 meeting, the report is to be on the CNLA agenda in Dec 1970.

### ***Special Committee to Study Feasibility of Merger with ASIS (American Society for Information Science)***

See the Advisory Council Report (p.302-303), Advisory Council Actions (p.309), and Actions by the Board of Directors (p.309-310) in the Jul/Aug 1970 issue of *Special Libraries*. For a history of the merger discussions, see p. 387-394 of this issue.

### ***Special Committee to Study Association Structure (Third Progress Report)***

The Committee's study charter has been confined to the existing Association Advisory Council and Division structures. Due to organizational relationships, this study cannot help but overlap into other Association elements, including the Board of Directors, Chapters and Committees.

#### ADVISORY COUNCIL

The Advisory Council is charged with the responsibility of advising the Board of Directors on matters referred to it by the Board which pertain to the general policies and programs of the Association.

The need for an advisory body which can efficiently communicate *grass roots* opinion as to what the membership desires of its Association is both vital and necessary if the Association is

to be responsive to its members' changing world. It is therefore quite necessary that this advisory body be provided with an optimum functional environment if it is to discharge its duties to the Board and to its constituent membership.

This Committee has determined that the existing body is lacking necessary effective mechanical and structural environment for efficient operation. Prime deficiencies which the Committee has recognized are outlined below:

- 1) The Council is an extremely large body for efficient functioning. Its membership now stands at 122.
- 2) The Council is lacking a viable communication loop within itself. The Division Officer membership is particularly deficient in communications with its constituency.
- 3) Council meeting attendance is poor with a 30% absentee rate. Division Officer absenteeism tends to run some 50% higher than that of the Chapter Officers.
- 4) Division Officer membership in the Council is redundant both in terms of membership representation and irrelevant representation in terms of the Council's function.
- 5) The responsibilities of the CLO, DLO and Advisory Council Officers are somewhat redundant and confusing to the Council membership. All represent Chapter and Division interests with the Board of Directors and all inform their constituency of Board policies and decisions affecting their interests.

#### *Proposed Advisory Council Changes*

- 1) The Advisory Council shall be redesignated as the CHAPTER COUNCIL.
- 2) The Chapter Council shall be composed of Chapter Presidents, Presidents-Elect, a Council Chairman and Chairman-Elect and a Council Secretary.
- 3) The Chairman and Chairman-Elect shall be elected from the membership at large and shall be voting members of the Association's Board of Directors. The Council Secretary shall be appointed by the Council Chairman. This latter office will assume, in part, the present duties of the Chapter Liaison Officer. The existing office of Chapter Liaison Officer shall be abolished.
- 4) The Chapter Council shall normally convene twice each year—during the Annual Conference and in conjunction with the Board of Directors' midwinter meeting.
- 5) The Chapter Council shall consider matters pertaining to the general policies and programs of the Association.

A. It shall be a forum for membership opinions as they pertain to the general policies and programs of the Association.

B. It shall review and present a consensus of opinion on all matters submitted to the Council by the Board of Directors.

C. It shall review and comment on Association

Committee reports at the request of the Board of Directors.

D. It shall present to the Board of Directors any proposals from its constituency which deal with the general policies and programs of the Association.

A consensus vote by the Chapter Council, while not binding upon the Board of Directors, shall be recognized by the Board as the membership consensus on matters pertaining to the general policies and programs of the Association. A consensus vote by the Chapter Council shall be binding as Board votes by the Council Chairman and Chairman-Elect.

#### *Related Recommendations*

As previously indicated, meeting attendance and internal communication are particular problems with the present advisory body. This Committee's tentative recommendations include the following:

- 1) That Council agenda items include sufficient narrative (including pro and con arguments) to thoroughly communicate intent. This Committee does not feel that brief topic descriptions convey sufficient information for the Council members to poll their constituency and form meaningful opinions prior to meeting as a body.
- 2) That Council proposals being submitted to the Board of Directors be similarly communicated.
- 3) That alternate representation of members at meetings be abolished. The Committee feels that alternate representatives are poorly briefed, if at all. If neither Chapter representative can be present at a scheduled meeting, the Chapter may submit a majority opinion of its membership. Such opinion would not constitute absentee votes, but would serve to inform the Council of absentee opinion.

#### **DIVISIONS**

Association members, as special librarians, tend to divisionalize according to their employment subject specializations. This is a natural characteristic of our Association, and is both very positive in terms of membership benefits and very negative.

It is positive because it offers excellent potential for fostering person-to-person communications and activities within and related to *specific subject/employment interests*. It is negative because this natural sub-structuring is characterized by a notable lack of common interests and communications between the Division units. It is this particular void in communications which is most damaging because it impacts on our exploitation of professional activities in our changing worlds of library sciences, technologies and management. These three areas are, of course, of common interest to all members regardless of their divisional affiliations.

In terms of Divisional affiliation, the membership does not consciously recognize that all members share very strong interests in the broad areas of library sciences, technologies and management. The membership shares these interests but has not sub-structured accordingly. It is this Committee's opinion that such sub-structuring will not occur in the future because the individual member's interests include all three areas and he cannot comfortably affiliate with singular aspects. He can with more assurance affiliate with his employment subject specialization group. This Committee also believes that future sub-structuring will continue to be along employment specialization lines. Some additional units currently being discussed are banking, environmental sciences and oceanography.

Additive to this basic problem is the fact that the Association's Divisions have long assumed a very large role in the planning and sponsorship of annual conference programs. They have independently assumed this role because the Association is deficient in efficient and centralized structure to perform these tasks. The result has been conference programs which have been less than satisfactory to the membership as a whole. Conference programs have been characterized by redundancies and voids, schedule conflicts and very difficult facility requirements. In a broader sense, the Association is lacking an efficient central structure to plan, organize, integrate and guide its professional education activities as a whole. It is lacking a structure which could assist in providing such activities at regional and local levels as well as nationally. The Association has largely relied on the Board of Directors and the Board's Committees to fill this void.

#### *Proposed Division Changes*

The tentative recommendations following are presented to provide the structural balance needed in the areas of the Association professional activities.

- 1) The Association establish a Division Council.
- 2) The Division Council shall be composed of Division Chairmen, Chairmen-Elect, a Council Chairman and Chairman-Elect and a Council Secretary.
- 3) The Council Chairman and Chairman-Elect shall be elected from the membership at large and shall be voting members of the Association's Board of Directors. The Council Secretary shall be appointed by the Council Chairman. This latter office will assume, in part, the present duties of the Division Liaison Officer. The existing office of Division Liaison Officer shall be abolished.
- 4) The Division Council shall normally convene twice each year—during the annual conference and in conjunction with the Board of Directors' midwinter meeting.
- 5) The Division Council shall be concerned with the overall planning, integration and conduct of Association professional education activities in

the broad general interest areas of library sciences, technologies and management.

- A. It will provide the structure for the development and planning of annual conference general sessions dealing with library sciences, technologies and management.
- B. It will solicit, accept and respond to activity proposals initiated by individual members, groups of members or other Association elements which relate to the general interest areas of library sciences, technologies and management.
- C. It will assume or otherwise include within its responsibilities, the activities of other appropriate Association elements such as the Reprography, Education, Conference Planning and Research Committees.
- D. It will receive general guidance and consultation from the Professional Achievement Board (described below).
- E. It will assist, as requested by the Professional Achievement Board, in intra-Association, regional and local Chapter professional education activities.

It must be emphasized that the proposed Division Council be established to provide a needed structural framework for the integration and conduct of education activities of broad interest areas to our membership. This body is not to be concerned with unique subject-oriented activities of the various Divisions, nor is it to be concerned with the general policies and programs of the Association. Proposals, such as this Committee effort, could make joint Council meetings advisable. In this event, the Chapter Council Chairman shall preside. Any consensus vote of the joint Councils shall be binding upon the respective Council Officers as Board votes.

#### *Related Recommendations*

It is most difficult to generalize the quality and level of current Division activities. The range is from a history of zero activity to excellent levels of membership benefit. The following, however, is fact: The Divisions currently have combined assets amounting to \$56,000. The rate of asset growth is about 8% per annum. Only one-third of this money is being utilized. The Committee feels that it will be in the best interests of the Association membership if these residual Division funds were put to active use, and offers the following recommendations:

- 1) That residual Division funds be made available on a voluntary basis by the individual Divisions for the financing of general interest educational activities within the managerial jurisdiction of the Division Council.
- 2) That residual Chapter funds be similarly made available.
- 3) That such monies be made available for Council sponsored activities at national, regional and local levels, as well as intra-Association activities.

## PROFESSIONAL ACHIEVEMENT BOARD

The recommendations thus far described are intended to provide the Association with a balanced structure which will communicate and respond to the future desires of our membership. It is intended that these recommendations relieve the Board of Directors of some of its burden by placing a significant amount of educational activity within an appropriate centralized structure. The Committee feels that one final step is necessary: the recognition of membership professional achievement within and outside the Association. Toward this end the following recommendation is offered:

The establishment of a Professional Achievement Board. This Board will include from six to ten members. Each member will be nominated to the Board as a professional achievement honor, similar to a professional fellow. Each member of the Board would serve in a specific library science, technology or management chair. The Board members would serve overlapping active terms of two to three years. Individually, each Board member would be recognized as the Association peer for his specific library science, technology or management chair.

Individually and collectively the active Board members will:

- 1) Act as specific focal points within the Association to counsel, advise and guide the Association overall professional education activities. Such assistance will be offered at national and local levels.
- 2) Maintain appropriate intra-Association liaison and recommend intra-activities at the national and local levels which will benefit the professional education of the Association membership.
- 3) Offer guidance and maintain general qualitative surveillance over Division Council activities.

The Committee feels that this recommendation will serve as a conscious reinforcement and appreciation of our shared membership interests.

Tentative recommendations presented in the Third Progress Report are summarized as follows: 1) Delete Division Chairmen and Chairmen-Elect as Advisory Council members; 2) Redesignate the Advisory Council as the Chapter Council; 3) Establish a Division Council; and 4) Establish a Professional Development Board.

LOUISE K. MONTLE

## Reports of Joint Committees 1969/70

### *American Association of Colleges of Pharmacy. Joint Committee on Pharmacy College Libraries*

At the American Association of Colleges of Pharmacy Conference of Teachers Executive Committee meeting on Apr 13, 1970, the pharmacy librarians' petition for section status in the AACP Conference of Teachers was presented and approved. This will become effective on Jul 1, 1970. The Joint Committee with Dr. Oliver Littlejohn as its chairman will assist in the organization. At present Dr. Littlejohn is preparing a draft of a proposed constitution and by-laws, and organizing the initial membership materials.

A meeting is scheduled at the University of Mississippi School of Pharmacy on Jul 12-15, 1970. Some of the projects under way are the survey of pharmacy librarians; establishment of standards for the libraries; and special projects such as the compilation of theses of pharmacy schools, "Handbook for Pharmacy Librarians" and a few other discussed projects. This group is an extremely dedicated and active division of librarians.

GERTRUDE LORBER

### *American Book Publishers Council—Special Libraries Association Joint Committee (ABPC/SLA)*

See the report of the Publisher Relations Committee.

### *Joint Committee on the Union List of Serials*

The National Serials Data Program continues to be of major interest to the Joint Committee on the Union List of Serials. The U.S. National Libraries Task Force on Automation and Other Cooperative Services recommended and was authorized to proceed with contractual arrangements for a National Serials Pilot Project. A grant was made to the Association of Research Libraries for performing the project.

Reports on the Pilot Project were made at the January meeting. MARC will be used as the basic system carrying on from Phase I of the National Serials Data Program. The project is an experiment, not an attempt to produce a complete union list of the science serials in the three national libraries. At present the Canadian un-

ion list of scientific serials and the periodical list for *Index Medicus* are the raw material for input. The Task Force now feels that the union list concept should not be regarded as the principal goal. It feels that the real need is for a general purpose serials system that ultimately will give the national libraries and others the possibility of doing many things in connection with the control and management of serials.

After a review of the recent activities of the

Joint Committee on the Union List of Serials, the question of future work was discussed. Members were unanimous in feeling that the Committee could have a useful future in view of its general character and its incorporation and the probability of further problems arising in the serials area. The organizations represented on the Committee are to be consulted for opinions and ideas on serial problems.

IDRIS SMITH

## Reports of SLA Special Representatives to Other Organizations

### ***American Association for the Advancement of Science (AAAS) (Section T. Information & Communication)***

SLA's participation in AAAS centers on Information and Communication, Section T; and the Association was represented at the Dec 27-31, 1969, meeting in Boston, where a portion of the program was televised nationally.

The activities, exhibitions and special events programmed for the meeting were well organized and many pertinent to SLA, substantiating the feeling that it is necessary to continue an active relationship with this organization. An important by-product of AAAS exposure would be greater understanding between scientists and librarians in the fields of information and communication. Therefore, it is recommended that SLA's representation in AAAS be continued.

ROBERT W. GIBSON, JR

### ***American Federation for Information Processing Societies (AFIPS)***

An SLA seminar on the "Interdisciplinary Approaches to Information Problems of the 70's" was held in Las Vegas on Nov 21, 1970. The program consisted of a panel of speakers and a reactor panel. Mrs. Joe Ann Clifton served as the SLA 1969 FJCC program coordinator. Mrs. Clifton prepared all of the details for the seminar, manned the SLA booth at the Conference, and worked actively with the 1969 FJCC Conference Committee.

***AFIPS Microforms.*** Many years of the Proceedings for Joint Computer Conferences are not in print and new requests are continuing to be requested from the AFIPS office for the Proceedings. Therefore, the Board approved the production of microfilm and microfiche copies of the Proceedings to serve this purpose. SLA

developed guidelines and data for preparing specifications for the AFIPS office.

#### ***SLA Participation on AFIPS Committees***

Public Information—W. Brandhorst  
Social Implications—Marjorie Griffin  
Information Systems—Robert Durkin

***Membership.*** At the May 4 meeting of the Board of Directors a vote was made on three applications for Member status. The Instrument Society of America, the Society for Industrial Applied Mathematics, and SLA were the applicants. The Board did not approve the election of the three Societies to Member status. The constituent societies (Members and Affiliates) are now: Association for Computing Machinery (ACM), The Institute of Electrical and Electronics Engineers (IEEE), Simulation Council, Inc. (SCI), American Society for Information Sciences (ASIS), Association for Computational Linguistics, Society for Information Display (SID), Special Libraries Association (SLA), American Institute of Certified Public Accountants (AICPA), American Statistical Society (ASA), Society for Industrial and Applied Mechanics (SIAM), American Institute of Aeronautics and Astronautics (AIAA), and Instrument Society of America (ISA).

BURTON E. LAMKIN

### ***American Library Association. Library Technology Program Advisory Committee***

The Committee met twice during this report year: Once in Atlantic City during the ALA Conference in June 1969 and another time in Chicago during the ALA Midwinter meeting in January 1970. This year LTP celebrated its tenth anniversary of excellent work in providing the library profession with standards, tests, and evaluations of library equipment. This could also be LTP's last year of operations. The Coun-

cil on Library Resources, which has been supporting LTP's operating funds, had served notice two years ago that it will discontinue its support by August 1970. At this writing, it is still not clear as to the extent of support ALA will be able to give to LTP's operating budget.

DON T. HO

***American National Standards Institute  
Sectional Committee on Photographic  
Reproduction of Documents, PH5***

Two meetings of the full Committee PH5 were held during the past year. Subcommittees PH5.1, PH5.2 and PH5.3 met by call of their Subcommittee Chairman. Status of the Standards:

PH5.8. Dimensions for unitized microfilm carriers (aperture, camera, copy, and image cards). Not yet approved.

PH5.9. Specifications for microfiche. Submitted to letter ballot, approved by sponsor, Photographic Standards Board (PSB) and ANSI.

PH5.10. Standard method of measuring the screen luminance of microform readers with translucent screens. Approved by the sponsor, PSB and ANSI.

PH5.11. Standard glossary of terms for microphotography and reproductions made from micro-images. Now with the sponsor for approval.

PH5.4-1957. Revision. Standard practice for storage of processed silver-gelatin microfilm. Approved by the sponsor.

Standards over 5 years old were reviewed and reaffirmed. They are:

PH5.1-1959. Microfilm readers for 16mm and 35mm film on reels, Specifications for.

PH5.2-1963. Paper sheets for photo-reproduction of documents, Dimensions for.

PH5.5-1961. Micro-opaques, Specifications for.

PH5.7-1964. Micro-opaque readers, Specifications for.

Three Military Standards were received for comment, Mil-M-9868C (Amendment 1), Mil-M-38748A, Mil-M-38761 (Amendment 1).

Five documents have been received for comment to Committee ISO/TC46/SC1. The USA delegates have each joined a Working Group of the International Standards Organization on Microfiche, Microcopy of Technical Drawings, Microcopy of Newspapers and Vocabulary of Documentary Reproduction.

A survey of the membership of Committee PH5 has resulted in 22 suggestions for areas of standardization. A great deal of work is being carried on by the Subcommittees PH5.1, PH5.2 and PH5.3 relating to the suggested areas.

I would be very glad to hear from the SLA membership on matters regarding existing standards or suggestions on the need for new standards.

LORETTA J. KIERSKY

***American National Standards Institute  
Sectional Committee on Library Work,  
Documentation and Related Publishing  
Practices, Z-39 (sponsored by the Council of  
National Library Associations)***

The past year has been an extremely active one for Committee Z-39. Its 19 subcommittees have now been enlarged to 30, and the number of member organizations totals 44, with the American Society of Indexers being the most recent to be accepted into membership.

In October 1969 the United States of America Standards Institute changed its name to the American National Standards Institute, and moved to new quarters at 1430 Broadway in New York. Its standards will now be designated as American National Standards, with a program planned to foster the use of its symbol on products which meet the approved voluntary national standards.

Ten standards have been circulated and approved during the past year: SC/2 Format for Bibliographic Information Interchange on Magnetic Tape; SC/3 a new Periodical Title Abbreviations standard replacing an earlier version; SC/5 Romanization of Japanese and Romanization of Arabic; SC/8 Proof Corrections; SC/13 Directories of Libraries and Information Centers (this Subcommittee also prepared an international standard for Directories of Libraries, Information and Documentation Centers); SC/17 Standard Book Numbering; SC/19 Book Publishers Advertising; SC/20 Standard Serial Coding; and SC/21 Title Leaves of a Book. SC/4 standard on Bibliographic References is currently being voted upon, and SC/6 draft standard on Abstracts will be ready for circulation to the committee for comment and criticism in May. A revision of the International System for the Transliteration of Slavic Cyrillic Characters, prepared by SC/2 for the International Standards Organization, is also available.

New Subcommittees now at work on draft standards include SC/22 Library Materials Price Indexes; SC/24 Report Literature Format; SC/25 Thesaurus Rules and Conventions; SC/26 Preparation of Scientific Papers; SC/27 Identification Codes for Countries, Languages, Publishers, Areas and Dates; SC/28 Guide for Referees of Journal Articles; SC/29 Publicity and Promotion; and SC/30 Identification Code for Libraries.

Two meetings of the full Committee were held: the first on Oct 1, 1969 in San Francisco at the time of the ASIS conference, and the second scheduled for May 12, 1970 in Washington.

The International Standards Organization, to which Z-39 is the U.S. representative, held its 12th plenary meeting in Stockholm, Sweden, October 20-25. The U.S. delegation was led by Dr. Jerrold Orne, librarian of the University of North Carolina and chairman of Z-39, who also served as chairman of Technical Committee 46, and included Mrs. Henriette Avram, from the

Library of Congress, Emery Koltay, director of the Standard Book Numbering Agency, James L. Wood, of Chemical Abstracts Service and vice-chairman of Z-39, Daniel Melcher, publishing consultant, H. E. Thiess of the U.S. Navy Department, and Richard E. Bye of the R. R. Bowker Company as an observer.

Full report of the activities of Z-39 appears in the quarterly "News of Z-39" prepared by Mrs. Linda Schneider, executive assistant to Dr. Orne at the University of North Carolina Libraries and available to those interested on request.

ANNE J. RICHTER

### ***American National Standards Institute Sectional Committee on Standardization of Library Supplies and Equipment, Z-85***

No meeting of the Committee was called this year. The proposed "Standard for Permanent and Durable Library Catalog Cards" has been approved by the Miscellaneous Standards Board of ANSI and is now called "American Standard Z-85.1."

DON T. HO

### ***American Society for Information Science***

No report received.

### ***Documentation Abstracts, Inc.***

As a member of the Board of Documentation Abstracts, Inc., publisher of *Information Science Abstracts*, I attended my first Board meeting on Mar 23, 1970. The discussion at that meeting centered upon several matters germane to the interests of Special Libraries Association. Perhaps the most significant matter of discussion was the attraction of new organizational sponsorship for the publication in order to expand the base of subscriptions. The Special Interest Group on Information Retrieval of the Association for Computing Machinery has been invited to accept a role as one of the sponsoring organizations of Documentation Abstracts, Inc., and negotiations are now being carried out within the ACM in order to effectuate this relationship. Negotiations have also been begun with the American Library Association's Information Science and Automation Division, for such potential sponsorship, and the writer of this report is serving as the liaison between the Board of Directors of Documentation Abstracts, Inc., and the chairman of the Publications Committee of ISAD, in order to plan for and effect such a sponsoring role for this large membership division of ALA.

New promotional materials have been prepared describing *Information Science Abstracts*. The business affairs of the organization appear to be in excellent condition. The editor reports an increase in the number of abstracts being prepared and the periodicity of publication is

being modified to provide six issues a year, instead of four, with an increase in subscription charges.

Discussion of the relationship between *Information Science Abstracts*, and the ERIC Center in Librarianship and Information Science, which is now headquartered within the ASIS offices in Washington, was discussed and it is anticipated that there will be further discussion about the relative contribution which might be made by *Information Science Abstracts* to the ERIC Center and vice versa. A long-range planning committee is functioning within the context of the Board of Directors, with a mandate to identify longer term goals and aspirations.

During a visit to London, in April, the writer of this report met with officers of The Library Association and with the editor of *Library and Information Science Abstracts*, published by The Library Association, in order to determine whether there might be any possible basis for reciprocal or cooperative arrangements and relationships between *Information Science Abstracts* and *Library and Information Science Abstracts*. It is hoped that the Publications Officer of The Library Association may have an opportunity to meet with Board members of Documentation Abstracts, Inc., during a projected visit to the United States in June 1970, in order to discuss such prospects.

The Board of Directors of Documentation Abstracts, Inc., has scheduled its next meeting to be held during the Special Libraries Association conference in Detroit, in June 1970.

As a newly designated member of the Board, representing the interests of Special Libraries Association, I can report that I have just begun to understand the work of the Board and the publication program which it supports, and hope to make more significant contributions to the work of the Board during the months ahead.

PAUL WASSERMAN

### ***International Federation of Library Associations (IFLA)***

The activities of the Special Libraries Section of IFLA may be summarized here in a few words; for details, reference may be made to the reports and papers printed in *INSPEL (International Journal of Special Libraries)*. At this time, the section is working on a book entitled *Special Libraries of the World*. At its last meeting in Copenhagen, attention was concentrated on education for special librarians; papers on that topic were presented by M. P. Gastfer (USSR) and Dr. Günther Reichardt (Federal Republic of Germany).

The section also serves as "holding group" (Dachorganisation) of two subsections, while a third one is now being organized. The Geography and Map Subsection had a meeting with three highly prominent speakers; the Royal Library published a "Festschrift" in honor of the

group (*Manuscript Maps in the Frederik den Femtes Atlas*). The group is currently engaged in compiling a highly detailed world directory of geography and map collections.

The Subsection of Astronomical and Observatory Societies Libraries has practically completed work on a worldwide finding list of XV and XVI Century books. Its past activities have led to recognition of the Subsection as a professional group by the International Astronomical Union and raised the prestige of its members with that Union. The proposed Social Science and Economics group will presumably see the light of day in Moscow, this summer, and immediately tackle complex indexing and abstracting problems in these fields.

One of your Special Representatives (Karl A. Baer) has served as President of the SLS (1964-1970). During this time he has not had any support of any kind from SLA.\* SLA is a member of IFLA, but not a participant. By its disinterest and refusal of funds, the Board has kept the largest group of special librarians in the world from active participation in an important international organization. In the long run, this provincial attitude will hurt nobody but SLA.

KARL A. BAER  
DONALD WASSON

\* EDITOR'S NOTE. SLA pays \$300 annual dues to IFLA. During the period referred to, the SLA Board had also authorized the payment of part of travel costs of one representative (KAB) to IFLA meetings in several years when SLA funds were available.

### *National Microfilm Association*

The annual convention of the National Microfilm Association is the high point of the Association's year. This year's combined meeting and trade show was held Apr 28-May 1 in San Francisco. The theme was "Infographics."

The demonstrations and sessions on COM (Computer-Output-Microfilm) drew an extremely large number of visitors. COM represents the joining of data processing and microfilming techniques. COM has given added impetus to advancing the use of microfilm from the early archival and security storage applications to more active scientific, business and publishing applications. This is a major trend in the microfilm industry today. Depending upon the origin and form of the information, either COM or camera techniques can be used for generating the microfilm record. The output format, role, fiche or unit, depends upon the desired application.

Twenty Chapters of NMA were represented at the Convention. Chapters were first formed in the last two years. The theme set by President George Harmon for this year is education. The Chapters expect to have programs designed to develop awareness of various microform systems

and provide background for selecting the appropriate system to meet specific needs. There is a Chapter near most SLA Chapters.

Over 10,000 attendees viewed the wares of 100 exhibitors and attended some of the 10 seminars. The NMA expects to hold next year's conference in Washington, D.C. concurrently with the International Micrographic Congress (IMC). The 1969 meeting of the IMC held in Germany attracted participants from 28 countries. IMC meets every two years and an increased number of attendees is expected in 1971.

The NMA Board of Directors approved an open subscription policy for the *Journal of Micrographics*. Formerly it was available only to members. Articles will cover many subject disciplines including library applications.

Many changes have been made in the structure of the NMA during the last two years. Greater emphasis has been given in discussion meetings to the needs of users. A primer, or basic handbook, is in process and improved facilities have been developed for handling users' questions. Other publications, such as the *Guide to Microreproduction*, monographs and reprints of articles from the *Journal* or *Proceedings* will be made available. Seminars will be given during the year in several major cities.

We are entering a new decade and one in which microfilm will serve industry, government, libraries, publishers, art institutions and individual researchers in new ways as a tool for storing and retrieving information. We expect to see a greater emphasis on approved standards in the industry.

I have the privilege of being a member of the NMA Board of Directors and continue to make known the needs of librarians. I would be glad to have comments and suggestions from the members at any time.

LORETTA J. KIERSKY

### *United Nations Non-Governmental Organizations Observer*

The Observer receives notices of briefing sessions held at the United Nations and attends those of interest to the Association. This year the Annual OPI/NGO Conference will take place on May 26-27. The Conference theme will be: "Goals and Commitments for the '70's" and the principal problems to be considered will be Disarmament, Development and Discrimination. Since the United Nations represents one of the areas of legitimate concern to the Association's members, I recommend that we reaffirm our support of it by continuing the appointment of a Non-Governmental Organizations Observer.

VIVIAN D. HEWITT

### *United States Book Exchange (USBE)*

At the Twenty-Second Annual Meeting of USBE the members learned from the staff and



officers that the organization operated in 1969 with a 71½% excess of expenses over earnings, and that the increase of fees at the beginning of 1970 offers only a partial and temporary answer to the financial difficulty.

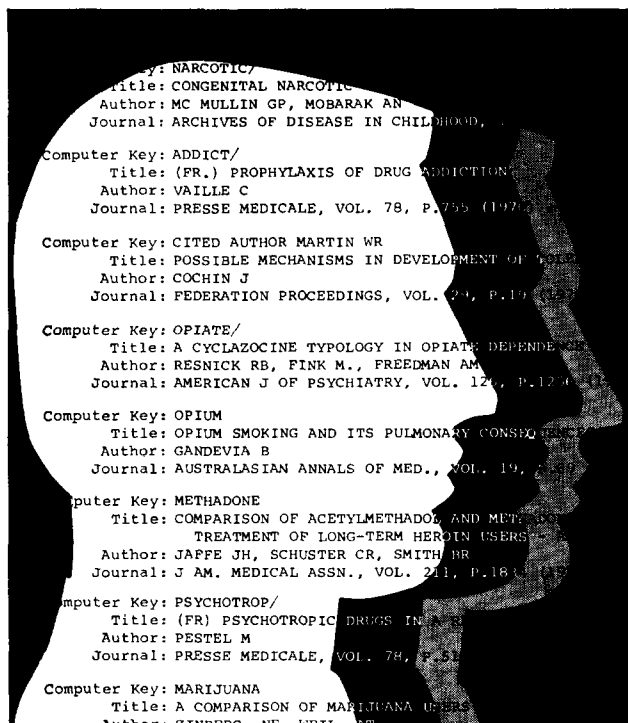
It was indicated that USBE needs to receive more large requests for publications from present and prospective members if it is to be able to continue its special services. The providing of individual periodical volumes and issues at a low fee is made possible only by the simultaneous processing of large requests and these have been decreasing. USBE is facing the serious question of whether the American library community wishes its services to continue.

USBE has available a stock of some 4,000,000 publications, most importantly periodicals in every discipline. This stock is fed constantly by a continued and increasing flow of shipments from large library collections. It is a unique resource of which special libraries might well take more advantage. Individual members of SLA are urged to inform themselves about these services. Information and materials are available to Chapters and Divisions for use in programs and exhibits. Contact: Alice D. Ball, Executive Director, USBE, 3335 V Street, N.E., Washington, D.C. 20018.

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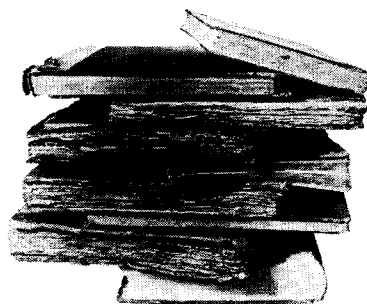
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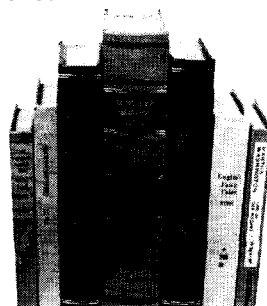


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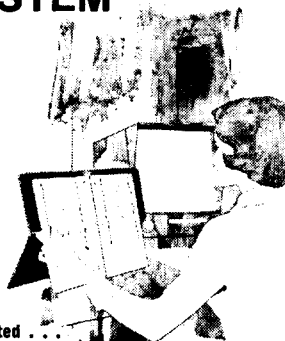
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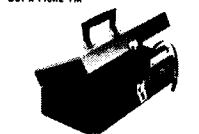
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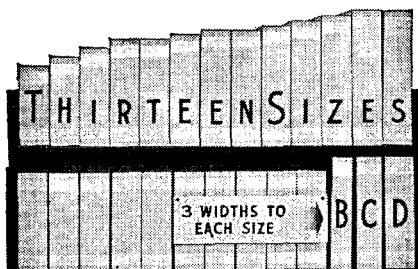
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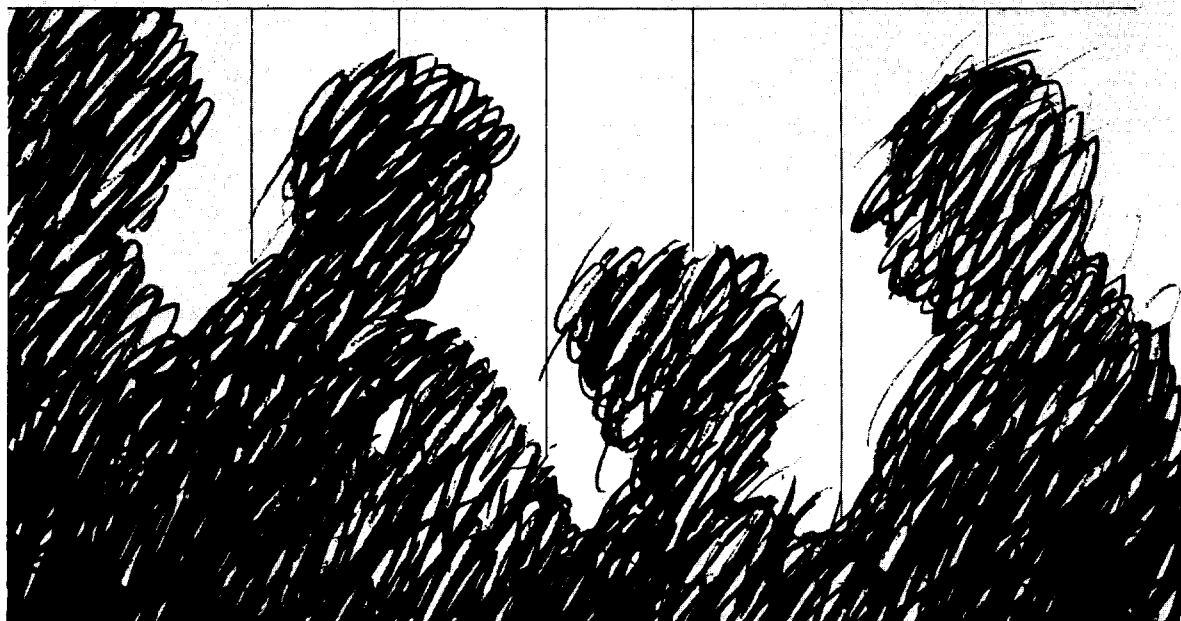
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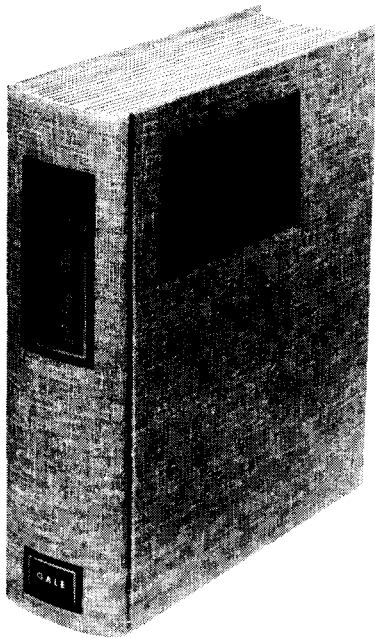
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