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special libraries

February 1973, vol. 64, no. 2

- ☐ Congressional Research
- ☐ Information Dissemination Center
- ☐ Planning and Budgeting
- ☐ A Mechanized Library

PITTSBURGH 1973

1973 Pittsburgh Conference Program

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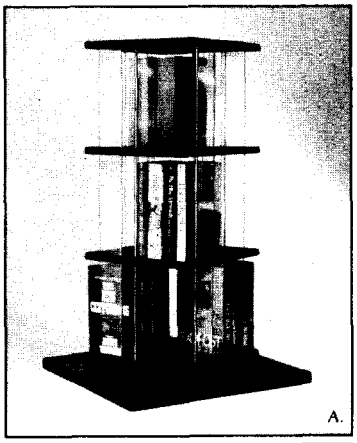

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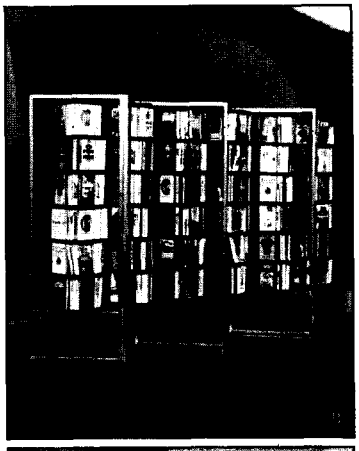

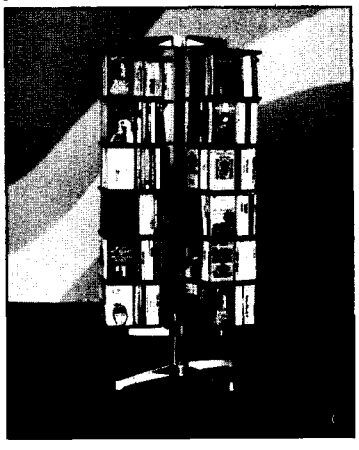

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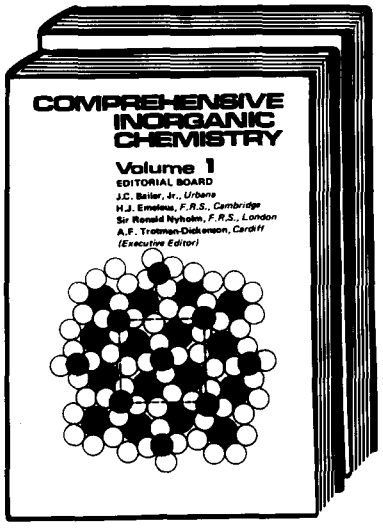

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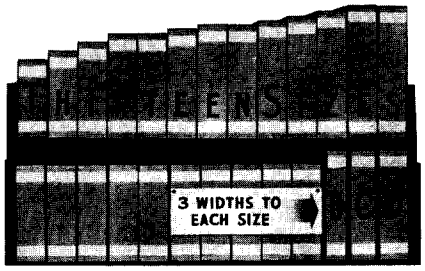

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The Great Library/Information Center Debate

False dichotomies have plagued the sciences for millennia. The mind-body problem, for example, dates back to the ancient Greeks. The heredity vs. environment debate is with us to this day and fills pages of learned books and journals. If other sciences suffer from this disease, why not library science? Why not indeed! So in library science we now have our library vs. information center dichotomy. If it accomplishes nothing else, it gives us at least something in common with the more established sciences and also gives our more learned colleagues a subject they can expound on at great length, fruitless though this subject may be.

The message from SLA President Strable [*Special Libraries* 63(no.11): 7A (Nov 1972)] reviews some of the writings in this area and asks for comments. To refresh my memory I re-read the references given and found them as I had on the first reading, full of sound if not fury, signifying little. Take Eugene Jackson's paper, for example, in which he exhorts us to hitch our wagons to the information center star [*Special Libraries* 63 (nos.5/6): 238–241 (May/Jun 1971)]. The paper bristles with such terribly scientific sounding words as "origination" and "surrogation," and the title itself has an imposing German scholarly sound, "Toward Information Centers." [I can just see it in German as "Uber Datenzentren."]

After over a quarter of a century spent in supplying library services to a division of one of the largest industrial corporations in the world, I can only open my eyes in wonder as I read the following statement by this experienced librarian: "An implication is that libraries would need to change their personnel's attitudes and physical arrangements so as to make themselves more approachable and cut down on the barrier between the person needing information and the formal supplier of that information, normally the librarian." *Barrier? What barrier?* Every member of our staff, including myself, is in full view of anyone who walks through the door. The library is supported by management precisely because there are not only

no barriers, physical or other kind, but because every effort is made to bring the library to potential clients. On the day we start having barriers we will find, I am certain, that there will be a great big barrier between the library and the people who determine its budget. "It's crucially important," Jackson concludes, "that libraries adopt a more active mode of operation." So what else is new? The statement can be made about practically any service organization. There have been times when I have been ready to tell my physician to get "more active."

The word "library" is evidently in current disfavor in this hardware-oriented world so we're asked to become "information centers" in the special library field and "media centers" in schools. Special libraries worth their salt, special libraries in industry particularly, have always been *information centers.* What else? If we want to play semantic games, perhaps we should call the special libraries *information centers* and what the hardware-happy people now call information centers should be designated *information sources.*

Nothing has really changed except the hardware. Those special librarians whose qualifications consist of something more than just SLA membership, have always used all available information sources, in addition to books and periodicals, long before the advent of the computer. There have existed for years government bureaus, trade associations, professional associations and individual experts. These sources of information have been tapped by knowledgeable librarians as occasion required. Because of the computer and, as Jimmy Durante would say, because everybody wants to get into the act, the sources of information are now simply more numerous and perhaps more sophisticated. The librarian will certainly want to know he's not missing any of value. He will also want to take some of them with a grain of salt since their promises are frequently more glowing than their performance.

Samuel Sass
The William Stanley Library
General Electric Company
Pittsfield, Massachusetts

Membership Responsibility

I would like to use this column as a means of reminding all SLA members of the importance of your vote in our annual election of Association officers. Every year the Nominating Committee seriously tries to select outstanding members to stand for each office. It is then up to you to decide which of these able candidates will be elected to office.

Elsewhere in this issue you will find the list of candidates for this year, with biographic data about each. Please read these biographical notes carefully. When you receive your mail ballot, if you are still undecided about any candidate whom you do not know personally, consider seeking the advice of several members whose opinions you respect. Your vote is very important! These are the individuals who will be representing you and guiding the Association in the near future. PLEASE VOTE AND PLEASE VOTE THOUGHTFULLY!

If you have been disappointed not to see any particular, well-qualified member on a recent slate, please remember to send your suggestions, along with qualifications, to next year's Nominating Committee Chairman. He will be asking for your recommendations soon. Watch for a note about this in an upcoming issue of *Special Libraries.*

Lorna M. Daniells
Chairman
Nominating Committee

Patents by Air

Since its inception in 1963, I have been working with the Derwent Service mentioned in *SL* 63 (no.9): 419(1972).

The first notice they give of the issuance of a patent is in the Alerting Bulletins (abstracts only) one month after the publication of a patent. Two months after these bulletins are printed, we receive them. The films of the patents listed in these Alerting Bulletins are received by us two months after they appear in the bulletins—thus five months after the date of patent issuance.

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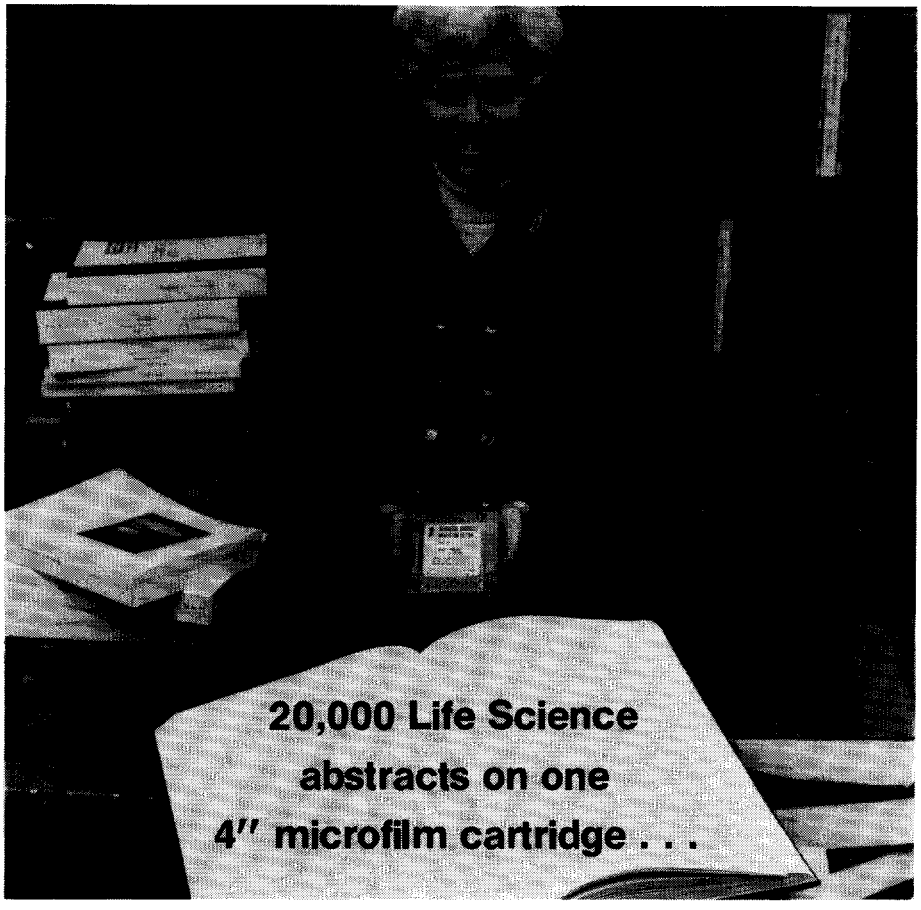

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BIOSIS

Information for Congress

A Special Kind of Public

Nancy E. Gwinn

Congressional Research Service, The Library of Congress, Washington, D.C. 20540

■ An overview of the workings of the Congressional Research Service is provided, with special emphasis on the role of the librarian within the Service. Following a discussion of the information needs of Congress, the author briefly describes the work of divisions organized along broad subject lines. Librarians are found mainly in the Library Services and Congressional Reference Divisions. A highlight of the Service is the proposed development of Congressional Information Centers to be located in all House and Senate office buildings. The Rayburn Center, a prototype, is currently in operation.

ONE OF THE MOST dynamic, exciting and anonymous information services in the United States—the Congressional Research Service (CRS)—operates from crowded nooks and crannies in the Library of Congress. One of six departments of the Library, CRS is the research arm of Congress. The staff is multidisciplinary, comprised of lawyers, economists, political scientists, experts in military affairs, education, taxation, ecology, and many other subjects and disciplines. What these persons do in terms of information adds up to one of the most frantic and demanding operations in Washington.

Pick up a local newspaper—whatever is in the headlines today will become a query tomorrow, whether it be the ITT story, busing, new rulings of the Price Commission, women's lib, developments on a "morning after" pill, crime in the streets—name a topic, and somebody in the Service has either already worked on some aspect of the issue or will work on it tomorrow. Why? Because someone in Congress, either Member or committee staff, will be interested in it. And if he is not, then his constituents will be, and they will let him know. Either way, CRS is bound to become involved.

Professional librarians comprise a small percentage of the staff, approximately 45 out of 450 persons. Yet there is a definite and important place for the librarian within the framework of CRS.

Congressional Information Needs

Congress, its Members and their families, its staff and committee personnel, are our only clientele—our special kind of public.

In the first place, Congressmen are as diverse as the public who elected them. After all, one cannot claim instant expertise on all the problems facing the public today. Yet they have to vote on

legislation dealing with these problems. If that vote is to be an educated one, then they must know something about the subject. That is where CRS fits.

Secondly, unlike many people, whose need for information is seldom critical, Congressmen often do need instant facts. A point may rise in floor debate which he wishes to dispute; an unexpected witness is called to testify at a hearing scheduled tomorrow and he wants to know something about him; the Member is leaving on a 4:00 o'clock flight today and needs a certain quotation to use in a speech, etc. Thus, pressure and a sometimes hectic pace are built into the job. During 1971 Congressional offices called on us to handle almost 189,000 inquiries. That is well over 3,500 per week. During peak periods, which usually occur in March, April, and May, we may receive requests at a rate of three every minute of every hour of the working day.

Congressmen do have other ways of obtaining information. Besides the expertise which may reside in the background and experience of their own staff members, they can tap the resources of committee staffs with their investigations and hearings. Newspapers, periodicals, television and radio add to their knowledge. Private interest groups, or lobbyists, are always ready to push information into the hands of Congress. Through Congressional liaisons, Members can call on the resources of Executive departments. But most of these people are members of special interest groups with a heavy stake on the outcome of pending legislation; hence the information and analysis they give to Members may be slanted in favor of their own desired ends.

At some point, Members of Congress need a place to go for a balanced, unbiased and fair presentation of all the relevant facts. CRS strives to be nonpartisan and objective. As Lester Jayson, CRS Director, has stated: "It never advocates, it never recommends, nor does it purport to give advice as to what it believes to be the best solution. It will attempt to provide almost all of the information, research and analysis needed to make a legislative decision—it never makes that decision."

CRS—An Overview

What, in fact, does CRS do? Mr. Jayson has listed the following types of assistance which Members of Congress may request: Preparation of background reports on public issues; pro and con analyses of legislative proposals; studies of alternative proposals for solutions of national problems; section-by-section comparisons of bills; legal opinions; surveys of court decisions; statutory interpretations; spot factual information; newspaper searches; assistance in preparing drafts of statements and speeches; translations; legislative histories; preparation of charts, graphs and maps; bibliographies; tabulations of statistics; consultations with subject specialists; assistance in answering constituent inquiries; suggesting names of witnesses and drafting questions for them.

The Service now has a total of 438 employees with another 86 positions approved for the new fiscal year. CRS is divided into a number of divisions, each covering a broad subject area and staffed with subject specialists. Examples are American Law, Environmental Policy, Economics, Education and Public Welfare, and so on. Here is where the analysis and in-depth research, the drafting of speeches and any other inquiries requiring a subject expertise are handled.

Librarians can be found in two divisions with a more general orientation. The Library Services Division does not itself handle Congressional inquiries, but acts as a support facility for the other CRS divisions and their staffs. It acquires and distributes the books, periodicals, and documentary materials used by the Service. Along with maintaining a central file for all CRS reports, part of its staff serve as bibliographers of current material that is of top priority and importance to the Service. While these specialists scan, note and clip 10 or 12 newspapers daily and several thousand magazines each month, other staff mem-

bers maintain newspaper and clipping files covering 2,000 subjects of Congressional interest.

Reference Services

The other division is the Congressional Reference Division. In general terms, this division handles reference, as distinguished from research, inquiries, although the distinction is at times a bit muddied. If the request calls for a factual answer rather than analysis, it is assigned to the Reference Division.

If the question comes from a constituent, 82% of the time it is assigned here. Constitutents resort to their Congressmen for all types of information. Because CRS has been directed to help Members carry out their representative function, the Member may choose to refer queries from his constituents to us. We always attempt to help in some fashion, even though the help may consist only in referring them to a better source or in sending a small pamphlet from our giveaway collection. Although the vast majority of queries to CRS involve current legislative issues, occasionally an intriguing and often humorous request will appear to enliven the day. For example, one researcher was asked how many corpses are unclaimed at the Louisville, Kentucky, city morgue each year. The requestor wanted a spread of statistics showing a trend, in order to make a point about crime in the area. Another staff member wanted information on "propaganda" in comic strips, using Al Capp as an example.

We do not confine ourselves to the resources of the Library of Congress to answer requests. Often it is more expedient to contact another government agency, private institution, expert in a field or an author. Once, in endeavoring to trace the origin of a Ben Franklin quotation used in a Smothers Brothers show, it was necessary to call the Smothers Brothers agent in California to eventually trace the scriptwriter, who furnished the complete text of the quotation over the telephone. It turned out to be an amalgam of quotations drawn from several of Franklin's works, which we were finally able to track down.

Some requests for material used by a Committee or the Members themselves represent major undertakings; e.g. a compilation of all television appearances of U.S. Presidents from Truman to date, giving time, date, and duration; or the number of Senators and Representatives elected by 55% or less of the total vote since 1940.

These, of course, have been some of the more interesting requests. A vast amount of the work is routine, such as biographical data, historical events, quotations, addresses of organizations, etc.

The Division also has the responsibility of operating the Congressional Reading Room, which remains open on evenings, weekends and holidays to provide service to Members during off-hours. In the Reading Room is located the "Hot Line." Rush requests of the who-what-when-where-why-and-how variety which may develop during the course of a debate on the floor of Congress, during a committee hearing, or while a press release is in the typewriter are transferred directly to the Reading Room. Division librarians rotate a duty assignment here.

New Information Center

The hot line was the first step in providing truly quick reference service to Congress. But it had a disadvantage in that it was a telephone service only; if an answer was too long or complicated to deliver over the phone, a delay, sometimes considerable, could occur in getting the material into the hands of the office. For this and other reasons, it was felt that if there was a branch office in each of the House and Senate office buildings, an office where many materials could be ready and waiting with librarians on the spot to help, service to Congress could be vastly improved. In January 1971, the first of these offices, called the Rayburn Reference Center, was inaugurated. This author began developing the collection and services of this Center as a prototype for future Centers. A year and

6,019 requests later (the number filled by the Rayburn Center in 1971), the project appears to be a success.

On hand for the use of the Rayburn offices is a core reference collection of some 200 volumes, including encyclopedias, fact books, directories, quotation books, dictionaries, atlases, and a host of specialized tools. Subscriptions to five major newspapers and about thirty periodicals are maintained, together with a file of CRS reports. A small browsing collection of current titles has proved to be extremely popular. In addition, the vast resources of the Library can be tapped quickly via the Center's computer terminal, should the need arise.

Five people form the staff of the Reference Center, including two librarians, a Loan Division staff member and two messengers who deliver all Library mail to the building inhabitants. A small table for readers has drawn a number of staff members from their offices to consult magazines and newspapers and to use the reference collection on an almost daily basis.

In the Center, a typical day's activities might include the following. At 9:45 A.M. a Congressional "staffer" runs in to get copies of a recent newspaper article needed for a hearing at 10:00 A.M. A staffer calls to say that a delegation from the home district is arriving in half an hour and they need information on available federal funds to help build an eye clinic for the disadvantaged. A call from the front office of CRS asks us to visit an office to straighten out some confusion arising over CRS policies with regard to constituent mail. Could a staffer come down and use a corporation directory in order to update a mailing list? An office wants to send some surplus materials to the Exchange and Gift Division of the Library. Can this be arranged? Where can the office get a tablecloth for this afternoon? Who should the office call to arrange a tour of the Library for a visiting third grade class? Questions come thick and fast, illustrating a need not only for factual information, but for explanations of Library services. Often a sympathetic ear leads to discussions of a particular office's information problems and how the Library can better meet them. The Center has, in a way, become a miniature branch library; one is just as apt to help a staff member by suggesting appropriate novels for her invalid mother as to find a crucial quotation for a floor statement. For to the inhabitants of the building, this staff represents not only CRS, but the whole of the Library of Congress.

This is, truly, the front-line of library service. Employees actually visit offices and help persons identify and arrange the information sources they need close at hand. Ways of better serving their needs are constantly sought.

Librarians do have an important place within the total framework of CRS. Not only do they function as reference searchers, bibliographers, acquisitions people, and users of computerized techniques, but they deal in public relations and assessment of information needs. In this sense, Congress is our "community." We take the services to the people, our people, our "special kind of public."

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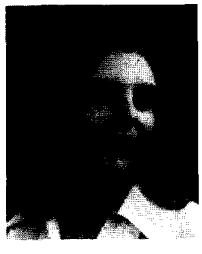

Nancy E. Gwinn is head, Congressional Information Centers of the Congressional Research Service, The Library of Congress, Washington, D.C.

A Campus-Based Information Center

James L. Carmon

University of Georgia, Computer Center, Athens, Georgia 30601

■ Several features of the University of Georgia Information Dissemination Center, including current awareness, or SDI, and retrospective search services, the information specialists who provide the interface between the user and the computer system, and an experimental network linking individual centers, are discussed. A survey which assessed the impact of the services on the information habits of the university users is also discussed. Over 97% of the survey respondees indicated that the services had contributed to their professional activities. Some users reported that the service had been a method of bypassing library reference works; others indicated that the service had brought them back into the library and made them aware of information sources previously unknown to them.

ACROSS all subject disciplines, publishers and users of journals, reports, patents, and compilations have found themselves struggling to handle a herculean volume of printed material and to pay for skyrocketing publication and use costs. The individual researcher has found it exceedingly difficult to keep up with literature in even a narrow subject field, not to mention a multidiscipline problem area.

In an attempt to cope with both the volumes and costs, publishers and users have turned to computer technology. The abstracting and indexing services have applied computers to their preparation of summaries and indexes. The bibliographic and indexing language of the traditional library reference resources has become available in machine-readable form, suitable for subsequent computer processing to serve the scientist. And organizations, generally known as Information Dissemination Centers, have evolved for the handling of computer-based retrieval services on these bibliographic data bases (as the machine-readable versions are usually called).

These Information Dissemination Centers were established to provide bibliographic retrieval services to supplement the traditional reference resources of the library. Some of these centers are commercial organizations that are in business to make a profit. Others, such as the Illinois Institute of Technology Research Institute, are not-for-profit organizations but are required to operate their services on a cost recovery basis. Still others, including many of the university centers, are established primarily to provide services to their internal staff, although they may also make services available outside their own organization on a cost-recovery basis. The University of Georgia Center falls in this category. That is, its primary function is to provide literature search services for the University System of Georgia, which is comprised of 27 state-supported universities and colleges in the State of Georgia. The services are offered to university personnel free of charge and to University System institutions for a minimal charge of $10 per year per mailing address to cover postage.

Data Bases on File

Since the Center was established in July 1968, it has grown from 10 search profiles on one data base in the field of biochemistry to over 3,500 standing profiles for current awareness searches on 11 data bases. Retrospective searches are provided on the accumulated files of over 4 million documents for 16 data bases, and average 400 to 500 searches per month. Most of the data base collections are discipline-oriented, but a few cover specific types of literature from broad subject areas. The subjects presently covered include agriculture, biology, biochemistry, chemistry, education, engineering, geology, government report literature, nuclear science, physics, psychology, and sociology. In addition to the fully operational files, sample tapes in several other fields including metals, library monographs, and medicine are used for experimental purposes. Other files will be added as an interest or need by the academic community becomes apparent.

These files are termed bibliographic in the sense that they contain some surrogate of a primary document, such as the title, authors' names, bibliographic citation, and perhaps abstracts and various forms of index terms. Questions searched against the files retrieve references, then, rather than data. The contents of the files vary greatly, both in terms of the types of documents which are covered, including periodicals and other forms of serials, patents, government reports, books, and maps, and in the types of information available on the file search. All are essentially some combination of abstracting or indexing services, though not all (e.g., SPIN) have corresponding printed versions.

Current Awareness Searches

The current awareness, or SDI, searches offer the user a way of keeping abreast of developments and new publications in his particular areas of interest. He discusses his question with an information specialist or reference librarian who is familiar with the subject matter of the question, the characteristics of the computer-readable services, and the techniques required to construct an effective search profile. The information specialist then formulates a search profile, which is a listing of keywords, index terms, authors' names, journal codens, and similar information used in conjunction with logic expressions, to represent the user's question when it is matched against the computer-readable files. These profiles are kept on file by the Center until a new tape issue is received, at which time all profiles for that particular data base are selected from the file and matched against the new issue. Bibliographies containing the citations to the primary and secondary publications are mailed to the users. The frequency of the publication of the computer-readable issues varies from weekly to quarterly, just as do the corresponding printed versions, but in general the magnetic tapes precede the printed issues by at least two weeks and sometimes as much as several months.

Retrospective Searches

Because of the relatively high computer costs associated with searching the accumulated files, very few centers have attempted to offer retrospective searches. The number of profiles for a given search run is very small and the size of the data base to be searched is relatively large, with the result that the per-unit cost for a search profile is high. Also, most of the data bases have only been in existence for two or three years, so a retrospective search limited to these files is by no means complete. The most extensive (Chemical Titles) goes back to 1962. However, the Georgia Center has offered retrospective searches on its files since the beginning of its services, and they have been well received and widely used, not only by the academic clientele but also by the industrial users.

The university users use the retrospective searches for state-of-the-art review purposes, especially when they are starting into new teaching or research

areas, compiling bibliographies, or writing books or technical papers. Industry and government agencies tend to use the computer-based searches to cover the interim period between the time the journal articles are published and their appearance in the secondary indexes, a period ranging from a few months to several years. The computer search usually recovers the highly relevant literature—the major articles—but will often miss articles which are tangential to the principal subject of the paper since many of the data bases rely heavily on the titles for retrieval.

In order to cover the full range of 4 million-plus documents which have accumulated in the retrospective collection, the files are scheduled by data base and year over a two-week period. Thus, it can take at least two weeks to complete a retrospective search through the entire collection, although search results are distributed or mailed daily throughout that period. There are a few centers whose retrospective searches are based on an interactive search through which the user can interact directly with the computer files via a terminal connected by telephone lines, but the files are generally limited to a few thousand documents because of the large cost of the computer hardware necessary to support the interactive retrieval.

Interface Between User and System

The information specialists who provide the interface between the user and the computer system are responsible for much of the success of the University of Georgia Center. These specialists are people who have degrees in the subject areas for which they code profiles—biology-agriculture, chemistry, education, geology, etc. Additionally, the reference librarians at several institutions within the system prepare the profiles for users on their campuses, consulting the University's subject specialists, who trained them, as necessary.

These people function as specialized reference librarians. They talk with the users about their literature needs and then formulate a search question. They can also provide advice on the most appropriate data bases to be searched. Their service is provided to the user at no additional cost.

An early attempt in 1965 to have the users do their own profile coding was a complete failure; the users had neither the time, the detailed interest, nor the reference materials and profile construction aids, such as word frequency lists, authority lists for numeric codes, and thesauri, necessary to construct effective profiles. Other centers who began the same way have since discovered that the investment in staff for training the users in coding conventions of the search system in use and in the indexing and data content policies of the various data bases is just as great as that required to code the profiles in the center, so neither approach provides a cost benefit over the other.

The impact of the new services on present information habits of university users was explored in a recent survey of the users within the 27 system institutions. The results of the survey reflect the fact that the Center is reaching a rapidly growing segment of the graduate students and faculty in the system, and the best promotion of the services has been word-of-mouth between colleagues. Overlap between data bases, which has caused considerable discussion in the information science group which operates the program, appears to be of little concern to the user. A large majority of users report that they overlook any overlap without reaction, either pro or con.

Over 97% of the respondees indicated that the computer-based services had contributed either some or substantially to their professional activities, with the major contributions being the amount of time saved in searching the literature (though not necessarily a savings in time spent using library materials) and the significant broadening of subject areas which can be routinely monitored.

In response to a question concerning the way in which library use habits have changed, some users reported that the service has been a method of bypassing

the library reference works; they use the retrieval results as a request bibliography to obtain the original document by several means, including use of clerical or student help. On the other hand, many users indicated that the computer-based services have brought them back into the library and made them aware of many sources of information which were previously unknown to them. And the subsequent ease of use of the library was stressed sufficiently often to postulate that it was the reference materials, including such resources as the indexes and abstracting journals (and perhaps the card catalogs) which were the bottleneck in efficient and easy use of the library materials.

Cooperative Efforts

Because of the large investment required to install and operate an information dissemination center which has available a wide range of bibliographic data bases, there is a rapidly developing cooperative effort between the centers which are operational. During 1971, an experimental information network was established between the two centers at the Universities of Pittsburgh and Georgia, which has since been extended to include Lehigh University in Bethlehem, Pennsylvania, as well as a remote location in Atlanta to serve Georgia Tech and Georgia State University.

The design concept is a central computer facility surrounded by several sites from which profiles may be input to the system and to which search results are distributed. Cathode ray tube (CRT) terminals have been installed at Lehigh, Pittsburgh, and Atlanta, and three are located on site in Athens. Information specialists at each of these locations can enter their profiles directly into the computer files at the University, with none of the input sites having access to profiles other than those which they have entered. Each time a new update tape is received or a retrospective data base is scheduled for search, all profiles for all the input sites are selected and searched, with the results directed either to the remote printers located at Pittsburgh or Lehigh or to magnetic tape for printing at the central site. Another printer terminal has recently been added at the Environmental Protection Agency in Cincinnati.

Search results which are printed in Athens are then distributed via the mails or by the interlibrary delivery service within the Athens-Atlanta library consortium. Within the State of Georgia, the search results are distributed on each of the campuses by the library or computer center which serves as a service point for that institution.

The resource sharing which occurs as a result of the information network appears to be the most economical way to provide search services to a large user community since it minimizes the computer hardware required to handle the searches, eliminates the redundancy of processing the various tapes by all sites independently, and provides larger volumes of profiles over which to amortize the computer processing costs.

Although the resource sharing with the computer-communications network just described is presently one way, with all computer processing being done at the Center, we are planning to develop a two-way transfer such that the Center can also make use of the data bases which are searched at Lehigh, for example.

Less spectacular perhaps, but just as effective, is the cooperation between centers in referring questions which they cannot themselves handle, either because of the subject matter or the unavailability of retrospective search capability. In addition to the cooperative efforts mentioned earlier in the network, the Georgia Center provides retrospective searches for several of the European Centers, cooperates with the NASA centers for data bases which are not available within their own network, and obtains searches of the census tapes from the University of Florida. Because of economic constraints, the sharing of resources between computer-based information dissemination centers is developing much more rapidly than anyone would have pr

dicted even a year ago, and it seems likely that this trend will continue to gain momentum.

The University of Georgia is constantly seeking improvements in its literature search services. New data bases are added as a need is expressed for them by the academic community. Any cost reduction method is considered and implemented, if possible. New ideas for services are always welcomed. Hopefully, through this attitude, the services of this campus-based information center will continue to expand and benefit the users.

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Dr. James L. Carmon is director, Computer Center, University of Georgia, Athens.

Basic Planning and Budgeting Concepts for Special Libraries

David Y. Sellers

Cornell University Libraries, Ithaca, N.Y. 14850

■ Many administrators in special libraries have no formal training in the techniques of strategic management but are discovering that these techniques must be used to solve their current fiscal problems. Of primary importance in planning is a clear statement of a library's mission, from which can be drawn guiding principles and continuing objectives. Only the consistent participation of all personnel in the planning process, however, will make planning effective. Once a plan is set up and operating, budgets can reflect goals as well as expenditures.

DISCUSSION of the subject of planning and budgeting for special libraries is difficult because there is a wide variation in the financing processes which provide funds to the individual organizations. Some special libraries are parts of larger library systems within private or state universities. Others operate in the business sector serving whole companies or special research units within companies. There are private, public, and religious hospital libraries. Likewise, government libraries differ in methods of planning and budgeting.

Since there is no way to produce one universal answer to the varied situations which special librarians face, this paper will deal with basic concepts and techniques. These may prove valuable in helping individual special librarians develop the details necessary to cope with different and often unique organizational and operational environments.

The Basics of Planning

A substantial number of today's special library administrators are receiving on-the-job training in the field of management strategic planning. Often faced with frozen or shrinking budgets, physical facilities in need of updating or expansion, and constantly spiraling labor and material costs, many library administrators are being forced by circumstances to deeply analyze and evaluate their operations.

Strategic planning is not normally a strength in the typical librarian's professional training and experience. The formal education in schools of library science, and, thereafter, progressively greater work responsibilities have developed valuable skills for handling bibliographic complexities associated with daily routines. Infrequently, however, has there been formal or informal training concerned with the grim problems of managing a library, especially when unfavorable economic conditions have caused tough minded governing bodies, corporate managers or governmental authorities to insist on detailed short- and long-range planning documents.

There are a bewildering number of variables to be considered when a special

librarian first enters into the planning process. Financial resources, hours of operation, book and serial purchase levels, technical and processing efforts and physical facility maintenance are among the considerations which must be integrated into the budget presentation. Some kind of formal document will undoubtedly emerge after sufficient time and agony. It may be a small document with very little detail or it may be complex, depending on such factors as the budget-mindedness of the authority group, the economic situation of the institution, and the skills of the librarian making the presentation.

The key to budgeting is planning, and most people do not really believe in planning. We frequently feel that the time spent in the planning process prevents "getting the work done." The attitude is often that, if the power structure wants a plan, sit down and give it a plan—then get finished and back to work. Too many of these plans are never reviewed after the passage of time and simply gather dust on the shelf except when the expenditures exceed budget.

A little money and a great deal of effort spent on teaching ourselves to be genuine planners will pay off far more greatly than many of the fancy cost reduction schemes that are developed *ad hoc* in a budget crunch.

There is much talk about short-range planning and long-range planning. Some libraries which have short- and long-range plans frequently attempt to implement their short-range plans while thoroughly ignoring their long-range plans. In actuality, the longest range plan that a library can claim to have is that plan which is actually being implemented currently. This plan can have both short- and long-range aspects. If the long-range aspects are actually being implemented with full understanding by those who control the purse strings, then each new fiscal year certainly will not start with an agonizing reappraisal of where the library is going, particularly in budget and cost matters.

Consider the process of spending money. When library expenditures are made in response to a perceived need rather than reviewing decisions in relationship to some long-term objective, expenditures may be made which are not in keeping with the spirit of the organization's basic mission. An analogy may be drawn to the decision to buy a new car. It can be rationalized that if the next door neighbors can afford a new car, we certainly should be able to. However, if we have developed a plan with a specific objective—such as getting out of debt—it would come in conflict with this purchase. Thus, we need the established objectives to make proper decisions on expenditures.

The effect of planning on morale is worthy of comment. Human beings do not live without their own personal objectives in the work situation. Conflict between these personal objectives (which may be long nourished) and library decisions (which may be long delayed) can and often does occur. If the administration has not told people where the library is going, and hopefully allowed them to take part in this decision-making process, then the administration should not be surprised if the people have done some thinking for themselves as to the library's future. When individuals are told what plan has been established, if this plan should be contrary to the assumptions that they have made over a long period of time, intense frustration can be expected. It is important to allow lead time so that people can tie their personal objectives in some reasonable way to the objectives set for the library. Hopefully, by a feedback process they may be able to provide input to adjust the library objectives and to adjust their own goals to those formulated by the organization.

The human relations school of management is very much concerned about morale and it is possible to find some managers saying to themselves: "It is true that I am not reaching my objectives, but my people are happy." Obviously this type of situation is intolerable. The objectives must be changed, the people satisfactorily motivated or

the whole operational thinking of the library re-evaluated.

It is reasonable to expect that serious library planning leads to increased productivity. A fair case can be made for the statement that people dislike unmeaningful work. It is also an equally fair statement that people need achievement. Both involve approximately the same amount of effort. The difference between the two is probably that achievement has tied to it a clear-cut set of objectives. People find satisfaction in being able to measure their achievement against preset goals.

If time has been taken to do proper planning, the administration of the library then becomes fairly routine. Regularly generated reports and a systematic review process should take care of this. These will automatically indicate when a subunit is not reaching its objectives and some built-in mechanism can create a direction of correction.

Statement of Mission

Planning should be based on one initial critical step, a keystone often overlooked: The individual library must clearly, briefly, and accurately define its "Mission." If a library does not thoroughly understand its mission, its reason for existence, it cannot adequately set its objectives. If it cannot set its objectives it is in danger of making decisions at cross purposes which will waste resources.

A short written "Statement of Mission" for a library can be described as the broadest and most inclusive statement concerning its central and ongoing purpose. It should define the specific functions and responsibilities which justify its continuing support; it gives internal direction for its administration. The resources of the organization should be allocated to be compatible with this statement.

The stated mission results from a detailed analysis process to determine the role of the library within the larger community which it serves. No mission statement should be considered permanent, however. Conditions change and it is therefore important to review the statement periodically to determine if it remains a satisfactory description.

An example of a recently developed "Statement of Mission" is one created for the Cornell University Libraries.

> *"To provide bibliographical, physical and intellectual access to recorded knowledge and information consistent with the present and anticipated teaching and research responsibilities and social concerns of Cornell University."*

Although this statement might seem to be simple, every word and phrase was weighed and debated at length by a planning team made up of individuals with diverse viewpoints. The entire staff of the libraries from director to truck driver then discussed and revised its content, the end result being that no careless phrase or thoughtless meaning exists in any segment.

The mission statement for most special libraries should be more precise than that designed for libraries serving a diverse, multi-unit teaching and research operation such as Cornell. It is likely that the scope of operation and direction of effort can be placed within clear boundaries. The creation of this statement could come from a planning team of four to eight persons representing the library administration, "middle management" librarians, and representatives of the funding source.

Guiding Principles

The next step is to recognize and write out a set of guiding principles which, within the scope of the mission, spells out in more detail the operating beliefs of the library. The purpose of this exercise is to expand on the mission and to develop a more detailed and specific view of organizational policy and ethics. These may include statements on selection policies, facilities, human relations and service.

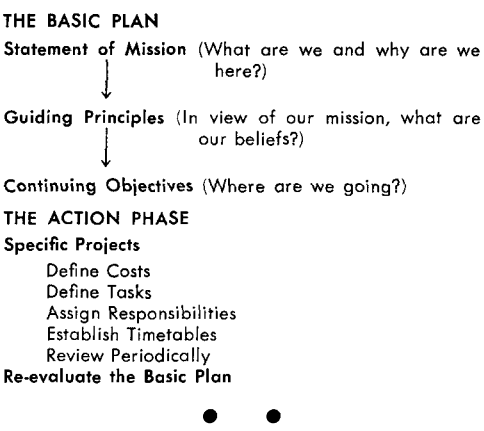
Having established what we are (mission) and what we believe (guiding prin-

ciples), it is time to view where we are going (continuing objectives). The continuing objectives for the special library can be formulated by the same planning team mentioned earlier. Each continuing objective must be tested as to its compatibility with the mission and guiding principles.

There is much written about "management by objective." It must be suggested that there cannot be any other kind of progressive administration. Without objectives, stated or not, administration may really be nothing more than dull habit and random response to the demands of fate.

At this point the planning process turns to aspirations for specific projects. The techniques of defining the projects, evaluating their costs in human and financial terms, dividing the project into tasks, assigning responsibilities and developing a timetable are worked out in detail. Action is then taken and "milestones" used to review projects. With an established technique of review created, the planning process is in operation (Figure 1).

Figure 1.



The Basics of Budgeting

It is not the intention of this paper to cope with the politics of budgeting other than the reasonable interrelationship of the library with the holder of the purse strings. Rather, the objective is to break budget concepts down to the simplest form, with correspondingly simple analogies. The most complex budget in the world, whether in industry, government, or other institutions, is only a vast sophistication of a few simple principles.

A useful analogy exists with the parent-child relationship and the weekly allowance. A parent giving his child a weekly allowance is an act which can contain all the basic elements necessary to budget for a large industrial complex. In it are all the considerations librarians must face in decisions on budgets, but they appear in a much simpler form.

A number of things are happening. The parent (or the parent organization) finds himself under pressure to supply funds to meet certain recognized wants and needs. The dependent (or unit needing funding) has gone to the parent and said that some money must be had for certain purposes. The next question that the parent generally considers is: "How much?"

The funds will not logically be given for no reason. There are certain expectations which the parent (corporate or human) has of the dependent (library or human). Naturally the parent wants to know the purpose of the expenditures and would like to exert some influence and control in this determination since some specific tangible results may be expected. Logically there are programs and objectives which have been already conceived in the parental mind.

From the dependent's point of view, there are some perceived needs for a continued satisfactory existence. For a human dependent, there are items such as candy, picture books and toys. For the library there are book and periodical purchases, staff costs, travel, general expenses and the like.

The question of "how much" must be settled by negotiation or executive fiat. The human parent may be considering $0.15 (or, in an organization, $1,500) a week while the dependent may feel that twice that amount is more appropriate. In the end there will likely be a compromise.

With the passage of time an answer is needed to the questions of how the funds were actually used and if the parental

expectations and dependent needs were met. This can only be determined through an accounting process and a measurement against a predetermined plan. Finally, in view of the audited results, a new budget can be formulated.

Accounting Methods

There are two kinds of accounting views which can be taken concerning expenditures. These are "on what" and "to what purpose." They are clearly different and need to be studied independently of each other.

The "on what" budget may look like one shown in Table 1. Where a human dependent would budget (at least mentally) money for candy, picture books, toys, and piggy bank savings, the librarian must determine projected costs of professional salaries, supporting staff salaries, hourly wages, travel, general expenses, books, periodicals and the like.

The "to what purpose" viewpoint is very different. The human parent and human dependent may agree that objectives of thrift, reading, entertainment and fun foods are worthy budget goals. The librarian and the funding agency may find that projects such as supporting research for inventing a better mousetrap or measuring infinity should be supported by the library (Table 2).

At this point we have viewed the basics. These can be sophisticated and turned into useful tools in various ways. One is to combine the "on what" and "to what purpose" charts (Table 3). How this is done is a thought provoking process which will require considerable analysis.

Other Analysis

Two valuable monitors of budgets are "cost per" charts and "variance" reporting. The former establishes a unit of production such as circulation or books

Table 1. "On What" Budget Viewpoint Examples

Professional Salaries	$30,000
Supporting Staff Salaries	20,000
Hourly Wages	5,000
Travel	2,000
General Expense	12,000
Books	10,000
Periodicals	10,000
X	3,000
Y	1,000
Z	2,000
Total	**$95,000**

Table 2. "To What Purpose" Budget Viewpoint

	Project A	Project B	Project C	Project D	Total
Cost Center	Better mouse-trap	Measure infinity			
A					
B					
C					
D					
Library	$31,500	$26,500	$20,000	$17,000	$95,000
Total					

Table 3. "On What" and "To What Purpose"

	Project A Better Mousetrap	Project B Measure Infinity	Project C	Project D	Total
Prof. Salaries	$10,000	$ 9,000	$ 7,000	$ 4,000	$30,000
Supporting Staff Salaries	6,500	2,500	6,000	5,000	20,000
Hourly Wages	2,000	1,000	1,000	1,000	5,000
Travel	1,000	1,000	—	—	2,000
General Expense	4,000	3,000	2,000	3,000	12,000
Books	4,000	3,000	2,000	1,000	10,000
Periodicals	3,000	4,000	1,000	2,000	10,000
X		3,000			3,000
Y			1,000		1,000
Z	1,000			1,000	2,000
Total	$31,500	$26,500	$20,000	$17,000	$95,000

cataloged and divides this into the cost of the production (Table 4). Note that the determination of production units is complicated and not uniformly established for libraries in generalizable form.

"Variance" analysis is simply the calculation of the difference between expenditures and budget (Table 5). This is most useful where a library has decided it must reduce costs below budget. Industry rewards production managers for this type of performance, but this is rarely found in the library world.

Table 4. "Cost Per" Charts

Year	1968	1969	1970	1971	1972
Cost $	5,000	6,000	7,000	8,000	8,000
Circulation	12,000	12,000	12,000	13,000	14,000
Cost/Circ.	0.42	0.50	0.58	0.62	0.57

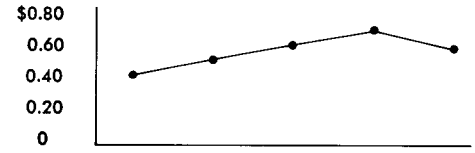


Table 5. "Variance" Analysis

	Actual 3 mo.— Y.T.D.	Budget 3 mo.— Y.T.D.	Variance
Prof. Salaries	7,800	7,500	(300)
Supporting Staff	4,000	5,000	1,000
			700

Conclusions

Planning should precede budgeting. The keystone step in planning is carefully analyzing the library's role so that it can formulate a "Statement of Mission." Then this is detailed more clearly in a set of guiding principles or beliefs. From these a set of continuing objectives can be created. All of these should be periodically reviewed to determine if they have remained correct over time.

After this basic planning has been accomplished the specific projects which develop within the bounds of the continuing objectives can be detailed. These projects should be costed, broken into tasks, responsibilities assigned and timetable established. A review process then tracks success or failure. The whole process is repeated routinely.

Budgets can be viewed from two perspectives: "on what" and "to what purpose." The former describes the type of purchase, human time or material. The latter designates the goal toward which the expenditure is made.

Planning and budgeting can be an extremely productive and useful process in a special library if the basics are understood, the proper techniques worked out, the teamwork developed and the time taken to do the job properly. However, a library organization which does not thoroughly understand its mission will be unable to develop adequately its strategic plan and will find that it will eventually misuse its resources. In the final analysis any library administrator must be certain that the critical initial step of determining the "Statement of Mission" of the organization has been done and done well.

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David Y. Sellers is planning and budget officer, Cornell University Libraries, Ithaca, N.Y.

A Mechanized Library Ten Years Later

G. E. Randall and J. G. Oxton

IBM Corporation, Thomas J. Watson Research Center,
Yorktown Heights, N.Y. 10598

■ An integrated library record-keeping system introduced ten years ago is still viable. Unanticipated fringe benefits have been interspersed with an occasional unanticipated faux pas. Computer costs, equipment requirements, and the possibilities for the future are covered.

THE AUTOMATION we have accomplished is a simple form of library record-keeping. It is neither glamorous nor the last word in the computerization of libraries, but it works and it is relatively inexpensive. Also, it is not something for which we have just drawn the last flow chart and are set to implement as soon as we get it programmed. Our computer-based library record-keeping system has been in operation for the past ten years. We didn't start with an absolutely perfect system, but our basic concept was good. We have made changes, a good many. Anyone who was familiar with the library's circulation and processing records in 1962 or 1963 would understand the present procedures and recognize them and their by-products as a direct descendant of the original system.

Our procedures, initiated ten years ago, were based on the 80-column punched card record. A key-punched card was produced for each book in the collection. We built on that record which has four major components—the first 30 characters are reserved for the call number, 17 for the author and 21 for the title. These are standard for each of the procedures in which the record is used. The remaining 12 characters are used for a variety of purposes, depending on the system involved.

From this basic 80 character record, three major library tools are produced.

1. An abbreviated shelf list record with a main entry or first author index. This is kept up to date on a daily basis by our second tool which is
2. PIL (Processing Information List). This tool, printed daily, provides a status report of each book ordered, claimed, received, cataloged and added to the collection since the last shelf list was printed. In addition to keeping us advised of each book in process, it provides us with a spine label, a pocket label and a circulation card.
3. A circulation record which is printed weekly and records each book on loan and lists the borrower, his office address and telephone number. Every second week, the circulation procedure prints overdue recall notices and an inventory list of all books and reports loaned to each borrower.

Changes

In ten years the basic concept of the library's procedures has remained the

same, but changes have been made. The program was rewritten when we changed computers from the 1401 to the 360 model 30. Some of the changes were made at that time, others were added subsequently.

Three of the major changes in PIL have enhanced our ability to monitor the processing of books. Initially claims for overdue orders were manually typed letters to the vendors. This was a waste of human effort because nearly all of the information we needed for claim notices was included in the PIL record—except the name and address of the vendor. By including the vendor number in the PIL record, and matching it against a vendor table in the computer file, we were able to have the computer print the claim notices for us.

Previously it had been necessary to go through the 1,500–1,800 items in PIL, line by line, and record the number of days between order and receipt for each major vendor and strike an average. Letting the computer do it not only saves time, but it does it automatically each month and much more accurately than can be done manually.

A recent improvement was the weekly printing of an overdue list for books in the various technical processing categories. This easy-to-use tool has resulted in a regular follow-up on overdue items and a reduction in our processing time.

The circulation record arranged by book used to be alphabetized by author and only the identification number of the borrower was printed. To determine who had a specific book, it was necessary to copy the identification number of the borrower and turn to the second part of the record which recorded all of the books out to each borrower. We considered the printout a library tool for staff use and a copy was kept at the circulation desk for use by the staff person on duty. Our clientele is a self-sufficient lot when they are in search of a book they need. When we noticed they were using our circulation record themselves to locate books not on the shelf, we decided to make it easier for them. We rearranged the record by call number so that if they could not find the book on the shelf, they could check the record by the call number and we printed out the borrower's name and office address rather than merely his identification number. This change not only increased the self-service use of the record by our clientele but made it much easier and more effective for staff use.

Every second week the computer used to punch out a completely new deck of circulation cards. These were then interpreted off line by the computer operator, requiring two to three hours of his time. Originally there was justification for this procedure. Now the computer punches a card only for the new loans. These are interfiled in the large circulation or loan deck by the model 20 operated by a library clerk in about 40 minutes.

At first we recorded our loans to show the date due and sent out overdue notices asking the borrowers to return or renew the books. In response to a suggestion by a borrower who also happened to be a programmer, we re-evaluated our circulation system, especially the overdue-renewal activity. A basic change was made. We recorded the date borrowed rather than date due; overdue notices continued to be sent out, but the borrower was asked to return overdue books with which he was finished and to keep those he still needed. As many books are returned as previously but we have discontinued the renewal activity, thereby saving the circulation clerk 12–15 hours per week.

Problems

When something goes wrong with a mechanized library system the tendency is to blame the computer. Our experience has shown that such problems are usually people, not machine, originated. Problem causers have included library personnel, computer operators, and programmers.

There was a problem of missing records—books were returned for which there were no cards in the circulation deck. This happened on several occa-

sions and there were a variety of causes which were caught one by one. The keypunch operator failed to punch and return some of the circulation cards and they inadvertently disappeared into the wastebasket. On other occasions the feed mechanism on the computer got out of adjustment and mangled a few of the cards which the operator probably tossed out rather than reproducing. For several weeks there appeared a number of returned books for which there were no cards just after the program had been rewritten for the 30. On inspection it was discovered that the card for the last book on each page of the printed record was missing. In layman's terms the program called for the computer to read a record, print a record, punch a card, read the next record, etc. After the 52nd record was read the programmer wanted to have the printer advance to the next page; he inserted the instruction for the printer to skip four lines but for this 52nd record he failed to have the computer punch a card.

Problems were experienced in the PIL record, too. Initially, we updated our shelf list record by having the PIL program punch a new shelf list card for each book added to the collection. These were stored in the catalog room until the quarterly updating of the shelf list record. Gremlins got into this record. Shelf list cards disappeared. And, occasionally, when corrections were made to the record of books in process, both the original and corrected shelf list cards were incorporated into the computer record.

These cataloging personnel errors were eradicated when the shelf list update program was revised to select the record from the PIL tapes rather than from the card deck.

Fringe Benefits

The computer in our library pays its way with circulation and PIL procedures as they were originally planned. The unexpected and fringe benefits subsequently obtained have been an added bonus.

These fringe benefits are in the two areas of increased accuracy of records and services and products which would be impossible or uneconomic without the use of a computer.

In a manual circulation system, misrecording a borrower's identification number and misfiling charge cards are common errors. The computer compares the borrower's identification number on each new charge with its table of authorized borrowers; if the new borrower's number is not in the table, the computer adds the loan record to a list of unknown man numbers which can then be quickly checked and corrected by the circulation clerk. The wrong charge card can be pulled to discharge a book and then misfiled when the mistake is discovered and the card is returned to the circulation file. When the computer reads this deck on the next circulation run, it checks for the proper sequence and records the out-of-order card on a printed list.

The industrial library does not customarily assess fines for an overdue loan. As a result, only a small fraction of the loaned books are returned within the loan period. Of the 10,000 books and reports on loan from our library, over half are overdue at any one time. Typing overdue notices would require a battery of circulation clerks; the computer prints them all in a matter of minutes. The overdue recall system works. Books and reports are lent at a rate of 435 per week. If none were returned, the number on loan would increase at a rate of 22,000 per year; the increase in total items on loan has been less than 1,500 per year for the past two years.

One other unexpected assist received from PIL has been the help it has provided for our inventories. Three times in the past ten years we have inventoried the book collection. On the first inventory we wanted to relabel the collection. The new spine and pocket labels were produced by running the PIL program with the shelf list. Each time we made an inventory we have changed the format of our circulation card and as a book is inventoried the circulation card is replaced. This new card serves as an

Research Center Library Statistics

Collection

Books	35,000	
Subscriptions	1,100	
Bound volumes	25,000	
Reports	9,000	(est.) (only last three years acquisition retained)

Circulation

Books on loan	8,451
Reports on loan	1,543
New book loans/wk	245
New report loans/wk	190
Active borrowers	769

PIL (Includes reports, photocopies, as well as books in process for six libraries)

Items in process before quarterly purge	6,500
Items in process after quarterly purge	1,800
Book purchases per week	130

Personnel

Readers' Services: 1 professional, 4 library assistants
Library Processing Center: 2 professionals, 4 library assistants

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obvious flag that the book has been inventoried. These new cards were produced by the PIL program.

To recall the books on loan, the circulation program produced an inventory list of books out to each borrower. This was sent to the borrower a day in advance of the inventory of his holdings so he could round up the books he had carted home or loaned to his coworkers.

This is not a catalog of all of the benefits obtained from the computerized system; it is merely an indicative recording of some of the advantages experienced.

Costs

The library literature is not surfeited with articles on the costs of computerized library operations. In fact, there is relatively little information on the costs of library procedures, manual or mechanized. In the special library field, the dearth of cost data is especially evident. There are a number of reasons for this. A major reason is that most special libraries are staffed by only one or two people and they do a variety of things. Pinning down the cost of any one activity by extracting it from the total cost would be a challenge even to a mathematician who could explain the theory of relativity.

This void of cost data will not be completely eradicated here. Hourly computer costs vary depending on whether the computer is purchased or leased, whether it operates 40 hours per week or three shifts a day, seven days a week. The amount of core storage and the peripheral equipment available to the user also affect the cost.

To provide a bench mark from which to estimate the cost of operating comparable mechanized systems, I'll give you some of our numbers and the computer times necessary. At the Research Center there are 10,000 books and reports on loan. New loans of 400 to 450 are made each week. Every second week approximately 450 of our 750 borrowers have overdue items. To produce a list of books on loan and record the borrower of each item takes an hour of computer time. (On the May 15 run the computer time was one hour and three minutes.) When we use the computer to print overdue notices it takes longer. On May 22 the computer run required 93 minutes. At commercial rates this is approximately $75.00 for the short run and $112.00 for the long run during which our addressed overdue notices are printed.

The PIL procedure requires 14–18 minutes per day and on the same hourly basis the costs for this run about $19.00 per day. For this price we can keep track of 2,000 to 5,000 items in process and produce book labels, circulation cards and the source tape for the shelf list record.

The library could not begin to type overdue notices or maintain status records manually at these costs. The additional benefits—pocket labels, spine labels, circulation cards, weekly claims and processing lists—provide a rich dividend on the computer investment.

Larger computers do many of the jobs, such as sorting the shelf list in a fraction of the time it takes on a smaller computer. The author sort for approximately 92,000 books on the model 30

required 28 minutes. We had occasion tc do the same job on the 91 and it required 14 seconds. The cost for using the 91 is approximately $.15 per second when it is used in the batch mode. If the author sort cost $37.50 on the 30, the comparable figure on the 91 would be only $2.10 because the 91 is so much faster. The slower, less expensive machines frequently cost more to do a job because of this speed differential.

The Future

In the late fifties and early sixties the library profession was deluged with promises—and threats—of takeover of the information problems by the machine, and technological obsolescence was gleefully forecast for the librarian by the mechanization experts. Only the shadows of many of these promises have materialized during the past decade.

These shadows are most substantive in the record-keeping or housekeeping functions, and most ethereal in the retrieval areas. Industrial libraries and information centers at Bell Labs, Lockheed and IBM have been constructive in their use of computers in such areas as circulation, building a catalog record and SDI or current awareness service. The computer has proven itself an indefatigable and accurate clerical assistant. For the immediate future I anticipate that in my own library we will be relieved of the 80 character limitation imposed on the three records described above. In some records which I have not covered we are using a 2741 terminal rather than a keypunch as the input device and the complete bibliographic data is recorded rather than an abbreviated record.

The reduction in computer computation costs, the increase in the size of searchable files and the ever increasing salary costs make an increasing use of computers in libraries inevitable. But for the foreseeable future, we need not worry about the threat that the computer will make us technologically obsolescent. The catalog librarian and the reference librarian will be with us for a long time to come.

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G. E. Randall is manager and J. G. Oxton is a member of the staff, IBM Research Library, Yorktown Heights, N.Y.

This Works For Us

℞ for Acquisitions Hangups

Richard S. Huleatt

Stone & Webster Engineering Corp., Boston, Mass. 02107

■ A solution to ordering library materials more efficiently, quickly, and at less cost is presented for application by any library or information center. The procedure is valid for those who must go through a purchasing department or intermediary. The time factor in receipt of ordered material is critical for the existence of special libraries and direct ordering access is vital. The entire organization benefits as a result of this procedure. The author has successfully used this procedure in three special libraries for a period of more than twelve years.

A WEALTH OF LITERATURE has long been available on the acquisition of library materials. Unfortunately, no matter how expert are the legion number of special libraries and information centers that exist, little emphasis has been placed on the rapidity with which the library user can obtain requested materials.

Meltzer *(1)* stated, "Promptness in supplying information may well be the factor determining whether the information center remains in existence or is shelved as an inefficient overhead function."

Indeed, the existence of most special libraries in industry depend particularly on this one facet of operation. Failure to recognize this fact of life has resulted in the closing down of more than one special library or information center or relegating it to a purely housekeeping and clerical function.

For the purpose of this subject, it will be assumed that the individuals handling acquisitions are well versed and experienced professionals in the proper use of reference source materials and are familiar with the multitude of varying order procedures required by suppliers, dealers, and publishers throughout the world.

What appears to be the major stumbling block for nearly every library or information center having acquisition problems is not one originating in the library but rather within the organization's internal administration. By this, it is meant that the library may not have the authority to order or buy materials directly from suppliers, but must go through an intermediary such as a purchasing department or agent. (Blanket purchase orders are an appeasement to this problem but are by no means a solution.)

The lack of direct access is a very serious drawback to *any* library if this occurs, particularly if time is of the essence.

The solution is simple, easy to operate, and logical—both to library and ad-

ministration alike. But unless the procedure is clearly defined in advance and shown to be virtually foolproof, there will be no change likely.

The steps toward achieving control of acquisitions are in the following order:

Budgets

No organization has unlimited funds for the purchase of literature or library materials, yet many libraries continue to have "open-ended accounts" or unrestricted budgets, with all purchases being charged to the library.

Each department within the organization must have an annual budget for anticipated purchase of materials (usually based on the preceding year). This includes a similar budget by the library showing a basic breakdown for books, periodicals, reports, cataloging costs, purchased borrowing privileges, stationery supplies and any other material costs identified with the library but excluding labor, capital and overhead expenses (such as desks, shelving, heat, light, etc.). Budget estimates (Figure 1) are submitted through the library for approval to the president and treasurer of the organization (or their equivalent).

The approved budgets are returned through the library to notify the respective departments of amounts approved. Now, through the remainder of the year, the library must monitor these budgets as well as its own, to ensure that a greater amount is not spent than budgeted. If additional funds are needed throughout the year, a supplementary budget will be submitted for approval.

This is the beginning of the proper acquisition route because you have established a limited amount of money to be spent and you are responsible to ensure no budget overrun will occur. Additionally, you are applying the same budget procedure to your own department as each other manager must do for his own department. There must be no special exceptions for the library if you wish it to work.

Figure 1.

SUBJECT: FISCAL YEAR 1972 TECHNICAL LITERATURE BUDGET ESTIMATE

TO: TECHNICAL LIBRARY DATE: _____

FROM: DEPT. ____ _____

No. Title

1972 Estimate: $ _____

For Period 3-1-72 to 2-28-73

BREAKDOWN: Literature and Cost
(attach supporting lists as required)

JUSTIFICATION:

APPROVAL: _____

Dept./Div.-Mgr./Chief

Please complete and return no later than January 14, 1972

The Authority to Purchase

Having established budgets, you are ready to request authority to purchase directly. Whom do you see and what do you propose?

Most organizations have a chief purchasing agent under whom all organizational purchases are made. This individual is a very busy person indeed, and library materials are minute in quantity and dollar value compared to the amount of other materials which must go through this department. Yet, you will usually find a listening ear if you propose your case clearly and quickly, for in the vast majority of circumstances library materials to him are often just a "nuisance factor" and a single purchase order can cost upwards of $35 for processing.

What you are proposing is that you wish to be the purchasing agent responsible for all library materials in the organization, and further that you are willing to process all requests in the

same general manner in which the purchasing department operates. You must also insist that a minimum number of forms will be necessary and that for library materials, a Literature Request Form will replace the usual Purchase Order. Assurance must be made that you will be solely responsible for all these transactions.

The next step is a call to your treasurer or comptroller to ensure agreement with the purchasing department or for an independent authorization by which purchasing must abide. However, in all instances you must have treasurer approval, since as an executive officer of the organization, all money matters revert to him.

TECHNICAL LITERATURE REQUEST

INSTRUCTIONS:
1. COMPLETE FORM AND OBTAIN DIVISION APPROVAL
2. RETAIN YELLOW COPY — FORWARD REMAINDER (3) TO LIBRARY INTACT

TO: TECHNICAL LIBRARY

REQUESTED BY | EXT | LOCATION | CHARGE TO ACCOUNT NO.

DATE | MAIL ADDRESS (IF DIRECT SUBSCRIPTION)

QUANTITY: _____

L 13851 ☐

BOOK ☐ STANDARD ☐ SUBSCRIPTION ☐

REPORT ☐ REPRINT ☐ NEW ☐ ☐ ULS

HARD COPY ☐ OTHER (SPECIFY) ☐ RENEWAL ☐ ☐ KARDEX

MICRO ☐ _____ 1 YR. ☐ 3 YRS ☐

AUTHOR | REPORT NO./DOCUMENT NO. IF APPLIC.

TITLE | PRICE

PUBLISHER/SOURCE | EDITION/VOLS

REFERENCED IN

SUGGESTED AVAILABILITY

NEEDED FOR:

ADDITIONAL DATA OR REMARKS

SIGNED | DATE | DIVISION APPROVAL | DATE | AMOUNT

DO NOT FILL IN – LIBRARY USE ONLY

VERIFICATION | SUPPLIER

CALL NO. | LIBRARY COMMENTS

☐ MASS. TAXABLE

☐ MASS. TAX EXEMPT

LIBRARY APPROVAL | DATE | DATE ORDERED | LC CARD NO. | DATE REC'D

TREASURER APPROVAL (IF OVER $50.00) | ACCOUNTING PREPAYMENT REQUIRED ☐ YES ☐ NO | MAKE CHECKS PAYABLE TO: | CHECK NO. | AMOUNT

RETURN CHECK TO LIBRARY FOR TRANSMITTAL WITH ORDER

Figure 2. Technical Literature Request

It is also wise, if for no other than psychological reasons, to establish a dollar purchase limit ($50.00 is a good round number) which if exceeded will require treasurer approval in addition to your own. It is surprising how well this works when departments think twice on how vitally the material is really needed. This dollar limit will also apply to the library budget as well.

Be sure that such approval is documented or expressed in a memo for future reference and that all department managers are notified that you are responsible for these purchases.

Forms and Procedures

Now that you have established budgets and have complete authority to purchase library materials, you must have a consistent, orderly means of ordering materials and for keeping track of both materials and funds.

A sample request form is shown (Figure 2). This is a carbonless four-part (white, pink, blue, yellow) request form which may be filled in with pencil or pen.

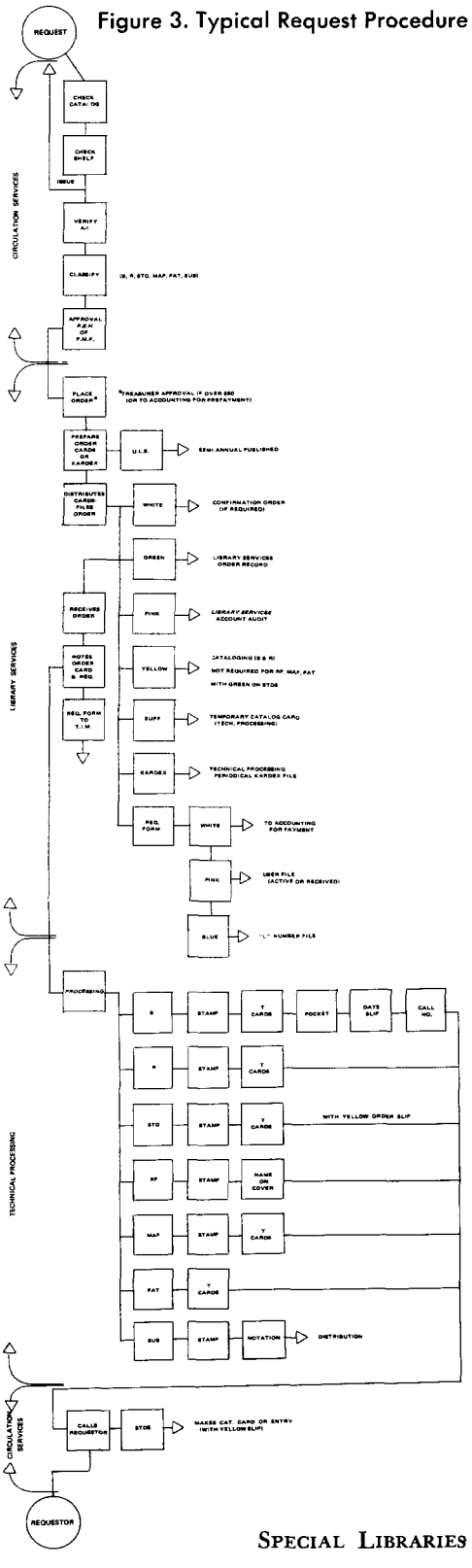
The requestor fills out all known citations (one item to a form only), enters his name, telephone, and location and validates it by showing the proper fund to be charged and the necessary departmental approval (one is sufficient). He keeps the yellow copy for his record and transmits the remaining copies to the library.

A simple date imprint is placed on the pink and blue copies when the library receives the request. These forms remain intact for verification of citations, in-house availability, price, source and delivery information.

All orders are placed by telephone, including always the order number and the date ordered, at which time a set of standard order slips are typed for use by the library. The white and pink copies of the request form are filed in the requestor's file by his name until the order is received. The blue copy is filed now by order number.

Standard order slips need little expla-

Figure 3. Typical Request Procedure



nation since these are already in use by many libraries—white for mail order or confirmation, yellow for cataloging, green for order record until received, and buff for temporary catalog card until replaced by the permanent catalog card.

When material is received the green and yellow order slips go with the material to be cataloged and processed. At this time the white and pink copies of the request form are attached to the invoice for the library manager's approval. Following approval, the white copy of the request form is attached to the original invoice and sent to the accounting department for payment. The pink copy of the request form and copy of the invoice are filed under the requestor's name and supplier's name respectively.

The accompanying flow chart (Figure 3) is not very complicated. Only one kind of material is being processed at a time.

Why all the copies? How many forms do you currently use? Note that you are using only two basic forms here: one for the request; the other for processing the material. These two forms are sufficient for all purposes. (In the case of periodicals, a Kardex file would substitute for the order slips.)

*Request Form**

White—Accounting
Pink—Requestor File
Blue—Order Number
Yellow—Requestor's Copy

*Order Slips**

White—Confirming Order
Yellow—Cataloging Work Form
Green—Record Order Slip
Buff—Temporary Catalog Card
(*or pick your own colors)

The requestor may forget what he has ordered, but not his own name; hence the requestor file. You also have cross-filed the request forms and the order slips so that you can always get back to the proper requestor, order, supplier or invoice by a variety of inputs.

This procedure or minor variations of the same procedure will ensure a one to three week advance over the necessity of going through an intermediary. If all orders are placed by telephone, you can gain an additional one to three days. The establishment of deposit accounts will ensure rapidity of orders by telephone.

Conclusion

A word of caution is in order. No system, no matter how simple or perfect, works unless you recognize the importance of making the library a business enterprise as well as a resource for knowledge. This means you must constantly emphasize to your staff the importance of careful verification and swift handling of requests, for no organization needs a service that provides too little too late.

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Richard S. Huleatt is technical information manager, Stone & Webster Engineering Corp., Boston, Mass.

Indexing an Annotated Bibliography

Step-by-Step Procedure

Erhard Sanders

Veterans Administration Hospital, Hines, Ill. 60141

■ The preparation of the subject index for a scientific bibliography is described in detail.

WHILE CONVERTING a collection of books into an annotated bibliography, the author faced a number of problems which seemed to be particular to this special case. A search of the literature under the subject heading **indexing** produced mainly instructions on how to prepare a subject index for a book, how to select indexing terms, how to arrange and "index" business records, correspondence files, pamphlet collections, but nothing to fit, or even contribute more than an occasional suggestion to, the situation. For there were indeed certain features which made it, if not unique, yet somewhat unusual, or so I thought. Perhaps these notes and the detailed description of the procedural steps will benefit someone in similar circumstances.

The Situation

The bibliography was to be the third of a series of compilations on a certain subject (laboratory animals); therefore, a degree of consistency with the previous ones was indicated. But, whereas the preceding ones consisted predominantly of journal articles, the present listing was to be exclusively of books and a few periodicals of the field. This, in turn, required a difference (from the two predecessors) in the depth of the annotations as well as of the subject index.

Several numbering systems were involved:

a. The books themselves had been roughly classified in 13 categories with subdivisions, and each of them bore an accession number consisting of the category symbol and a sequence number for that category; e.g. A156 meant the 56th item in category 1, subdivision A (an accession file used the same numbering).
b. In the previous bibliographies, there had been 9 sections, each with its own sequence numbers; but in the cumulated index of the second issue, items appearing in this "supplement" had the prefix A; thus A*1:* 56 meant the 56th entry in the first section of the "supplement."
c. For the current compilation, I had decided to use one consecutive numbering throughout all sections.

During the major part of the project it was necessary to maintain the first two systems, for a) led to the book on the shelf and b) was needed to find previous annotations in the earlier bibliographies and, sometimes, to check previous indexing.

The Procedure

Books which we had decided to exclude from the bibliography but to retain in the collection were marked with a blue dot on the spine label.

1. *Previous annotations*

For the remaining ones, we checked the accession file against the author indexes of Bibliography 1 and 2, and wrote on the file cards the index numbers of those which had been listed (and annotated) before. These

cards were removed from the file and served now two purposes: First we marked the corresponding books on the shelves (with a red dot), then we made photocopies of their annotations from Bibliography 1 and 2.

2. *Worksheet* (Figure 1)

A letter-size sheet provided spaces for the following information:

a. Accession number (corresponding to number on book label)
b. Old list number (from Bibliography 1 or 2)
c. New list number (to be assigned later)
d. Bibliographic description (author, title, edition, place, publisher, date, collation)
e. Annotation
f. Index terms (descriptors)

The photocopy of each previously prepared annotation was attached to such a worksheet.

This should normally have been the time at which to check against *Books in Print* to see whether a) there was a newer edition or b) the book was out of print. But since, in our case, this would have meant (for best efficiency) to reshuffle the (rather substantial) accession file in alphabetic order, and then back in its original arrangement, this step was postponed.

3. *Annotation, classification, and selection of subject terms*

While an assistant did some of the "descriptive cataloging" on the worksheets, I prepared a brief annotation, assigned a tentative (classification) section number, and the terms under which the book was to be listed in the index. For this task, subject specialists were frequently consulted and, to insure a certain consistency, the indexes of the previous compilations. One of the features I had pledged to preserve as far as possible (Appendix 1) was the great specificity of the indexing, which at times required up to four levels of subdivision and listing under more than half a dozen animal species. Every concept reflected in an index term should be locatable in the annotation so that the searcher, who consulted the subject index first, would be able to ascertain in what context the indexed concept appears. Once these steps were completed, the processed book was marked with a green dot.

Since, throughout the entire procedure, the collection was frequently used by staff members, the books had to be kept on the shelves as long as they were not actually being used.

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1A

Figure 1. Laboratory Animals Bibliography Worksheet

Acc. No. A514 **New List No.** **Old List No.**

AUTHOR(S)
Reid, M. E.

TITLE
The guinea pig in research; biology, nutrition, physiology

place	publisher	date	——ed.		
Washington	Human Factors Research Bureau	1958		87 pp.	bibl.

ANNOTATION
Discusses the use of the guinea pig in various types of research and the reasons for its extensive suitability. Included is information on its genetics, vital data, various aspects of its physiology (pH and blood values, metabolism, hypoxic resistance). Research uses range from nutrition studies to experimental work involving infectious diseases, sensitization, radiation effects.

INDEX TERMS

Guinea pig
• genetics
• physiology
• use in research
(infectious diseases, sensitization, radiation effects)
Immunology
research
use of animals in
• guinea pig
Biologic research
use of
• guinea pig
Nutrition research
• use of guinea pig in
Diets
guinea pig
• food requirements

Number in upper right corner is the tentative section number (which was eventually changed). Black dots before terms indicate the subdivision behind which the accession number (here A514) is to appear in the subject index.

4. *The entry cards*

Meanwhile, the assistant had begun to prepare the final copy which was to go to the typesetter. The information on the worksheet, except the indexing terms, was typed on a 5″ × 8″ card (Figure 2). The accession number was written in the upper right, the proposed section number in the upper left corner, and the cards were filed alphabetically within each section.

5. *Preparing the subject index*

Simultaneously, the indexing terms (on the worksheet) were used to build the subject index. The number of terms and the frequency of several levels of subdivision made it impractical to set up one card for each; therefore, some general rules had to be established for the assistant (as given below). As it finally turned out, the index occupied more than one third of the space required for the bibliography proper. Cross-references were used generously. The *see also* references appeared immediately below the primary term or subdivision; the *see* references were typed on separate cards.

INSTRUCTIONS FOR PREPARING THE SUBJECT INDEX

Material: 5″ × 8″ cards (use high format, 5″ as width)

A. General: Certain subject headings are used extensively and subdivided several times, e.g. **Animals (general);** specific animals: **Cat; Dog; Rat;—diseases;—surgical techniques;** etc. (Category I)
Others are used less frequently and subdivided only once or twice (compare with previous indexes). (Category II)

B. Beginning with the first book at hand, type one card for each heading (e.g. **Diets, Housing**). This card will suffice for category II; subdivisions will be added on it.
For category I, additional cards will be prepared for each subdivision (e.g. in the case of **Diseases . . .**, one card for **animals, cat, dog,** etc.) Wherever the amount of subdividing requires it, additional cards may have to be made for sub-subdivisions, etc.

C. Typing Suggestions
1. Subject headings: ALL CAPS. Start on 3rd line from top, 3 spaces from edge. Leave 2 lines for *see also* notes.
2. Secondary cards (continuations): repeat subject heading, but in small letters, on 2nd line from top, 3 spaces in.
Start subdivision on 3rd line, 5 spaces in.
3. The following divisions (sub-subdivisions) are indented 2 more spaces (7 spaces from edge). NOTE: In the final form, all subdivisions will be in alphabetical order. Try to enter them, as they appear, so as to approach this final order as much as possible; i.e. place a subdivision beginning with the letter "I" close to the bottom.
4. Where further cards are required (for additional subdivisions) repeat, at the top, all preceding headings in the above order, thus:

Diseases
cat
viral (cont.)

D. Behind each entry term (*indicated by a dot* on the worksheet), give the accession number, which appears on the upper left of the sheet.
NOTE: One space has to be left above each accession number for the later conversion (see under E, below).
Once a card has been prepared for a term, the numbers of all subsequently processed books dealing with *that* concept are entered on that same card. It is therefore imperative that the cards be maintained in strict alphabetical order for easy location. (A cross-reference need, of course, be made only once, even if the reference appears on several worksheets.) After the indexing of a book is completed

Figure 2. Entry card.

10 A514 ∅

377 Reid, M. E. The guinea pig in research; biology, nutrition, physiology. Washington, Human Factors Research Bureau, 1958. 87p. bibl.

Discusses the use of the guinea pig in various types of research and the reasons for this extensive suitability. Included is information on its genetics, vital data, various aspects of its physiology (pH and blood values, metabolism, hypoxic resistance). Research uses range from nutrition studies to experimental work involving infectious diseases, sensitization, radiation effects.

Number in upper right is the accession number; ∅ below it indicates that the book was not found in Books in Print. Number in upper left is the section number (ANIMAL MODELS); number next to author's name, the final item number.

(cards typed, accession numbers entered) make a check mark in upper right corner of worksheet and behind each entry term. NOTE: Identification by accession number is only temporary; it will later be replaced by the new list number.

E. Once the new list number has been established (i.e. after all cards in each section have been arranged in alphabetic order) all the numbers on the index cards have to be changed. This will be further explained in another set of instructions below.

Note to 4. and 5.

As the work progressed, three separate files began to build up:

a. The worksheets, filed by accession number, like the books to which they pertained. This arrangement made it easy to refer back to the book whenever necessary. The space set aside for the New List number was used only for the proposed new section number.

b. The entry cards, filed alphabetically by author within each section. Since both records contained both sets of numbers, reference from one to the other (and to the books) was maintained at all times.

c. The index cards, filed alphabetically, carried only the accession numbers behind each term.

6. *The final steps*

After all books were described, indexed, and roughly classified, it became evident that the nine categories chosen for the previous bibliographies were not quite suitable for the present compilation. I decided to add three sections, allowing for the subjects of taxonomy, ecology, and animal models, and to change some of the others. Once all the entries were rearranged, the final numbering proceeded, both on the cards and in the subject index. There remained the checking of *Books in Print* and the final typing of the indexes.

All these procedures are outlined below. Table of contents, preface, and acknowledgments were added to the final package as submitted to the publisher.

Instructions for Final Steps

After all work on the books has been finished (worksheets, cards, posting of index terms)

1. REVISE
   a. numerical filing of worksheets by accession number, as follows: A1, B1, E1, P1, 2, 3, 4, A5, P5, 6, etc.
   b. alphabetic filing of cards by author (or editor); title entries (such as periodicals, yearbooks, etc.) file by title.
2. Assign a *continuous* SEQUENCE NUMBER to each card from the first card in section 1 to the last card in section 12; write this number immediately to the left of the first line of each entry.
3. REARRANGE the cards in the same order as the worksheets (by the numbers in the upper right corner).
4. Make a separate (upright) CONVERSION CARD for each set of accession numbers, e.g. one each for 10-, 12-, 13-, A1, B1, E1, etc. Write on each, in vertical columns, the accession numbers, e.g. 12–101, 12–103, 12–106.
5. On these CONVERSION CARDS write, behind each accession number, the corresponding SEQUENCE NUMBER, e.g. 12–101 . . . 237, 12–103 . . . 164, etc.
6. Convert the numbers on the subject index cards by crossing out (without making them illegible) the ACCESSION NUMBERS and substituting the SEQUENCE NUMBERS, e.g. **Dog—anatomy,** ~~102, A124, P196, 121,~~ 211, 319, 352, 401. NOTE: Put the new numbers in ascending order.
7. Rearrange cards in one continuous order by author; if there are several cards for the same author, arrange them by the titles. Omit the title entries.
8. Check *Books in Print;* note whether a book is out of print (OP) or succeeded by a later edition.
9. Prepare AUTHOR INDEX by listing the names followed by the SEQUENCE NUMBER(S); e.g. ALBERT, P. E. . . . 356, 392, ANDERSON, O. A. . . . 175, 412, etc.
10. Retype the SUBJECT INDEX in the final form on letter-size paper.
11. Refile cards in original order—alphabetical within the 12 sections.

Appendix 1
Subject Index for a List of Books

The following are *general* considerations about the indexing of a list of books as opposed to indexing a list of journal articles. *In general,* a journal article deals with *one* specific subject or a limited number of them: e.g. a special surgical technique applied to a certain organ in a certain animal. One might index *that* article under the technique, the organ, and the animal.

A book, on the other hand, may deal with ten techniques applicable to five specific organs in half a dozen different animals. It would be uneconomical to make, nor would the average index user expect to find, one subject entry under each of those scores of possible combinations.

The same would hold true if the book dealt with the behavior of ten different species, or 20 different drugs, or 12 different drug effects. In such cases, it is accepted procedure to list the multitude of related subjects under the next higher, more general, term in the hierarchy. I have carefully checked a number of annotated *book* lists and found this unequivocably to be the case.

To summarize, the reasons against using the same system of minute subject subdivisions, which may be desirable for indexing a list of specific journal articles, in a list of books, are: The tremendous number of entries required for such fine coverage (e.g. in the case of a book, in which each of its 8 chapters deals with the natural habitat, behavior in captivity, susceptibility to certain diseases, treatment of such diseases, etc. in different animals, certainly more than 30 entries would be needed).

—Carried to the extreme, this would practically duplicate the subject indexes in the individual books listed.

—The number of indentations required for all these subdivisions will finally render the search more complicated and difficult.

On the other hand, a clear set of instructions for the use of the index, proper explanation of its arrangement, and judicious application of cross-references, will reduce the bulkiness of the index and simplify the search.

Received for review Nov 8, 1971. Manuscript accepted for publication Mar 8, 1972.

Erhard Sanders is technical information specialist, Midwest Research Support Center, Veterans Administration, Hines, Ill.

1972 CANDIDATES FOR SLA OFFICE

For President-Elect

COSGROVE

MOORE

Mrs. Zoe L. Cosgrove is librarian, 3M Company, Tape Division Library, St. Paul, Minnesota. She received a BA summa cum laude with a major in French (1952) and an MA(LS) from University of Minnesota (1953). She has done graduate work in English at University of Minnesota (1953/56).

She was a teaching assistant at University of Minnesota (1954/56), after which she became junior librarian at the St. Paul Public Library (1956/57) and then at Donnell Reference Center, New York Public Library (1958). In St. Paul again, she was reference assistant at the James Jerome Hill Reference Library (1958/63). She then went to 3M Company, St. Paul, as librarian of the 3M Technical Library (1963/68). She was appointed to her present position in 1968.

Mrs. Cosgrove has done writing and editing, including publications for 3M Company. She is a member of ALA, ASIS (Publications Committee 1973), Minnesota Library Association, Phi Beta Kappa, and University of Minnesota Alumnae Club, and has held various posts in these organizations.

SLA Chapter Activities. In the Minnesota Chapter, she was treasurer (1965/66), vice-president (1967/68), president (1968/69), and bulletin editor (1968/71).

SLA Division Activities. She was treasurer of the Science-Technology Division (1970/72).

At the Association Level. Membership Committee (1969/72), chairman (1970/71); Advisory Council Chairman-Elect (1971/72), Chairman (1972/73); John Cotton Dana Lecturer 1972. A member of SLA since 1959.

Edythe Moore is manager, Library Services, The Charles C. Lauritsen Library, The Aerospace Corporation, Los Angeles. She received a BS with a major in physics from Pennsylvania State University (1942) and an MS(LS) from the University of Southern California (1965).

She was an engineer at the Brewster Aeronautical Corporation, Hatboro, Pennsylvania (1942); patent liaison at L. P. Graner, Inc., New York City (1943/44); coordinator, Technical Information Center, Philips Laboratories, Inc., Irvington-on-Hudson, N.Y. (1944/47); research librarian, Hydrocarbon Research, Inc., New York City (1948/53); research librarian, Behr-Manning Corporation, Troy, N.Y. (1953/55); and head, Technical Information Center, American Potash and Chemical Corp., Whittier, California (1956/62). Miss Moore joined the Aerospace Corporation as literature research analyst (1962/64) and has been manager of library services since 1964.

Miss Moore was instructor in the School of Library Science, Immaculate Heart College, Los Angeles (1965/72). She is an active member of the California Library Association where she has held several committee appointments. She also belongs to ASIS, American Records Management Association and the American Chemical Society. She is on the Board of Directors of *Info,* Information Center for Southern California Libraries. She has published in *Special Libraries, Newsnotes of California Libraries* and *Journal of Chemical Documentation* and has directed seminars of AMA and ARMA. She has been an invited speaker at various workshops and conferences.

SLA Chapter Activities. In the Southern California Chapter she has served as secretary (1958/59), vice-president (1963/64), and

president (1964/65). In addition there have been Chapter committee appointments in the New York Chapter (1949/53), Upstate New York Chapter (1954/55), and in the Southern California Chapter.

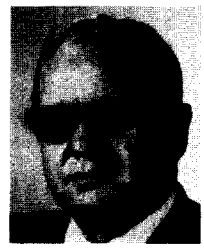
SLA Division Activities. In the Aerospace Section, Sci-Tech Division, she served as secretary (1963/64). In the Chemistry Section, Sci-Tech Division, she served as vice-chairman (1960/61) and chairman (1961/62). She has also held committee appointments in the Engineering Section, Sci-Tech Division.

At the Association Level. Los Angeles Conference Registration Committee, chairman (1968); Membership Committee, chairman (1967/69); Special Committee on Membership Requirements (1967/68); Director (1969/72); Secretary to the Board of Directors and Member HOC (1970/72). A member of SLA since 1949.

For Chairman-Elect of the Advisory Council

MARTIN

VITEK



Roger M. Martin is manager, Information Center, American Express Investment Management Company, San Francisco, California. He received a BS in chemistry and chemical engineering from The University of Texas (1949). Following a period of service in the Army Chemical Corps, primarily in the Far East, he returned to The University of Texas for graduate study in biochemistry and zoology and later entered the library school, receiving the MSLS (1958).

He served a library student internship at The John Crerar Library, Chicago (1954), returned to Crerar (1955) as administrative assistant to the librarian, and held subsequent positions including assistant manager, Research Information Service, and chief, Technology Department. He became chief librarian, Shell Development Company, Emeryville, California (1961). In 1968 he accepted a position with the Investment Department of Fund American Companies to organize and administer a new library and information center, which was the next year expanded to serve the entire Management Company following the merger of Fund American with American Express.

His memberships include American Chemical Society Division of Chemical Literature, ALA (Life Member), ASIS, California Library Association, and California Institute of Libraries. While in Chicago, he selected and reviewed books for the *ALA Booklist,* and he later was a member of the *ALA Subscription Books Bulletin* Committee. For two years he was contributing editor of "Inside Special Libraries," a feature of *Illinois Libraries.* In 1967/68 he was on the Advisory Board concerned with the development of what is now called *Chemical Abstracts Service Source Index.*

SLA Chapter Activities. In the San Francisco Bay Region Chapter, he has been a member, Education Committee (1963/70); Employment Committee chairman (1964/66); Finance Committee chairman (1972/73); Hospitality Committee chairman (1972/73); Program Committee chairman (1973/74); Director (1972/74).

SLA Division Activities. He is a member of the Business and Finance, Chemistry and Petroleum Divisions.

At the Association Level. Publicity Committee chairman, Chicago Conference (1958); Registration Committee, San Francisco Conference (1961); Translations Activities Committee chairman (1966/68); Special Committee of the Board on Structure of the Association (1969/72); Local Arrangements Committee chairman, San Francisco Conference (1971). A member of SLA since 1954 (Life Member).

Clement G. Vitek is chief librarian, *The Baltimore Sun,* published by A. S. Abell Co., Baltimore. He has attended Baltimore Business College and Loyola College.

He was editorial department copy boy for *The Baltimore Sun* (1938/41). He then went to the Glenn L. Martin Co. to do tool layout work (1941/44). Following duty as Seaman (1/cAM) in the U.S. Navy (1944/46) he returned to *The Sun* as assistant librarian and became chief librarian in 1949.

Mr. Vitek is a member of Reference Services Division (ALA), Maryland Library Association, Maryland Historical Society and National Microfilm Association. He has presented papers and participated in seminars on newspaper libraries.

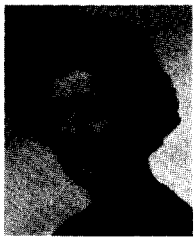
SLA Chapter Activities. In the Baltimore Chapter he has been Public Relations Committee chairman and bulletin editor (1962/64), president-elect (1964/65), president (1965/66), director (1966/67), Consultation chairman (1969/71).

SLA Division Activities. In the Newspaper Division he was a member of the committee to establish standards for the Division (1959); chairman (1962/64); chairman of subcommittee for standardization of subject headings for newspaper libraries (1965); Bylaws Committee chairman (1963/64), member (1965/66). He is liaison to National Microfilm Association Newspaper Microfilming Standards Committee for the Division. He is a charter member of the Picture Division.

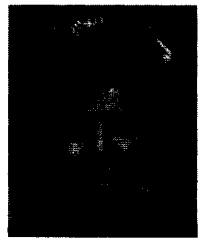
At the Association Level. Scholarship Committee member (1969/70, 1972/73), chairman (1970/72). A member of SLA since 1949.

For Treasurer (1973/76)

RIGNEY



SUSSMAN



Janet Rigney is assistant librarian, Foreign Relations Library, N.Y. She received a BA in history from Hunter College (1957) and an MLS from Columbia University (1960).

At the Foreign Relations Library she has been library clerk (1941/46) and reference assistant (1946/60). She has held her present position since 1960.

Miss Rigney was the compiler of "Bibliography on the Atlantic Community" for the Foreign Policy Association (1965).

SLA Chapter Activities. In the New York Chapter she has been assistant secretary (1963/64), vice-president (1966/67) and president (1967/68). In addition to Chapter committee assignments, she has served as chairman of the New York Chapter's Social Science Group (1961/62).

SLA Division Activities. She has been vice-chairman of the Social Science Division (1961/62) and chairman (1962/63).

At the Association Level. Co-Chairman of the 1967 New York Conference Registration Committee; SLA Treasurer (1970/73). A member of SLA since 1942.

Dorothy Hennessy Sussman is vice president-librarian, Goldman, Sachs & Co., New York. She attended Hunter College and completed courses in information science at New York University and City University of New York.

She began her career as library assistant for Standard & Poor's Corporation, New York. She then moved to Magazine of Wall Street as librarian, and later served as assistant librarian at General Motors Overseas Corporation. She went to Goldman, Sachs & Co. in 1945 as librarian and was appointed vice president in 1971.

Mrs. Sussman is a member of New York Library Club and of Metro Public Services Committee. She compiled the bibliography *Corporation Records: Organization, Maintenance Methods and Sources.*

SLA Chapter Activities. In the New York Chapter she was a member of the Ad Hoc Committee on Structure, treasurer (1968/71), and a member of the Awards Committee (1972/73). She participated in the Sources of Financial Information Workshop of the Business and Finance Group (1968, 1969) and lectured on Corporation Records: Organization, Maintenance Methods and Sources.

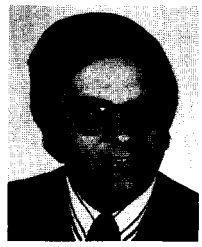
SLA Division Activities. In the Business and Finance Division, she was a member of the Auditing Committee (1968).

At the Association Level. A member of SLA since 1938.

For Director (1973/76)

AGUIRRE

KLASSEN



George L. Aguirre is administrator, Reference Library Service, Exxon Corporation, New York. He received a BA from Kent State University and the MLS from Rutgers —The State University (1960).

He began his career at Orange Public Library, Orange, N.J. (1960/61). He then went to Boni, Watkins, Jason & Co., Inc. (1961/62) and on to Esso Standard Eastern, Inc., New York (1962/68). He assumed his present position in 1968.

He is a member of ASIS and is a member of the Congressional Information Service Editorial Advisory Board.

SLA Chapter Activities. In the New York Chapter he was Sci-Tech Group chairman (1965/66) and treasurer (1966/67). He also served on the Bylaws Committee (1963/65) and the Nominating Committee (1972/73).

SLA Division Activities. In the Petroleum Division he was program chairman (1966).

At the Association Level. A member of SLA since 1960.

Robert L. Klassen is planning and legislation officer, Office of the Associate Commissioner, Bureau of Libraries and Learning Resources, U.S. Office of Education. He received a BA from Fresno (Calif.) State University (1957) with highest honors and an MLS from University of California, Berkeley (1959).

He was a member of the reference staff, California Section, California State Library, State Department of Education, Sacramento (1959/60). After a two-year leave of absence to become head librarian of a new college, Pacific College in Fresno, Calif. (1960/62), he returned to California Section of the State Library as assistant supervisor (1962/68). He then joined the U.S. Office of Education as special libraries specialist and research program officer in the Division of Library Programs (1968/71). He assumed his present position in 1971.

He is a member of ASIS, ALA, District of Columbia Library Association and Western History Association. He has published articles in *Special Libraries, California Historian, News Notes in California Libraries* and *Pacific Historian.* He is chairman, Standards Committee, Reference and Adult Services Division, ALA (1969/present); U.S.O.E. representative to ANSI Z-39 Committee (1970/present) and U.S.O.E. Equal Employment Officer (1970/present). He has also traveled in the USSR to hold discussions with Soviet library and educational leaders; has given addresses at meetings and annual conferences of library and historical organizations and has lectured at University of California, Davis (1966/68) and has spoken at University of Maryland library school (1971). He is a member of Phi Kappa Phi, Pi Gamma Mu and Beta Phi Mu. He was selected Northern California Librarian of the year, National Library Week (1968) and as a participant at Library/USA, New York World's Fair (1964).

SLA Chapter Activities. In the Washington, D.C. Chapter he was on the Program Committee, SLA/DCLA Continuing Education Workshop (1969), Hospitality Committee (1969/70), Student Loan Committee (1970/71), 1st vice-president and program chairman (1971/72), president (1972/73).

At the Association Level. Special DC/SLA Chapter representative to 1974 IFLA Planning Committee (1972/present). A member of SLA since 1968.

Ballots and voting instructions will be mailed from the Association's New York Offices in late March or early April.

For Director (1973/76)

LECHNER

MASON

Marian Lechner is librarian, Connecticut General Life Insurance Company, Hartford, Conn. She received an AB from Grove City College, Grove City, Pa. and an MS(LS) from Columbia University School of Library Service (1948).

She began her library career as librarian, Butler County Traveling Library, Butler, Pa. She drove the bookmobile and sometimes walked to provide library service to rural areas (1945/50). She became librarian, Aviation Medical Acceleration Laboratory, Naval Air Development Center, Johnsville, Pa. (1950/55). She assumed her present position in 1955.

Miss Lechner is a member of Connecticut Library Association, having served as president (1968/70) and is a director of Capitol Region Library Council. She has written articles for *Special Libraries, Journal of Aviation Medicine* and *Proceedings, LOMA.*

SLA Chapter Activities. In the Philadelphia Chapter she was bulletin editor (1954/55). In the Connecticut Valley Chapter she was vice-president (1957/58), president (1958/59), bulletin editor (1959/61), Education Committee chairman (1972/73) and has held posts on various Chapter committees.

SLA Division Activities. In the Insurance Division, she has been vice-chairman (1958/59), chairman (1959/60), Nominating Committee chairman (1972/73) and has held various Division appointments. She has been editor, *Insurance Literature,* since 1964. She is also a member of Business and Finance Division.

At the Association Level. Non-Serial Publications Committee (1960/63), chairman (1962/63), Public Relations Committee chairman (1964/68), Nominating Committee (1967/68), Admissions Committee (1968/70); Membership Committee (1970/72). A member of SLA since 1950.

Mildred Mason is librarian, Reynolds Metals Company, Richmond, Virginia. She received a BA in music from Sophie Newcomb College, Tulane (1952) and attended Columbia University School of Library Service (1955/56).

She served the Hanover Bank (1953/56) as Trust Department trainee, assistant librarian and librarian. She was employed by Reynolds in 1957 to establish an executive office library. She also established the Law Department Library in Richmond and International Library in Bermuda and is a member of the Historical Records Committee.

Miss Mason has been a member of the Richmond Symphony since 1957 and serves as their librarian. She is also a member of American Association of Law Libraries, Virginia Library Association and Richmond Library Club.

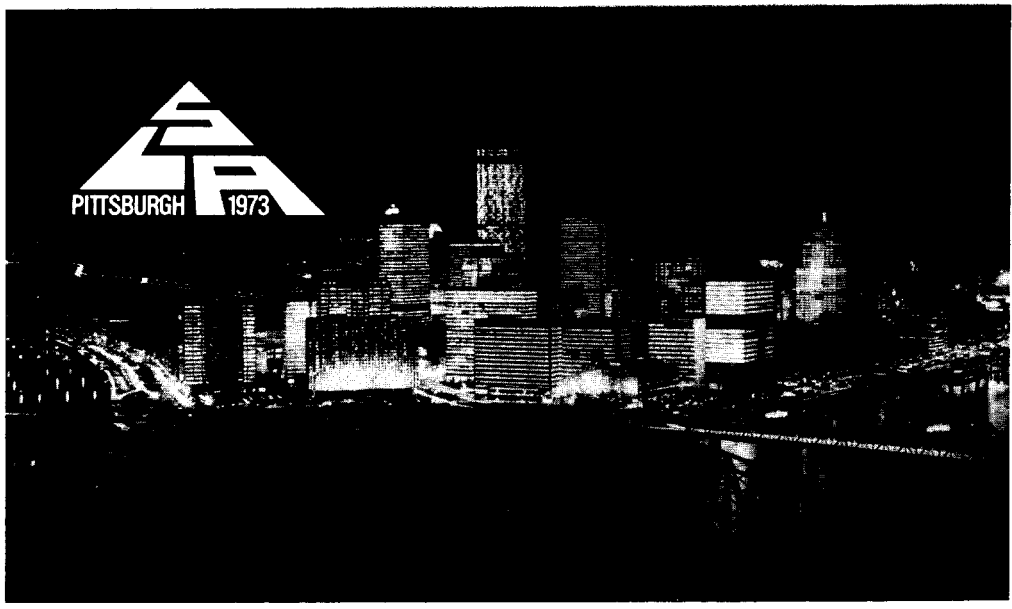
SLA Chapter Activities. A charter member of the Virginia Chapter, she has been Chapter Consultation Officer (1966/69), vice-president and program chairman (1969/70), president (1970/71), Nominating Committee chairman (1968, 1973). She has served as chairman of the Chapter's "Management Development Seminar for Librarians" (1969), its Seminar on Communications (1970), and its workshop on meeting participation (1972).

SLA Division Activities. She is a member, Business and Finance Division.

At the Association Level. Local Arrangements Chairman, SLA Winter Meeting (1972); compiled "SLA Winter Meeting Guidelines"; H. W. Wilson Award Committee (1972/74). A member of SLA since 1956.

Officers and directors who will continue to serve on SLA's Board of Directors in 1973/74 are:

Gilles Frappier who automatically succeeds to the office of President; and **Mary McNierney Grant** who automatically succeeds to the office of Advisory Council Chairman. **Edward G. Strable** will serve as Past President. **Mark H. Baer** and **Molete Morelock** will serve the third year of their three year terms (1971/74) as Directors. **Charles H. Stevens** and **Anne C. Roess** will serve the second year of their three year terms (1972/75) as Directors.



Joseph Stabile

We last welcomed you to Pittsburgh in 1956, during the early stages of the renaissance of our city. In June 1973 you are welcomed back to see the results of the renaissance: Point State Park, the Golden Triangle, Three Rivers Stadium, the Civic Arena, Mount Washington overlook and a host of other points of urban beauty and charm. During the conference week, we have planned a boat ride on our historic rivers, tours to the industrial and cultural centers of the area, and the education seminars are planned for the Oakland University Center. Since your last visit the Hillman Library at the University of Pittsburgh opened; Heinz Hall for the performing arts in downtown Pittsburgh became the new home of the Pittsburgh Symphony, Ballet and Opera; the Henry Clay Frick Fine Arts Building at the University of Pittsburgh, the Frick Art Museum in Point Breeze, and the Old Post Office Museum in Allegheny Center all came into being. We hope that you will take some time during your visit to enjoy these and other delightful cultural and entertainment centers in Pittsburgh.

The Conference is planned to keep you busy, and wherever possible, we have deliberately planned many concurrent choice programs so that you will have to make decisions on which meeting is best suited to your particular interests. Renewed emphasis has been given to the Divisions and their individual programs. The Pittsburgh Conference Committee believes the Divisions are the foundation of the Association, so we have planned a renaissance of the Divisions in their role as the focus for Conference programming.

The Association's Board of Directors have recognized that our Conferences can no longer be practically organized under one roof in many of our Chapter Cities. In Pittsburgh we are planning to use several hotels for attendee housing and meetings. We think that you will find the facilities pleasant and comfortable, and shuttle transportation is planned between the hotels for your convenience. Take advantage of the multi-hotel arrangement and use your trips between hotel and meeting place to enjoy our city. One of the fringe benefits of attending a Conference is to become acquainted with another corner of the U.S. and Canada. The Pittsburgh Conference Committee has enjoyed the planning for your June visit, and we look forward to hosting you during the Conference week and sharing a memorable professional experience.

Robert E. Fidoten
Pittsburgh Conference Chairman

64th SLA Conference Program

WIDE ANGLE VIEW OF THE FUTURE

June 10-14, 1973

Hilton Hotel

At the Point

Pittsburgh, Pennsylvania

Registration

Member	Advance Registration	$30.00
	At Conference	40.00
	Daily	15.00
Nonmember	Advance Registration	40.00
	At Conference	50.00
	Daily	20.00

The advance registration rate closes with mail postmarked May 20.

At the Conference, registration and tickets desks will be open:

Saturday June 9	1– 6 p.m.	Tuesday June 12	8 a.m.– 2 p.m.
Sunday June 10	11 a.m.– 6 p.m.	Wednesday June 13	8 a.m.– 2 p.m.
Monday June 11	8 a.m.– 2 p.m.	Thursday June 14	8–10 a.m.

SLA Employment Clearinghouse

Sunday June 10	1– 5 p.m.	Tuesday June 12	9 a.m.– 5 p.m.
Monday June 11	9 a.m.– 5 p.m.	Wednesday June 13	Noon–4:30 p.m.

SATURDAY, JUNE 9

9:00 a.m.–5:00 p.m.

1 **BOARD OF DIRECTORS**

1:00–6:00 p.m.

*** REGISTRATION**

SUNDAY, JUNE 10

9:00 a.m.–Noon

2 **BOARD OF DIRECTORS**

11:00 a.m.–6:00 p.m.

*** REGISTRATION**

Noon–7:00 p.m.

*** EXHIBITS**

9:00 a.m.–4:00 p.m.

Continuing Education Seminars

Sponsored by SLA Education Committee. Five concurrent Seminars to be held at the Graduate School of Library and Information Sciences (GSLIS), University of Pittsburgh. Advance registration required for Seminar. Registration fee of $45 includes instruction, round trip bus fare, luncheon at the Webster Hall Hotel noon to 1:30 p.m., and coffee breaks. Registration limited to 50 in each seminar.

3 ***Seminar 1***

Cataloging of Unconventional Library Materials

Instructors: **Dr. JAY E. DAILY**
Professor, GSLIS
University of Pittsburgh

Dr. MARTHA MANNKEIMER
Associate Professor, GSLIS
University of Pittsburgh

Workshop on methods of cataloging nonprint, machine-readable, archival and other unconventional materials. Emphasis on practical solutions and problem-solving methods rather than theoretical aspects or traditional procedures.

4 ***Seminar 2***

The Unity of Information Sciences in Theory and Practice

Instructors: **Dr. ANTHONY DEBONS**
Vice-Chairman
Interdisciplinary Doctoral Program in Information Science
University of Pittsburgh

ALLEN KENT
Chairman
Interdisciplinary Doctoral Program in Information Science
University of Pittsburgh

Discussions center around those aspects that the sciences of information share in common. The philosophical basis of the experience of information will be outlined to show how librarianship, communication science, computer science, all contribute in common to man's capacity to deal with information. The second half of the seminar will deal directly with the present state-of-the-art of information technology, its impact on libraries and other institutions. Issues dealing with privacy, copyright, confidentiality as well as the future role of libraries as annunciated in current literature will be surveyed and expanded.

5 ***Seminar 3***

How to Train (or Prepare or Educate) the Special Librarian—A Rap Session with Dr. J. Phillip Immroth, Dr. Jane B. Robbins, and others

Instructors: **Dr. J. PHILLIP IMMROTH**
Assistant Dean, GSLIS
University of Pittsburgh

DALE CANELAS
Assistant Director
Northwestern University Libraries

Dr. JANE ROBBINS
Assistant to Dean, GSLIS
University of Pittsburgh

What is a Special Librarian? Why Special? What Special Education does he need in library school? What Special courses? Which library schools? What aids can he get (from whom?) for continuing education after he is located in a Special Library? What professional associations should he be active in? What academic or subject specialty associations? What conferences and institutes should he attend? What courses should he take—professional or subject specialty or both? What can SLA coordinate for him in workshops with subject specialists?

6 ***Seminar 4***

Interpersonal Communication

Instructors: **Dr. PATRICK R. PENLAND**
Professor, GSLIS
University of Pittsburgh

ADELAIDE SUKIENNIK
Education Bibliographer
University of Pittsburgh

SARA FINE
Nursing Education
Shadyside Hospital
Pittsburgh, Pa.

Interpersonal communication and encounter strategies which can be used to promote effective communication between librarian and patron. Methods and techniques will be explored which can be used in in-service training programs. Systematic exploration of the persuasive and interactive patterns upon which the librarian can model his behavior as a communicator.

7 *Seminar 5*
Personnel Management and Administration
Instructor: **Dr. DENNIS P. SLEVIN**
Assistant Professor
Graduate School of Business
University of Pittsburgh

Attention will be paid to the behavioral dimensions of human resource management in libraries, with particular emphases on morale and motivation. Organizational as well as individual behavior will be considered, and experiential as well as cognitive approaches will be used.

8:00 a.m.–4:00 p.m.
8 SPECIAL SEMINAR for Small Newspaper Libraries and Newer Librarians

8:00–11:30 a.m.
Breakfast and Program
Coordinator: Agnes Henebry, Decatur Herald; Orientation: Rose Vormelker, Kent State Univ.; Special Problems: Lou Thomas, Baton Rouge State Times; Clippings: Ruth Braun, Detroit News; Microfilming: David A. Rhydwen, Toronto Globe & Mail; Questions: Ralph Kirchen, Dubuque Telegraph-Herald.

12:00–1:30 p.m.
Luncheon and Program
(Advance registration required for luncheon)
Table Topics: Moderator: Anne B. Jennings, Newspaper Library Services, Hemet, Calif.; Books: Bernice Sullivan, Lincoln Journal-Star; Filing Rules: Gayle Thompson, Miami News; Color Coding: Anne B. Jennings; Newspaper Library Services: Trish Skaptason, ANPA.

1:30–4:00 p.m.
Seminar on Small Newspaper Libraries (cont.)
Photos, Cuts, Negatives: John Doohan, Kansas City Star; Re-organizing a Small Library: Clement G. Vitek, Baltimore Sunpapers; Equipment: Andrew V. Ippolito, Newsday; Libel and Corrections: Homer Martin, The Record, Hackensack, N.J.; Best Ideas Survey: Maurice Lauzon, New Bedford Standard-Times.

1:30 p.m.
9 Chapter Officers and Bulletin Editors
Presiding: **JEAN DEUSS**
Chapter Liaison Officer
Federal Reserve Bank
New York

1:30 p.m.
10 Division Officers and Bulletin Editors
Presiding: **SHIRLEY ECHELMAN**
Division Liaison Officer
Chemical Bank
New York

1:30 p.m.
11 Research Committee
Presiding: **Dr. RICHARD D. SMITH**
Chairman, Research Committee
University of Washington
Seattle, Washington

2:00–3:00 p.m.
12 First-Conference Attendees Happening
First Conference Attendees will enjoy a Viennese Table Party, an opportunity to meet SLA Officers and Division Representatives, and a continuous showing of a 10 minute film of Pittsburgh scenes.

5:00–7:00 p.m.
13 ✻ CONFERENCE-WIDE RECEPTION
Exhibits areas, on mezzanine and in lobby

7:00–9:00 p.m.
14 Party Liner
Boat Ride, Buffet, Band
An opportunity to have dinner, dance and view Pittsburgh from the three rivers—Monongahela, Allegheny, and Ohio. Trip on the Party Liner is a unique experience and an introduction to "the Point," the "Golden Triangle," the heart of Pittsburgh. This additional facility is provided because dining facilities are limited in Pittsburgh on Sunday evenings; only hotel dining rooms and coffee shops are open.
(Advance registration required for Party Liner)

9:00 p.m.
15 Advertising & Marketing
16 Aerospace
17 Biological Sciences
18 Business and Finance

SUNDAY, JUNE 10

19 Chemistry
20 Documentation
21 Engineering
22 Insurance
23 Military Librarians
24 Museums, Arts & Humanities
25 Natural Resources
26 Nuclear Science
27 Pharmaceutical
28 Public Utilities
29 Publishing
30 Science-Technology and
31 Social Sciences Divisions.
OPEN HOUSES

9:30 p.m.
32 Newspaper Division
OPEN HOUSE
Exhibit: Info-Graphics of Newspaper Libraries:
RUTH M. TRUXES
Buffalo Evening News

MONDAY, JUNE 11

8:00 a.m.–2:00 p.m.
✻ REGISTRATION

9:00–11:30 a.m.
36 ● PLENARY SESSION I
Presiding: **EDWARD G. STRABLE, President**
Special Libraries Association
J. Walter Thompson Company
Chicago, Illinois

Welcome from Allegheny County
LEONARD C. STAISEY, Chairman
County Commissioners

Welcome from Pittsburgh Chapter
PEGGY HINCHCLIFF, President
Pittsburgh Chapter
Mellon Institute Library
Pittsburgh, Pennsylvania

EXPECTATIONS FOR THE FUTURE
Introductions by Conference Chairman
Dr. ROBERT E. FIDOTEN
Conference Chairman
PPG Industries
Pittsburgh, Pennsylvania

Future Demands in Research
IRVING WENDER, Director
Energy Research Center
U.S. Bureau of Mines
Pittsburgh, Pennsylvania

Future Role of Academia
JEROME B. SCHNEEWIND, Dean
College of Arts and Sciences
University of Pittsburgh

Future in the International Scene
RICHARD W. COTTAM
Political Science Department
University of Pittsburgh

Future in the Legal Field
RONALD R. DAVENPORT, Dean
School of Law
Duquesne University
Pittsburgh, Pennsylvania

10:00 a.m.–5:00 p.m.
✻ EXHIBITS

12:00–8:00 p.m.
37 **Natural Resources Division**
FILM FESTIVAL
Natural Resources of America

12:00–4:30 p.m.
38 **Advertising & Marketing Division**
LUNCHEON and BUSINESS MEETING
Edge Restaurant
(Advance registration required for luncheon)

12:00–1:30 p.m.
39 **Aerospace Division**
LUNCHEON and BUSINESS MEETING
(Advance registration required for luncheon)

12:00–1:30 p.m.
40 **Biological Sciences**
LUNCHEON and PROGRAM
(Advance registration required for luncheon)
Speaker to be Announced

12:00–2:00 p.m.
41 **Chemistry Division**
LUNCHEON and PROGRAM
(Advance registration required for luncheon)
Management Takes a Critical Look at Chemical Information Transfer
Dr. JOHN H. MAHON, Vice-President
Research and Development
Calgon Corporation
Pittsburgh, Pa.

12:00–1:30 p.m.
42 **Geography and Map Division**
LUNCHEON and PROGRAM
(Advance registration required for luncheon)
Atlas of Early American History—A Case

Study in Cartography
Dr. LESTER CAPPON
Atlas of Early American History
The Newberry Library

12:00–2:00 p.m.
43 Insurance Division
LUNCHEON and PROGRAM
LeMont Restaurant, 1114 Grandview
(Advance registration required for luncheon)
Host: State Farm Mutual Automobile Insurance Company
(Limited to Division Members)
For What Purpose Does a Company Establish a Library: What Does Company Management Expect Us to Do for Them?
VINCENT TROSINO
Director H. O.
Personnel Relations
State Farm Insurance Companies

12:00–2:00 p.m.
44 Museums, Arts & Humanities Division
BOX LUNCH and BUSINESS MEETING
Frick Museum
(Advance registration required for luncheon)

12:00–2:00 p.m.
45 Natural Resources Division
LUNCHEON and PROGRAM
(Advance registration required for luncheon)
Dr. DIXIE LEE RAE
Commissioner
U.S. Atomic Energy Commission
Germantown, Md.

12:00–2:00 p.m.
46 Newspaper Division
LUNCHEON and BUSINESS MEETING
(Advance registration required for luncheon)

12:00–1:30 p.m.
47 Nuclear Science Division
Public Utilities Division
LUNCHEON and BUSINESS MEETING
(Advance registration required for luncheon)
Energy for the Future
The Honorable MIKE McCORMACK
U.S. Congress
Washington, 4th District

12:00–4:30 p.m.
48 Picture Division
LUNCHEON and PROGRAM
(Advance registration required for luncheon)
FRAZER POOLE
Asst. Dir. for Preservation
Library of Congress

PETER WATERS
Restoration Officer
Library of Congress

12:00–1:30 p.m.
Public Utilities Division
See Event 47

12:00–2:00 p.m.
49 Publishing Division
LUNCHEON and BUSINESS MEETING
(Advance registration required for luncheon)
(Division Members Only)

12:00–2:00 p.m.
50 Social Science Division
Urban Affairs Section
LUNCHEON and BUSINESS MEETING
(Advance registration required for luncheon)

12:30–1:30 p.m.
51 International Relations Committee
LUNCHEON, BUSINESS MEETING and PANEL
(Advance registration required for luncheon)
Moderator: DUANE M. HELGESON
C. F. Braun Company
Alhambra, California
Between Now and Then—Education in Special Librarianship
DORIS H. BANKS
Director and Professor of Library Science
California State University
Fullerton, Calif.
Aspects of International Librarianship in Library Education
Dr. NASSER SHARIFY
Dean, Graduate School of Library and Information Science
Pratt Institute, New York
The Future of Library Education in England
FRANK HOGG
Principal, College of Librarianship
Wales, U.K.

12:00–4:30 p.m.
52 Research Committee
LUNCHEON and PROGRAM
(Advance registration required for luncheon)
Research SLA Style: The Pragmatic Today, An Open-Ended Tomorrow

Our provisional plan is to keynote and anticipate the afternoon session during the luncheon by Report on the status and future of the Committee. After luncheon, a report on the findings of the three completed SLA State-of-the-Art Reviews of Research:

The Changing Role of the Special Librarian in Industry, Business, and Government
JANICE LADENDORF
North Star Research and Development Institute
Minneapolis, Minn.

Supportive Staff in Special Libraries
ELIN CHRISTIANSON
Continuing Education Needs of Special Librarians
Dr. LAWRENCE ALLEN
A workshop presentation of research methods: guidelines for in-house research and evaluation plus a case study of the guidelines applied to rigorously summarize a use study by Dr. Sara Thomas and Dr. Edward Miller. The program will conclude with a panel discussion by program participants and the audience.

2:00–3:30 p.m.
55 Biological Sciences Division
BUSINESS MEETING

2:00–4:30 p.m.
56 Business and Finance Division
BUSINESS MEETING

3:00–4:30 p.m.
57 Chemistry Division
BUSINESS MEETING

2:00 p.m.–
58 Geography and Map Division
BUSINESS MEETING

3:00–4:30 p.m.
59 Insurance Division
BUSINESS MEETING

2:00–4:30 p.m.
60 Museums, Arts & Humanities Division
TOUR of the museum and Miss Frick's house

2:30–4:30 p.m.
61 Newspaper Division
ROUNDTABLE DISCUSSIONS: Subject Heading Lists using Linedex, Computer Print-Outs, Index Cards, Computer Access
JAMES CRISWELL
Houston Post
ERNEST PEREZ
Houston Chronicle
REX SCHAEFFER
Gannett Rochester Newspapers
JOY WALKER
Charlotte Observer and News

2:00–4:30 p.m.
62 Physics–Astronomy–Mathematics Provisional Division
ASTRONOMY LIBRARIANS' MEETING
JANET MESERVE
Subject Cataloger for Astronomical Literature
Library of Congress
Washington, D.C.
Workshop: Fundamentals of Managing an Astronomy Collection

2:00–3:30 p.m.
63 Public Utilities
BUSINESS MEETING

2:30–4:30 p.m.
64 Publishing Division
SLA Copyright Committee
Copyright: Partisanship or Partnership? A Panel Discussion on New Legislation
Moderator: **BEN WEIL**
Company and Literature Information Center
Esso Engineering and Research Company
Linden, N.J.
For the Librarian
J. S. ELLENBERGER
Chairman, SLA Committee on Copyright
Covington & Burling
Washington, D.C.
For the Publisher
CHARLES H. LIEB
Paskus, Gordon & Hyman
Counsel to Association of American Publishers
For the New Technologies
PAUL G. ZURKOWSKI
Information Industry Association
Bethesda, Md.

2:00–4:30 p.m.
65 Social Science Division
Social Indicators: Research and Information Coordination
Moderator: **ELIZABETH K. MILLER**
Port Authority of New York & New Jersey
New York
Panelists: **HARVEY A. GARN, Director**
Urban Development Processes & Indicators Research
The Urban Institute
Washington, D.C.
BERTRAM M. GROSS
Urban Affairs Dept.
City University of New York
Hunter College
New York
ROBERT PARKE, Director
Center for Coordination of Research on Social Indicators
Social Science Research Council
Washington, D.C.

2:30–5:30 p.m.

66 **Government Information Services Committee**
Aerospace Division
Documentation Division
Engineering Division
Military Librarians Division
Nuclear Science Division
Science-Technology Division
Government Information—Problems of the Present and Options for the Future

Administrators and distributors of government information look at the problems behind the problems, solicit views of the users on specific aspects of services which should be retained, changed, or adopted, and present their proposed plans for the future. An opportunity is provided for user-producer interaction and exchange in informal, face-to-face conversation.

Planning Coordinator: **RUTH S. SMITH**
Institute for Defense Analyses
Arlington, Va.

Moderator: **CHARLES H. STEVENS**
National Commission on Libraries and Information Science
Washington, D.C.

FORUM ON:

Impact of User Feedback
WILLIAM KNOX
National Technical Information Service

GPO, Micropublishing, & Service
ROBERT KLING
Government Printing Office

Industry's Expanding Role
WALTER KEE
Atomic Energy Commission

Limited Access Documents
WALTER CHRISTENSEN
Department of Defense

Interagency Agreements
SARAH THOMAS
Environmental Protection Agency

Freedom of Information Act
JOHN F. HALEY
Joint Committee on Printing

4:30 p.m.

67 **Museums, Arts & Humanities Division**
RECEPTION
Westmoreland County Museum
(Advance Registration Required)

4:30–6:00 p.m.

68 **Education Committee**
RECEPTION for library school faculty members attending the Conference

4:30–5:30 p.m.

69 **Consultation Service Committee**
RAP SESSION
AUDREY N. GROSCH
Chairman, Consultation Service Committee
University of Minnesota
Minneapolis, Minnesota

5:30–6:30 p.m.

70 **Government Information Services Committee**
Aerospace Division
Documentation Division
Engineering Division
Military Librarians Division
Nuclear Science Division
Science-Technology Division
"Off the Record" RECEPTION, with wine and cheese
(Advance Registration required)

6:00–8:00 p.m.

71 **SLA Past Presidents Dinner**

8:00–10:00 p.m.

72 **Advisory Council**
OPEN MEETING
Presiding: **ZOE L. COSGROVE**
Chairman, Advisory Council
3M Company
St. Paul, Minnesota

10:00 p.m.

73 **Social Science Division**
OPEN HOUSE

10:00–11:30 p.m.

74 **Natural Resources Division**
FILM FESTIVAL OPEN HOUSE
Natural Resources of America

7:00–8:30 a.m.

80 **Engineering Division**
BREAKFAST and BUSINESS MEETING

7:00–8:30 a.m.

81 **Natural Resources Division**
BREAKFAST and BUSINESS MEETING

7:00–8:30 a.m.

82 **Newspaper Division**
BREAKFAST and PROGRAM
Weeding the Files
Ring Leader: **RUTH TRUXES**
Buffalo Evening News

7:00–8:30 a.m.

83 Picture Division
BREAKFAST and MEETING
"Show and Tell" discussion

7:00–8:30 a.m.

84 Public Utilities Division
BREAKFAST
(Division Officers only)

7:00–8:30 a.m.

85 Social Science Division
Social Welfare Section
BREAKFAST and BUSINESS MEETING

8:00 a.m.–2:00 p.m.

*** REGISTRATION**

9:00–11:30 a.m.

86 • PLENARY SESSION II
Welcome from Pennsylvania Library Association
JOSEPH FALGIONE
President, PLA
Carnegie Library of Pittsburgh

Planning for the Future
Planning Ahead
MAURICE J. MASCARENHAS
Executive Consultant
Sewickley, Pa.

Fitting the New Library Technology Into the Old Library Budget
ALLEN KENT
Office of Communications Programs
University of Pittsburgh
Pittsburgh, Pa.

Buildings and Architecture
ED O'CONNOR
Welton Becket and Associates
Los Angeles, Calif.

10:00 a.m.–5:00 p.m.

*** EXHIBITS**

12:00–1:30 p.m.

87 Advertising & Marketing Division
LUNCHEON and PROGRAM
Speaker to be announced

12:00–1:30 p.m.

88 Chemistry Division
LUNCHEON and BUSINESS MEETING

12:00–2:00 p.m.

89 Documentation Division
LUNCHEON and BUSINESS MEETING

12:00–1:30 p.m.

90 Food Librarians Provisional Division
LUNCHEON and BUSINESS MEETING
William Penn Hotel

12:00–1:30 p.m.

91 Geography and Map Division
LUNCHEON and PROGRAM
Map Librarianship Today
WALTER W. RISTOW
Geography and Map Division
Library of Congress
Washington, D.C.

12:00–1:30 p.m.

92 Museums, Arts & Humanities Division
Picture Division
JOINT LUNCHEON

12:00–1:30 p.m.

93 Natural Resources Division
LUNCHEON and PROGRAM
HARRY CAUDILL, Attorney
Whitesburg, Ky.

Author of "My Land Is Dying" and "Night Comes to the Cumberlands"

12:00–1:30 p.m.

94 Newspaper Division
LUNCHEON and PROGRAM
An Automated System for News Information Retrieval
DON DISSLY
Dissly Research Corporation

12:00–1:30 p.m.

Picture Division
See Event 92

12:00–1:30 p.m.

95 Publishing Division
LUNCHEON
(Division Project—Division members only)

12:00–1:30 p.m.

96 Social Science Division
Education Section
LUNCHEON and BUSINESS MEETING

2:00–3:30 p.m.

Contributed Papers

Seven concurrent sessions of papers contributed by SLA members and others interested in participating in discussions of the future of special libraries and related areas. Choose the session you are most interested in and stick with it. Session-hopping will be difficult because the sessions are scattered in different hotels in order to accommodate expected attendance.

FUTURE OF LIBRARY PLANNING
Session Chairman:
GERHARD P. SCHUCK-KOLBEN
Consolidation Coal Company
Library, Pa.

100 An Empirical Basis for Establishing Budget Levels

EUGENE B. JACKSON
University of Texas at Austin
Austin, Texas

An empirical procedure was developed for establishing the "most probable library user" (MPLU) total for a given industrial installation. This figure multiplied by $150.00 annually per MPLU resulted in an adequate library budget under steady state conditions in a major industrial library system. The procedure has been subsequently confirmed by calculations and site visits to four separate industrial libraries by four library school classes. The classes used published sources for data including *American Library Directory* and *Industrial Research Laboratories of the U.S.* The "MPLU" tool can help industrial libraries become the true managers of science resources entrusted to them by higher management.

101 Data for Decision Making at the U.S. Air Force Academy Academic Library

CLAUDE J. JOHNS, JR., and
MARCY MURPHY
US Air Force
USAF Academy, Colo.

To meet future demands for more services with relatively fewer resources, a management survey was conducted in-house to provide data upon which decisions could be made to meet this dilemma. All major divisions of the library are being examined. However, this paper will focus chiefly on the administration and the technical services division. Data from a user survey may also be analyzed. The methodology was tailored to the Air Force Academy Library system from several sources to structure in quantitative terms a broad overview of the functions performed, and the time, frequency, and level of the personnel performing them. Future development planning will be based on the findings, with systems redesigned as needed.

102 User-Oriented Planning

Dr. EDWARD P. MILLER
School of Library & Information Science
University of Missouri
Columbia, Missouri
Dr. RAYMOND P. LUTZ
University of Oklahoma
Norman, Oklahoma

A valid use of user opinion as a planning tool is developed. Analysis of weighted opinions by statistical methods will provide the library manager with information on which to base decisions for future activity and operations. User preference for current service aspects and for contemplated or suggested change in library/information center operations can be gathered in quantifiable terms to offer comparisons between potential/prospective avenues to improve service.

103 User Assessment of Collections: A Tool for Research and Planning

ELAINE SLOAN and
RUSSELL SHANK
Smithsonian Institution Libraries
Washington, D.C.

Ninety-two users of the Smithsonian Institution Libraries assessed the extent to which the Libraries' collections met the information needs of their current research projects. A "level of assessment score" was calculated for each user. Utilization of library and information resources was the most significant predictor of assessment scores. Differences between the assessment scores of scientists and historians were observed; other differences in the information-seeking behavior of scientists and historians were also observed. The potential application of such behavioral techniques in planning library programs is indicated by the implications of the findings for management decision-making.

104 Rational Cost Information: Necessary and Obtainable

DOUGLAS S. PRICE
ERIC Processing & Reference Facility
Leasco Systems & Research Corporation
For the Office of Education, HEW
Bethesda, Maryland

Rational cost information is necessary for management and future planning. A system, called "Building Block Costing," has been developed based upon three premises. First, the most useful display of costs is in terms of unit costs, but, since no single unit can measure an entire information system, a process of subdivision, unit costing of subdivision, and reassembly must be applied. Second, unit costs are meaningful only in a framework of all costs. Third, cost collection must be continuous, with costs relatable to resultant production. The concept is explained with examples of techniques, reports, and application of the results.

FUTURE OF LIBRARY PROCEDURES

Session Chairman:

VALERIE TUCCI
Koppers Company, Inc.
Monroeville, Pa.

105 A Third Way of Subject Analysis for Library Work

LEA M. BOHNERT
University of Rhode Island
Kingston, R.I.

The third way is little known and little understood. It differs from hierarchical classification because all descriptive terms are on the same level. It differs from subject headings because it does not represent the popular ways of describing subject searches. It differs from both because a single descriptive term cannot be assigned to describe the subject of a document or of a search. It provides a systematic way of describing new subjects. The best example is the "descriptor" method of Calvin N. Mooers. Another example is the "facet analysis" of Dr. S. R. Ranganathan.

106 A Delphi Approach to a Selected Book Retirement Policy

RALPH C. SIMON
Purdue University Libraries
West Lafayette, Ind.

A solution to a perennial library inventory problem is proposed by the introduction and application of proven systematic techniques. The statistics derived from this project should assist in future library planning. The incorporation of the expert knowledge of the specialists consulted in their respective areas of interest affords an insight for the librarian operating under the Delphi approach, infrequently realized and leading to a more effective and efficient use of space and providing to the library patrons the assurance that the material at their fingertips is of the highest relevance for their scholarly needs.

107 Standard Book Order Form: Stepping Stone to Common Keys

JENNIFER MAGNUS
Order Division
Library of Congress
Washington, D.C.

The U.S. National Libraries Task Force has endorsed a project to promote the use of the International Standard Book Number as a common key to bibliographic data for interaction between libraries, suppliers and library patrons. One of the first steps is to develop a standard book order form for use by federal libraries to present the necessary order information to the supplier in a standardized format. Acceptance of the ISBN and of standard identification codes for libraries and for suppliers will simplify transmission of orders, inquiries, and holdings information for borrowers.

108 An Early Warning System for State Legislation (An Information System for Monitoring Pending State Legislation)

JO EPSTEIN
The Dow Chemical Company
Washington, D.C.

The more diversified a company, the more sophisticated must be its approach to minimizing surprise and coping with change. Because state legislation moves much more rapidly than federal, a company may easily be taken by surprise. A well-researched product may be prevented from entering a market, or conversely, developing opportunities may be overlooked. This is a time for efficient use of political intelligence and continual reappraisal of corporate actions based on legislative compass readings. For this reason, we have established a monitoring system to screen state legislation by subject and to alert appropriate company managers. Details and problems are discussed.

109 What Makes a Special Library Special—Or Have You Tried a Classed Catalog?

MARGUERITE C. SOROKA
Engineering Societies Library
New York, N.Y.

Special libraries can and should analyze their material in greater depth than the Library of Congress can and does. The author, who has worked with the Engineering Societies Library's catalog for 25 years, contends that the classed catalog is the ideal way to display this analysis, regardless of the classification scheme used or the format of the finished product. Increased interest in classed catalogs by librarians in various fields is evident by the new classed catalogs being established.

110 A User-Dependent SDI System—They Said It Couldn't Be Done

HILARY D. BURTON
Data Systems Applications
U.S. Department of Agriculture
Beltsville, Maryland

Currently within the U.S. Department of Agriculture's Agricultural Research Service, a large scale selective dissemination of information (SDI) system is in operation. The unique characteristic of this system is that

the users develop and modify their own profiles rather than rely on an intermediary who interprets and translates their needs. Requiring minimal staffing and relying on the proven subject expertise of the researchers, the system makes it possible for a wide number of users in various disciplines to have access to a variety of commercial tape services at no direct charge. An important outgrowth from the system has been increased user interest in information services and a desire to learn how to better utilize them. The experience gained from and implications of this user-dependent approach for information system planners are also discussed.

FUTURE OF LIBRARY SERVICES

Session Chairman:

FRANK A. ZABROSKY
Archives of Industrial Society
University of Pittsburgh
Pittsburgh, Pa.

111 Pay-As-You-Go Plan for Satellite Industrial Libraries Using Academic Facilities

JAMES B. DODD
Georgia Institute of Technology
Atlanta, Georgia

Industrial librarians can make better future use of available time and money when they have the staff of a comprehensive library ready to work for the companies. The Georgia Tech plan makes cross-country use as nearly like cross-campus use as possible. Distance is not a problem because the library can respond quickly and capably to literature search and other information requests. Information man hours are available to off-campus users in any quantity needed. A flexible organization, trend setting methods, strong collections, and a mandate to serve make remote access to this academic library/data bank practical.

112 Video as a Service in Special Libraries (A Videotape Presentation)

MARY VASILAKIS
Nuclear Energy Systems
Westinghouse Electric Corporation
Pittsburgh, Pa.

The closed circuit television distribution system operated by the Westinghouse Electric Corporation Nuclear Center Library is described. Video services established in 1969 for training nuclear plant operators have expanded to include employee indoctrination programs, procedure demonstrations, community relations projects and presentation of engineering concepts. The application of video as a communications tool in business and industry has been well established. The library's role in providing such services will continue to grow. This presentation shows how video is used and transmitted by the library to groups ranging in size from a single viewer to hundreds at various locations throughout the Nuclear Center.

113 Public Library Service to the Corporate Community

ZELLA J. SHANNON
Minneapolis Public Library
Minneapolis, Minn.

This paper discusses the progress, potential, and problems of a fee-based, custom designed library research service for business and industry called INFORM which evolved from the Search and Deliver Service of the Minneapolis Public Library and the Technical Information Service of the University of Minnesota. This venture of public libraries into the market place with information as a saleable commodity raises a myriad of questions for the library profession of the future as it competes in tomorrow's knowledge industry.

114 Feasibility of a Federal Library Service Center

SUSAN GEDDES and
MADELINE M. HENDERSON
National Library of Medicine and
National Bureau of Standards
Bethesda, Maryland

An Ad Hoc Study Group on the Federal Library Service Center Concept is investigating the technical and administrative feasibility of establishing for federal libraries a shared cataloging facility similar to the Ohio College Library Center operation. Members of the Federal Library Committee's Task Force on Automation are cooperating with directors of federal libraries in the Metropolitan Washington area to examine such factors as the goals of such a center, possible products of its operation, potential financial and administrative structures necessary, and the benefits to be derived for the community. Relevant federal library programs already in existence are being examined, as well as the major developing and operational programs in the library world. Results of the study, the conclusions reached and the recommendations made, will be presented in this paper.

115 Personalized Library Services

KATHLEEN ROLFE
Center for Vocational and Technical Education
Ohio State University
Columbus, Ohio

Ways of utilizing dissemination techniques and increasing library-user interaction are demonstrated. The CVTE Library's main thrust is to utilize "remote access" techniques, but maintain and intensify personal contacts between the library and users. Implementation of its goals includes individual orientations, interest profiles, current awareness announcements, search packages, computer search strategies, microfiche duplicates, journal articles, personal interviews at regular intervals. Under the library's program of services, efforts are made to maximize awareness and availability of information desired by the user. And while his visits to the library may be fewer, his use of its resources has increased as has the interaction between him and the library. It is concluded that application of newer techniques of providing information leads to increased usage of library materials and enhances the library-user relationships.

116 The Center for Management Development —A Case History of Special Library Services in a University Environment

MAURICE F. RAHILLY
Northeastern University
Boston, Mass.

A case history on the development of special library services to an on campus Management Development Center for middle and top management personnel is described. Ways in which the special librarian can respond to a management request for service support and improve on it using technical publications and automated techniques will be described and illustrated with visual aids. Program plans for added services using instructional technology and new media will be included.

FUTURE OF LIBRARY MATERIALS

Session Chairman:

LUCILLE JACKSON STRAUSS
Chemistry & Physics Library
Pennsylvania State University
University Park, Pa.

117 Conferences, Symposia, Proceedings—A Research Headache

RITA ESTOK
Texas A&M University Library
College Station, Texas

Importance of the printed conferences, proceedings, symposia is stressed in research. However, obtaining the conferences is extremely difficult due to the time lag in reporting and citing the papers in the literature and the actual publication. Survey was made of the publishers and societies as to publication date, their policy on preprints and abstracts and of the dealers in their methods of procuring the conference proceedings. Searching and acquisition of conference materials by Texas A&M University Library are described.

118 Bibliographia Huntiana: An Aid to Botanical Bibliography

BERNADETTE G. CALLERY
Hunt Botanical Library
Carnegie-Mellon University
Pittsburgh, Pa.

Special librarians have learned the need for standardized bibliographic data which can be retrieved to meet the requirements of the individual user. In compiling Bibliographia Huntiana, a computer-based bibliography of all botanical works published between 1730 and 1840, such standards as abbreviations of journal titles and entry format have been determined. Begun by the Hunt Botanical Library in 1961 and still an estimated nine years from completion, BH will present complete bibliographic information on 26,000 books and 40,000 journal articles, many from its own collection. This information is now available to the scholar in printed form, raw data files and computer tapes. A union list of selected locations is also being maintained. By providing access to the botanical literature of the past, BH aids the scholarship of the future.

119 Color Graphics In Miniature

ELIZABETH MATTHEW LEWIS
U.S. Military Academy Library
West Point, N.Y.

Experimental designs are proposed for three alternate systems for organization of collections of color microforms. Indexes are being developed for storing and retrieving slide and other graphic images via: Color microfiche; Super-8 film in cartridges; and Color videotape. Primary goals are: establishment of relative costs, efficiency, and technical fidelity to original. Expected side benefits are: comparative data on audiovisual vs. visual/verbal research techniques for graphic collections. New projectors and photographic films suggested these options, at a time when pro-

duction of microforms is increasing exponentially and color systems show great promise for graphic reference.

120 Micro-Media and Shrinking Libraries (Adapting to the Future)

STEPHEN TOROK
State University of New York
Oswego, N.Y.

An experience-sharing presentation to acquaint librarians with various methods of adapting available and dawning microtechnics to produce, collect and disseminate micro-media material (especially important in this age of slashed budgets, cancelled building plans, mushrooming research, and information demands of epidemic proportions). Described are the difficulties encountered against and hostility towards the development of a micro library that grew to include a variety of readers, reader-printers and a material collection consisting of a half million items. The discussion will include the advantages of a micro collection; new educational research with ERIC, LAC, and HRAF; and the GPO's plans to micronize the depository system. The rapid obsolescence of equipment and material, quality control, and adaptation for the future will also be commented on. There will be hints on traps to avoid, planning, sharing, and the dissemination of information.

121 An Introduction to Records Management

DOLORES E. RUSSELL
Nuclear Energy Systems
Westinghouse Electric Corporation
Pittsburgh, Pa.

The growing recognition of information as an asset in any organization has led to proposals for a National Information Institute and to predictions that organization charts will soon include a Director of Information. Special Librarians need to have an understanding of other professionals who specialize in the control of information. This is an explanation of the regulation of forms, reports, correspondence, files, and records centers as required for the systematic control of active and inactive records from their creation through their maintenance and use to their final disposition or archival retention.

122 The Step-Children

MARCIA C. BELLASSAI
School of Library and Information Services
University of Maryland
Laurel, Md.

Form, rather than value of information, has been the principal criterion for handling materials in most libraries. Non-print materials too frequently are neglected step-children in terms of access and utilization. While some studies indicate reluctance to use them, evidence also suggests that user lack of knowledge of their availability may pose a much greater constraint. Most libraries project expanded collections of non-print materials. Is it time to develop new attitudes and programs, not only providing them full membership in the information family, but developing user awareness of their availability, and understanding of their proper utilization?

FUTURE OF LIBRARY RESOURCES

Session Chairman:
WILLIAM M. BETCHER
Ohio University
Athens, Ohio

123 Things Others Would Like Us to Do: Begin Genuine Sharing of Information Resources

BELDEN MENKUS
Consultant
Bergenfield, N.J.

Government agencies, industry groups and academic institutions are developing radically new information sharing networks. These projects involve drastic changes in data gathering concepts. There are two goals: reducing cost per information retrieval transaction, and increasing use of available information resources. Despite years of experimentation, librarians have avoided the implications of information sharing networks and have spent their time elaborating on conventional librarianship instead of developing the radically changed concepts called for. A Hybrid system employing remote terminals, computer memory, microfilm and video tape offers a major improvement. Major changes in procedures and the librarian's role will be made.

124 The Future of the Translation: The Cost of Words

EARL M. COLEMAN, President
Plenum Publishing Corp.
New York

Purchasing a subscription is purchasing information. Information can be measured in quality, quantity and cost. When a stock splits, no value is added either to the investment or to the company. Similarly, twelve issues of 50 pages each is no different from

six issues of 100 pages each, provided each contains the same number of words. Price, therefore, can be measured by librarians, not in simple dollar numbers, but instead, in a ratio between price and quantity of words delivered. Translation journals are therefore one of the great buys in scientific information publishing.

125 The Future of the Journal and the Scientific Meeting

HARRY BAUM
World Meetings Information Center
Chestnut Hill, Mass.

For the scientific community, speed in information dissemination is of prime importance. This need to know what's happening —now—rather than what happened last year, is putting pressure on the dissemination media that is just becoming easily discernible. Some journals are including tables of contents of other journals. A letter in the *IEEE Spectrum* suggests that the title and author of *all* papers received for review by IEEE publications should be published, regardless of whether or not the papers are accepted for publication. The chemical societies of the U.K., France, and West Germany, together with the Federation of European Chemical Societies are considering publication of papers by abstract *only*. At the same time, the function of scientific meetings as media of early dissemination of research results is becoming increasingly recognized. Reports issued by the Center for Research in Scientific Communication at Johns Hopkins clearly show that information is presented at meetings an average of more than a year before the same information appears in the journals, and the utility of the journal as a medium for current awareness is seriously questioned. At the same time, the National Lending Library (U.K.) reports a five-fold increase, over the past seven years, in the number of conference proceedings indexed. The paper will examine the foregoing trends, extrapolate from them, and try to make some reasonable predictions of the problems special librarians will face as a result.

126 The Future of Bibliographic Control and Dissemination in the Social Sciences

MELVIN WEINSTOCK
Institute for Scientific Information
Philadelphia, Pa.

The problems of controlling announcement and dissemination in the social sciences bear great similarity to those confronting the scientific and technical literature in the early 1950's. Techniques and conceptual approaches borrowed from modern scientific documentation practice are being applied that will totally alter the classical but unworkable "pigeon-hole" approach of conventional subject indexing. Application of citation indexing techniques to the social science literature promises to end the semantic confusion and logical inconsistencies now prevalent and to introduce a new magnitude of currency in the dissemination process.

127 The Future of Bibliographic Control Among the Abstracting and Indexing Services

Bahaa El-Hadidy
Hillman Library
University of Pittsburgh
Pittsburgh, Pa.

The crisis of under-organization and lack of bibliographic control among the present abstracting and indexing services is studied. The degree to which the present services have failed to cover the existing information, the extent of their duplication and overlap is investigated by studying the coverage of a sample of the geochemical literature by Chemical Abstracts and by other major services in geosciences. Results indicate that 19% of the sample is not covered by any of the services consulted. Fifty-one percent of the remaining references are covered by two, three, or four services. The considerable overlap of coverage between Chemical Abstracts and the other services (about 63%) indicates that wasteful efforts and resources are incurred in providing a redundant coverage of the same material, while a large number of documents are not covered at all. The ever increasing growth in the number of discipline oriented as well as mission oriented services, and a continuing rise of interdisciplinary sciences necessitates greater cooperation and coordination among the services to assure document availability and better bibliographic control. Suggestions of future action and application of new machine methods are discussed.

FUTURE APPROACHES TO LIBRARIES

Session Chairman:

WILLIAM POLIFRONI
St. Joe Mineral Corporation
Monaca, Pa.

128 Promises, Promises or Should I Trade in my Quill Pen for a Computer

GORDON E. RANDALL
IBM Research Center Library
Yorktown Heights, N.Y.

Tomorrow's solution of today's problems can best be envisaged by reviewing today's resolution of yesterday's challenges. The inescapable conclusion is that problems have a degree of constancy; proposed solutions evolve from the technology available or foreseeable at the time of consideration and are of a transient and temporary nature. This thesis is applied to three problems which have concerned librarians for several decades: 1) Exponential growth of available literature; 2) Retrieval of information; 3) Dissemination of information. The solutions proposed by Fremont Rider, Mortimer Taube, Eugene Garfield and Peter Luhn are examined as are more recent proposals.

129 Focusing on Future Kinds of Contributions by Librarians to Research Efforts

JERRY J. DONOVAN
Lawrenceville School
Lawrenceville, N.J.

Increased recognition of the valuable role librarians can play directly in the research process should present new options for creative contributions and job satisfaction, higher pay, and enhanced professional status. The paper will discuss particular points where the benefits of bibliographical discipline and expertise can be demonstrated in research effort.

130 Let's Face It! (Or Seeing Ourselves as Others See Us)

RAPHAELLA E. KINGSBURY
Lawrence Berkeley Laboratory
Berkeley, California

The achievement of the special librarian within any organization depends upon: 1) self-evaluation which projects the public image; 2) the operational environment; 3) defined goals for special library service; and 4) opportunities for fulfillment through management's recognition and cooperation. Looking towards the future with a backward glance, we see these major areas for improvement: a public image corrected through professional focusing; simplification of technical routines through cooperative or mechanized methods; redefinition of library goals from those of print-supermarket services to consultation guidance; and the ultimate change of status to that of active partnership with recognition of librarians as professional consultants.

131 The Scientist Versus Machine Search Services: We Are The Missing Link

JOAN M. MAIER
Boulder Laboratories
National Oceanic & Atmospheric Administration
Department of Commerce
Boulder, Colo.

To take advantage of computerized data bases to improve their services to scientists without incurring prohibitive in-house expense, the librarians at the Boulder Labs have campaigned to increase awareness and utilization via personal interviews, seminars, surveys, and critiques. Data bases most studied were DDC, NASA, SIE, ASCA, and the University of Georgia. Conclusions were: 1) The scientist needs continuous personal assistance by a librarian or information specialist in order to make effective use of data bases; 2) As local retailer, the librarian has an accordingly important role to play now and in the future, a role at present generally ignored.

132 An Evaluation of Network Technology and Its Application to Library Systems

S. W. MASSIL and
D. G. R. BUCKLE
Birmingham University Library
Birmingham, England

Current library network activities (mainly in U.S. Libraries) are reviewed and current thinking in British and European librarianship is indicated. Network technology in other applications is discussed. A program for extending library network operations to take advantage of the techniques that are available is described. The system presupposes regional links to a central national system with national centers linked in their turn to consolidate an international network. The implications of such a comprehensive library network in its national and international organization and in terms of limiting the duplications of national data bases are emphasized.

133 The Concept of "National Security" and Its Effect on Information Transfer

Dr. I. M. KLEMPNER
School of Library and Information Science
State University of New York at Albany
Albany, N.Y.

Variant concepts of "national security," as embodied in the laws of the U.S. Congress

and internal federal agency regulations, have had profound and unforeseen effects on national information transfer capabilities, dissemination, and use. The purpose of this paper is to examine the evolving definitions and interpretations of the concept of "national security" as it applies to the control of security classified and limited distribution reports of the federal government. The difficult role of the special librarian, who often serves as a vital link and intermediary in the control process, is also considered.

FUTURE OF LIBRARY EDUCATION

Session Chairman:
HAROLD LANCOUR
Dean Emeritus
Graduate School of Library and Information Science
University of Pittsburgh

134 The Design of Special Library Teaching Models: Adapting Special Library Education to the Future

Dr. MARTHA JANE K. ZACHERT
School of Library Science
Florida State University
Tallahassee, Fla.

The potential for simulation teaching of special library administration has attracted interest in library education circles. The nature of the models needed for this kind of teaching and the process of designing them are described. Information presented is drawn from the general literature about educational simulations; from the author's experience in designing models of industrial, governmental, and medical libraries; and, when possible, from other teachers of special librarianship. Use of SLA's "Profiles of Special Libraries" in model design is considered. Suggestions for related research are included.

135 Use of Televised Role Playing in Special Library Education

ANN PRENTICE,
PAULINE M. VAILLANCOURT, and
ROLAND PIGGFORD
School of Library & Information Science
State University of New York at Albany
Albany, N.Y.

The effectiveness of video-taped role playing as compared to traditional methods is being studied at SUNY/Albany. Several different classes are being used, with one functioning as the control. At the conclusion of the study the classes involved will be evaluated. An additional purpose is to give students experience in participation in utilizing television as a communication medium.

136 Special Libraries Cooperate To Promote An Internship Program at SUNY/Albany

PAULINE VAILLANCOURT and
LUCILLE WHALEN
State University of New York at Albany
Albany, N.Y.

Because of the controversy between the "too practical" and the "too theoretical" approaches to special library education, an attempt is being made to combine the practical and the theoretical approach in giving students an internship course and a special seminar simultaneously. The realistic working experience under a practicing librarian is supervised by a faculty member who visits the sites periodically and by class evaluation and discussion of the experiences of all the students who are posted in eight different libraries. Seminar topics on pertinent research projects are related to this working experience; this phase of the program is under the direction of a second faculty member.

137 The Greening Classroom—Recycling Information

DORIS H. BANKS and
CHESTER GOUGH
Division of Library Science
California State University
Fullerton, California

Innovations in instruction which involve libraries and information in new ways have developed from studies about how learning occurs. New technology in teaching machines, programmed learning, computer aided instruction and even speed reading require that knowledge be recast out of its comfortable sanctuary. The impact on library education has to be to prepare librarians for a more flexible role in all facets of library employment so that libraries can more effectively serve as the focus for knowledge in the never ending learning process.

138 Power to the Librarian or Does the SLA Meet the Needs of the Special Library Profession?

JOHN C. ALLEN
Flushing, N.Y.

The words and music to a new folk-rock song, "Power to the Librarian," provide an introduction to the paper. A survey taken of the New York Metropolitan Area libraries reveals that 42% of the special librarians

there are not members of the Special Libraries Association. The ratio of non-SLA members increases as the size of library staffs decreases. Over 57% of the librarians in one or two person operations are not SLA members. These libraries account for 58% of all special libraries which employ 47% of all metropolitan area librarians. The implication is that the Association can reach out to double its membership. With the increasing proliferation of small libraries, the positive influence of SLA will dwindle to insignificance if it does not reach out to meet the needs of the para-professional and young librarians who operate the small information centers. The Association must not allow the profession to be fragmented into small special interest groups, each seeking its own goals, rather than the united goal of providing the best and most innovative means of servicing the information needs of the world.

2:00–3:30 p.m.

139 United States Book Exchange, Inc.

USBE: Midway in its First Half-Century

Speakers to be announced

2:00–3:30 p.m.

140 American Society for Information Science

1984—Less Than a Decade Away

The Hon. WILLIAM S. MOORHEAD
U.S. Congress
Pittsburgh, Pa.

Discussion will focus on the areas of individual rights and privacy related to government data banks, surveillance practices, and other "big brother" activities in government and technology.

2:00–3:30 p.m.

141 President's Committee on Blind and Physically Handicapped

Service to the Handicapped and Participation of the Handicapped in Libraries

Speakers to be announced

4:00–5:30 p.m.

142 Business and Finance Division

Speaker: **TOM HAGGERTY**
U.S. Department of Commerce

4:00–5:30 p.m.

143 Chemistry Division

RAP SESSION

4:00–5:30 p.m.

144 Geography and Map Division

Session on Atlases

National Atlases—Significance, Status and Problems

N. L. NICHOLSON
Department of Geography
University of Western Ontario

The Concordant Colophon—A Calm After a Storm

G. J. MATTHEWS
Cartographer
University of Toronto

Commercial Atlas Publishing—Goals and Problems

Staff, Rand McNally and Company
Chicago, Ill.

4:00–5:30 p.m.

145 Natural Resources Division

RECEPTION

Division Suite

4:00–5:30 p.m.

146 Newspaper Division

ROUNDTABLE DISCUSSIONS: Photo Storage and Retrieval

WILLIAM CHASE
Flint Journal
Flint, Mich.

MARK HANNON
Washington Post
Washington, D.C.

JOY HILL
Gannett Rochester Newspapers
Rochester, N.Y.

JOSEPH McCARTHY
New York Daily News
New York

4:00–5:30 p.m.

147 Physics—Astronomy—Mathematics Provisional Division

PROGRAM and BUSINESS MEETING

Past Use as a Guide to Future Development of a Mathematics Branch Library

ANNE B. PITERNICK
School of Librarianship
University of British Columbia
Vancouver, B.C.

(Business Meeting for Division Members follows program)

4:00–5:30 p.m.

148 Picture Division

TOUR of various libraries, ending with Pittsburgh History and Landmarks Foundation, Old Post Office Building

4:00–5:30 p.m.

149 Public Utilities Division

PROGRAM

Research for Future Energy Resources: Synthetic Natural Gas Processes, a Survey

MILDRED E. HOGAN
Transcontinental Gas Pipeline Corp.
Houston, Texas

Electric Power Research Institute—A Status Report
ETHEL TIBERG
Edison Electric Institute
New York

4:00–5:30 p.m.
150 Publishing Division
PROGRAM
Standardization in the Publishing Industry
Moderator: CAROL A. NEMEYER
Senior Associate
Education and Library Services
Association of American Publishers
New York

Cataloging-in-Publication
GLEN A. ZIMMERMAN
Processing Department
Library of Congress
Washington, D.C.

International Standard Book Numbers
SANDRA K. PAUL
Random House
New York

International Standard Serial Numbers
PAUL VASSALLO
National Serials Data Program
Library of Congress
Washington, D.C.

4:00–5:30 p.m.
151 Science-Technology Division
BUSINESS MEETING

4:00–5:30 p.m.
152 Social Science Division and Sections
CABINET MEETING

7:00–11:00 p.m.
153 ✻ SLA SCHOLARSHIP EVENT
A program by Harry Belafonte is scheduled at Heinz Hall of the Performing Arts. Join us for his opening night performance. This promises to be a gala event and a night to remember for the benefit of the SLA Scholarship Fund.
(Advance registration required)

9:00 p.m.
154 Advertising Division
OPEN HOUSE

10:00 p.m.
155 Social Science Division
OPEN HOUSE

7:00–8:30 a.m.
164 Newspaper Division
BREAKFAST and PROGRAM
Public Information Service
Ring Leader: JAMES SCOFIELD
St. Petersburg Times & Independent
St. Petersburg, Fla.

8:00 a.m.–2:00 p.m.
✻ REGISTRATION

9:00–10:30 a.m.
165 • ANNUAL MEETING
Presiding: EDWARD G. STRABLE, President
Special Libraries Association
J. Walter Thompson Co.
Chicago, Ill.

10:00 a.m.–2:00 p.m.
✻ EXHIBITS

10:30 a.m.–noon
Free Time for Exhibits
The exhibits are an important and integral part of the Conference. Take this opportunity to visit those booths which you have not already seen and become acquainted with new equipment, publications and suppliers. This will be the last opportunity to see the displays. EXHIBITS ARE DISMANTLED AT 2 P.M.

10:30–11:30 a.m.
166 Planning Committee
MEETING

12:00–4:30 p.m.
167 Advertising & Marketing Division
LUNCHEON and PROGRAM
Problem-Oriented Workshops
Led by Division Members

12:00–1:30 p.m.
168 Biological Sciences Division
LUNCHEON and PROGRAM
Science Looks at ESP
HENRY W. PIERCE
Science Writer
Pittsburgh Post-Gazette
Pittsburgh, Pa.

12:00–1:30 p.m.
169 Business and Finance Division
Museums, Arts & Humanities Division
LUNCHEON
Carnegie Mellon University

12:00–1:30 p.m.
170 Engineering Division
LUNCHEON and PROGRAM

Technology and Society Relationship
CHARLES P. BLAHOUS
Vice President, Research and Development
PPG Industries, Inc.
Pittsburgh, Pa.

12:00–1:30 p.m.
171 Food Librarians Provisional Division
LUNCHEON
Carleton House

12:00–1:30 p.m.
172 Geography and Map Division
LUNCHEON and PROGRAM
The First and Last Frontier of Communications: the Map as a Mystery
Dr. WILBUR ZELINSKY
Department of Geography
The Pennsylvania State University
University Park, Pa.

12:00–2:00 p.m.
173 Insurance Division
LUNCHEON and PROGRAM
Development of a Catalog Classification and Storage System for Audiovisual Materials
MARJORIE FLETCHER
Learning Sciences Library
American College of Life Underwriters
Bryn Mawr, Pa.

12:00–3:00 p.m.
174 Military Librarians
LUNCHEON, PROGRAM, and BUSINESS MEETING
Changing Information Requirements of Students and Researchers
Lt. Col. RICHARD E. LEONARD
Corps of Engineers
Educational Research Analyst
U.S. Army War College
Carlisle Barracks, Pa.

In response to revised priorities, the Military Establishment is changing in many ways. A faculty member of the War College examines some changes already underway: Career specialization, curricular revisions at service schools, tightened standards for military research, and a new sense of military professionalism. Each of these vehicles of change is shown to impact significantly on the information needs of military students and researchers—and on the libraries which serve them.

12:00–1:30 p.m.
Museums, Arts & Humanities Division
See Event 169

12:00–5:00 p.m.
175 Natural Resources Division
TOUR of U.S. Bureau of Mines, Bruceton Station

Overview of the Bureau's Energy and Mine Safety programs. Includes a tour of the Bureau's underground experimental mine.

12:00–2:00 p.m.
176 Newspaper Division
LUNCHEON and PROGRAM
Riding the News Circuit
GILBERT LOVE
Pittsburgh Press
Pittsburgh, Pa.

12:00–4:00 p.m.
177 Picture Division
LUNCHEON and PROGRAM
Stouffer's, Oakland
Dr. J. E. DAILY
Graduate School of Library and Information Sciences
University of Pittsburgh

12:00–2:00 p.m.
178 Publishing Division
BOOK and AUTHOR LUNCHEON
JOHN TEBBEL
Professor of Journalism
New York University
New York

John Tebbel is the author of *A History of Book Publishing in the United States,* Bowker, 1972–74, 3 volumes.

12:00–1:30 p.m.
179 Social Science Division
LUNCHEON and BUSINESS MEETING

2:00–3:30 p.m.
183 Biological Sciences Division
PROGRAM
The Growth of Medline
GRACE T. JENKINS
Medlars Management Section
National Library of Medicine
Washington, D.C.

Do Librarians Prevent or Promote Entrophy in Information Networks?
Dr. DAVID A. E. SHEPHARD
Dept. of Biomedical Communication, Mayo Foundation
Rochester, Minn.

JACK D. KEY
Mayo Clinic
Rochester, Minn.

1:30–4:30 p.m.

184 Business and Finance Division
Museums, Arts & Humanities Division
TOUR and PROGRAM
Hunt Botanical Library Tour
Future Mutual Benefits to Libraries and Librarians as Taught by Library Science schools.

Panelists: **Dr. RUSSELL BIDLACK, Dean**
Library Science School
University of Michigan
Ann Arbor, Mich.

A Museum Librarian and a Library School Student to be announced

2:00–4:30 p.m.

185 Chemistry Division
PROGRAM
Substructure Searching: Its Implications for the Chemical Librarian's Future

This session is conceptualized as a discussion of operational substructure search systems within several organizations, "Service-Bureau" search capabilities available to clients, and utilization of substructure search capabilities by chemical librarians within their present or future environments. Although the several substructure systems will be represented, this meeting is not intended as another debate on the esoteric qualities of Wiswesser vs. CAS.

Large File Searching; For Whom, How, and When
Dr. MARGARET K. PARK
Information Services
University of Georgia
Athens, Ga.

The Lefkovitz Mechanical Chemical Codes (MCC); Visible Indexes for Manual Searching
Dr. JOHN F. TINKER
Dept. of Information Services
Eastman Kodak Company
Rochester, N.Y.

A Librarian Looks at Searching with a Wiswesser System
MARY RESLOCK
Dow Chemical Company
Midland, Mich.

Searching a File of 1.2 Million Compounds
STANLEY A. GOLDBERG
Management Information Systems
Dept. of the Army
Edgewood Arsenal, Md.

2:00–4:30 p.m.

186 Documentation Division
PROGRAM
Tools of the Future—Possibilities or Probabilities?

Moderator: **LORRAINE CIBOCH**
Library of the Health Sciences
University of Illinois
Chicago, Ill.

Computer—Output—Microfilm
Dr. ESTELLE BRODMAN
School of Medicine
Washington University
St. Louis, Mo.

Telefacsimile in Libraries—A Return
RALPH M. SHOFFNER
New Product Planning
Richard Abel Company
Portland, Ore.

CTIC in Action—How Cable Will Affect You
VICTORIA POWERS
Cable Television Information Center
Urban Institute
Washington, D.C.

Holography—A Tutorial
Dr. KEITH S. PENNINGTON
Thomas J. Watson Research Center
IBM Corporation
Yorktown Heights, N.Y.

Very High Level Programming Languages (e.g. SNOBOL, COMIT) in the Special Librarian's Future
MILES A. LIBBEY
Graduate Library School
Indiana University
Bloomington, Ind.

2:00–4:30 p.m.

187 Food Librarians Provisional Division
PROGRAM and TOUR
Meeting in H. J. Heinz Company Auditorium at 2 p.m. Tour of the Heinz Library after the speakers.

Speakers: **ZOLTAN CSAKVARY**
Package Designer
H. J. Heinz Co.
Pittsburgh, Pa.

Dr. S. E. OLAH
Product Development Kitchens
H. J. Heinz Co.
Pittsburgh, Pa.

2:00–4:30 p.m.

188 Geography and Map Division
CONTRIBUTED PAPERS
The Importance of Maps in Area Studies
Dr. TAMARA BRUNNSCHWEILER
International Library
Michigan State University
East Lansing, Mich.

The Development of the Georgia Tech Library Map Collection
FRANCES K. DREW
Price Gilbert Memorial Library
Georgia Institute of Technology
Atlanta, Ga.

Who Borrows Maps from a University Library Map Collection—and Why?
JEAN M. RAY
Morris Library
Southern Illinois University
Carbondale, Ill.

The Facilities and Services of the Geography and Map Division, Library of Congress
RICHARD A. STEPHENSON
Geography and Map Division
Library of Congress
Washington, D.C.

Mountain Libraries—a Look at a Special Kind of Geographic Library
PAULA M. STRAIN
The Mitre Corporation
McLean, Virginia

1:30–4:30 p.m.
Museums, Arts and Humanities Division
See Event 184

2:30–5:00 p.m.
190 Newspaper Division
TOURS to Pittsburgh Post-Gazette and Pittsburgh Press Libraries

2:00–3:00 p.m.
191 Nuclear Science Division
BUSINESS MEETING

3:00–4:30 p.m.
192 Nuclear Science Division
Nuclear Energy Information ROUND-TABLE
The Future of Nuclear Energy Literature in your Library
GEORGIA (ZAKONYI)-RADO
Laboratory of Nuclear Medicine and Radiation
Biology Library
University of California
Los Angeles, Calif.

2:00–4:30 p.m.
193 Physics—Astronomy—Mathematics Provisional Division
Publishing in the Mathematical and Physical Sciences; Current Programs and Future Problems
Panelists: **ROBERT H. MARKS**
American Institute of Physics
New York

Dr. I. E. BLOCK
Society for Industrial and Applied Mathematics
Philadelphia, Pa.

Dr. LINCOLN K. DURST
American Mathematical Society
Providence, R.I.

WULFF D. HEINTZ
Astronomy Dept.
Swarthmore College
Swarthmore, Pa.
(Member, Commission 5 Documentation, International Astronomical Union)

2:30–4:30 p.m.
194 Publishing Division
Publishers Relations Committee
Rush Order Service: How to Get Books Faster; Presentation and Open Discussion of a Proposed Plan
Moderator: **M. ANN HEIDEBREDER**
Harcourt Brace Jovanovich, Inc.
New York

Speaker: **HENRY Z. WALCK**
Henry Z. Walck, Inc.
New York

Reactors:
Librarian: **ELLIS MOUNT**
Science Engineering Library
Columbia University
New York

Publisher: **JOHN W. WIGHT**
Vice President, Marketing
McGraw-Hill, Inc.
New York

Wholesaler: **HARRY HOFFMAN**
Executive Vice President
Ingram Book Company
Nashville, Tenn.

2:00–4:30 p.m.
195 Science-Technology Division
Conventional and Non-Conventional Information Resources
Moderator: **ALLEN KENT, Director**
Knowledge Availability Systems Center
University of Pittsburgh
Participants: **Dr. CARL BECK, Director**
Center for International Studies
University of Pittsburgh

EDMOND HOWIE, Assistant Director
Knowledge Availability Systems Center
University of Pittsburgh

Dr. ANTHONY DEBONS, Assistant Director
Interdisciplinary Information Science Program
University of Pittsburgh

2:00–4:30 p.m.
196 Social Science Division
Education Section

National Institute of Education and Future Communication in the Field of Education

DOROTHY CHRISTIANSEN
Center for Urban Education
New York

HARVEY MARRON
Task Force on Dissemination
National Institute of Education
Washington, D.C.

2:00–4:30 p.m.
197 Social Science Division
Urban Affairs Section
National Urban Housing Policy: Trends and Problems

Moderator: **ANGELA GIRAL**
Urban & Environmental Studies Library
Princeton University
Princeton, N.J.

Panelists: **GEORGE GROSS, Counsel**
Committee on Banking and Currency
U.S. House of Representatives

TROY WEST, President
Community Design Associate
Pittsburgh, Pa.

MARGARET DRURY
Housing Research Staff
The Urban Institute
Washington, D.C.

HERBERT FRANKLIN, Director
Housing Research Project
Potomac Institute
Washington, D.C.

4:30 p.m.
198 Picture Division
TOUR of WQED (public television station)

6:00–7:00 p.m.
199 ✻ CONFERENCE-WIDE RECEPTION
The balalaika group known as ACT III will entertain

7:00–9:30 p.m.
200 ✻ BANQUET
"SALUTE TO ALL NATIONS"
The menu will feature popular courses from six nations. The after dinner entertainment will feature the PITTSBURGH TAMBURITZANS in a program of songs, dances and instrumentals.

9:30 p.m.–
201 Newspaper Division
Informal Discussions, strictly unstructured. Maps and Pamphlets
Ring Leader: **W. DANFORTH HAYES**
Worcester Telegram & Gazette
Worcester, Mass.

9:30 p.m.–
202 Social Science Division
OPEN HOUSE

10:00 p.m.
203 Advertising & Marketing Division
OPEN HOUSE

8:00–10:00 a.m.
✻ REGISTRATION

12:30–2:00 p.m., 2:00–4:00 p.m.
Advertising & Marketing Division
See Events 211, 212

9:00 a.m.–4:00 p.m.
207 Aerospace Division
TOUR of the Underground Records Storage Facility, Boyers, Pa.

10:00–11:00 a.m.
208 Biological Sciences Division
TOUR of the Hunt Botanical Library, Carnegie-Mellon University
One of the major botanical libraries of the world with exquisite decorations and furnishings.

12:00–2:30 p.m.
209 Biological Sciences Division
LUNCHEON and TOUR at Old Economy, Ambridge, Pa. A restored pietistic settlement.
(Tour limited to 49 persons)

9:00 a.m.–Noon
210 Business and Finance Division
Circles (4)

12:30–2:00 p.m.
211 Business and Finance Division
Advertising & Marketing Division
JOINT LUNCHEON and PROGRAM
MARTHA SEEGER

2:00–4:00 p.m.
212 Business and Finance Division
Advertising & Marketing Division
JOINT TOUR of University of Pittsburgh and surrounding area

10:30 a.m.–6:00 p.m.

213 Chemistry Division
Science-Technology Division
JOINT TOUR

Rolling Mill, Allegheny-Ludlum Steel Corporation, Brackenridge, Pa. Buses will leave the Hilton Hotel at 10:30 a.m., arriving at Holiday Inn, New Kensington, Pa. for lunch at 12 noon. The tour will begin at 1:30 p.m. and conclude about 4:00 p.m. Dress appropriately for a mill tour, e.g. no canvas or open-toe shoes.

10:00 a.m.

214 Documentation Division
TOUR

University of Pittsburgh, Office of Communications Programs, demonstration and discussion of Campus Based Information System (CBIS)

9:00 a.m.–6:00 p.m.

215 Geography and Map Division
FIELD TRIP

Leaders: **J. AGHASSY and O. SCHMIDT**
Dept. of Geography
University of Pittsburgh

Field trip departs Pittsburgh via Parkway East. It follows U.S. 30 East, crossing the Westinghouse bridge over the Turtle Creek Valley, site of heavy industrial establishments. It proceeds through Loyalhanna Water Gap, traversing anticlinal Chestnut Ridge. A visit to Ligonier is planned (to tour Fort Ligonier, of the French and Indian War, and 18th Century hardware store and foundry). Trip proceeds south on scenic Rte. 381, passing the Powdermill Nature Reserve, to Seven Springs resort (atop Laurel Hill) for a lunch break. After lunch, visit to Chiopyle Falls on the Youghiogheny River and the spectacular "Fallingwater" (residence designed by Frank Lloyd Wright), proceed to U.S. 40 West (Old National Road), passing by Fort Necessity and Braddock's grave. Trip returns to Pittsburgh via Uniontown, after crossing Chestnut Ridge, and the industrialized Monongahela Valley.

9:30 a.m.–4:30 p.m.

216 Military Librarian Division
TOUR and PROGRAM

Tour Graduate School of Library and Information Science and Knowledge Availability Systems Center, University of Pittsburgh.

Panel on 1) To what extent is the GSLIS curriculum geared to special libraries? What are the students being taught to prepare them for the world ten years hence? 2) Automation. What place does it have in a small library? What does KAS Center do? 3) What do GSLIS faculty or graduate students see in the world of libraries and information centers in the next ten years?

LUNCHEON

Visit Nationality Rooms and Hillman Library, University of Pittsburgh and Hunt Library, Carnegie-Mellon University.

9:00 a.m.–4:00 p.m.

217 Museums, Arts & Humanities Division
Picture Division
JOINT TOUR to Frank Lloyd Wright's house "Fallingwater"

9:00–11:30 a.m.

219 Newspaper Division
ROUNDTABLE DISCUSSIONS
Keeping an Index to the Newspaper

JOHN FRANKLAND
Milwaukee Journal
Milwaukee, Wis.

ANNE B. JENNINGS
Newspaper Library Services

ANN SAUSEDO
Washington Star-News
Washington, D.C.

CLEMENT G. VITEK
Baltimore Sun Papers

12:00–2:00 p.m.

220 Newspaper Division
LUNCHEON and PROGRAM
Golden Anniversary—Fifty Years of the Newspaper Division

RALPH SHOEMAKER

2:00–4:30 p.m.

221 Newspaper Division
ROUNDTABLE DISCUSSIONS
Marking the Newspaper

JOHN BEEGAN
Hartford Courant
Hartford, Conn.

EVELYN COLLOBERT
Rocky Mountain News
Denver, Colo.

HELEN EVERTS
Lancaster Newspapers
Lancaster, Pa.

CHARLES MARTYN
Philadelphia Bulletin
Philadelphia, Pa.

9:00 a.m.–5:00 p.m.

222 Nuclear Science Division
Public Utilities Division
JOINT TOUR and LUNCHEON
(Division members only)

Tour of Westinghouse Electric Corporation Nuclear Center, Monroeville; Plutonium Fuel Development Laboratory and Advanced Reactors Division Site, Waltz Mills, Pa.

9:00 a.m.–4:00 p.m.

Picture Division
See Event 217

9:30–11:30 a.m.

223 Publishing Division
(Division Members only)
TOUR of Graphics Arts Technical Foundation

THURSDAY, JUNE 14

12:00–1:30 p.m.
224 **Publishing Division**
LUNCHEON
Park Schenley

2:00–4:00 p.m.
225 **Publishing Division**
TOUR of the New York Times Information Bank at Hillman Library, University of Pittsburgh

10:30 a.m.–6:00 p.m.
Science-Technology Division
See Event 213

12:00–1:30 p.m.
226 **Social Science Division**
Urban Affairs Section
LUNCHEON

2:00 p.m.–
227 **Social Science Division**
Urban Affairs Section
TOUR of Frank Lloyd Wright's house "Fallingwater"
(Limited to 98 members on a first-come basis)

FRIDAY, JUNE 15

9:00 a.m.–5:00 p.m.
230 **BOARD OF DIRECTORS**
Presiding: **GILLES FRAPPIER**
President 1973/74
Special Libraries Association

Library of Parliament
Ottawa, Ontario, Canada

9:00 a.m.–4:00 p.m.
231 **Museums, Arts & Humanities Division**
TOUR to Fort Ligonier and Forbes Road Gun Museum, including Rolling Rock and Mellon Estates

9:00 a.m.–4:00 p.m.
232 **Picture Division**
Old Economy

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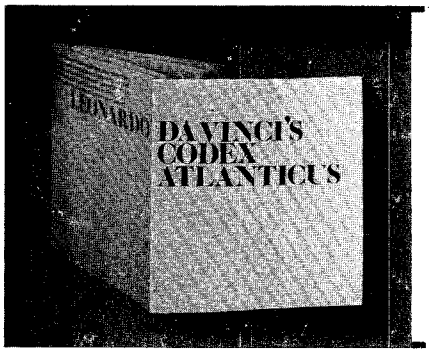

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