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# *special libraries*

*December 1975, vol. 66, no. 12*

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- ☐ Art and Architecture Classification
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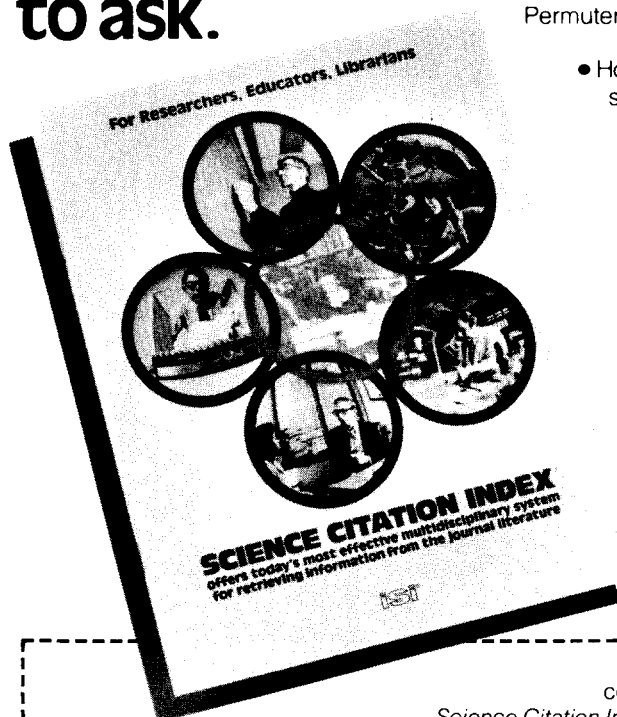
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Letters	6A		
Criteria for Evaluation and Selection of Data Bases and Data Base Services	561	Martha E. Williams	
Classification for an Architecture and Art Slide Collection	570	Candace S. Bogar	
Developing a World Trade Information System	575	Rose E. Callahan	
Acquisition of Exhibition Catalogs	579	Mary Noël Balke	
Hospital Library Standards: An Administrator's View	588	William P. Koughan	
The Open Shelving of Journals on Microfilm	592	Jacqueline A. Maxin	
Special Libraries in Kuwait	595	Mohamed H. Zehery	
SLA News			
Chases' Dates	603	In Memoriam	604
Vistas			
Washington Letter	605	Reviews	607
Coming Events	606	Pubs	610
Have You Seen?	606		
Placement	614	Index to Advertisers	616
Annual Index	617		

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## LETTERS

### *You Can't Change Them*

I did not like the article "The Ten Commandments for Library Customers" which appeared in the July 1975 issue, *Special Libraries*, vol. 66 (no. 7):326. Perhaps it was merely trying to be humorous; even so, it struck me as arrogant.

In all of my library studies thus far, I have been repeatedly told that the library profession is dedicated to "Service to the public." I understand this to mean the public *as it is*, not as we would ideally have it. If each member of the public were as organized and precise in his/her wishes as the authors specify, I fear there would be no need for a librarian there at all.

Elizabeth H. Groot  
Schenectady, N.Y. 12309

### *Problem Solved*

One problem common to small special libraries is the orderly maintenance of relatively large technical report collections. The usual solution is to file the reports, generally according to issuing agency, in pamphlet boxes. The contents of each box are listed on a label, which is permanently affixed to the box. The disadvantage of this system is that changes in the box contents cannot be easily noted on the permanent label.

As the librarian of the NOAA Miami Branch Library (which services the National Hurricane Center, National Hurricane and Experimental Meteorology Laboratory, and the University of Miami's School of Marine and Atmospheric Sciences), we have devised a simple and inexpensive method for listing the reports on their boxes. Our method is to fasten a book pocket on the front of each pamphlet box and list the contents on a book card, which is kept in the pocket. Changes in box contents can be quickly recorded on the card.

In addition, the book cards can be easily prepared in duplicates, so that a user's catalog of technical reports can be maintained at small marginal cost and trouble.

Kathy Chew  
National Oceanic and Atmospheric  
Administration  
Environmental Data Service  
Coral Gables, Fla. 33124

### *Saving Whose Time?*

"Although the National Library of Medicine Classification Scheme had been used in the medical and nursing libraries, the same call numbers did not in every case coincide for the same title. It was decided that the same call number for copies of the same title in all three locations should be used for ease of retrieval and for a consistent union catalog." *Special Libraries* p. 323, July 1975.

Not all books are found through catalogs. Shelf location is an important factor (in open stack libraries) for serendipitous location.

Perhaps nurses have different needs from other medical personnel.

The reasons given for reclassifying the nursing library strike me as being more for the convenience of the library staff than for the library's users and another example of Harry Dewey's law—"What saves the librarians' time usually costs the reader his (hers)."

M. Scilken  
Editor  
The U\*N\*A\*B\*A\*S\*H\*E\*D Librarian  
New York, N.Y.

### *Videotape for Continuing Education*

Reading Loretta Kiersky's comments on videotape as a continuing education tool in her brief paper on "Videotape—A Library Communications Tool" (Aug 1975) reminded me that the Business & Finance Division was a pioneer in such a venture following SLA's 1970 San Francisco Conference.

At that time, the Division sponsored a session on Problems in Obtaining U.S. Government Publications. Participating were Bernie Locker of Bernan Associates and Roland Darling, then Acting Superintendent of Documents. They presented formal papers (both published in *Special Libraries*, Jan 1971) followed by a question period. With the prior permission of both participants, the entire session was videotaped. Following the session, the tape was viewed and briefly edited. It was then made available to any library group wishing to view it. During the 9 months from Sep 1970 to Jun 1971, approximately 20-25 groups used it. Because of the timeliness of the papers, the tape was withdrawn from circulation at the end of that period. This is a great oversimplification of the whole operation. In reality, distribution was the most difficult and complicated part of the whole scheme, because of scheduling, mailing, tracing lost tapes, etc. In spite of problems, the feedback was reasonably favorable.

Basically, the idea of using videotape as a continuing education tool remains valid. SLA would do well to keep it in mind for future development.

Theodore D. Phillips  
Memorial University of Newfoundland  
St. John's, Newfoundland, Canada

### FAO Replies

This is in reply to J. P. Alexander's letter—"FAO Channels Open?"—which was published in the February 1975 issue of *Special Libraries*.

To a certain extent, we agree with Miss Alexander's observations and wish to inform your readers that the Publications Division of the Food and Agriculture Organization of the United Nations (FAO) is aware of the problems connected with worldwide distribution of FAO material and is working at amending the current system in order to improve dissemination of our printed information, particularly documents which are not usually distributed through commercial channels.

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Currently, all FAO Publications, *Main Documents* and *Working Papers* receive an accession number and are listed in the monthly *FAO Documentation Current Bibliography* as well as in the *Cumulative Index* which is published at the end of each year. Both the *Bibliography* and the *Cumulative Index* may be requested from this Section.

In order to make more of its material available to a wider audience, FAO is introducing—this year—the International Standard Book Numbering System (ISBN) which will be applied to *Publications* and *Main Documents*. This way, *Main Documents* may also be ordered from the local FAO Sales Representative against certain charges. To ensure fast delivery—every day we receive hundreds of requests from all over the world—the ISBN and/or accession numbers must be indicated on all orders sent to either this Section or the local Sales Representative, together with the information that reproduction is acceptable should the requested document be out of print.

The FAO Sales Representative in the United States is UNIPUB, Inc. (P.O. Box 433, Murray Hill Station, New York, N.Y. 10016) from whom I believe Miss Alexander has received assistance in the past.

E. Rossi Salazar  
Food and Agriculture Organization  
of the United Nations  
Rome, Italy

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# Criteria for Evaluation and Selection of Data Bases and Data Base Services

**Martha E. Williams**

University of Illinois at Urbana-Champaign, Information Retrieval Research Laboratory, Urbana, Ill. 61801

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■ Libraries, as potential users of bibliographic data base services, will need to evaluate not only the contents of the many data bases available but the different services provided by various

processing centers. Criteria for selection of data bases and data base services such as searching features, logical capacity, document delivery, output format and medium, and costs are examined.

---

DATA BASE, in the context of this paper, is a term that refers to machine readable collections of information. Although data bases may contain numerical, representational, or bibliographic information, the focus will be on bibliographic data bases and their potential relationship to libraries. Most of the data bases of this type were not created for the purpose of information storage and retrieval but came into existence as a by-product of a publication activity, i.e., when it became economical to use computer-generated tapes to produce abstract and indexing publications. Although these tapes were not initially designed for retrieval purposes, numerous centers began to process them and put them in a form that was more usable for searching. More recently, the "data base approach" to management of information has been adopted by many publishers. This approach makes the data base central to a wide variety of purposes in an organization and provides properly formatted information for such uses as indexing, abstracting, sequencing of

processes, composing, distributing, and searching.

Why should computers be used to search major bibliographic collections? Because it is no longer feasible to search them manually. The size of these collections is voluminous. *Chemical Abstracts* now includes roughly 310,000 abstracts a year. *Biological Abstracts* is producing 250,000 a year. The Institute for Scientific Information in Philadelphia puts out 450,000 yearly citations of source material and then, for each of the source titles listed on their tape, they include an average of ten references cited by the original article. Years ago it was possible to search by hand through documents such as *Chemical Abstracts*. Today it is not readily possible. It is even difficult to determine which section will be appropriate for a particular need. If you are interested in an interdisciplinary field such as environmental chemistry, you can not predict that the item of interest will be found in a particular section of *Chemical Abstracts*. One article might legitimately belong to five or six sections within the

same secondary source. For example, if an article deals with a particular chemical, that chemical itself may be an organic chemical and belong to organic chemistry; or that chemical may be detected by a particular analytical instrument and belong to analytical chemistry; or it may be something that is released into the air and therefore belongs to air pollution. It may fall on the ground and become part of soil chemistry; it may wash into a stream and become part of water pollution. There are numerous ways to look at the same publication.

Currently, most of the major fields in science and technology and a few fields in the social sciences and humanities, have machine readable data bases. In general, these bases fall into four classes, either disciplinary data bases such as CAS Condensates, COMPENDEX or BIOSIS Previews, mission-oriented data bases such as those produced by NASA or the Energy Research and Development Administration (ERDA, formerly Atomic Energy Commission); problem-oriented data bases such as those dealing with transportation, environment, or pollution; or multi-disciplinary data bases such as those produced by the Institute for Scientific Information (ISI).

Initially, most of the generation and processing of sizable data bases was restricted to or funded by federal agencies such as NASA, the Energy Research and Development Administration, and the National Library of Medicine. A little later the government became involved in the establishment of centers for processing and providing services from data bases. In the past few years the trend has changed somewhat. There has been a diminution in the amount of money the government is putting into the establishment of centers and more of this financing has been taken over by other organizations such as state governments through their universities. In addition, a new phenomenon has occurred; computer based processing of information has become a commercial activity in the United States as well as in some other countries.

The Institute for Scientific Information, a commercial organization that

provides searching from its own data bases, is evidence of this trend. It is a for-profit commercial organization that is entirely dependent on information products and services. The IIT Research Institute in Chicago, the only one of the NSF funded centers that is now self-supporting, is another example. Although many years ago users simply would not have paid for these services, times have changed and now all services provided from machine readable tapes are supported by outside money from the users. Another commercial information service, EDITEK in Chicago, which provides services to users via on-line systems, is almost self-supporting after only two years of operation.

Although the increase in the use of data bases has occurred gradually, it took a quantum jump in 1974. In a survey done in 1971 for the Association for Scientific Information Dissemination Centers, we found that there were roughly 50,000 SDI (selective dissemination of information) profiles being run in the United States. The number of computer-based retrospective searches was considerably smaller. Currently, the number of on-line retrospective searches being conducted in the United States and Canada is about 700,000, and the projection for next year is around a million. These statistics are for bibliographic searches and do not include library automation activities such as OCLC (Ohio College Library Center) searches. Presumably this great increase is due partly to the fact that users are more familiar with data bases and their services and partly to the fact that now more information has been collected in machine readable form for retrospective searches.

Many organizations can do some processing of information but none can process all data bases and most must rely on outside information centers. The centers themselves rely on other centers, and the resources of various data bases are shared in an information network.

Traditionally, of course, libraries have been the source of stored information. In recent years, with the proliferation of publication and governmental involve-

ment in research, data bases have evolved as separate entities, indexing, abstracting, and storing much of the same information found in libraries. As the quantity of recorded information increases, libraries will be forced to rely on these data bases to search the accumulated knowledge if they are to retrieve it efficiently (or at all). Many libraries are now considering providing data base services to their patrons, but few of them know where to begin. How does one evaluate an information center and its services? Some criteria for data base selection will be provided here and some questions which libraries should ask both of the potential services and of themselves will be suggested.

### **Data Base Services**

Data base services are classified as either batch mode or on-line services depending on the method of processing the information; however, it is the content of the data base and the means of searching it which are of primary importance to a potential user. The three main types of services are SDI, which can be tailored to an individual or a group profile, retrospective searches of stored bibliographic data, and what is called a "private library" service. In the latter, a user can have output from any machine search stored for him on a separate disc file along with his own judgments about citations he has received. This feature is now available from several organizations that process data bases. For an extra fee, users can maintain personal files, at their own discretion they may discard unwanted references, add new material, or even augment the file with additional indexing terms for the references already selected. This type of service can be provided on a personal basis or on a company basis. It would be possible, in this way, for a company to generate its own machine readable files without having to develop its own data base or search strategy.

### **Data Base Evaluation**

The potential user of data base services will have to evaluate not only the

searching methods available but the content of the data base itself. The subject coverage of these bases may be discipline-oriented, mission-oriented, problem-oriented or multidisciplinary, as indicated before. In evaluating them you must first know how their coverage matches the objectives and the breadth of your own organization. Does the data base cover material such as government reports, journal articles, patents, monographs, theses, preprints and news items? If it does, how complete is this coverage? That is, if they claim to cover a particular journal, will it be covered in its entirety or only selected issues or selected articles? This information can be hard to find although many data base producers can provide lists of the journals and other items indexed.

Another important consideration is the time lapse between the item as it appears in the primary source, in the secondary source (or index), and finally in the data base. In some cases a citation will appear on a tape before it is produced in a hard copy secondary source because the hard copy publication is produced from tape.

In addition, you need to question the indexing and coding practices. Do they include free language key words on the tape? Do they include controlled thesaurus or hierarchical vocabulary terms? Are titles given exactly as the author provided them, or are they augmented titles as in the case of BIOSIS where additional terminology is added to the author's title? Do they include other kinds of codes to indicate subject matter or any other criteria about the item itself? Are abstracts and extracts available on tape for search and display or do you have to go back to the hard copy to obtain them?

You may be interested in knowing what the size of the data base is, and its growth rate. This will tell you something about the number of citations you should be able to get from a year's worth of that file. You may want to know how the tape version corresponds with the hard copy version. In some cases there is a one to one correspondence; that is, for every abstract or reference contained on the hard copy there is a tape representation.

In many cases the data base itself is a subset of the hard copy version, or the reverse may be true. Or the data base may contain more citations than the hard copy. And, in other cases, such as the MARC tapes from the Library of Congress, there is no corresponding hard copy publication (except the collection of LC cards) and consequently no easy way to check to see if you are retrieving everything you should. If there is a corresponding hard copy, you can occasionally do both computer and manual searches of an issue as a cross check to be sure you are using the right terminology and really getting what you wanted.

### Processor Concerns

If you are going to be doing the processing of tapes internally, you will be interested in the consistency and quality control exercised by the data base supplier. Although it is a unique case, I have found error rates as high as 10%. This is extremely high and could result in the loss of entire data entries. For example, if a term such as *dog* is spelled *dgo*, there is no way that your search term is going to match the term on the tape.

As a processor, you will also be interested in the frequency with which changes are made in the data base and even in the various provisions for notification of these changes. If the supplier lists forenames of authors by first initials and then decides later to add full first names instead, this is going to affect your own processing. If new data elements are added, this will also affect processing time and possibly require a change in the search program.

Another processing concern is the compatibility among various data bases. There are about as many data base formats as there are data bases. They have different data elements and different kinds of tags to indicate the data element types. There can be differences in character codes, recording densities, number of tracks, blocking factors and labeling. The variability complicates processing for those who are handling these data bases and want to convert all incoming data

bases to a standard format. There have been some attempts at standardization; for example many data bases are beginning to adhere to the ANSI Z39.2 standard for formatting data bases for distribution. This standard specifies a directory and character string format. Standardization efforts, however, are slow and the standards are voluntary.

Adherence to a delivery schedule is another concern of the processor. If the data base supplier sends his tapes to you late, then you are going to be providing output to the customers late. Although he may only send one tape to you, you may have to send out a notice to several hundred people saying that this week's output is going to be delayed.

Another consideration in looking at data bases, if you plan to use more than one, is the occurrence of overlap between data bases. Years ago it was thought that duplication was going to be a serious concern to the user but that has not proved to be the case. The real problem with overlap and redundancy lies with the data producer. There are costs associated with intellectual processing (indexing and abstracting) and manual inputting of citations. If the same citation is handled more than once, this can represent wasted time and effort (money). Also, the processor wastes money by having to search for the same material on more than one set of tapes. There are a few processing centers that now merge several data bases to create one common data base. This is being done at Ohio State University and for the pollution data base (Pollution Information Program—PIP) at the National Science Library in Canada, but in general most of the centers search each data base as an individual entity.

### Center Evaluation

The actual processing of data is an extremely expensive activity and the majority of libraries will be interested in buying these services from an information center. There are a number of questions a library will need to ask of itself and of each center under consideration, when evaluating the merits of available centers.

First of all, you need to know if they have the data base or mix of data bases that you need to satisfy your own clientele. After you have found a center with the appropriate data bases, you need to know whether that center retains all the citations from the data bases you are using. Some centers strip off certain parts of the tape, others retain all of it. You may think you are covering all of the information in *Chemical Abstracts*, for example, when actually you are not.

You will also need to know whether they have a standard internal format; whether all data bases will be processed the same way; and whether the output will look (be formatted) the same. If the center uses several different search programs, the output may look different and you may not be able to put together a bibliography, for instance, in a compatible format without reworking some of the citations. If a single standard is adhered to internally, it may be possible for you to use the same search profile in multiple data bases. If not, you may have to write a different profile to search each data base. Theoretically, if there is a standard internal format, it is possible to write one profile for multiple data bases. This can be wasteful, however, because certain data bases have elements that are not contained on other data bases. For example, a Library of Congress class number on a MARC tape is an element that cannot be found on a tape from INSPEC; in this case an identical search profile might be impractical. The decision is usually based on cost. There is a trade-off between personnel time for tailoring profiles versus machine time for processing duplicates.

Another question pertinent to the evaluation of a center is that of document delivery. Does the center provide any kind of document back up? Most centers do not because of the cost associated with resource location and acquisition. ISI, however, provides document backup for anything that is in their *Current Contents* through Lockheed's Dialog and System Development Corporation's ORBIT on-line systems. Anyone searching ISI tapes on these systems can enter a request for

a document. The requests are saved by the systems and transmitted back to Philadelphia every night. Documents are mailed out the following day. A similar system is available for NTIS (National Technical Information Service) tapes. The Ohio State University's MIC (Mechanized Information Center) system also provides document delivery from its own collections.

There are other services which a center may provide. They may supply off- or on-site training for your personnel, or provide user aid manuals to assist you in writing profiles and search strategies. They may provide free demonstration searches to give you an idea of what is happening and how to write a search question. You will need to know whether they allow you to revise search profiles and whether this imposes an added cost. They may provide dictionaries or vocabulary lists for controlled vocabulary, term frequency lists for title terms, and free language key words or thesauri for controlled terms. Some centers supply a newsletter to keep the user informed about changes in indexing practices or the addition of new data elements so that the user can modify his search strategy to accommodate to the changes. In some instances there is a provision for feedback or data base monitoring to help in calculating the precision rating for searches. All these things relate to the general cooperativeness of the center staff and their accessibility to the patron.

The elements provided in the output are also of interest to the patron. What data elements will be included in the actual printout or display? Will you see just the title and the author name or do you also see the key words? Are you told which of the terms in your search caused this particular item to be a "hit"?

On what media is output provided? There are many possible answers to the latter question. Some centers display the information on cathode ray tubes, in which case, the user is likely to require that hard copy also be printed off-line and sent to him. Some centers can generate microform output directly from the tape. Or the output can be supplied on mag-



netic tape itself for later in-house use. Most suppliers require, however, that the output be provided on hard copy both to avoid copyright difficulties and to provide records of the citations for the purposes of reimbursing the suppliers with appropriate royalties. Assuming that the output will be provided on hard copy, there are still many possibilities to choose from. Some centers can produce output on multilith masters for further reproduction. This feature would be especially useful to libraries, for example, in the production of bulletins. The output may be on IBM cards, 3 in.  $\times$  5 in. cards, 4 in.  $\times$  6 in. cards, or 5 in.  $\times$  8 in. cards; or it may be on computer paper of various sizes. If it is on cards, it will be easily separable into unit records; false hits can be discarded and citations can be interfiled with other material. If it is on computer printout paper, the whole group of citations may have to be retained or the desired references cut out of the pages.

How will the data elements be arranged on the output medium? How many citations will there be per page? If large computer paper is used, will the citations be printed in two adjacent columns?

Are there options available for sorting the output? For example, can one specify that the output be sorted alphabetically by author's name; numerically by reference number; in descending order according to weight or value; or by data of publication? Will the output from various data bases be displayed in a standard format for easy visual scanning? Will both upper and lower case characters be used? All of these features may be of considerable importance to your particular institution.

### Search Features

When considering the search that is done by a center, it is important to ask what data elements are searched on? There is a difference between the data elements used in searching and those displayed in the output. Searchable elements are often a subset of those that are displayed. Abstracts are seldom searched but often displayed. The use of an ab-

stract provides context information to permit the user to determine whether the terms in his search have succeeded in locating an article he will need to order. In some cases abstracts themselves may be searched but this is seldom done because it significantly increases the search time and cost, usually with little added benefit. However, the number of access points available for searching can greatly influence your ability to achieve high recall and precision in searching. Some centers permit you to search only on subject terminology, words found in the title and key words or index terms. Other permit you to search on author, company affiliation, Library of Congress class number or Dewey Decimal number, report numbers of various types, languages, countries of origin, or other types of data elements. (Obviously, some data elements are specific to certain data bases, e.g., Engineering Index card-a-lert codes are found only in COMPENDEX and Biological Abstracts CROSS code numbers are found only in BIOSIS tapes.) It is important to ask whether hierarchical terms can be used in searching, as in the case of MEDLINE. You will need to know whether there is a way to distinguish between the data elements. For example, can you distinguish an author word from a subject term? You may need to know this to avoid retrieving false hits due to homographs. If you were interested in paint and searching on the term *white* for white pigments, you would not want to produce references by an author named Sam White or by a company named White Star Chemical Company. The term may be the same but found as a different element in a different field on the tape. You should be able to specify in your search question which elements or fields you want to search.

What kind of logic is permitted in your search? Are you provided with full Boolean logic, using *and*, *or*, and *not* operators, or are you restricted in some way? Some services provide adjacency logic, i.e., they permit specification of the context in which a term occurs. For example, the searcher can indicate that a term must occur within one or two words

of another term as opposed to being found anywhere in the record. This feature is available in several systems.

Another feature to look for is the availability of truncation, that is the ability to search on a term fraction. For example, a user interested in the concept *analysis* can include in the search question the fraction *analy*, (truncating after the y) and thereby retrieve all occurrences of the terms analysis, analytical, analytics, etc., all of which contain the common string *analy*. Without this feature, it is necessary to specify all the forms of a word that an author may have used. In most data bases the title terms are not controlled but contain freely generated natural language terms. The searcher then must be able to adjust to the variability that is provided. Most centers provide right truncation only, however left truncation can be extremely useful. For example, if a person is interested in antibiotics and entered under the fraction *mycin* he would hit about 40 different terms, which is probably more than he would have been able easily to think up initially. It is also important to ascertain the limit to the number of characters that can be truncated and whether truncation is available for other term types than subject words. Truncation can be useful in the identification of transliterated author names or for searching on embedded codes such as those found in ASTM (American Society for Testing Materials) CODEN. By truncating on either side of the XX in the CODEN for patents, all patents can be easily identified.

Another important searching question is whether the system can provide ranges for numeric data. Could you search for items published between 1972 and 1975, for example. And, finally in the case of on-line systems, is the capability there for one to review his searching strategy, or save search inquiries for later use? Can the system answer inquiries about the system, e.g., explain commands and responses, etc. Many new features are being added to on-line systems. One must keep up-to-date with all of them in order to be able to make effective use of the tools provided.

## Cost Features

Cost features, although often looked at first, should be secondary considerations after the selection of the appropriate data bases and centers that provide suitable searching and output features. Generally costs do not vary greatly. Most center operators seem to look at the prices charged by competitors in establishing their own charges.

Charges can be made on various bases. Does a center charge as an annual service? Does it charge for the actual writing of a profile as well as for the provision of the search service over the year? Is there a charge for the number of terms used in a search? Or, are you allowed some maximum number of terms and then assessed when this number is exceeded? Are you charged on the basis of the number of hits received in the searching? Or is a maximum established and a charge levied only after the maximum is achieved? Is there an additional charge for postage? Is there an additional charge for user aids or for the media on which you receive your output? Is there a higher charge if your output is on cards rather than on paper? If you are using an on-line system, are you charged for connect time? Are you charged for the use of the terminal? Are you charged for additional hard copy output requested for material you do not want to print on your own terminal? Some systems have different fees for different types of search terms based on the frequency with which a term occurs. A high frequency term costs more to search than a low frequency term. There are many ways charges can be levied.

Is there a base fee for the service? There are several organizations which will charge a base fee within which you can charge up various kinds of services, each associated with a certain number of units. For example, an SDI profile might cost 5 units a year and a retrospective search 2 units per volume. You can buy a package of 100 units for example, and then use them in any desired manner. This is done at two of the NASA centers, ARAC (Aerospace Research Application Center)

in Indiana, and NERAC (New England Research Application Center) in Connecticut.

There are many different ways of charging users. The purchaser should become familiar with them in order to compare services.

### **Evaluating Your Organization**

In looking at your own position with respect to adding data base services, there are several questions to ask. How does the proposed service meet the needs of your own organization? You know what services are currently available and what your users will and will not accept. How will this new service affect your journal acquisition policy? It may tell you that you can not provide adequate document back up for your users from your own collection. It may point out that some of your journals are never used, or seldom produce useful hits. (Obviously, there are some journals that are not included in the indexing services which does not necessarily mean that they are of no value to you.) It may indicate journals that should be added to the collection or for which multiple copies are needed. In any event, the new service probably will have an impact on your journal acquisition policy. In some cases the introduction of computer-based services has an impact on interlibrary loan activities. It also usually affects staff assignments if many people previously did manual current awareness work or retrospective searches. In most cases the real effect is that many more searches get done.

You will probably have to justify the cost of the new service to your own management. What is the difference between the old searching methods and the new method? What is the ability of your staff to sell the services in-house? Obviously, the new service will have to be introduced to people who have never heard of computer-based retrieval systems before. If you want to provide a service, you will have to justify its cost.

How are these services usually financed? In some organizations an individual scientist or user will actually pay

for his own services, but this is by far the least popular method. In some cases the service is purchased through a library budget, in others, through a departmental budget. Specific projects, grants, or contracts may pay for the services they use. In some cases the overhead for the total organization pays for them. You know your own organization and you know which is the most likely source of funds.

How are you going to handle increased demands for service? If it becomes popular, will this mean the acquisition of new staff? How will you handle the feedback and evaluation of this service? Feedback regarding coverage, cost, turnaround time and user satisfaction can be helpful. You will have to keep records to evaluate the success of the service, and at the end of the year justify its continuation for a second year. Who is going to keep the output? Are you going to keep duplicates of the material or will the end user himself keep all the output material? In some cases a library may want to keep a machine readable record of everything that was received. It is doubtful that a library would want to clutter its files with additional hard copy output.

These are just a few of the considerations involved in the acquisition of data base services. The questions that are appropriate to you will depend on your own organization, its accounting system and its service orientation, but it is essential that you know what questions to ask.

In general, libraries choose to have data processing done by outside centers. The patron or end user in the library is not usually the person who operates the system or writes the search profile even in the case of on-line systems. Searches are usually delegated to information specialists or reference librarians. This is important for the effective searching of data bases both to control the costs and to insure that the searching is being done by someone who is up-to-date with respect to changes made in the data bases, center services, and the command languages of on-line systems.

Reference librarians have traditionally provided information regardless of the form or media on which it is recorded.

Future librarians must be involved in the searching of data bases if they are to avail themselves of the most current and useful tools for providing information services to users.

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# Classification for an Architecture and Art Slide Collection

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■ Adopting a classification system for slides in architecture presents special problems due in part to the varying needs of each collection and to the lack of communication between similar slide collections. This classification system was developed after a survey of others in use. Al-

though it is tailored to meet local needs, its broad outlines are applicable to many collections. It is submitted to further communication and to help reduce the search time required by others seeking a new classification system for architecture and art collections.

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INDEXING and classifying visual media for maximum accessibility is an old and complex problem with virtually as many solutions as there are collections which have grappled with it. This is particularly true of slide collections, due in large part to lack of communication on solutions already reached. As a result, each collection tends to create its own classification tailored to meet its own needs. However, as Irvine has demonstrated (*1*), slide collections in art operate with remarkably similar classifications. Many are modifications of the schedules used by prominent collections in the field: the Harvard University and the Metropolitan Museum of Art collections.

Classifications for slides in architecture are not as common. They are usually found as a section of a history of art classification. There are also a few which form a section in more general classifica-

tions, such as the Tansey System in use at the University of California, Santa Cruz (*2*). For the detailed slide collection in architecture, there are few published systems which are applicable. This was the dilemma facing the slide collection of the library of the College of Architecture and Urban Planning, School of Art of the University of Michigan in 1973.

## Art & Architecture Slide Collection

The collection of 40,000 slides consists primarily of architecture and urban planning, with a small but growing collection of contemporary arts and crafts. Since its inception in 1950, it had been classified according to the Library of Congress schedules for books. Each slide was fully cataloged with complete shelf and public card catalogs for access. By 1973, this system had become too cumbersome and time-consuming to continue. In addition, it did not accommodate the growing sections in crafts and urban planning. Patrons found it difficult to use. Staff found the endless modifications to the LC

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schedules tedious and confusing. A search was begun for a suitable system.

In addition to an exhaustive literature search (3), written inquiries were sent to 55 slide collections in the United States and Canada which included art and/or architecture. The response was good (63%). However, it was found that none of the classification systems currently in use would fill present needs without modification, in most cases quite extensive. The majority of the systems were too detailed in art and lacked sufficient detail in architecture. They usually had no provisions for urban planning, landscape architecture, or crafts. Many were based on a chronological order that was not harmonious with the patrons' teaching approach.

Of the applicable published systems available, none would fill present needs without extensive modification. Some collections, such as the Royal Melbourne Institute of Technology (4) and the Liverpool School of Architecture (5), use no classification but file the slides by accession number, using a subject catalog for access. We rejected this approach because we do not have the staff to service such a system. Some, such as the art and architecture library at Carnegie-Mellon University (6), use a modification of the Dewey Decimal System. After our experiences with modifications of schedules designed for books, we were hesitant to try this. Some classifications were in reality brief notations of cataloging information like that in use at the Ravensbourne College of Art and Design (7). We felt we needed more detail than that, though not as much detail in art as is used at the University of Michigan History of Art Department's Slide Collection (8). Classics like Shillaber (9) did not provide for arts and crafts. Those with subject approaches like that of the University of California at Los Angeles (10) were not compatible with the patrons' patterns of use.

### Needs of the Collection

We required a hybrid classification that arranged architecture, urban planning,

and landscape architecture geographically and arranged all other art forms as simply as possible. These requirements were set by patrons' use patterns. We wanted to retain full individual cataloging for inventory and control purposes, as well as for the patrons' convenience. The system had to be simple to apply and easily understood for quick location of needed slides with a minimum of staff help. It had to handle rapid expansion in crafts and urban planning and to allow for slides on technique in all art forms, such as how to throw a pot, how to build a dome, etc.

### New Cataloging and Classification

Because the collection is used only for teaching purposes, basic knowledge of the subject area could be assumed in devising both the classification and the cataloging systems. In cataloging, we discarded the unit card approach. Instead, the shelf list card serves as the main card for each slide. Any added entries or subject headings required are typed on the back of the shelf list card. Thus, the public catalog consists only of added entries and subject headings. Anyone knowing the main entry (location for architecture, artist for all other art forms) could find the slide directly in the cabinets.

The classification system divides the slides first by art form. It arranges architecture alphabetically by country or continent, then alphabetically by city or geographic area, then by building type within each city or geographic area. It arranges all other art forms alphabetically by artist, anonymous works first and slides on technique last. A summary follows.

First line:

- 01 Maps
- 02 Portraits of artists, architects, engineers
  - 1 Architecture
  - 2 Painting, drawing
  - 3 Sculpture
  - 4 Pottery, Ceramics
  - 5 Furniture, Interior decoration
  - 6 Textiles
  - 7 Jewelry

*Maps:*

Second line—cutter number for country or geographic area depicted (main entry)

Third line—date or period illustrated

Fourth line—serial number (1 for 1st map owned of this period, etc.)

*Portraits:*

Second line—cutter number for person depicted (main entry)

Third line—cutter number for artist or photographer, and serial number

*Art Forms 2-7:*

Second line—cutter number for artist (main entry); AO = anonymous, Z99 = technique

Third line—cutter number for title of work or for name of technique, and view symbol

*Architecture:*

Architectural technique: First line—1AO

Second line—cutter number for name of technique (main entry)

Third line—cutter number for application of technique, and view symbol

Plans never built, not designed for any one location:

First line—1AO

Second line—cutter number for architect (main entry)

Third line—cutter number for building name

All Other Architecture: First line—1 followed by cutter number for country or continent

Second line—cutter number for city or geographic area (main entry)

Third line—building type code from following table

Fourth line—cutter number for building name, and view symbol

**Building Type Codes**

0 Fragments, special series

1 City maps and plans

1.1 Aerial views

1.2 Walls, gates, fortifications

1.3 Streets

1.4 Squares, plazas, circles, etc.

1.5 Parks

1.6 Monuments

1.7 Fountains, pools, rivers

2 Religious buildings

2.1 Chapels, churches

2.2 Cathedrals, basilicas

2.3 Monasteries, convents, abbeys

2.4 Episcopal palaces

2.5 Temples

2.6 Synagogues

2.7 Mosques

2.8 Tombs, cemeteries, crematoria, etc.

2.9 Shrines, sacred places

3 Palaces, castles, châteaux, villas, large estates

4 Houses (1-family or duplex)

4.1 Townhouses, row houses

4.2 Apartment houses

4.3 Housing projects

4.4 Farms and farm buildings

4.5 Primitive housing (caves, tents, etc.)

5 Educational buildings

5.1 Day care centers, nursery schools

5.2 Primary schools

5.3 Secondary schools

5.4 Private or special schools, academies, etc.

5.5 College & university buildings (followed in parentheses by 2-figure cutter for name of institution)

6 Cultural buildings

6.1 Libraries

6.2 Museums, galleries

6.3 Observatories, planetaria

6.4 Zoos, aquaria

6.5 Theaters, concert halls

6.6 Sports buildings

6.7 Playgrounds, amusement parks

6.8 Community centers

6.9 Clubs, organizations

7 Governmental buildings

7.1 Local (city or county)

7.2 State or province

7.3 National

7.4 International

7.5 Embassies, consulates

8 Business buildings

8.1 Office buildings

8.2 Banks, stock exchanges

8.3 Communications buildings (radio, TV, telephone, newspapers, etc.)

8.4 Stores and shops

8.5 Factories, laboratories

8.6 Warehouses

8.7 Restaurants, bars, etc.

8.8 Hotels, motels

9 Transportation buildings and facilities

9.1 Roads, freeways

9.2 Bus terminals

9.3 Railroad stations

9.4 Airports

9.5 Docks, shipyards

9.6 Bridges

9.7 Tunnels

9.8 Dikes, canals, dams

10 Health care and public safety buildings

- 10.1 Hospitals, clinics
- 10.2 Medical offices
- 10.3 Veterinary offices
- 10.4 Sanitation buildings (water processing plants, etc.)
- 11 Expositions, world fairs

## Examples

The following examples may make the system clearer to the reader. A slide of a plan of the Empire State Building in New York City would be classified: 1U59 / .N48 / 8.1 / E4 A (the A is the view symbol for plan). The shelf list card would appear as follows with necessary tracings typed on the back:

1U59	New York City. Empire
.N48	State Building.
8.1	Plan. Shreve, Lamb, and
E4 A	Harmon, architects, 1930-31.

One of the subject heading cards for the public catalog would be:

1U59	OFFICE	BUILDINGS—
.N48	U.S.	
8.1	New York City. Empire State	
E4 A	Building.	

The label for the slide would be typed in small type and carry in the same format all the information appearing on the front of the shelf list card.

Other sample shelf list cards follow as further examples.

02	Richardson, Henry Hobson,
.R5	1838-1886.
A100 1	Portrait.

3	Archipenko, Alexander,
.A7	1887-1964.
M4 B	Medrano. 1914.

4	Hamada, Shoji.
.Z99	The potter at work. 1969.
P6 B	

01	Europe.
.E9	Map at the death of
814 AD	Charlemagne, 814 A.D.
1	

## Reclassification

Reclassification of the collection began in May 1973 and was essentially finished by January 1975. It was done with a minimum staff: 1 professional, 1 half-time typist, 1 half-time clerical, and the help of 1 professor in verifying information. The project was undertaken while working around the teaching needs during semesters. It also spanned the disruption of a move to new facilities. Concurrent with the reclassification project were three other projects: weeding the collection of obsolete or poor views, incorporating the more important views from the uncataloged backlog, and rephotographing heavily used lantern slides as 2 in. x 2 in. slides.

The new classification has pleased our regular patrons because it is easy to use and to understand. Occasional patrons also find it easy to use, but often require extra staff help in formulating their needs. The staff finds the system easy to apply, flexible, and far less time-consuming than the previous system. Our experience may be of some use to others contemplating a change of classification or development of a new system.

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# Developing a World Trade Information System

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■ Interfile, a computerized data bank of sources of information on all phases of international business and trade, is now being used on-line in world trade centers in New York, London, Tokyo, and In-

dianapolis, and will soon be available in trade centers in other countries. A description of its development and operation is presented.

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**INTERFILE** ("Inter-Trade Center File of Information Services") is a computerized data bank of international business information sources. It identifies non-published sources of information, such as trade associations, governmental organizations, and other data banks as well as published sources, such as directories, commodity journals, industry and trade statistics and market research reports. It can identify a review of economic conditions in Venezuela, a compilation of export/import statistics for Australia or a source of trade leads for the exporter wishing to find a buyer in another country.

Interfile originated as part of the "World Trade Center" concept, which may briefly be described as an idea for a building complex in which a businessman in any country can conveniently find the services, organizations, individuals and information he needs to help him enter world trade or to expand his existing international activities. It seemed obvious to us at the Port Authority of New York & New Jersey as we were developing the New York World Trade Center, that some means of identifying the publications and offices most appropriate to the individual's needs was necessary. The computerized "index" to

sources—Interfile—was developed at the request of the Port Authority for the New York World Trade Center by the International Marketing Institute of Cambridge, Mass., and programmed by Advanced Computer Techniques. This computerized system has been adopted by other centers around the world that are members of the World Trade Centers Association, and is currently being used on-line by the World Trade Center of Japan, the World Trade Centre London and, within the United States, by the New York World Trade Center and the World Trade Center at Indianapolis. WTCA members can access the data bank through the General Electric international Time-Sharing Network and can also contribute abstracts to the data bank identifying information sources within their own regions.

As each abstract is prepared for entry into the data bank, it is assigned one or more combinations of three five-digit codes: a function, or subject code; a country, economic bloc or regional code; and a commodity code. This numerical coding system was devised in preference to a key-word type system for the following reasons:

- It lends itself easily to automated handling.

- It provides for constant up-dating to accommodate the frequent changes in world trade regulations, import and export data, economic conditions in various countries, and other changes.

- It provides for efficient storage and quick retrieval of information sources.

- It provides a cross-reference index so that data related to any subject, any specific commodity and any country or region can be quickly identified.

- It is adaptable, to provide for the incorporation of new sources and new categories of information sources.

- It is compatible with existing international nomenclature and codes in order to facilitate the worldwide interchange of data.

- The codes are all numerical, avoiding any language difficulties.

### **Function Code**

The function or subject code identifies all major activities concerned with world commerce such as: trade statistics, import and export regulations, marketing research, advertising, banking, and many others. This five-digit code contains some 240 topical categories under 35 major headings.

The subjects in this code were selected by the International Marketing Institute and reviewed by a number of leading authorities in international business in the United States and other countries, including the U.S. Department of Commerce, the United Nations, the New York Chamber of Commerce and Industry and the International Trade Centre in Geneva. Provision was made for adding new subject headings to the original list as the need arose. For example, it soon became apparent that we had overlooked the international business interest in ecology, environment and pollution control, and this subject area was added.

### **Country Code**

The country code is based on the three-digit United Nations Country Code, designed and adopted by the United Nations. We expanded it to a five-digit code

and modified it somewhat to provide for new economic groups, trade blocs, and new nations which have emerged since the code was designed. We have also added codes to identify regions of the United States and probably will enter additional inter-country codes for other WTC member countries in the future.

The United Nations Country Code was selected for the following reasons.

- It is universal in scope, including not only all countries of the world but also all territories, possessions and other entities which constitute significant international trading areas.

- It is compatible with existing international nomenclature, since it is the result of agreement among the 127 members of the United Nations. Thus, it can provide a common basis for the worldwide interchange of trade data based on a common code.

- The U.N. code has the flexibility required to provide for political changes which may take place in the future since the code numbers are spaced at intervals of four.

- The code provides for efficient computerization. The first two digits identify areas, economic groupings or trade blocs and the final three digits identify individual countries. If a search of data sources for a particular country is not successful, the computer can move automatically to the next higher classification such as trade bloc, area or continent.

### **Commodity Code**

The Standard International Trade Classification (SITC), Revised is used for coding information sources by commodity. There are in use throughout the world numerous commodity classification systems, each devised to serve its own specific purposes. These systems differ widely in their degree of elaboration, their structure, their criteria and their terminology. Some are basically lists of commodities or categories of commodities. Others are complete classification "systems," providing a specific framework, classification rules, definitions of articles included and scope commentaries.

The SITC, Revised was designed by the United Nations Statistical Commission to provide a statistical classification of commodities entering external trade and was structured to produce the aggregates needed for economic analysis and to make international comparisons possible. It was selected for Interfile use for several reasons:

- Over 110 countries, accounting for nearly ninety percent of the volume of world trade, report trade statistics to the United Nations using the SITC code. The UN statistics represent the most complete set of comparable international trade statistics in existence.

- The SITC is a flexible classification system which can be expanded by the addition of extra digits to meet the needs of countries which wish to further subdivide items for reporting national statistics. The SITC has ten divisions divided into 625 subgroups which include all commodities of international trade. These are further subdivided into 1,312 items, designated by five-digit code numbers. All goods moving in world trade, numbering more than 40,000 separate products, are included in this classification system.

- The SITC is compatible with the other major commodity nomenclature systems used in international trade, such as a) the Brussels Tariff Nomenclature (BTN), a customs tariff nomenclature in which articles are grouped according to the nature of the material from which they were made; b) the International Standard Industrial Classification (ISIC), a system for classifying commodities by the industries which produce them; c) the ETNVT (Edinaia Tovarnaia Nomenklatura Vneshney Torgovli), used by the Soviet Union and the countries of Eastern Europe (COMECON group) in reporting international trade statistics.

An increasing amount of published data, including market research reports, trade directories, and statistics are being identified according to SITC code numbers and at the present time it is the most universally used and useful international coding system.

The five-digit numerical coding system does have certain limitations since a

number of related products are grouped together under a single number, making it difficult to pinpoint data on a specific commodity. The UN has recently published a second revision of the SITC designed to reflect structural changes in trade and advances in technology.

All three of the codes designed or selected for use in Interfile—subject, country, and commodity—are hierarchical in structure, allowing easy search from a specific to a more general classification without reentry of codes. In the event no code set in the data bank matches the one entered by the user, our program allows the user to select the particular code to be searched or to permit a general search on all codes.

### **Request Retrieval**

A typical Interfile query/response is initiated by a visitor/caller/writer to the World Trade Information Center of a participating World Trade Center. The request is translated by a Trade Information Specialist into the codes which correspond most closely and entered on a terminal connected by telephone to the General Electric system. The computer scans its memory bank and prints out the number of abstracts containing the desired code combinations. The Trade Information Specialist or the user can then request all or some of the abstracts corresponding—in their entirety or titles only.

The searcher may also elect to query the data bank by means of an individual or a two-code search. For example, he may ask for abstracts on chemicals in Japan, whatever the subject code; abstracts identifying market research studies on consumer electronic products regardless of country covered; or all abstracts concerning Zaire. He can then have printed out all abstracts so coded in their entirety or titles only.

A typical Interfile abstract for a publication contains a title in English or in language of publication; a concise description of the relevant contents in English; the frequency; the number of pages; the language or languages in which the publication appears; the price in U.S.

dollars and/or other currency; and the publisher's address as well as frequently a distributor's address.

Abstracts describing government offices, trade associations, data banks, etc., are set up similarly.

There is also a notation made on abstracts which describe publications which are part of an Information Center's research collection of international trade data—trade directories, statistics, tariff schedules, commodity studies, etc. These notations, unlike any other part of the abstract, can be added directly to the system by each participating information center. A typical research query usually involves not only the use of the data bank of sources but also use of the research collection to obtain the data as well.

Another feature of the program allows us to code all abstracts according to date of desired review or update, address (which is stored in a separate memory and can be revised, added to and deleted from without accessing individual abstracts), and contributing trade center. Using the Interfile maintenance system, abstracts can be retrieved according to any of these codes plus abstract number. Through accessing Interfile by these methods we can be sure 1) all abstracts are periodically reviewed for currency, price changes, etc; 2)

that publisher of office addresses on all appropriate abstracts can be changed easily; and 3) that author trade centers or publishers can be kept aware of what information they have stored in Interfile.

Interfile has been in on-line operation in the New York World Trade Center since 1972. Used in conjunction with our research collection it has been of service to thousands of U.S. and foreign companies. It is available on a subscription or per-use fee basis to any company, library, or individual. A truly international data bank must be based on international as well as U.S. contributions and must be used internationally. A truly useful data bank should be available to all at a modest fee. We believe we have such a data bank in Interfile.

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# Acquisition of Exhibition Catalogs

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■ Each step in the acquisition process of exhibition catalogs is described and the existing procedures and problems are outlined. These steps are: 1) selection, of what, by whom, and for what library

clientele; 2) identification, the sources of information about exhibitions and exhibition catalogs; and 3) methods of acquisition and sources of supply of the catalogs themselves.

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THE ACQUISITION process for trade publications starts with selection, proceeds to verification of bibliographic details and then to the procedure for obtaining the material, by purchase or exchange. This relatively straightforward process for acquiring standard library publications becomes fraught with problems and complications when applied to acquiring catalogs of temporary exhibitions.

## Selection

The exhibition catalog may be a conventionally bound scholarly oeuvre catalog, such as the National Gallery's catalog of the Group of Seven exhibition (1) and its accompanying bibliography by Dennis Reid (2). Or it may take the "anything-goes" format of the experiment in graphic art, of which the catalog of an exhibition of the graphic work of Jasper Johns (3) is a far-from-ex-

treme example, with its box containing a plastic rose and three scroll-like rolls of paper (Figure 1). One-man show, group show, period, region or theme show, traditional or contemporary, the categories selected for acquisition are determined by the purpose and policies of the library or its governing institution.

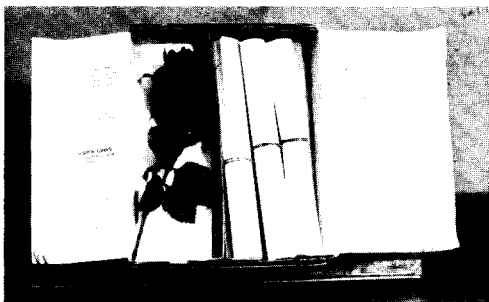
Some libraries are truly special libraries in the strictest sense, serving only the professional staff of their institution; at the other extreme, the art collection may be only one subject specialty in a large general library open to the public. In actual fact, most libraries serve users who fit into more than one category, which complicates the selection process. If the art museum's collection is limited to the Hudson River School and the library is for curatorial use only, the problems are not the same as those of the college library supporting courses in the history of western art as well as studio courses with their emphasis on contemporary materials.

An investigation of the procedures and problems of other types of libraries was undertaken. A questionnaire about selection, sources of information, and methods of acquisition was sent to the li-

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This is the third in a series of papers presented Oct 21, 1974, at a seminar on exhibition catalogs sponsored by New York METRO in cooperation with SLA's New York Chapter Museums, Arts & Humanities Group and the New York Chapter of ARLIS/NA.

Figure 1. *A Rose Is a Rose Is a Rose.*  
An Exhibition Catalog of Graphic Work by Jasper Johns



braries of the major Canadian universities which have separate art libraries or active art bibliographers. It was not a large survey, seven or eight in all, but it did cover most of the university art libraries in Canada and it had a 100% response.

Museum libraries range from small curatorial libraries, supporting a highly specialized collection, possibly staffed by volunteers, where the material is entirely selected by curatorial staff and for the most part also acquired by them in the course of their work. At the other extreme the large art museum library acquires material to support a permanent collection of much wider scope as well as a program of temporary exhibitions. Apart from the staff of the institution, the clientele here may be restricted to the art scholar and patron by special appointment only; or the art gallery may be a tax supported institution such as the National Gallery of Canada, building a collection of national importance while at the same time acting as a curatorial library and freely admitting the adult public. If the museum is an old established wealthy foundation whose collections have been assembled over a long period of time, there will not be the same need for retrospective searching and acquisition. On the other hand, where the scope of the collection and of the exhibitions includes contemporary art as well as traditional, the problems of the library of the general art museum are shared with those of museums of contemporary art and with colleges and universities giving studio art courses. These are the considerable prob-

lems of tracking down and acquiring contemporary art publications while they are both current and available.

All of these libraries are in the business of acquiring exhibition catalogs. The selection of the catalogs may be done by library or curatorial personnel, or faculty; the survey showed it to be done in one instance entirely by the library, in one by the art historians using the library, in all others it was a shared responsibility. Searching the sources of information was also a shared responsibility but then it was up to the library staff to trace and acquire the catalogs themselves.

### Identification

The first problem in identifying catalogs to be selected is one of quantity—the sheer numbers of catalogs produced and the diversity of the information sources. At a time when library budgets are diminishing, the number of exhibiting centers continues to increase. The *American Art Directory* of 1974 (4) lists 1,500 museum and art organizations in the United States and 140 in Canada. The 1973 edition of the *American Museum Directory* (5) has 4,895 entries and indicates an addition of 265 new institutions since 1971. There has also been an increase in the number of art bibliographies, but there is still no single comprehensive bibliography of exhibition catalogs or single source of supply of these catalogs.

### Sources of Information

Acquiring new material means keeping up with the current situation in the art world, but the tools of retrospective searching are not the new abstracting and indexing services in the fine arts but the old standbys, the national bibliographies, the published catalogs of art libraries, and the older established indexes, *Art Index* (6) and *Repertoire d'art et d'archéologie* (7), as well as specialized subject bibliographies and lists such as Donald Gordon's *Modern Art Exhibitions, 1900–1916* (8).

*Repertoire d'art* and the *Art Index* cover the entire history of art and catch in

their indexing all the exhibitions reviewed in the periodicals they survey. Not all reviews of exhibitions mention the catalog, but a quick check of the *Art Index* has been known to supply essential information, missing or erroneous in the original request, about the location of the exhibition and to lead to its discovery in the files of uncataloged material. If not in stock, the information can indicate where the catalog may be obtained.

*National Bibliographies.* Before the recent growth of interest in art and the boom in art publications, the number of exhibition catalogs recorded in national bibliographies was a small percentage of the total output, but the *Library of Congress Catalogs* (9), in particular the Mansell publication of the pre-1956 imprints (10), can prove to be useful. The usefulness could be enhanced if the contributing libraries reporting titles to the Library of Congress cataloged promptly both old and new titles.

*Library Catalogs.* Invaluable sources of information for retrospective searching are published catalogs of libraries with large collections of exhibition catalogs. These are the art libraries in the G. K. Hall series of book catalogs: the National Gallery (11), the Metropolitan Museum of Art (12), the Kunsthistorische Institut in Florence (13), the Fogg Art Museum of Harvard University (14), and the Victoria and Albert Museum (15) in London.

The questionnaire sent to Canadian art libraries listed as possible sources of information the following: 1) art journals; 2) museum and gallery publications; 3) bibliographies and indexes, including *Worldwide, Centro Di, ARTbibliographies MODERN, Art Design Photo*, University of California Santa Barbara printout; 4) book dealers' lists; 5) other sources. The two sources which everybody searched were the art journals and the book dealers' lists. Running a close second were museum and gallery publications together with the *Worldwide Art Catalogue Bulletin* (16). Some distance behind, *ARTbibliographies MODERN* (17) and *Art Design Photo* (18) got two votes each while the *Centro Di Bulletin* (19) tied with write-in nominations of one

each for library accession lists and word of mouth. The Santa Barbara computer printout (20) was not cited as a source of either selection or order information.

*Art Journals and Museum Publications.* Many art journals provide useful reviews of exhibitions and their catalogs, but they are inconsistent in their listings and selective in their coverage. No one journal gives a really comprehensive list of current exhibitions. Possibly the best international list is *Domus* (21), which is more a magazine of architecture and interior decoration than of art, but even this list is not complete.

Museum publications, calendars of events, annual reports and bulletins, provide information about exhibitions but again not with any consistency. Annual reports that contain listings of all the exhibitions that took place during the year can be of great help in retrospective searching. Unfortunately in the first half of this century the information given in the annual reports of many institutions was scanty, no list of temporary exhibitions was provided, nor any indication whether or not a catalog existed. Listings of current and forthcoming exhibitions can be found in calendars of events and bulletins; it would help if with each mention of an exhibition the details concerning the catalog were also given.

*Book Dealers' Lists.* The replies to the questionnaire contained many comments on book dealers' lists as sources of information about exhibition catalogs. The comments were favorable insofar as the lists were heavily used, especially for the acquisition of older materials; unfavorable for the style of their entries.

Some book dealers may list exhibition catalogs under the writer of the essay in the catalog, or the title, with no mention of museum or city, and often no date. When the title contains the words "modern" or "contemporary" and there is no date to pinpoint the publication to this year or half a century ago, the publication may be passed over in the selection process. Almost always the publisher's name is lacking. This deprives the selector of a useful guide to the scholarly quality of the work.



There is no substitute, however, for the dealers' lists showing what out-of-print material has come on the market. Most dealers in second-hand art books list exhibition catalogs as well—Bernett, Bruce, McGilvery, and Hennessey & Ingalls in the U.S., *Ars Artis* in the U.K., Holstein in Germany, Nijhoff in the Netherlands, and Leonce Laget in France, among others. Unfortunately the catalogs listed tend to be the major catalogs of major museums only.

For current publications St. George's Gallery in London, with its regular listings of exhibition sources, is important. Quatre Chemin is also useful for current European catalogs and Wittenborn for American.

*Abstracting and Indexing Journals.* The abstracting and indexing journals of art historical literature are the third major source of information about recent publications. Those which include exhibition catalogs as well as serials and monographs are the four listed in the questionnaire—*ABM*, *ADP* (and their predecessor *LOMA*), *Centro Di* and *Worldwide*, and one other, *RILA*, which has so far only had one demonstration issue.

*ARTbibliographies MODERN* published by the American Bibliographic Center-Clio Press, is primarily a computer-produced abstracting service covering 19th and 20th century art.

*Art Design Photo*, a one-man indexing effort by Alexander Davis in London, covers late 19th and 20th century art only.

*Centro Di's Bulletin* is a computer-produced bibliographic listing and indexing of art exhibition catalogs and cultural publications sent to *Centro Di* in Florence.

*RILA: Répertoire international de la littérature de l'art* (22), edited and produced at the Sterling and Francine Clark Institute, will index and abstract scholarly publications on post-classical Europe and post-conquest America.

*Worldwide Art Catalogue Bulletin* reviews and indexes approximately one thousand selected publications each quarter.

As sources of information these journals have been reviewed and compared in depth for both the material they cover and the access they permit (23–29).

The conclusions reached after the faults and successes have been analyzed are that there is some overlapping but not to the extent that one can be discarded in favor of another. All require that the user become familiar with their particular arrangement and indexing systems in order to make maximum use of each publication; and even then information will still be hidden. Institutions concerned with traditional art should only need to add *RILA*, when it starts soliciting, to their existing subscriptions to *Worldwide* and *Centro Di*. If the library's responsibilities cover contemporary art as well as traditional, they will find it useful to take both *ARTbibliographies MODERN* and *Art Design Photo*, as well as *RILA*, in order to provide improved service to contemporary art specialists. The museum of contemporary art can do without the older standby, *Répertoire d'art et d'archéologie*, which in its new computer-produced format eliminates artists born after 1920 and works of art executed after 1940 (30). The replies to the questionnaire indicated that *Worldwide* was too selective for a library already receiving most major catalogs on exchange, and that *Centro Di* was too far behind in publication to be useful either for location or acquisition.

*LC Proof Sheets and Library Lists.* Library of Congress proof sheets, library accession lists and "word of mouth" were the other sources mentioned. For libraries not yet able to search the MARC tapes, subscribing to the "N" section of the proof sheets can help. It seems unlikely that it will be possible in the near future to organize into the Library of Congress cataloging-in-publication program all the diverse agencies publishing exhibition catalogs. However, now that an increasing quantity of foreign material is finding its way into the LC cataloging programs, the value of the proof sheets as finding tools increases. Canadian art publications have appeared there before the Canadian national bibliography!

The other library lists cited are the accession lists of libraries acquiring large numbers of exhibition catalogs, such as the Victoria and Albert Museum in London.

The "word of mouth" source applies to university faculty and curators who travel a great deal, and can and should be encouraged to report to the library interesting exhibitions they have seen; better still, to bring back the catalogs and present them to the library. This method of acquisition can result in duplication, which has its drawbacks if the staff member wants to be paid for the catalog, but in view of the currency of the material and the fact that it is often of a kind that might otherwise have been missed, it is worthwhile encouraging this type of cooperation.

*Tracing.* It is not only with the book dealers' lists that problems of identification arise, making tracing the source of the catalog difficult. Library accession lists even with full cataloging may not be completely helpful either. The sponsoring body of the exhibition outside the recognized art institution, e.g., in a theater lobby, a city hall vestibule, a shopping mall, or a wooden fence around an excavation, may be named, but not where to find them, and many of these clubs or associations are short-lived and have no permanent address. For example, in trying to trace the catalog of NECAFEX, an exhibition of New Canadian Art presented by the Cosmopolitan Club in Toronto in 1972 (31), it was found that no records were kept at the St. Lawrence Centre, a center for the performing arts where the exhibition was shown, and there was no public listing of the club's address.

### Format

The format can be a major stumbling block in identifying and tracing the exhibition catalog. The catalog itself may be what looks like a box of playing cards, put out by Les Editions Graffophone to announce a group exhibition at the Graff Centre de Conception Graphique in Montreal (32). This information is carried on all six sides of the box and on the flap is

an announcement that inside there is a coupon for a free hot dog. The box holds two strips of accordin-fold plastic card holders filled with small prints, photographs, announcements, and the coupon for the free hot dog.

Even though the exhibition catalog may be an experiment in the graphic arts in vindication of the creative process, there should nevertheless be a title page giving the essential bibliographic information. Often there is no date, neither imprint nor copyright, and sometimes no year of exhibition. Art librarians are familiar with the poster and invitation card and even the catalog that announce the months during which the exhibition is showing but not the year. There are also catalogs giving nothing but the name of the artist and a list of the works of art which are probably intended to be used at more than one place and time. Small dealers importing outside artists and museums taking traveling exhibitions import this type of catalog without indicating if the catalog or exhibition is unique to them or not. One may wind up with six of the catalogs from six sources and be trying to locate the seventh show, which turns out to be merely another stop on the circuit. Every art gallery and museum librarian should try to make it part of a personal crusade to ensure that the publications of their own parent body carry at least the minimum data in a readily understandable form.

The exhibition catalog which appears as a special issue of a periodical or museum bulletin, such as the Aperture monographs like *The Personal Eye* (33), are familiar. Sometimes, however, there is no bulletin identification to indicate that this is the fact.

Many publications need close scrutiny by collections librarians and catalogers to make sure that they are exhibition catalogs. One example is the monograph on *Barnett Newman* (34), where it is necessary to read the acknowledgments on page 11 to learn that this was prepared to accompany the exhibition of his photographs at the Museum of Modern Art, though the name of the museum on the title page is a clue!

### Acquisition Methods and Sources

When the identification problems are finally overcome and the exhibition catalog in its multiple variations has been traced to source, the next stage in the acquisitions process is reached. The decision must now be made as to whether the catalog will be ordered direct from the publishing source or through an agent; or whether the library can depend on standing or blanket orders, or an exchange program.

The replies to the questionnaire left no doubt for which method of acquisition the art librarians were crusading. Of the three methods, the blanket order to catalog supply houses was used by all the university libraries and appeared to be their alternative to the museum libraries' exchange program.

*Standing Orders.* The standing order was used in all cases where the publishing museum permitted it, and those who did were cited with gratitude—the Museum of Modern Art and the Whitney in New York, the Tate Gallery, the Arts Council of Great Britain and the Whitechapel Gallery in London.

The Arts Council Shop at Piccadilly in London accepts standing orders for the catalogs of exhibitions produced by the Arts Council itself or by associated organizations, such as the Scottish and Welsh Arts Councils, regional arts associations and other arts organizations receiving support from the Arts Council.

*Single Orders.* The problem with the single order to the institution is its lack of currency. By the time the catalog has been identified, traced and ordered, it may be out of stock. This happens more frequently with European publications, where the quantity printed is often only that needed for sale during the period of the exhibition. In North America because of more voluminous printing runs, there is usually no difficulty in obtaining a copy within a reasonable period—2 to 3 years—after the end of the exhibition but this is no help to the library user who wants the catalog while the exhibition is still in progress. Many art museums, especially European, compound this problem by refusing to invoice and

insisting on prepayment, while at the same time not supplying essential information about the price. By the time one has returned the order with the required payment, the catalog is frequently out of stock, and already out of print.

*Criticism of art museums sales outlets is general.* One art librarian's comment summed up the general dissatisfaction. It noted the instability in dealings with museums and art galleries—often a lack of response, inadequate understanding of libraries and their requests, lack of sophistication and incompetence in dealing with formal orders, and a need for constant reconfirming of mailing lists. Whatever the problems of art gallery shops, it should be possible for them to conform to the normal book store practice of accepting standard library order forms and invoicing at the time of shipment. The next step will be to persuade the larger sales organizations to accept standing orders.

*Blanket Orders.* While there is no way of avoiding the single order for the special request for current or retrospective material, the blanket order to the specialized agency dealing in exhibition catalogs can help to reduce the library workload. The usual university library blanket order to a jobber will only pick up the catalogs available through commercial publishing programs, such as the publications of the Metropolitan Museum and of the Museum of Modern Art in New York, distributed by New York Graphic, and those issued by university presses. However, both *Worldwide* and *Centro Di* act as supply and distribution centers for the catalogs listed in their bulletins. *Worldwide Books'* blanket orders may be tailored to suit the individual library's requirements, based on the subject, language or chronological divisions. It is used by all but one of the university libraries surveyed. None use *Centro Di*.

The exhibition catalog supply sources listed in the questionnaire were: museum or gallery; commercial art dealer; book dealer; catalog supply center, *Worldwide* or other; exchange; gift.

*Book Dealers' Lists.* The book dealer is a major source for out-of-print ma-

terial. From the lists of antiquarian dealers from North American and Europe, libraries vie with each other in making fast reserves for scarce items. Every art librarian has a favorite with a record of success in obtaining desiderata but is reluctant to divulge any name for fear that the dealer's business will grow so fast that service deteriorates.

Exhibition catalogs have so far not appeared in any great number at book auctions in Canada and they have fared badly at the hands of reprint publishers, who have not until recently shown signs of listening to librarians' pleas for either microfilm or full-size copies. Art libraries are forced to spend ever-increasing portions of their diminishing budgets in the second-hand market. In some cases, especially in completing the older runs of the catalogs of annual exhibitions, the photocopy may be the only answer, provided always that the copyright regulations can be observed.

Art book dealers handling exhibition catalogs of current shows help to supplement the blanket order and exchange program of most libraries.

*Exchange Programs.* The formal exchange of current publications between museums is the method by which their libraries acquire the majority of their exhibition catalogs. Because museum exchange programs are not entirely library oriented, nor necessarily library-operated, problems with these programs can arise, from the librarians' point of view. The motivations behind the distribution of museum publications may be various—scholarly prestige, which means getting the exhibition catalogs into the hand of other curators and directors; publicity, which means getting them into the hands of press; financial, getting them to the trustees, collectors, prominent local interests, and the purchasing public who come to see the exhibition. Unfortunately getting the catalogs to libraries for the future rarely has top priority. Some institutions require that the exchange of publications be officially between directors. This can result in considerable delay in the publication reaching the library. A label or mailing envelope printed or

stamped *Library Exchange* may encourage delivery to the desired location.

National systems of galleries and museums present their own problems. For an art gallery in a museum complex to enter into a full exchange program with an art gallery in another museum complex may involve negotiations at several levels in both institutions.

Inevitably the single rush request still has to be sent; for this our library developed a multiple copy form which requests the publication "on exchange" or "with invoice," and whose parts can then be used in the order files and as temporary shelf list and catalog entries in the same way as the regular library order forms. This is not always effective when sent to the source of publication. Sometimes two copies of the desired catalog arrive, one on exchange and one *with* invoice, and sometimes none at all. When this happens with European galleries the delay can mean that the catalog is no longer available when reordered.

## Conclusion

In Canada it has so far been through cooperation that we have attempted to solve our problems—exchanging acquisition lists, duplicates, photocopies, preparing and distributing lists of holdings, discussing projects and sharing knowledge of resources at meetings of the Canadian Art Libraries Committee. No existing institution can at present acquire, record, process, and make available all the exhibition catalogs likely to be required in one country, and until additional funding is found for such work the cooperative efforts of art librarians across Canada are still going to be necessary.

This applies, too, in the larger context of North America. This cooperation can be a scheme for cooperative acquisitions, such as has been proposed for Great Britain, where collaborating libraries take responsibility for building a comprehensive collection of exhibition catalogs covering different periods, or regions, or media. Or it can be a system of regional collecting centers, which will require the

cooperation of the originating institutions, to obtain their catalogs—or if there are no catalogs, their invitation cards, price lists, whatever—for a repository archives or library, and if possible, for an organization issuing publicly available lists, as the National Gallery does.

However, regional collecting centers in North America will not be sufficient; they should also be established in other countries. Location difficulties can usually be overcome where the catalogs of major museums are concerned. It is with the smaller items from smaller galleries that problems arise and it is here that a directory of regional centers, assuming responsibility for comprehensive collecting in the area and for tracing in response to inquiries, would meet a need. The regional art file of the Brooklyn Public Library's Art and Music Division is a center that can be noted now for information about art activity in the New York area.

Ideally, all exhibition publications should be cataloged and in the *Library of Congress Catalogs* or other published form accessible to the majority of libraries. Access should be provided to the many collections in libraries all over the country, by cataloging these, either conventionally or in specialized machine-readable form. Since staffs in the individual libraries are not adequate, the shared cataloging programs should help by freeing librarians from cataloging the same publications in many different libraries and enabling them to concentrate on the unique material in their particular libraries.

While the computerized index to exhibition catalogs based on a large national collection, sought by Dr. Freitag in 1969, has not yet been realized, there are new indexes in the fine arts; cooperative computerized cataloging schemes underway; reprint publishers showing interest; library associations addressing themselves specifically to the fine arts; SDI systems possible with the new computer-produced indexes; and library networks being planned to systematize and expand the sharing of resources. If the boom in art catalog publishing does not become an explosion comparable to that

of the world's population, art librarians may gain control of the situation, and be able to acquire, record and provide access to the catalogs of art exhibitions.

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# Hospital Library Standards: An Administrator's View

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The current Standards for Professional Library Services of the Joint Commission on Accreditation of Hospitals are analyzed. It is concluded that the standards are weak and that this has a

negative effect on both hospital administrators and hospital librarians. Recommendations to remedy the situation are offered.

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**THE TYPICAL** hospital administrator has had no formal education nor any experience in hospital librarianship. His knowledge of the library and its function is acquired from two sources: published standards and the hospital librarian. It seems worthwhile to analyze both of the sources.

## **Library Standards**

Yast (1) has abundantly documented the many groups which have published hospital library standards. These groups can be categorized into library groups, medical groups, governmental agencies, and groups outside the United States. Instead of analyzing all published standards, the author will focus on those standards with which a hospital administrator would be familiar. The only hospital library standards of which administrators are aware are those published by the Joint Commission on Accreditation of Hospitals (JCAH).

The Joint Commission (2) has published only one Standard for Professional Library Services. It is, "Library services shall be made available to the

medical and hospital staff. There shall be books, periodicals, and other materials appropriate to meet their needs." When the Joint Commission uses "shall," it literally means "must." Therefore, what is being said is that every accredited hospital must provide library services.

After each standard in its manual, the Joint Commission offers an interpretation or explanation section. In the interpretation section of this standard, we are told that the library should be active, dynamic, and capable of providing service; a suitably trained person should operate the library; the services should include: reference, document delivery, and audiovisuals. Further interpretation explains reference material "must be provided." One would hope that every hospital librarian could comply with these vague, general, but simple criteria. In fact, anyone with a home library could partially comply.

To get a better insight into the standard, let us review the following probing questions which the Joint Commission (3) recommends that administrators and surveyors ask to find if compliance with the standard exists: "Are library services

Table 1. Joint Commission Standards

Section	Number of Standards	Number of Pages of Interpretation	Number of References
Governing Body and Management	10	8	5
• Home Care Program	9	8	0
Pathology Services	8	8	5
Medical Staff	7	12	3
• Respiratory Care Services	7	5	0
• Outpatient Services	6	7	0
Nursing Services	5	5	6
Emergency Services	5	5	11
Environmental Services	5	11	5
Medical Records Services	5	5	5
Pharmaceutical Services	5	5	7
Anesthesia Services	4	4	0
Dietetic Services	4	4	3
Nuclear Medicine Services	4	3	3
Radiology Services	4	3	3
Special Care Units	4	4	0
Social Services	3	2	0
Physical Medicine Services	3	2	0
Professional Library Services	1	1	0

\* Effective January, 1974

offered to the Medical Staff?, to the other hospital personnel? Can you find facts reasonably quickly? Do you have the ability to respond to any reasonable request? Do you have available basic texts and references? What is the composition of your library committee? What does it do?"

These official questions underscore the unimpressive and virtually meaningless state of the current standard. It lacks both quality and substance.

How do the Standards for Hospital Libraries compare to those for other departments and services? Is it only the library services section or are all Joint Commission Standards inadequate? Table 1 was constructed to answer these questions. It shows that of the nineteen areas which are deemed worthy of concern, professional library services ranks last in the number of standards—only 1. When one looks at the number of pages of interpretation, the library section is last again with only one page. And most embarrassing for librarians, the only hospital department to be required to provide current reference material, column three demonstrates that the Professional Library Services Standards section provides 0 references. This too is another in-

dication to the non-librarian (e.g., hospital administrator) of a lack of depth and substance in the library standards.

#### Administrative Reaction to JCAH Library Standards

All hospital administrators strive to comply with Joint Commission Standards. They know that the standards are minimal guidelines to excellence which should be met or exceeded. They realize that the standards are usually developed by a committee of experts. The committee takes great pride in developing standards and it frequently sets them so high that wiser people at the Joint Commission usually tone them down. But the library standards as they now exist have been more than toned down, they have been so compromised as to be nearly meaningless.

Such a state of affairs has an effect on the hospital administrator. For example, confronted with an impending survey, what does he do? He calls the librarian one week before and asks, "Is everything ready for the survey?" And during the survey what does he see in relation to the library standards? JCAH surveyors rarely enter the hospital library when conducting biannual inspection tours. No



wonder hospital administrators are unimpressed by the standards and hospital librarians are frustrated by surveyors' inattention.

In addition, administrators realize that they will not lose their accreditation for a poor library service. They know that they only place their accreditation in jeopardy by such things as safety violations, lack of awareness of medical staff practices, and other life threatening circumstances.

To answer the question, how do administrators react to current library standards: They don't! But this does not mean that library standards should be eliminated. Standards are necessary. The hospital administrator needs some beginning estimate of what constitutes a good library service. He needs standards—better, more specific standards than those now in effect. Standards against which he can compare his institution. With meaningful standards he can identify: 1) where the hospital is; 2) the level of library service he hopes to reach; 3) the intermediate short-term goals which can be reached as part of a directed growth plan (4).

### Librarian's Role

Since the current standards won't force the administrator's attention on the library, the librarian should take positive action to bring the library to his attention. A librarian can: 1) realizing he has no formal library education, give the administrator a library orientation; 2) screen periodicals for him as for others; 3) let him know about librarian involvement in medical staff education and other programs. All administrators are interested in supporting high quality patient care and if an administrator learns that the librarian's activities enhance high quality patient care, then his interest in library activities will logically follow.

An administrator cannot be coerced or clubbed into being interested in library activities by stringent standards or harassment by the librarian. Good standards coupled with careful public relations by the librarian will be more successful and less painful for all.

### Recommendations

There are six things that can be done to improve the current state of affairs on a national basis.

1. New, more specific library standards must be developed for the Joint Commission. These standards should state at least the following:

- a) The objectives of the hospital library must be documented.
- b) An organizational structure for implementing these objectives shall be established.
- c) The qualifications, authority, and duties of the librarian should be spelled out and these should be endorsed by the hospital administrator.
- d) Library policies and procedures should be developed.
- e) There should be a mechanism for program review and evaluation.
- f) There should be general guidelines for facilities, equipment, and holdings.
- g) There should be a statement on cooperation and relationships with other agencies.

Examples of all of these suggestions exist for other hospital departments in the JCAH manual. (Some progress in this direction has been recently made by the Medical Library Association as reported in *MLA News* no. 62, Jan 1975.)

2. A recognized library association should develop a set of criteria for the certification of institutional member libraries (5). Certification surveys or inspections could be conducted every 3–6 years. This is in line with the National League of Nursing which certifies hospital schools of nursing on a 6-year basis.

If such a program were established, a library's certification could be communicated to the Joint Commission. This certification could stand in lieu of the library inspection at the time of the JCAH survey.

3. What about developing a Library Audit? Isn't it possible to devise a standard mechanism by which hospital librarians could evaluate their services and programs?

Are there any common principles in the Joint Commission-endorsed Medical Audit and Nursing Audit programs which can be applied to libraries?

4. Hospital Library Associations should attempt to persuade an organization like the Association of University Programs in Hospital Administration to incorporate into the curricula of Hospital Administration pro-

grams, lectures on, and exposure to hospital libraries. We need better informed hospital administrators.

5. Hospital librarians should assist in the development of library inspection guidelines for Joint Commission surveyors. Such guidelines would remove the surveyor's sense of ineptitude and the librarian's perception of lack of interest by the inspector.

6. Finally, it is recommended that bi-professional committees on library service be established by the Joint Commission, the American Hospital Association, and others, with membership open to hospital administrators and librarians. The obvious advantages of such a move would be twofold: a) there would be a cross-fertilization of interest and education of both the administrators and the librarians; and, b) there would be an advancement of hospital librarianship by the mutual efforts and talents of both professional groups.

## Conclusion

Updating library standards and developing new approaches will not be easy and will not be done overnight. But this important work will never be done unless

the work is begun by the professional hospital librarian.

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## **The Open Shelving of Journals on Microfilm**

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■ A case study is presented in which open shelving has been tried and found to be an acceptable alternative method of housing microfilm. Potential drawbacks are considered and a definite advantage over cabinet storage is discussed. Descriptions and costs of two different shelving units are provided.

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THE Clarkson Library has 1,525 single periodical subscriptions, and it receives two newspapers and 135 journals on microfilm. The library has six professionally trained librarians, nine clerical personnel, and fifteen to twenty work-study assistants. No one on the staff is an audiovisual or media specialist.

### **Background**

The library began receiving periodical backfiles on microfilm in the late 1960s. At that time a room 8 ft. × 10 ft. was set aside for microfilm use and storage, which was spacious enough for several microfilm cabinets and one or two reader/printers.

However, by 1974, the library owned 600 reels of the *New York Times*, 100 reels of the *Wall Street Journal*, and 825 reels of journal microfilm. The same microfilm room housed five microfilm cabinets, two microfilm readers and two reader/printers, and two microfiche readers. Not able to be absorbed by existing facilities were a backfile purchase

of 1,350 reels of the *New York Times*, and an intracollege gift of 525 reels of the *New York Herald Tribune*. Both were inconveniently housed in basement storage cages and on top of book stacks near the microfilm room.

### **Alternatives**

Various methods of providing the most efficient storage of microfilm were discussed, given the present size and structure of our building. It was determined that four cabinets would have to be purchased to absorb present holdings and to provide for future growth. However, no additional cabinets would fit in the overcrowded microfilm room.

Consideration was given to sacrificing study space so that cabinets containing either newspaper or journal microfilm could be placed adjacent to the microfilm room. But, even with the removal of several cabinets, the room would still be cramped.

A series of articles (1) was found that discussed the creation and renovation of microform reading rooms, but it called for facilities more elaborate than our own. One article (2) was found that mentioned shelving film cartridges in open stacks and the space saved by replacing bound volumes with microfilm. If used at Clarkson, this method would alleviate congestion in the stacks as well as in the microfilm room. So, the purchase of additional cabinets was postponed until the open shelving of journal microfilm had been tried on a limited scale.

## Considerations

The decision to test microfilm open shelving raised several questions of immediate concern. Most urgent was the fear of film deterioration, so representatives of two major microfilm producers were contacted. Each assured us that microfilm was much more durable now than in earlier years, and that open shelving would not hasten film deterioration, provided conditions in the library were not extreme, and that consideration was given to minimizing the risk of film damage from dust, heat and humidity. Although our building is not environmentally controlled, we were satisfied that conditions in the open stacks would be less extreme than those in a closed room, and that they would not vary greatly from national standards (3).

The possibility of theft was considered a potential drawback. However, our loss rate has been consistently low, given an ever increasing circulation rate. Also, it was agreed that should a reel be stolen or mutilated, the cost and ease of replacing it would often be less than that of a bound volume or single issue.

Physical handling was seen as a potential difficulty, but in our library, microfilm reels are received and accessioned similarly to bound volumes. They then could be shelved and reshelfed as such.

The last foreseeable drawback was that of negative user reaction, so in the spring of 1974, four journal titles were selected to test microfilm open shelving.

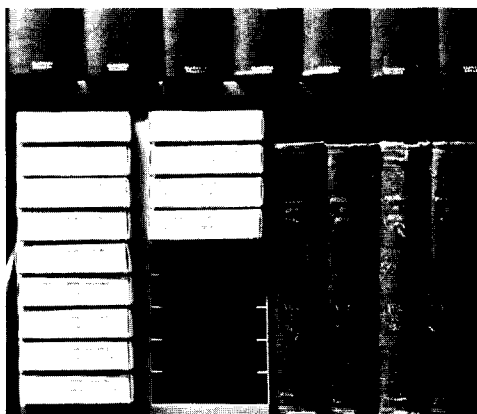
## The Test

Clarkson's periodical collection is shelved alphabetically on two floors, so two titles per floor were chosen for the trial run. Titles selected spanned several subject areas and receive moderate use. Because the microfilm room is twenty feet from the closest floor of the periodical stacks, signs were placed on each floor to aid and direct users in locating it.

Six Princeton Microfilm Corp. microshelves were purchased, and reels were shelved chronologically with bound

Figure 1. Open Shelving Using Princeton Microfilm Corp. Micro-shelves

Made of durable styrene plastic, units shelf eighteen 16 mm or ten 35 mm cartridges or reels, at a slight back angle to prevent forward sliding. Available at \$7.50 to \$6.25 per unit, depending on bulk.



volumes (Figure 1). The latest two years of current titles were retained in hard copy since those years would receive heaviest use.

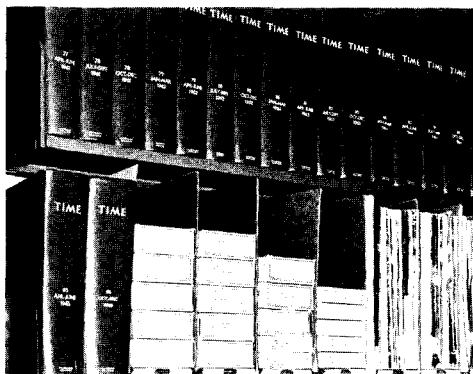
## Results

Although no formal survey was taken to determine user reaction, users were informally encouraged to voice their opinions regarding open shelving to library staff members. By the end of three months, no negative feedback has been received, and in fact, microfilm open shelving was found to have a definite advantage over cabinet storage. By shelving reels with bound volumes, users immediately knew the extent of our holdings per title. If all journals were put on the open shelves, the need for blocks and shelving labels would be eliminated, and the number of computer serial printouts needed to denote titles received on microfilm would not be as great.

Shelving microfilm was less complicated than expected. Signs were placed by the microfilm readers requesting that all reels be returned to the circulation desk for reshelving. Work-study students then shelved the reels after recording them as part of circulation statistics.

**Figure 2. Open Shelving Using American Bindery, Inc. Bindettes**

These sturdy corrugated cardboard units can neatly support stacks of five 35 mm or eight 16 mm cartridges or reels. Available for about \$.50 per unit, depending on size and bulk.



Because of the favorable results of our limited test run, Clarkson's entire journal microfilm collection was slowly put in open shelving over the latter half of 1974. No additional micro-shelves were purchased, however, since we soon discovered that our supply of the American Bindery, Inc.'s bindettes worked as well (Figure 2). Micro-shelves will be purchased in the future, as needed and as funds are available, for titles with lengthy microfilm runs.

With journal microfilm on the open shelves, only two additional cabinets were required to store newspaper microfilm and to provide for growth. Some study space was sacrificed so that all newspaper microfilm cabinets could be shelved adjacent to the microfilm room, which now houses only microform readers and reader/printers. A third reader/printer has been purchased, one reader has been placed next to the newspaper microfilm cabinets, and another reader will be placed in the periodical stacks on the floor furthest from the microfilm room.

Use statistics have been kept since September 1974, but they cannot yet be used for comparative purposes, since all journal reels were not on the shelves until December. Our borrowing procedure has been to treat reels as bound volumes, although to date none have been charged out.

## Conclusions

Open shelving can be an efficient, effective, and economical means of housing journal microfilm. It may well provide small academic and research libraries with a viable alternative to microfilm storage in cabinets or in nonuser areas, provided the library is in a temperate climate or is environmentally controlled. It should work as well for libraries that classify their journals as for those that arrange them alphabetically. It is not suggested for libraries that have extensive microfilm collections, long runs of newspaper microfilm, or large package collections.

## Acknowledgment

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## **Special Libraries in Kuwait**

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■ Although Kuwait has achieved an impressive leap in economic and social development that surpasses that of any emergent nation, the development of special libraries has been slow. Some progress has been accomplished in the last few years, in particular in some ministries, government agencies, Kuwait University, and in private enterprises. Most of the special libraries lack defined

objectives and specified goals, sufficient funding, adequate resources, qualified librarians and subject specialists, new library standards, appropriate facilities, better salaries and working conditions, and the establishment of a professional library association. The current state of special libraries and its future prospects have been examined and some solutions to their problems have been offered

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KUWAIT is the diminutive of the word Kūt which means in Arabic "a small fort." It is located on the northwestern shore of the Arabian (Persian) Gulf and bounded on the north and west by Iraq, on the south and southwest by Saudi Arabia, and on the east by the Gulf. Although slightly smaller than New Jersey, Kuwait is one of the largest oil-producing countries of the world.

In only twenty-five years, the rapid social, economic, and educational progress in Kuwait (population of approximately one million in 1974) due to its massive oil revenues, estimated at \$9.3

billion in 1974, has culminated in a vast economic and social development that surpasses any of its kind in a developing economy. Special libraries in Kuwait are striving for existence, identity, and recognition since they were first organized in the early 1960s. The development of most of these libraries has to date been slow and their services have as yet not always been utilized or understood, nor have their objectives always been clearly defined.

### **Organization and Distribution**

A number of nascent special libraries in Kuwait, mainly located in the City of Kuwait metropolitan area, are serving ministries, government agencies, business and industry, and Kuwait University. Of

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thirty institutions known to have special book collections, other than Kuwait University, only fourteen responded to a questionnaire which was circularized in 1974 (1). Those who responded were sufficiently organized to merit examination here. Important ministries, such as the Ministry of Social Affairs and Labor, the Ministry of Posts, Telephones and Telegraph, and the Ministry of Electricity and Water, do not have libraries at all.

Of the fourteen special libraries outside Kuwait University, four are government ministry libraries, and five libraries serve independent government agencies. Outside the government sector, three libraries belong to private enterprise and one serves a professional association, the Kuwaiti Teacher's Association.

The four governmental libraries are organized as subdivisions of the Ministry of Education, the Ministry of Information, the Ministry of Foreign Affairs, and the Ministry of Endowments and Islamic Affairs. The libraries serving independent government agencies are mainly research libraries organized as divisions of large research centers, such as the Kuwait Institute for Scientific Research, the Planning Board, the Arab Planning Institute, the Kuwait Fund for Arab Economic Development, and the National Assembly. Similar to this type of organization are the libraries of the Kuwait National Petroleum Company, the Central Bank of Kuwait, and the Kuwait Chamber of Commerce. The library of the Kuwaiti Teacher's Association is organized as a unit attached to the Board of Directors' office, although its service is limited to a part-time basis only.

Kuwait University, established in 1966, was the first institution of higher learning in the Gulf area. The total student population in 1973-74 was approximately 4,000 with a total teaching staff of over 200 faculty members. At the present time, the areas of study at Kuwait University are limited to those in the College of Sciences, the College of Arts and Education, the Women's College, the College of Commerce, Economics and Political Sciences, and the College of Law and Sharia (2). Three new colleges for en-

gineering, medicine and pharmacy are currently under construction. As of 1974, ten colleges and departmental libraries existed at Kuwait University. These libraries are governed by the Libraries Department of the university, which assumes the responsibility for planning, organizing, and providing library service to the academic community. The department is a centralized organization made up of five major divisions: Technical Services Division, Bibliography and Documentation Division, Audiovisual Division, Reprography Division, and Personnel Division. There are separate divisions for six college libraries; and three departmental libraries for periodicals, United Nations publications, and the Center for the Kuwaitiana Collection, known as Markaz al-Turāth al-Qawmī. Library service is provided through a chain of college and departmental libraries with separate library facilities.

## Resources

In 1973-74 a total of 130,676 volumes and 1,378 periodical titles were held by fourteen special libraries other than Kuwait University Libraries. The average rate of book provision for the total population of the fourteen organizations served is twelve books per staff member. Table 1 compares special library resources by type of organization where book collections and library service are provided.

The combined total number of books for the special libraries of the five government ministries was 78,772 volumes in 1973-74, representing the largest special book collection in Kuwait. Only two significant special library collections were reported: the Ministry of Education Library, with 36,500 volumes, and the Ministry of Endowments and Islamic Affairs collection, amounting to 19,202 volumes in Islamic studies. The libraries of the Ministry of Foreign Affairs and the Ministry of Information have book collections of over 8,000 volumes each. The smallest number of books in a ministry library was reported to be that of the Ministry of Justice, whose law books

**Table 1. Special Library Collections and Book Expenditures in Kuwait as of 1973-1974\***

Type of Organization	Number of Service Outlets	Number of Population Served	Book Collection (Vol.)			Book Expenditures (U.S.)		
			Average per Staff Member	Average per Library	Total Volumes	Average Cost per Staff Member	Average Cost per Library	Total
Ministry Library	5	7,092	11	15,754.0	78,772	\$ 5.23	\$ 7,424	\$ 37,125
Independent Government Agency	5	708	39	5,576.8	27,884	112.09	15,873	79,366
Private Enterprise Association	3	1,973	10	6,826.3	20,479	11.40	7,500	22,500
	1	1,487	2	3,541.0	3,541	1.17	1,750	1,750
Total	14	11,260	12	9,334.0	130,676	\$ 12.49	\$10,053	\$140,741

\*Source: Survey Questionnaire Returns, 1974.

number just under 4,000 volumes. Altogether, 8,792 volumes and 72 periodical titles were added to the ministries' library collections in 1973-74. The average rate of book provision for the total population of the ministries served is 11 books for each staff member.

Five special library collections in independent government agencies totaled 27,884 volumes and 737 periodical titles in 1973-74, with 1,130 volumes and 235 periodical titles added in that year. Of these five collections, three are mainly in economics and the social sciences. The Arab Planning Institute's 9,155 volumes is the largest collection, followed by the Planning Board's 8,125 volumes, and the 4,468 volumes of the Kuwait Fund for Arab Economic Development. The smallest collections are those in science at the Kuwait Institute for Scientific Research, which reported 4,468 volumes, and the law collection of the National Assembly, amounting to 4,040 volumes. The independent government agencies, which have an average of 39 books per staff member, show the highest per capita provision in all of these special libraries.

Three special collections in the libraries of private business reported a total book collection of 20,479 volumes and 385 periodical titles, with additions of 3,710 volumes and 107 periodical titles during 1973-74. The largest business collections

of significance are the 11,279 volumes at Kuwait Chamber of Commerce, the banking and finance collection of 5,178 volumes at the Central Bank of Kuwait, and the 4,012 volumes on petroleum at the Kuwait National Petroleum Company. The average rate of provision for the total population of this sector is 10 books per staff member.

The Kuwaiti Teacher's Association reported a small collection of 3,541 volumes and only 5 periodical titles, predominantly in the social sciences and the humanities. The average rate of book provision for the total membership is 2 books per person.

Library holdings of Kuwait University, amounting to 20,000 volumes in 1966, have risen to 212,338 volumes in 1973-74. This represents the second-largest book collection in Kuwait, although many of the books are duplicated in various colleges because coeducation is not yet fully accepted at Kuwait University. By the end of 1972-73, a total of 29,336 book titles and 2,796 periodical titles were reported in the college and departmental libraries. These figures are broken down to 24,221 foreign titles, 13,850 Arabic titles, and 1,275 reference titles. The periodical collection consists of 2,616 titles mainly in European languages, although 180 are in Arabic. The average number of books per student is 56. Table 2 compares



**Table 2. Book Collections and Expenditures at Kuwait University, 1973-1974\***

College and Departmental Libraries	Number of Service Outlets	Number of Students	Library Holdings		Expenditures (in U.S. dollars)	
			Average per Student	Total Volumes	Average Cost per Student	Total Cost
Science	1	426	55	23,569	\$80.30	\$ 34,220
Women's College	2	1,857	33	61,500	21.50	40,012
Arts and Education	1	561	107	60,000	65.80	36,917
Commerce, Economics & Pol. Sci.	1	828	25	20,873	52.40	43,393
Law and Sharia	1	148	60	8,918	55.90	8,286
Periodicals Collection	1	—	—	19,644	—	35,774
Kuwaitiana Collection	1	—	—	6,292	—	5,120
Audio-Visual Collection	1	—	—	667	—	8,858
UN Collection	1	—	—	4,875	—	—
Total	10	3,820	56	212,338	\$58.20	\$222,580

\*Source: Survey Questionnaire Returns, 1974.

the university's library resources by type of college and departmental library.

An analysis of library resources in these six college libraries reveals that the area of science accounts for the greatest number of books, comprising 40% of the total resources, while the areas of the humanities, including general works, and the social sciences, including law, each make up 30% of the total library collections.

Because of needless duplication of library materials in the men's and women's colleges, the number of actual book titles is under 40,000; 25% of these are textbooks, and 75% are background reading material to support the teaching programs.

Surprisingly enough, by the end of 1972-73 the number of foreign book titles (24,221, mainly in English) was nearly double the number of Arabic titles (13,850) although Arabic is the language of instruction. The problem apparently has been the lack of productivity in the publishing industry in the Arab world and the stagnant book market which seems to require greater public support.

### Finance

Ministry and independent government agency libraries are entirely financed by government funds allocated to the five ministries, as are the public schools and Kuwait University. Their expenditures in

1973-74 totaled \$149 million; of this only \$37,125 was spent on building library collections. This amounted to 0.025% of the total expenditures of these institutions, or \$5.23 per staff member (Table 1). Library staff salaries are included in the total personnel budget of these ministries and agencies.

The five independent government agencies in Kuwait had a combined total expenditure of \$79,366 in 1973, with an average cost of \$15,873 or \$112.09 per staff member, the highest amount of any special library. Library spending in private enterprise was only \$11.40 per staff member, a figure higher, however, than for the ministry libraries. The lowest library expenditure recorded was the \$1.17 spent per member by the Kuwaiti Teacher's Association.

The total expenditures made by private enterprise (mainly corporations) and the Kuwaiti Teacher's Association were not available for analysis and comparison.

Higher education resembles the public school system in that both offer a free education, one of the benefits to the public welfare system in Kuwait. Kuwait University is a state-supported institution with an independent budget and estimated expenditures totaling \$20 million for the 1973-74 fiscal year, compared to only \$5 million spent in 1967-68.

In spite of the considerable university expenditure, allocation for library service

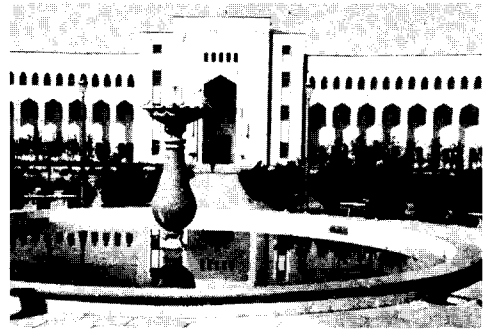
constituted only 1.17% of the total budget in 1973-74. Library allocations are restricted to building library collections; staff salaries, equipment, and services are included in the general provision allocations for the total university.

### Staff

At the time of the survey 42 persons were employed in special libraries in Kuwait, only six of whom were at a professional level: one with a master's degree in library science from the United States and five with the bachelor of arts degree in library science, mainly from Egypt. Five held college degrees and 31 employees performing clerical work had high school education. Personnel problems, primarily due to inadequate salaries, are similar to those found in public and school libraries. The unequal pay between the Kuwaitis and non-Kuwaitis is also a point to be solved, although only a few Kuwaiti professionals were reported to be currently working as special librarians in Kuwait. The Kuwaitis without college educations were making \$100 per month more than the beginning non-Kuwaiti professionals. In private business a beginning professional librarian's salary was over \$500 per month. The librarians in ministry and independent government agency libraries interviewed during the survey revealed that dissatisfaction with low salaries and lack of organizational support were the key reasons for their lack of enthusiasm in making their organizations into outstanding special libraries.

In sharp contrast with other public, school, and special libraries, Kuwait University Libraries are, for the first time, employing a few full professionals with advanced degrees in library science. At the time of the survey, 88 staff members were employed, of whom 18 held first and advanced degrees in library science, and 10 held a bachelor of arts degree in library science from Egypt. Six staff members who had college degrees had completed their library training in England, and 12 others had received some library training courses at Kuwait University.

Figure 1. Administration Building, Kuwait University, Shuwaikh.



The remaining nonprofessional and supporting staff held high school diplomas or intermediate diplomas (equivalent to junior high school diplomas).

Although librarians are considered professionals in Kuwait University, they are not yet accepted as full partners in the educational enterprise, nor is librarianship recognized as a learned discipline. This has resulted in sharp differences between faculty and librarians' salary scales. In spite of this, a beginning librarian's position in the university pays over \$500 per month, almost \$200 more than in either public, school, or other libraries. The problem stems from the assumption that the preparation of the majority of the librarians at Kuwait University does not go beyond the bachelor's degree. Thus, an advanced education for librarians will definitely enhance their academic status and will undoubtedly narrow the compensatory gap between them and the teaching faculty.

Two library training programs have been in operation since 1968 at the Libraries Department, an advanced program for trainees with a college education consisting of in-service training and a few courses offered in library organization and administration, as well as technical and readers' services. The other training program is for the nonprofessional staff, library assistants, and clerks and is designed to teach library operations, routines, and procedures (3). A few Kuwaiti graduates are on university

scholarships for advanced study and training in library and information sciences, mainly in the United States and England.

### Service

At the time of the survey, cooperation among themselves and with other types of libraries was nonexistent among the special libraries in Kuwait. Various small collections in economics are scattered among a number of institutions with overlapping functions, resulting in a duplication of their resources. Duplication of periodical titles in the sciences and social sciences is common, although the excellent periodical collections at Kuwait University could be easily shared by many libraries.

Almost all special library collections covered in the survey are well organized and arranged on open shelves for easy access. The Dewey Decimal Classification is used for their non-Arabic material (mainly in English), which comprises over 65% of their total collections. The Arabic materials are classified by a modified Dewey Decimal Classification. Anglo-American cataloging rules are used for non-Arabic materials, and an adapted version is used for Arabic materials. All libraries reported providing author-title-subject card catalogs, but only two subscribed to Library of Congress printed catalog cards. While a systematized list for Arabic subject headings is yet to be completed, most of these libraries reported using self-compiled lists, except in the case of non-Arabic material for which the Library of Congress subject headings are commonly employed.

All libraries are open 30 hours per week and provide advisory service, reading lists, subject bibliographies, book displays, reference and circulation services, but only three offered current-awareness service and only five furnished photoduplication.

Library service is provided at all college and departmental libraries of Kuwait University, where professionals are available over 70 hours per week during the academic year and 36 hours per week in

Figure 2. National Heritage Center, Kuwait University, Khaldiayah.



the summer when classes are suspended. All divisions reported offering guidance and advisory service, library instruction, book exhibits, and reference services, but only two prepared reading lists or offered current-awareness service to their faculty.

Library collections in college and departmental libraries are organized and accessible to all library users in open-shelf arrangement. Arabic books are cataloged according to an adaptation of the Anglo-American cataloging rules for Arabic materials. The Anglo-American rules are strictly followed for non-Arabic materials, mainly in English, which accounts for a large proportion of the total book collection.

Books are arranged by Dewey Decimal Classification for all non-Arabic materials, and by a modified Dewey Decimal Classification for Arabic materials. While the Library of Congress list of subject headings is used for non-Arabic materials, a new list of subject headings is already developed for Arabic materials and the letter "A" volume was published in 1973 (4).

A full range of services is provided. An impressive periodicals collection covers a wide range of subjects in science and technology, social sciences, and the humanities, predominantly in English, with a considerable number of titles from the United States. Reprography services including photoduplication, microreproduction, and printing services are available for students and faculty.

Another important service is the depository library of United Nations publications, in which are housed the publications of important international organizations. Although audiovisual materials are treated separately, a small collection of microforms is available for library users. Moreover, a special collection of Kuwaitiana—that is, material on Kuwait, the Gulf, and Arabia—is available for students and researchers at the National Heritage Center. In the absence of a National Library in Kuwait, the Libraries Department of Kuwait University is providing some bibliographic services not only to the academic community but also to the country (5).

In addition to library bulletins, guides, indexes, and subject bibliographies published since 1968, the professional reading of the library staff at Kuwait University has been promoted by the publication of the *University Library Journal*, a quarterly periodical which contains original and translated articles by professional librarians in Kuwait and other Arab countries.

In the absence of a national scientific and technical information service in the country, the Kuwait Institute for Scientific Research is currently taking the lead in developing one such center. The objectives of the new center are: the formulation of a national information policy, the coordination and cooperation of scientific and technical information activities on the national and international levels, and the development of an adequate collection of scientific and technical materials for ready access to meet the increasing demand of potential users. Services such as current and retrospective literature search, current-awareness, referral, interlibrary loan, bibliographical information, technical translation, and an automated system for selective dissemination of information will also be developed in the new center.

### Physical Facilities

All libraries represented in the survey reported having separate library rooms, ranging from one room occupying 500 sq.

ft. to ample quarters occupying over 3,000 sq. ft. Although the Ministry of Education and the Ministry of Endowments and Islamic Affairs have the two largest special collections, they are housed in poorly maintained and dilapidated buildings. Many of the special libraries are small and cramped, with limited reading and browsing space, such as the libraries of the Ministry of Foreign Affairs and the Planning Board. Only three of fourteen libraries included in the survey have superior facilities: the Kuwait Institute for Scientific Research, the Kuwait Fund for Arab Economic Development, and the Arab Planning Institute.

Kuwait University temporarily occupies government owned premises on four separate campuses at al-'Udailiyah, Keefan, Shuwaikh, and the main campus at Khāldīyah; therefore, library facilities are scattered over the four districts in the City of Kuwait. A new consolidated campus is underway at Shuwaikh, however; it will provide quarters for the six existing colleges and three new colleges: engineering, medicine, and pharmacy. All the college and department libraries represented in the survey reported library quarters occupying a total of over 35,000 sq. ft. in buildings usually built within the last 15 years. The oldest building is the College of Law and Sharia library, founded in the early 1950s.

### Conclusion

The development of special libraries in Kuwait has been slow, although some progress has been accomplished in certain of the government agencies, organizations, private enterprises, and some college libraries at Kuwait University. The special library lacks identity and recognition by key government officials and corporation executives, all of whom are overlooking the unique ability of the special library to provide pertinent services to their institutions. On the whole, the development of special libraries is hindered by inadequate resources, although most of these institutions could financially afford excellent

libraries and library services. Moreover, special libraries in Kuwait need adequate financial support for library materials, new quarters, better working conditions, and higher salaries in order to attract professional librarians and subject specialists with advanced degrees in library and information sciences. A special library association is also needed in Kuwait to promote special librarianship, along with cooperation among libraries in setting up minimum standards for library organization, library education and training, book selection tools, resources, and bibliographic services.

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4. El-khazindar, Ibrahim A. / *List of Arabic Subject Headings: Letter A*. Kuwait, Kuwait University Libraries, 1973. 41 p.
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## Chases' Dates

*Chases' Calendar of Annual Events* is a unique publication produced by a rare combination of original inspiration and continuing attention to detailed labor principally in the persons of Bill and Helen Chase. The publisher is Apple Tree Press of Flint, Michigan—and they are it. Now in its 18th year, during which the 250,000th copy will be sold, the *Calendar* provides a plethora of authentic and accurate information on celebrations serious and frivolous.

In the mid-1950s, Bill, his brother Harrison, and their wives on annual vacation in their native Montague, Mich., bemoaned the limited scope of information then available on annual events and celebrations. Not being satisfied just to let the idea rest, they developed a questionnaire which was distributed to organizations known to sponsor events. In keeping with their more serious and scholarly inclinations, they also did their own study of days of religious and cultural significance as well as state and national holidays.

Late in 1957, with a total of 364 entries, they published the *Calendar* for 1958. Adding guts to inspiration and study, they paid for the printing of 2,000 copies. Some 500 were sold that year. Certainly no bonanza, they did not even recoup costs. But it gave them enough encouragement to keep going. Happily, by the way, subsequent sales of back issues have now practically depleted the surplus stock of earlier years.

In 1958 the Chamber of Commerce ceased production of its promotional list and provided Chase with mailing lists and good will in return for a guarantee of three years of publication. Their title, *Trade Promotion and Planning Calendar*, was used as a sub-title through the 1973 edition of *Chases' Calendar*. In 1970 the entire effort was assumed by the Apple Tree Press.

If you are not a devotee of *Chases' Calendar*, you should be. Far beyond its necessity as a reference tool, it is good for many a chuckle as well as a sampling of Bill's fine editorial taste and attention to detail. The 1975 edition reveals a style and flavor transcending the day-by-day listing of events.

The foreword outlines Chase's feeling toward the approaching 200th birthday of the United States and his understandable lack of enthusiasm regarding official planning—or lack of it—for this important celebration.

Next comes an almanac of important dates, past and future. Included in these, and typical of the editor's penchant for balance in historical perspective, is the occasion of the "Olive Branch Petition." This event, almost always ignored in our chauvinistic history books, was an effort made in July 1775, months after Lexington and Concord, to placate George III. Signers include Franklin, Jefferson, Jay and, one Samuel Chase!



Bill and Helen Chase

The almanac also contains a potpourri of information on chronological eras and cycles, space travel milestones, and civil and religious calendars.

A complete alphabetical index provides quick subject access to supplement the chronology of the calendar proper. Here, in a mixture of the serious with the whimsical, you will find that every day of the year is a special occasion beyond someone's birthday.

Far beyond his *Calendar*, SLA member Bill Chase is a most interesting combination of talent and taste. With a degree in geography, his first full-time employment was with the O.S.S. during WW II. His specialty was invasion maps. After the war he got his initiation into library work with the Aeronautical Chart Service. Back in Ann Arbor for graduate work, he became a curator at the Clements Library. In 1949 he became librarian at the *Flint Journal*, a position he still holds.

Long a book man, first interested in 18th century pirated editions, he later accumulated a collection of all extant editions of the works of G. B. Shaw. This led to the thought of a shop dealing exclusively with Shaw materials. Enthusiasm for this project may have been somewhat dampened by the great man himself, who wrote, "You cannot run a bookshop on the works of a single author, especially one whose name repels so many customers. Try selling hot dogs."

Inspired by this and further correspondence, Bill led such fellow Shaw fans as Albert Einstein, Gene Tunney, Sam Goldwin and William Randolph Hurst to the founding in 1949 of the United States Shaw Society.

Another glimpse into the unusual mind of this unassuming colleague is that, believe it or not, he holds the copyright to the name "Clandestine Press." Wouldn't you like to have been the one to have discovered that this old phrase had never been formally removed from the public domain and to have acquired exclusive rights to its use?

The 1976 Bicentennial Edition was ready in November.

WILLIAM R. ELGOOD

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## In Memoriam

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### *Janet Bogardus*

When Janet Bogardus died in September the financial and library worlds lost a valued friend and colleague.

It is pointless to try to list all her activities in, and contributions to SLA: she was chairman and member of many of the most important committees of the Association and from her sound and practical advice many of us learned a great deal. Her quiet, firm manner, together with a warm personality, helped us through some situations which could have been difficult. For all these contributions she was elected to the SLA Hall of Fame in 1972.

As a teacher at Columbia she inspired many students and encouraged them to enter the special libraries field.

Most important to my mind, and unique among special librarians, were her activities abroad. She spent two tours of duty in Africa



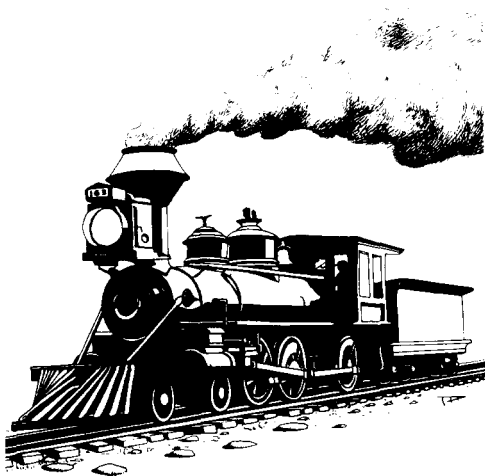
where she made a determined and successful effort to promote libraries and library co-operation. Another assignment was in Paris where she was equally successful in promoting the ideals of cooperation among libraries.

We are fortunate to have known her and to have been among her associates.

DONALD WASSON

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### THE CHILI LINE



### Rio Grande Notepaper Available

The Rio Grande Chapter is selling note paper as a fund-raising project. Each box of 12 single-fold notes with matching envelopes contains three designs representing the Anglo, Indian, and Spanish heritage of the Southwest. The notes, which are 4½" x 6" folded and are printed in black on ivory paper, are available for \$3.00 per package, postpaid, from Rio Grande Chapter, SLA, 156 Tunyo, Los Alamos, N.M. 87544.

## WASHINGTON LETTER October 14, 1975

### ***Libraries and Postal Rates***

The rapidly increasing costs of many library materials are due in no small part to the rapidly increasing cost of postage, and there is no relief in sight.

The newest rate increases, set forth in detail in the Oct 9, 1975, *Federal Register*, beginning on p.47589, are to take effect on Dec 28. The most widely publicized, of course, is the first-class stamp which will cost \$0.13 instead of the present \$0.10. But other classes of postal rates are scheduled for even greater increases, and some of these are likely to have devastating effects upon library budgets, e.g., the *special fourth-class book rate*.

It now costs \$0.38 to mail a 3-pound package at the special fourth-class book rate. If the Postal Service's latest rate increases are approved, this rate will be increased over a period of four years so that it will cost \$0.68 to mail that same 3-pound package, an increase of 80%. Publishers will not be able to absorb such increases themselves, and will naturally pass on the higher postal costs to their customers.

The fourth-class library rate, which applies to material loaned or exchanged between schools, colleges or universities, public libraries, museums, and other nonprofit organizations, is scheduled to rise over a period of 12 years from the present \$0.13 for a 3-pound package to \$0.45, an increase of almost 350%.

A House postal subcommittee, chaired by Rep. James Hanley (D-NY), has been working for months on a postal bill (HR 8603) that would help to alleviate the problem of continually escalating rates. Among other things, this bill would authorize a subsidy to the Postal Service in recognition to its public service function, which would relieve the Postal Service somewhat from having to pass on its costs to the users of the mails. The bill would also insure continuation of second-class mailing privileges to looseleaf publications and college catalogs, a provision that became important when the Postal Service began revoking this longstanding practice earlier this year, requiring such publications to be mailed at much higher costs.

Postal legislation is complex, but it is ex-

tremely important to libraries which receive much of their material through the mails, as well as to libraries that use the mails for service to their patrons. Librarians and publishers alike should familiarize themselves with the provisions of the House bill, by writing their own Representative in Congress and asking him/her to send a copy of HR 8603 and the committee report accompanying it (H. Rept. 94-381). In the face of continually rising rates being proposed by the Postal Service, librarians and publishers must join ranks in great numbers to inform Members of Congress the extent to which libraries rely on the mails to accomplish their mission, and the extent to which they are hampered from carrying out their function by the rapidly escalating postal costs.

### ***NCLIS Funding***

The National Commission on Libraries and Information Science has a staff of five full-time persons, and last year operated on a budget of \$409,000. Although the Commission requested an increased budget last year, Congress chose not to grant the increase. This year again, the House refused to increase the NCLIS budget, but a break-through seemed to occur on Sep 26 when the Senate voted an additional \$59,000 for NCLIS, enough to cover the salaries of two new staff members as well as the increased costs of regular ongoing operations.

The Senate Appropriations Committee, which recommended the increase, justified it in terms of the Commission's work in developing its national program for library and information services. "Development of a cost-effective nationwide library network depends on compatible state networks, uniform standards, and shared communication," the committee said. "The addition of two new staff positions will help the Commission work toward the implementation of its national program . . . The program is user oriented and is designed to provide every individual in the United States with equal opportunity of access to satisfy the individual's educational, working, cultural, and leisure-time needs and interests."



At this writing, the bill that includes NCLIS funding (the Labor-HEW appropriations bill, HR 8069) has been passed by both House and Senate, but differences between the two versions have yet to be resolved in conference. If the House can be convinced to follow the

recommendation of the Senate with respect to NCLIS, the Commission will be in a position to augment its staff and to increase its workload accordingly.

Sara Case  
Washington, D.C.

## COMING EVENTS

**Dec 5. Elizabeth Ferguson Seminar** . . . in New York City. Topic: Bureau of Labor Statistics Publications and Their Uses. Sponsors: New York Chapter, SLA, and the YWCA, New York City. Contact: Tessie Mantzoros, Business Week Library, 1221 Ave. of the Americas, New York, N.Y. 10020.

**Dec 23-Jan 2. Career Education in Israel**, an international study tour . . . in Israel. The Division of Business and Business Education, Emporia Kansas State College is offering an educational tour for 2 or 3 hours of undergraduate or graduate credit. Cost: \$929.95. Contact: Ira Martel, Emporia Kansas State College, 1200 Commercial St., Emporia, Kans. 66801.

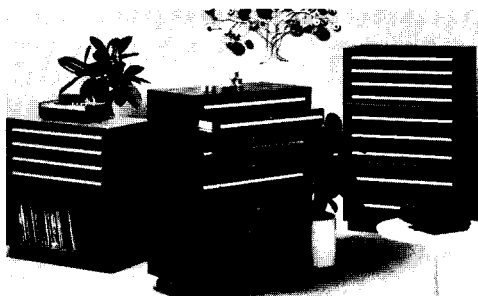
**Jan 28-Feb 1. Art Libraries Society of North America**, fourth annual conference . . . Palmer

House, Chicago. Write: Judith A. Hoffberg, ARLIS/NA, P.O. Box 3692, Glendale, Calif. 91201.

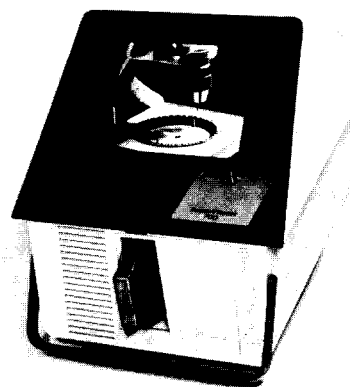
**Mar 9-10. 1976 NFAIS Annual Conference** . . . at the Christopher Inn, Columbus, Ohio. Theme: Information—Dilemmas, Decisions, Directions. Write: John E. Creps, Jr., c/o National Federation of Abstracting and Indexing Services, 3401 Market St., Philadelphia, Pa. 19104.

**Mar 23-25. EURIM2**, European conference on the application of research in information services and libraries . . . at the RAI International Congresscentrum, Amsterdam. Write: The Conference Organizer, Aslib, 3 Belgrave Sq., London SW1X 8PL, England. Closing date for applications is Feb 16, 1976.

## HAVE YOU SEEN?



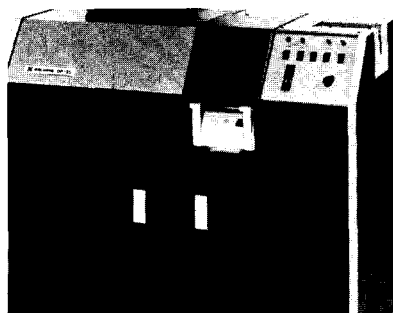
*Series 8100 Multi Media* Cabinetry is available from Gaylord Bros. Removable insert trays in each drawer allow mixed storage of cassettes, film loops, slides, etc. The drawers are available in three sizes. The cabinets are available in walnut or teak woodgrain vinyl finish. Write: Gaylord Bros., P.O. Box 61, Syracuse, N.Y. 13201.



*The Super 8 Film Loop Super Viewer* is available in both silent and sound models. The shadow box design eliminates glare and reflection. The sound model uses cassettes and has a built-in speaker. For information: Dan Shecter, Viewlex Audio-Visual Inc., Broadway Ave., Holbrook, N.Y. 11741.



*Sho-Walls* are portable, sound absorbent, free-standing panels on casters. They can be placed anywhere easily and quickly. Contact: The Brewster Corporation, 50 River Street, Old Saybrook, Ct. 06475.



*Aperture Card Duplicators* copy at a rate of 1,109+ cards per hour. The copier uses a sealed, anhydrous ammonia system that eliminates venting. It is 41 in. high  $\times$  45 in. wide  $\times$  19.5 in. deep. Contact: Addressograph Multigraph Corp., Bruning Division, 1834 Walden Office Square, Schaumburg, Ill. 60172.

## REVIEWS

**Data Processing Systems: Their Performance, Evaluation, Measurement and Improvement**, by Saul Stimler. Trenton, N.J., Motivational Learning Programs, 1974. 183 p. \$15.00.

This book is written for the computer specialist who has to find out how his hardware and software are performing in terms of both customer acceptance and machine efficiency. Despite the technical nature of the book, it is possible for librarians to read and understand practically all of it. Stimler has written his book in clear and understandable English.

Even though this book is not written for librarians, it should not deter librarians from purchasing it. It is the kind of book that we need to hand to our computer counterparts and say to them: "read this book and then tell us if the computer processing is going along as it should." Many computer operators probably are in need of this kind of criteria and librarians can be the people to bring it to their attention.

The text is written in such a way that librarians who have to deal with computer centers can detail some of the evaluations needed. The appendixes fill out much of the detail which the computer experts want in order to do their evaluations of performance.

Masse Bloomfield  
Hughes Aircraft Company  
Culver City, Calif. 90230

**Personnel Utilization in Libraries: A Systems Approach**, by Myrl Ricking and Robert E. Booth for the Illinois Library Task Analysis Project. Chicago, American Library Association in cooperation with the Illinois State Library, 1974. 168p. \$8.50.

The personnel required to deliver good library services to the client are expensive. It is not a simple task to assure that a capable staff is performing essential functions effectively to deliver quality service. Most library administrators can use all the help they can get to "define more effective ways to use professional/technical/clerical staffs" and to "help staffs identify the kinds of activities which are typical of their training backgrounds."

This is a workbook in the sense that it proceeds step-by-step to present a model of the essential components of a systems approach to a program for making the most of the manpower resources in the library. The model presented here is drawn from other sources, put within a library context and presented with helpful and descriptive figures. The overview, for the first quarter of the book, describes how the library's purpose and objectives are the basis for building a systematic personnel program with needs assessment, task analysis, evaluation and accountability. These factors are necessary to guide re-

cruitment and selection of staff, to determine the training needs of staff and to evaluate staff performance objectively.

The rest of the volume brings together tools from various sources to enable the reader/user to move forward with the essential responsibilities for personnel management in the library. The LSCA-funded Illinois Library Task Analysis Project was the first study to apply functional job analysis to libraries and describe work actually done in libraries. The Task List developed by that project lists here the tasks done by professional, technical and clerical personnel within the various subsystems of the library, e.g., collection development, circulation, management, staff development, etc. One of the appendixes describes the methodology used in that project and suggests that the methodology be used in cases where the study's data do not fit exactly.

Other appendixes give models for evaluating three categories of personnel—administrative, professional and technological—under six groupings, reprint the Library Education and Manpower statement of policy adopted by ALA in 1970, and excerpt the U.S. Department of Labor *Handbook for Analyzing Jobs*. The latter gives specific worker functions with regard to data, people, and things and can be helpful in analyzing jobs or evaluating staff. A glossary and bibliography complete the volume.

The book is a patchwork of useful things in an uneven assortment. It is left to the reader/user to put it together so it has some meaning. The first part is held together with the theme of the step-by-step development of the model it presents. But even there, clarity and understanding is interrupted with tangential references, simplistic use of specialized management language and too brief treatment of concepts. For the reader with little experience or background in management, it will be difficult and confusing.

A similar difficulty is presented by the material in the appendixes for there is no assistance given in how to use the tools that are presented there. For someone who knows how to use these tools, the compilation of basic personnel management material into the library field would be useful. Assuming knowledge and experience in personnel management, this is an excellent reference tool.

However, for the typical small- and medium-sized libraries, where it would be most needed, it will be difficult for library administrators using this volume to understand enough to make the necessary application to put it into practice. It is not a problem solver by itself, but it would be a useful volume to

give the library perspective and application in relation to some of the more comprehensive treatments of personnel management.

**Barbara Conroy  
Tabernash, Colo.**

**Information Science, Search for Identity; Proceedings of the 1972 NATO Advanced Study Institute in Information Science Held at Seven Springs, Champion, Pa., August 12-20, 1972, edited by Anthony Debons. New York, Dekker, 1974. 491 p. \$29.50.**

The title for this series of conference papers is apt. "The Search for Identity" or the definition of information science was the continuing thread of this book. Perhaps when ADI (American Documentation Institute) was involved in "documentation," it had fewer problems with its identity. Now that ADI is ASIS (American Society for Information Science), the society has the problem of trying to define "information science."

Several of the papers presented define information science as beginning with the environment, getting the information or data from the environment, understanding the data, taking action based on that data, then evaluating the results of the action in terms of goals or objectives. This kind of definition of information science is far too broad for a discipline which, in my estimation, is working with the more limited area of information transfer from the printed word. The printed word can be in books, magazines, reports, indexes, or current awareness tools. Do we have to figure out how the eye senses the environment to know that reading is possible? The way the eye works seems to me to be the province of psychology or medicine or physics, but is it part of information science?

The members of the conference had a difficult time trying to determine a consensus for the term "information science." The paper by Isaac Auerbach presents a rather candid view of "information." He states that he "listened with great care to all the fine speakers who have given very different concepts for the word *information*—and yet each of them has agreed that all the others are correct! What is even more confusing is that they have sometime incorporated these conflicting definitions within their own."

To have as many contradicting views as are presented in this series of papers gave me a headache. The consensus I hoped for was missing. Perhaps we need more dialogs to thrash out a definition of information science which will be acceptable to such a body as

ASIS. However, the \$30 price of this book will present quite a barrier to a wide reading of these papers.

Masse Bloomfield  
Hughes Aircraft Company  
Culver City, Calif. 90230

**Acquisitions from the Third World.** Papers of the Ligue des Bibliothèques Européennes de Recherche Seminar 17-19 September, 1973, edited by D. A. Clarke, London, Mansell, 1975. 276p. £5.95 (\$15.00 U.S.). ISBN 0-7201-0453-X.

This collection of sixteen papers by fifteen authors from a 1973 seminar has not lost any of its potential value to libraries and research institutes because of the age of the material. Edited by D. A. Clarke, librarian, British Library of Economic and Political Science, the title aptly describes the contents of the book. The papers are now published in the hope that they may be of practical use to scholars and libraries concerned with the developing areas known as the Third World.

Held at the University of Sussex, the purpose of the seminar was to "examine the problems of acquisition; the availability of materials in European libraries both for reference and for lending; and the feasibility of setting up a European centre for the collection of such material, to be available for loan. The provision of bibliographical information . . . was to be a basic consideration, whatever means were proposed for acquiring publications" from the Third World.

In spite of some unevenness in regard to detail and method of presentation, these papers contain a wealth of valuable, sometimes hard-to-come-by information in one compact volume.

There is no doubt that this was an excellent seminar which crystallized in a set of recommendations reproduced at the end of the book. Turning to these pages, one must surely recognize in the recommendations a familiar litany of endings of other conferences attended in other places at other times. To mention only a few:

*The seminar has discussed the problems of acquisitions and bibliographical control of material from the Third World. It is unanimous in its view that the collection and making available of such material is important both to meet the needs of scholars and to assist in the formulation of economic, commercial and other national policies.*

*The collecting of such material must proceed from co-operation with libraries, bib-*

*liographical centres and the book trade in the countries of the Third World.*

*The Seminar recommends that the Executive Board of LIBER should establish a working party. . . .*

It is a disappointment not to find an index. This lack, however, is more than made up for by the several chapters which contain useful appendices. Appendix 1 of Ernest Kohl's "Acquisition Problems of Africa South of the Sahara" lists *Current National and Regional Bibliographies*. Hans M. Zell's "Publishing in Africa in the Seventies—Problems and Prospects" has an Appendix of *Full Names and Addresses of All Publishers and Research Institutions Mentioned in the Article*, arranged alphabetically by country from A to Z—Algeria to Zambia. "A Comprehensive Loan Collection of Latin American Material" by Bernard Naylor lists names and addresses of *Booksellers* in Appendix 1, while Appendix 2 cites *Bibliographical Sources, Supra-National Sources*, and the longer *National Sources*, arranged alphabetically by country from Argentina through Venezuela. One could quibble that "Les Livres en Asie Sud-Est: Leur Production, Leur Information Bibliographique, Leur Acquisition" by A. Lévy sticks out like a sore thumb as the lone paper in the book in French. A short abstract in English appears at the beginning and its Appendix, also in English, gives the *Addresses of Booksellers and Publishers* referred to in the text. Derek Hopwood includes a great deal of useful information in his paper on "Book Acquisition from the Middle East."

Ulrich Gehrke's "Schemes in the Federal Republic of Germany" must be singled out for its definition and treatment of "grey literature." He has a no-nonsense approach to the acquisition journey which he endorses, implementing it with practical guidelines.

The existing schemes of some cooperative acquisition programs in Great Britain, Scandinavia and the United States are included in the book.

This is an important book not only for the effective information transfer among the participants of the seminar, but also for those research institutes, libraries and librarians who are concerned about the problems connected with the acquisition of materials from the Third World. Recommended for reading and reference work. The title is distributed on an exclusive basis in North America by International Scholarly Book Services, Inc., P.O. Box 4347, Portland, Or 97208.

Vivian D. Hewitt,  
Carnegie Endowment for International Peace, N.Y.

## PUBS

(75-124) **The Management of 35mm Medical Slides.** Strohlein, Alfred. New York, United Business Publications, c1975. 128p. \$11.00. LC 75-10487. ISBN 0-915616-01-7

Discussion of slide management from acquisition through distribution.

(75-125) **Multi-Media Indexes, Lists, and Review Sources: A Bibliographic Guide.** Hart, Thomas L., Mary Alice Hunt, and Blanche Woolls. New York, Marcel Dekker, c1975. 273p. \$15.75. LC 75-15016. ISBN 0-8247-6340-8

Annotated guide to over 400 bibliographic tools.

(75-126) **Literary Market Place with Names & Numbers.** 1975-1976 ed. New York, R.R. Bowker, c1975. 691p. \$19.95. LC 41-51571. ISSN 0075-9899. ISBN 0-8352-0793-5

Directory of firms and individuals involved in publishing and related services.

(75-127) **Communication, Knowledge and the Librarian.** McGarry, K.J. Hamden Conn., Linnet Books, c1975. 207p. \$10.50. LC 75-4864. ISBN 0-208-01369-5

Analysis of patterns of interpersonal communication and its relation to librarianship.

(75-128) **American Library Philosophy: An Anthology.** McCrimmon, Barbara, ed. Hamden, Conn., Shoe String Press, 1975. 248p. \$10.00. LC 75-9544. ISBN 0-208-01503-5

Collection of works written from 1897 to 1972 on the theory and philosophy of librarianship. Contributors include Melvil Dewey, John Cotton Dana, Jesse H. Shera, Archibald MacLeish.

(75-129) **Libraries and Work Sampling.** Goodell, John S. Littleton, Colo., Libraries Unlimited, 1975. 60p. (Challenge to Change. Library Applications of New Concepts. No. 1). \$5.00. LC 74-79026. ISBN 0-87287-087-1

Manual on the application of the work sampling technique to library management.

(75-130) **Research Centers Directory.** 5th ed. Palmer, Archie M., ed. Detroit, Mich., Gale Research Co., c1975. 1039p. \$68.00. LC 60-14807. ISBN 0-8103-0453-8

Directory includes institutional, alphabetical, and subject indexes. Supplemented by: New Research Centers. \$64.00 (Inter-edition subscription with binder). LC 60-14807. ISBN 0-8103-0451-1

(75-131) **The Geography and Map Division; A Guide to its Collections and Services.** U.S. Library of Congress. Rev. ed. Washington, D.C., Library of

Congress, 1975. 42p. \$1.15. LC 74-30313. ISBN 0-8444-0150-1

Illustrated guide.

(75-132) **Nonbook Materials: A Bibliography of Recent Publications.** Wellisch, Hans, ed. College Park, Md., Univ. of Maryland College of Library and Information Science, 1975. 131p. (Student Contribution Series. No. 6). \$5.00. LC 76-620053

Annotated bibliography of currently used nonbook materials covering the period since 1970.

(75-133) **Women in Librarianship: Melvil's Rib Symposium.** Myers, Margaret and Mayra Scarborough, eds. New Brunswick, N.J., Rutgers Univ. Graduate School of Library Service, 1975. 112p. (Issues in the Library and Information Sciences. No. 2). \$4.95. ISBN 0-8135-0807-X

Proceedings of the April 1973 symposium. Includes "Bibliography of Women in Librarianship, 1920-June 1975."

(75-134) **Library and Reference Facilities in the Area of the District of Columbia.** 9th ed. Benton, Mildred, ed. Washington, D.C., American Society for Information Science, 1975. 239p. \$10.44 (members of Joint Venture), \$14.50 (nonmembers). LC 75-7976. ISBN 0-87715-110-5

Directory entries list hours, regulations, and description of resources. Includes indexes.

(75-135) **Access: The Supplementary Index to Periodicals (Jan-Apr 1975).** Burke, John Gordon and Ned Kehde, eds. Syracuse, N.Y., John Gordon Burke. 3 issues/year. \$75.00/year. ISSN 0095-5698

Designed to complement the general periodical indexes. Author and subject indexes to all significant material in the magazines covered. Available from Gaylord Bros., Inc., P.O. Box 61, Syracuse, N.Y. 13201.

(75-136) **Language-Operational-Gestalt Awareness; A Radically Empirical and Pragmatical Phenomenology of the Processes and Systems of Library Experience.** Graziano, Eugene E. Tempe, Ariz., Assn. for Library Automation Research Communications, 1975. 475p. LC 75-6564. ISBN 0-88257-102-8

Reexamination of the language of library science.

(75-137) **Comprehending Technical Japanese.** Daub, Edward E., R. Byron Bird, and Nobuo Inoue. Madison, Wis., Univ. of Wisconsin Press, 1975. 437p. \$15.00. LC 74-5900. ISBN 0-299-06680-0

Textbook for the study of Japanese, emphasizing scientific and technical language.

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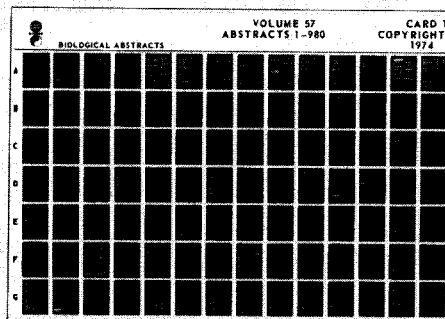
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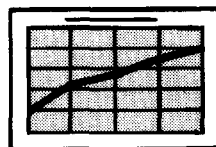
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### INDEX TO ADVERTISERS

BioSciences Information Service .....	612
Bricker's Directory .....	4A
Chemical Abstracts Service .....	612
Elsevier Excerpta Medica	
North-Holland .....	Cover II
F. W. Faxon Company .....	614
Gale Research Company .....	Cover IV
Greenwood Press .....	2A
Infomart .....	8A
Institute for Scientific Information .....	1A
Library Administration Division,	
ALA .....	7A
Microfilming Corporation of	
America .....	611
Noyes Data Corporation .....	Cover III
Pergamon Press .....	5A
Realtors National Marketing Institute .....	613
Stechert Macmillan, Inc. ....	4A
United Nations Publications .....	614

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## Index

### Volume 66 Jan-Dec 1975

January .....	1 54	August .....	351-406
February .....	55 108	September .....	407-500
March .....	109 178	October .....	Annual Directory Issue (not indexed)
April .....	179 232	November .....	501-560
May/June .....	233 292	December .....	561-632
July .....	293 350		

*n* indicates a news item

#### A

AFIPS. *See* American Federation of Information Processing Societies

ALA. *See* American Library Association

ANSI. *See* American National Standards Institute

ASIS. *See* American Society for Information Science

Abstracting and Indexing Services. Bibliographic Control Among Geoscience Abstracting and Indexing Services, Bahaa El-Hadidy, 260; *see also* Data Banks

Accreditation Standards and Architectural Libraries—A Status Report, Jane Conrow Henning, 538

Acquisition Innovations, Addianna Ford McConiga, 437

Acquisition of Exhibition Catalogs, Mary Noël Balke, 579

Acquisitions. Randall's Rationalized Ratios, Gordon E. Randall, 6; Stanley E. Anson (letter), 235; Michael E. D. Koenig (letter), 9A (Aug); Jean E. Dulaff (letter), 9A (Aug); *see also* Selection

Administration. *See* Management

Alabama Chapter, *n* 336, *n* 549

Alexander, Jacqueline P., FAO Channels Open? (letter), 6A (Feb)

Alvey, Celine H., Fight Back (letter), 234

American Association of Colleges of Pharmacy—Conference of Teachers; Section of Librarians. Report of SLA Representative, 485

American Association of Law Libraries. Report of SLA Representative, 486

American Association of Library Schools—Continuing Library Education Network. Report of SLA Representative, 486

American Federation of Information Processing Societies. Report of SLA Representative, 486; 1975 National Computer Conference Coordinator Report, 487

American Geographical Society. David A. Cobb (letter), 6A (Feb)

American Library Association (ALA)/Library Administration Division, Library Organization and Management Section, Statistics Coordinating Committee. Report of SLA Representative, 487

American Library Association, Reference and Adult Services Division, Interlibrary Loan Committee. Report of SLA Representative, 487

American National Standards Institute, *n* 53; Sectional Committee on Photographic Reproduction of Documents (PH5), Report of SLA Representative, 487; Sectional Committee on Library Work and Documentation Z39, Report of SLA Representative, 488; Sectional Committee Z85 on Standardization of Library Supplies and Equipment, Report of SLA Representative, 489; Statistics Subcommittee Z39, Report of SLA Representative, 489

American Society for Information Science, 230; Report of SLA Representative, 489

American Society for Testing and Materials, *n* 53

Aman, Mohammed M., book review by, 497

Anderson, Gregg. *See* Hall, Vivian S.

Anderson, Jean R., *n* 545

Anson, Stanley E., I Disagree (letter), 235; *see also* Michael E. D. Koenig (letter), 9A (Aug), and Jean E. Dulaff (letter), 9A (Aug)

Anthony, Donald C., *n* 102

Aperture Card Duplicators, *n* 609

Architectural Libraries. Accreditation Standards and Architectural Libraries—A Status Report, Jane Conrow Henning, 538; Classification for an Architecture and Art Slide Collection, Candace S. Bogar, 570

Art Books. Thomas Morin (letter), 8A (Aug)

Art Exhibition Catalogs. Cataloging and Classifying the Exhibition Catalog, Jane D. Collins, 313; Cataloging and Classification of Exhibition Catalogs in the Library of the Metropolitan Museum of Art, Lucy Chao Ho, 372; The Cataloger's Right Arm: The Library of Congress, Elizabeth L. Tate, 433; Acquisition of Exhibition Catalogs, Mary Noël Balke, 579

Art Libraries. Classification for an Architecture and Art Slide Collection, Candace S. Bogar, 570

Asheim, Lester Eugene, *n* 102

Ashman, Jean, *n* 102

Aslib, 37

Association of American Publishers—Special Libraries Association Joint Committee Report, 484

Association of Research Libraries, *n* 53; *see also* Management Review and Analysis Program  
 Association Office Operations Committee Report, 475  
 Atkinson, Frank, *Librarianship: An Introduction to the Profession*, book review by Helen J. Waldron, 107  
 Atlanta University/SLA Student Group, 335, 457  
 Audiovisual Materials. A Computer-Produced Catalog for Non-Print Materials: Its Application in a Health Sciences Library, Bethe Lee Moulton and William I. Wood, 357  
 Auster, Ethel, A Field Service Reference Program for Educational Administrators, 111  
 Australian Information Services, Richard T. Stone, 330  
 Australian Libraries. Map Collections in India, Australia, and New Zealand: An Overview, Margaret U. Ross, 32; The Commonwealth Scientific and Industrial Research Organization in Australia, Doris B. Marshall, 223  
 Automation. Computer-Generated Routing Slips, Barbara A. Young, 68; Case Study in Successful Library Computerization, Morton H. Friedman, 79; Data Management Systems. Part I. A Model Approach to Automating Small Library Files, Kenneth Alan Collins, 121; Data Management Systems. Part II. Journal Routing—An Example of Library Applications, Kenneth Alan Collins and William W. West, 205; Environmental Library Systems, Sarah M. Thomas and Lester P. Needle, 293; Cataloging and Classifying the Exhibition Catalog, Jane D. Collins, 313; The JPL Library Information Retrieval System, Josephine Walsh, 351; A Computer-Produced Catalog for Non-Print Materials: Its Application in a Health Sciences Library, Bethe Lee Moulton and William I. Wood, 357; Very High Level Programming Languages (e.g., SNOBOL, COMIT) in the Special Librarian's Future, Miles A. Libbey, 363; A Low-Cost, Efficient, Machine-Assisted Manual Circulation System, Peter Stangl, 421; Clarence A. Sturdivant (letter), 6A (Nov); Kenneth Alan Collins (letter), 6A (Nov)  
 Avakian, Anne M., *n* 99  
 Awards Committee Report, 475  
 Aydtlett, Dorothy, 472

## B

Baer, Mark H., 39  
 Bailey, Martha J., et al., Influencing Change: The Role of the Professional, 183  
 Baker, Martha, *n* 545  
 Baldrige, Alan, *n* 545  
 Balke, Mary Noël, Acquisition of Exhibition Catalogs, 579  
 Ballard, Robert M., Pollution in Lake Erie 1872–1965, 378  
 Baltimore Chapter, *n* 46, *n* 161, *n* 336  
 Basler, Thomas G., and Goss, Anne S., Synergism Among Special Librarians, 459  
 Beating Inflation in Libraries, Charlotte Georgi, 241  
 Beatty, William K., *n* 99  
 Bebout, Lois, *n* 102  
 Becker, Jeanne Corr. *See* Wolfermann, Nancy B.

Beckman, Margaret, and Brown, Nancy Ann, The Role of the Librarian in Management, 19  
 Bibliographic Control. Communications of a Bibliographer, Kenneth D. Olson, 266  
 Bibliographic Control Among Geoscience Abstracting and Indexing Services, Bahaa El-Hadidy, 260  
 Bibliotherapy. A Look at Bibliotherapy, Erica M. Horne, 27; *see also* Rhea Rubin (letter), 235; Patricia V. Kusterbeck (letter), 7A (Jul); Commentary on Bibliotherapy, Patricia V. Kusterbeck, 543  
 Biblio, Herbert, Data Please (letter), 6A (Sep)  
 Binding Machines, *n* 555  
 Binding Selectively, Jacqueline A. Maxin, 327  
 Blake, Diane, Roger P. Bristol, *obit.* 340  
 Bloomfield, Masse, book reviews by, 176, 404, 556, 607, 608  
 Bobick, James E., *n* 99  
 Bockman, Eugene, *n* 545  
 Bogar, Candace S., Classification for an Architecture and Art Slide Collection, 570  
 Bogardus, Janet, *obit.* 606  
 Bolef, Doris, Better Than Expected (letter), 234; *n* 545  
*Bollettino di informazioni*, *n* 498  
 Book Reviews. *See* Reviews  
 Book Selection. *See* Selection  
 Booth, Robert E. *See* Ricking, Myrl  
 Bornstein, Shirley T., A Recommendation (letter), 7A (Jul)  
 Boston Chapter, *n* 336, *n* 549  
 Brann, Henry Walter, Ilse Bry, *obit.* 48  
 Brees, Mina A., Students and Members: Everybody Is a Winner, 95  
 Breslauer, Lester M., *n* 546  
 Brewer, Stanley E., *n* 546  
 Bristol, Roger P., *obit.* 340  
 Brodman, Estelle, *n* 102  
 Brown, Gerald, *n* 102  
 Brown, Nancy Ann. *See* Beckman, Margaret  
 Browne, Helen A., *n* 546  
 Bry, Ilse, *obit.* 48  
 Bryan, M. Leonard, Remote Sensing Data in Geography and Map Libraries, 520  
 Buckland, Michael K. *See* Bailey, Martha J.  
 Budgets. Randall's Rationalized Ratios, Gordon E. Randall, 6; Formula Budgeting: An Example, Robert E. Burton, 61  
 Budington, William S., *n* 99  
 Burton, Hilary D., Techniques for Educating SDI Users, 252  
 Burton, Robert E., Formula Budgeting: An Example, 61  
 Business Information. Developing a World Trade Information System, Rose E. Callahan, 575  
 Buttons, *n* 105  
 Bylaws Committee Report, 475

## C

CNLA Joint Committee on Library Education, 38  
 COM. *See* Computer-Output Microfilm  
 COMPENDEX. John E. Creps, Jr. (letter), 8A (Aug)  
 CONSER Advisory Group. Report of SLA Representative, 489

- Cabeen, S. Kirk, *n* 102
- Cabinets, *n* 606
- Calendar. *See Coming Events and Future Meetings*
- Callahan, Rose E., Developing a World Trade Information System, 575
- Canada, *n* 498
- Career Planning Programs: How Librarians Help, June F. Wyant, 301
- Carterson, Julie, et al., Commentary on Proposing a Special Library, 92
- Case, Sara, *Washington Letter*, 552, 605
- Case Study in Successful Library Computerization, Morton H. Friedman, 79
- Casellas, Elizabeth, Academic Specialists Do Exist (letter), 6A (Mar)
- The Cataloger's Right Arm: The Library of Congress, Elizabeth L. Tate, 433
- Cataloging. Procedural Guide to Cataloging and Indexing Historical Collections, Ruby S. May, 217; The JPL Library Information Retrieval System, Josephine Walsh, 351; A Computer-Produced Catalog for Non-Print Materials: Its Application in a Health Sciences Library, Bethe Lee Moulton and William I. Wood, 357
- Cataloging and Classification of Exhibition Catalogs in the Library of the Metropolitan Museum of Art, Lucy Chao Ho, 372
- Cataloging and Classifying the Exhibition Catalog, Jane D. Collins, 313
- Catholic Library Association. Report of SLA Representative, 489
- Centralized Processing. Integrating the Records of Two Separately Owned Library Collections, Nancy B. Wolfermann and Jeanne Corr Becker, 321; M. Scilken (letter), 6A (Dec)
- Chairs, *n* 555
- Chapter and Division Allotments, 37
- Chapter and Division Cabinets. Winter Meeting Actions, 229; Annual Meeting Actions, 457
- Chapter Cabinet Report 1974/75, H. Robert Malinowsky, 452
- Chapters & Divisions**, 46, 161, 336, 549; *see also* names of individual Chapters or Divisions
- Chase, Bill, 603
- Chases' Calendar of Annual Events*, 603
- Chemical Literature. Proliferation of Journals in Chemistry, Harold W. Thompson, 172
- Chen, Ching-chih, *n* 546
- Cheshier, Robert G., A Comment from the Academic World (letter), 7A (Apr)
- Chew, Kathy, Problem Solved (letter), 6A (Dec)
- Chicago Conference (1975), 100; The 1975 SLA Annual Business Meeting, 143; Conference Program, 144; British Learned Societies Exhibit at SLA Conference, 287; Reports, 445-474; Synergism Among Special Librarians, Thomas G. Basler and Anne S. Goss, 459; Chicago Impressions '75, Ron Coplen, 462
- Cincinnati Chapter, *n* 161, *n* 336
- Circulation. A Low-Cost, Efficient, Machine-Assisted Manual Circulation System, Peter Stangl, 421
- Cisco, Susan, 473
- Clark, Carmen E., *n* 546
- Clarke, D. A., ed., *Acquisitions from the Third World*, book review by Vivian D. Hewitt, 611
- Classification. A Faceted Classification for Occupational Safety and Health, Karen Coyle, 256; Cataloging and Classifying the Exhibition Catalog, Jane D. Collins, 313; Cataloging and Classification of Exhibition Catalogs in the Library of the Metropolitan Museum of Art, Lucy Chao Ho, 372; *see also* Indexing
- Classification for an Architecture and Art Slide Collection, Candace S. Bogar, 570
- Cleveland Chapter, *n* 336
- Cobb, David A., A Library in Need (letter), 6A (Feb)
- Coblyn, Clementine, *n* 546
- Collection Building in the Environmental Sciences, Topsy N. Smalley, 188
- Collins, Jane D., Cataloging and Classifying the Exhibition Catalog, 313
- Collins, Kenneth Alan, Data Management Systems. Part I. A Model Approach to Automating Small Library Files, 121; *see also* Clarence A. Sturdivant (letter), 6A (Nov); Author's Reply (letter), 6A (Nov)
- Collins, Kenneth Alan, and West, William W., Data Management Systems. Part II. Journal Routing—An Example of Library Applications, 205
- Colorado Chapter, *n* 46, *n* 336, *n* 549
- Columbia University/SLA Student Group, 97, 230
- Coming Events**, 106, 177, 290, 345, 402, 606
- Committee for the Survey of Small Special Libraries, The Status of Small Special Libraries in Business in Japan, 416
- Committee on Committees, 229; Report, 475
- The Commonwealth Scientific and Industrial Research Organization in Australia, Doris B. Marshall, 223
- Communication. Vertical-Horizontal Relationships: Their Application for Librarians, Nathan M. Smith and Stephen D. Fitt, 528
- Communications of a Bibliographer, Kenneth D. Olson, 266
- Computer-Generated Routing Slips, Barbara A. Young, 68
- Computer-Output Microfilm. Doris Bolef (letter), 234
- A Computer-Produced Catalog for Non-Print Materials: Its Application in a Health Sciences Library, Bethe Lee Moulton and William I. Wood, 357
- Computerization. *See Automation, and Programming*
- Computerized Literature Search Services in an Engineering Library, David L. Hines, 197
- Computerized Searching. *See Searching*
- Conference Advisory Committee, 229; 457; Report, 475
- Conference 1975 Committee Report, 475
- Conference on Resolution of Copyright Issues, 349
- Conferences. *See Chicago Conference (1975), and Denver Conference (1976)*
- Connecticut Valley Chapter, *n* 161, *n* 337
- Conroy, Barbara, book review by, 607
- Consultation Service Committee Report, 475
- Continuing Education, 230
- Continuing Education in a Problem Solving Model, Patrick R. Penland, 55

- Cook, John S., *obit.* 340
- Coplen, Ron, *Manufactured Dialogues: Winter Meeting 1975*, 286; *Chicago Impressions '75*, 462
- Copyrights, 174; 231; 289; 349; Copyright Hearings, 389; Statement for Special Libraries Association . . . Concerning Library Photocopying Provisions of H.R. 2223 (94th Congress) the General Copyright Revision Bill 390; Statement for American Association of Law Libraries, American Library Association, Association of Research Libraries, Medical Library Association, Music Library Association and Special Libraries Association . . . Concerning Library Photocopying Provisions of H.R. 2223 (94th Congress) the General Copyright Revision Bill, 394; Library Photocopying Sections of H.R. 2223 (94th Congress) the General Copyright Revision Bill, 399; 457; *see also* Williams & Wilkins vs. NLM, and Special Committee on Copyright
- Cost Comparison of Manual and On-Line Computerized Literature Searching, Stanley A. Elman, 12
- Council of National Library Associations. Joint Committee on Library Education Report, 484; Joint Committee on Prison Libraries Report, 485; Report of SLA Representative, 490
- Coyle, Karen, *A Faceted Classification for Occupational Safety and Health*, 256
- Creps, John E., Jr., *n* 102; *Engineering Data* (letter), 8A (Aug)
- Criteria for Evaluation and Selection of Data Bases and Data Base Services, Martha E. Williams, 561
- Criteria for Journal Selection, K. Subramanyam, 367
- D**
- Dagnese, Joseph M. *See* Bailey, Martha J.
- Daiker, Virginia, *n* 546
- Data Banks. User Criteria for Selection of Commercial On-Line Computer-Based Bibliographic Services: An Industrial Practical Case Study, Doris B. Marshall, 501; Criteria for Evaluation and Selection of Data Bases and Data Base Services, Martha E. Williams, 561; *Developing a World Trade Information System*, Rose E. Callahan, 575; *see also* Searching, and Selective Dissemination of Information
- Data Management Systems. Part I. A Model Approach to Automating Small Library Files, Kenneth Alan Collins, 121; Part II. Journal Routing—An Example of Library Applications, Kenneth Alan Collins and William W. West, 205; *see also* Clarence A. Sturdivant (letter), 6A (Nov), and Kenneth Alan Collins (letter), 6A (Nov)
- Davis, Charles H., and Rush, James E., *Information Retrieval and Documentation in Chemistry*, book review by Herman Skolnik, 497
- Davis, Elinor L., and Levene, Lee-Allison, *Workshop Strategy: A Survival Guide for Planners*, 85
- Dawson, Kathryn (Kay), *obit.* 340
- Day, Ronald E., *n* 546
- Dayton Chapter, *n* 46, *n* 161, *n* 337, *n* 549
- Deafness Information Center, Kieth C. Wright, 74
- Debons, Anthony, editor, *Information Science, Search for Identity: Proceedings of the 1972 NATO Advanced Study Institute in Information Science Held at Seven Springs, Champion, Pa., August 12–20, 1972*, book review by Masse Bloomfield, 608
- Deery, Thomas J., *n* 546
- Demes, Stanley B., *A Suggestion* (letter), 7A (Mar)
- Denver Conference (1976). Call for Papers, 11A (Aug); 457
- DePuy, Mary B., *n* 546
- Deuss, Jean, 40
- Developing a World Trade Information System, Rose E. Callahan, 575
- Dichter, Anita B., *n* 102
- The Directory of Iranian Periodicals*, *n* 498
- Display Cases, *n* 52
- Display Panels, *n* 52
- Displays, *n* 105
- Dissertations, *n* 53
- Division Cabinet. Report 1974/75, Roger M. Martin, 453; *see also* Chapter and Division Cabinets
- Dodd, James B., Safford Harris, *obit.* 340
- Dosa, Marta L., *n* 99
- Dost, Sylvia Celia, *obit.* 340
- Downing Anthea, Miriam H. Tees: SLA President 1975/76, 446
- Drake, Miriam, *n* 102; *The Librarian's Role in Interdisciplinary Studies*, 116
- Dulaff, Jean E., *Borrow!* (letter), 9A (Aug)
- Dunnigan, Mary C., 41
- DuMont, Paul E., *n* 546
- Durey, Peter, *Unexpectedly Historical* (letter), 9A (Aug)
- E**
- Echelman, Shirley, 472, *n* 546
- Editorial**, 109, 179, 233
- Education. Bonnie B. Trivizas (letter), 6A (Jan); Problem-Oriented Approaches in the Education of Librarians, Thomas J. Galvin, 1; 37; Continuing Education in a Problem solving Model, Patrick R. Penland, 55; Commentary on Proposing a Special Library, Julie Carterson et al., 92; *n* 106; Very High Level Programming Languages (e.g., SNOBOL, COMIT) in the Special Librarian's Future, Miles A. Libbey, 363; Commentary on Bibliotherapy, Patricia V. Kusterbeck, 543
- Education Committee Report, 476
- Education Libraries. A Field Service Reference Program for Educational Administrators, Ethel Auster, 111
- The Electric Power Research Institute: Coordinated Energy Research to Meet a National Need, Laura H. Henning, 509
- Elgood, William R., *Chases' Dates*, 603
- El-Hadidy, Bahaa, *Bibliographic Control Among Geoscience Abstracting and Indexing Services*, 260
- Ellenberger, J. S., *n* 99
- Elman, Stanley A., *Cost Comparison of Manual and On-Line Computerized Literature Searching*, 12
- Engel, Mary Louise, and Van Allen, Neil K., *NHTSA/SASI Cooperative Thesaurus of Highway and Motor Vehicle Safety Literature*, book review by Mary Roy, 175

Engineers. Library Workshops for Engineers: The Buffalo Experiment, Robert N. Ting, 140; Computerized Literature Search Services in an Engineering Library, David L. Hines, 197; John E. Creps, Jr. (letter), 8A (Aug)

English, Eileen W., Hits and Misses, 237

Environmental Information, *n* 53; Collection Building in the Environmental Sciences, Topsy N. Smalley, 188; Pollution in Lake Erie 1872-1965, Robert M. Ballard, 378; *see also* Special Committee on Environmental Information

Environmental Library Systems, Sarah M. Thomas and Lester P. Needle, 293

**Errata**, 230, 640

Ethiopia's Developing Medical/Health Science Information Services, Theodore P. Peck, 273

An Evaluation of the NASA Scientific and Technical Information System, Harold E. Pryor, 515

An Evaluation of the Use of MBO Procedures in a Library, William G. Jones, 306

## F

A Faceted Classification for Occupational Safety and Health, Karen Coyle, 256

Farber, Anita W., *n* 102

Farrell, Elizabeth B., *obit.* 340

Fatcheric, Jerome P., Survey of Users of a Medium-Sized Technical Library, 245

Federal Library Committee. Report of SLA Representative, 490

Federal Micrographics Council, *n* 105

Felter, Jacqueline W., *n* 102

Fern, Alan, *n* 99

Field, Judith J., 42

A Field Service Reference Program for Educational Administrators, Ethel Auster, 111

Film Viewers, *n* 606

Finance Committee Report, 476

Fine, Ruth, *Washington Letter*, 49, 174, 231, 289, 349, 401

Fitt, Stephen D. *See* Smith, Nathan M.

Florida Chapter, *n* 46, 230, *n* 337, *n* 549

Flynn, Frances, *n* 546

Formula Budgeting: An Example, Robert E. Burton, 61

Foster, Barbara, Special Libraries in India, 439

Freedom of Information Act Amendment, 49, 289

Friedes, Thelma, *Literature and Bibliography of the Social Sciences*, book review by Barbara S. Marks, 495

Friedman, Morton H., Case Study in Successful Library Computerization, 79: *n* 546

Funkhouser, Richard, *n* 546

Fussler, Herman, *Research Libraries and Technology: A Report to the Sloan Foundation*, book review by Robert G. Krupp, 404

**Future Meetings**, 403

## G

Gallaudet College. Deafness Information Center, Kieth C. Wright, 74

Galvin, Thomas J., Problem-Oriented Approaches in the Education of Librarians, 1

Gamson, Arthur L., *n* 102

Gardner, Roberta J., and Zelevansky, Linda, The Ten Commandments for Library Customers, 326; *see also* Elizabeth H. Groot (letter), 6A (Dec)

Gasaway, Laura N., book review by, 348

Geographic Information. Remote Sensing Data in Geography and Map Libraries, M. Leonard Bryan, 520

Geography and Map Division, *n* 549

Georgi, Charlotte, *n* 99; Beating Inflation in Libraries, 241

Geoscience Information. Bibliographic Control Among Geoscience Abstracting and Indexing Services, Bahaa El-Hadidy, 260

Gibbs, Mary, *n* 102

Gilman, Nelson J., *n* 102

Giral, Angela, *n* 102, *n* 546

Godfrey, Lois E., 40

Goss, Anne S. *See* Basler, Thomas G.

Government Documents, 49; *n* 53; *n* 105; *n* 106; 231; 289; Australian Information Services, Richard T. Stone, 330; *see also* National Technical Information Service, and Technical Reports

Government Information Services, 103

Government Information Services Committee Report, 477

Government Libraries, *n* 53

*Government Publications Review*, book review by Ruth S. Smith, 107

Graziano, Eugene, *n* 99

Greater St. Louis Chapter, *n* 161, *n* 337

Green, Jo Ellen. *See* Carterson, Julie

Greene, Jon S., *n* 102

Groot, Elizabeth H., You Can't Change Them (letter), 6A (Dec)

Grosch, Audrey, *n* 102

## H

Hadlock, Robert L., *n* 546

Hall (G. K.) and Co., *n* 498

Hall, Vivian S., and Anderson, Gregg, Metrics—Libraries and Librarians, 426

Hamburg, Morris, et al., *Library Planning and Decision-Making Systems*, book review by F. W. Lancaster, 557

Handling Photograph Collections by Coordinate Indexing, Donald L. Pieters, 541

Hansen, Mary, 473

Harper, Shirley, *n* 546

Harris, Safford, 282, *obit.* 340, 472

Hart, Marion Dillon, *n* 102

Hartwell, Wayne M., *obit.* 48, *obit.* 341

Harvey, John F., and Lane, Zanier D., New Mexico Provides Free Tape Searches, 212

**Have You Heard?** 53, 105, 498

**Have You Seen?** 52, 104, 555, 606

Hayes, Phoebe, *n* 102, *n* 230

Hayes, Robert M., *n* 546

Heart of America Chapter, *n* 46, *n* 161, *n* 337

Hebert, Joan Marie. *See* Carterson, Julie

Heiken, Jody H. *See* Waranius, Frances B.

Heiner, Janet S., *n* 546

Henning, Jane Conrow, Accreditation Standards and Architectural Libraries—A Status Report, 538

Henning, Laura H., The Electric Power Research Institute: Coordinated Energy Research to Meet a National Need, 509

Hernon, Peter, book review by, 556



Hewitt, Vivian D., 39; book review by, 611  
 Hines, David L., Computerized Literature Search Services in an Engineering Library, 197  
 Hits and Misses, Eileen W. English, 237  
 Ho, Lucy Chao, Cataloging and Classification of Exhibition Catalogs in the Library of the Metropolitan Museum of Art, 372  
 Hogan, Mildred, *n* 102  
 Holmes, Jeanne M., *n* 102  
 Horacek, Margaret B., *n* 102  
 Horne, Erica, A Look at Bibliotherapy, 27; *see also* Rhea Rubin (letter), 235; Kusterbeck, Patricia (letter), 7A (Jul); Commentary on Bibliotherapy, Patricia V. Kusterbeck, 543  
 Horner, John, *Special Cataloguing: With Particular Reference to Music, Films, Maps, Serials and the Multi-Media Computerised Catalogue*, book review by William C. Petru, 405  
 Horton, Foster W., Jr., *How to Harness Information Resources: A Systems Approach*, book review by Paula M. Strain, 496  
 Hospital Journal Title Usage Study, Ruth W. Wender, 532  
 Hospital Library Standards: An Administrator's View, William P. Koughan, 588  
 Hudson Valley Chapter, *n* 46, *n* 337, 472  
 Huleatt, Richard S., *n* 546

## I

IBI-ICC Symposium, *n* 105  
 ICIREPAT and International Developments in Patent Information Retrieval, Patricia M. McDonnell, 133  
 IFLA. *See* International Federation of Library Associations  
 Illinois Chapter, *n* 337  
 In Memoriam, 48, 340, 604  
 Indexing. Procedural Guide to Cataloging and Indexing Historical Collections, Ruby S. May, 217; Handling Photograph Collections by Coordinate Indexing, Donald L. Pieters, 541; *see also* Classification  
 Indexing Services. *See* Abstracting and Indexing Services  
 Indian Libraries. Special Libraries in India, Barbara Foster, 439  
 Indiana Chapter, *n* 337  
 Influencing Change: The Role of the Professional, Martha J. Bailey et al., 183  
 Information Centers. Raphaella Kingsbury (letter), 7A (Jul); Lunar Data Information Center: A Shortcut to the Riddle of the Moon, Frances B. Waranius and Jody H. Heiken, 407  
 Information Retrieval. The JPL Library Information Retrieval System, Josephine Walsh, 351  
 Information Services. Australian Information Services, Richard T. Stone, 330  
 Information Storage and Retrieval, *n* 104  
 Information Systems. An Evaluation of the NASA Scientific and Technical Information System, Harold E. Pryor, 515; Developing a World Trade Information System, Rose E. Callahan, 575  
 Institute of Librarians, *n* 498  
 Integrating the Records of Two Separately Owned Library Collections, Nancy B. Wolfermann and

Jeanne Corr Becker, 321; *see also* M. Scitken (letter), 6A (Dec)  
 Interagency Council on Library Resources for Nursing Report, 485  
 Interdisciplinary Studies. The Librarian's Role in Interdisciplinary Studies, Miriam Drake, 116  
 Interlibrary Loan. Jean E. Dulaff (letter), 9A (Aug)  
 International Federation of Library Associations. IFLA 1974 (report), 165; Report of SLA Representative, 491; An International Non-Event, Frank E. McKenna, 551

## J

The JPL Library Information Retrieval System, Josephine Walsh, 351  
 Jackson, Eugene B., *n* 102  
 Japanese Libraries. The Status of Small Special Libraries in Business in Japan, Committee for the Survey of Small Special Libraries, 416  
 Johnson, Josephine, *n* 102  
 Joint Committee on Union List of Serials Report, 485  
 Jones, Clara Stanton, *n* 546  
 Jones, Sparck, et al., *Linguistics and Information Science*, book review by F. W. Lancaster, 347  
 Jones, William G., An Evaluation of the Use of MBO Procedures in a Library, 306  
 Journals. *See* Serials

## K

KWIC Indexes. Acquisition Innovations, Addianna Ford McConiga, 437  
 Kaske, Neal, **Staff Development**, 50, 173, 346, 499, 553  
 Kasperko, Jean M., *n* 546  
 Katz, Caryn, *n* 546  
 Kaufman, Oxanna S., *n* 163  
 Kay, Karen. *See* Jones, Sparck  
 Kay, Martin. *See* Jones, Sparck  
 Kearl, Biruta Celmins. *See* Carterson, Julie  
 Keaveney, Sydney S., *n* 99  
 Kent, Allen, editor, *Resource Sharing in Libraries: Why—How—When—Next Action Steps*, book review by Masse Bloomfield, 404  
 Kent State University/SLA Student Group, 335  
 Kentucky Chapter, *n* 46, 229, *n* 549  
 Key Abstracts, *n* 498  
 Key Word in Context Indexes. *See* KWIC Indexes  
 Kiersky, Loretta J., Videotape—A Library Communications Tool, 383  
 Kinder, Katharine L., 281, 472  
 King, David E., 42  
 King, Roy T., *n* 102  
 Kingsbury, Raphaella, An Important Tie (letter), 6A (Apr); *see also* Barbara A. Rice (letter), 6A (Sep); Pitfalls (letter), 7A (Jul)  
 Knife Sharpeners, *n* 104  
 Koch, Michael S., *n* 99, *n* 163  
 Koenig, Laura. *See* Carterson, Julie  
 Koenig, Michael E. D., Koenig Response (letter), 9A (Aug)  
 Koughan, William P., Hospital Library Standards: An Administrator's View, 588  
 Kovacs, Helen, *n* 163  
 Krakauer, Elizabeth, *n* 546  
 Krupp, Robert G., 43; book review by, 404

- Kumar, Krishan, *Research Libraries in Developing Countries*, book review by Mohammed M. Aman, 497
- Kusterbeck, Patricia V., *Bibliotherapy* (letter), 7A (Jul); *Commentary on Bibliotherapy*, 543
- Kuwaiti Libraries. *Special Libraries in Kuwait*, Mohamed H. Zehery, 595

## L

- Lake Erie. *Pollution in Lake Erie 1872-1965*, Robert M. Ballard, 378
- Lancaster, F. W., book reviews by, 347, 557
- Lane, Zanier D. *See* Harvey, John F.
- Law Bibliography, *n* 53
- Legislative Reference Section, 457
- LeGuern, Charles A., *n* 546
- Lentz, Robert T., *n* 546
- Leslie, Philip, 40
- Lethbridge, Jackson, *n* 163
- Letters to the Editor**, 6A (Jan), 6A (Feb), 6A (Mar), 6A (Apr), 234, 7A (Jul); 8A (Aug); 6A (Sep); 6A (Nov); 6A (Dec)
- Leuzinger, Nancy J., *n* 547
- Levene, Lee-Allison. *See* Davis, Elinor L.
- Lewicky, George I., *n* 163
- Libbey, Miles A., *Very High Level Programming Languages* (e.g., SNOBOL, COMIT) in the *Special Librarian's Future*, 363
- Librarian of Congress, 458
- Librarians. Edwina Pancake (letter), 6A (Apr); Celine H. Alvey (letter), 234; *Librarians Non-Professional?* 344; *see also Women Librarians and Unemployment*
- The Librarian's Role in Interdisciplinary Studies*, Miriam Drake, 116
- Libraries. *See* Architectural Libraries, Art Libraries, Education Libraries, Government Libraries, Medical Libraries, Nursing Libraries, and Special Libraries
- Libraries, Managers, and People, Salvador B. Waller, 411
- Library Circulation. *See* Circulation
- Library Clerks. Raphaella Kingsbury (letter), 6A (Apr); Barbara A. Rice (letter), 6A (Sep)
- Library Communication. Videotape—A Library Communications Tool, Loretta J. Kiersky, 383
- Library Management. *See* Management
- Library Networks. *Environmental Library Systems*, Sarah M. Thomas and Lester P. Needle, 293
- Library of Congress. *The Cataloger's Right Arm: The Library of Congress*, Elizabeth L. Tate, 433
- Library of Congress Cataloging Bulletins Index*, *n* 498
- Library Schools. *See* Education
- Library Standards. *See* Standards
- Library Technicians. *See also* Library Clerks
- Library Users. *See* Users
- Library Workshops for Engineers: *The Buffalo Experiment*, Robert N. Ting, 140; *see also* John E. Creps, Jr. (letter), 8A (Aug)
- Linsley, Priscilla, *n* 546
- Literature Searching. *See* Searching
- Long Island Chapter, *n* 337, *n* 549
- Long Island University/SLA Student Group, 335
- Longhenry, Ruth A., *n* 548
- A Look at Bibliotherapy, Erica M. Horne, 27; *see also* Rhea Rubin (letter), 235; Kusterbeck, Patricia V. (letter), 7A (Jul); and *Commentary on Bibliotherapy*, Patricia V. Kusterbeck, 543
- Looking Over Our Shoulder in the Orient: *Observations on Today's U.S. Information Service Libraries*, Chester S. Williams, 386
- Lopiana, Rosemary, 473
- Louisiana Chapter, *n* 161, *n* 337
- A Low-Cost, Efficient, Machine-Assisted Manual Circulation System, Peter Stangl, 421
- Lucker, Jay K., *n* 548
- Luckett, George R., *n* 548
- Lunar Data Information Center: *A Shortcut to the Riddle of the Moon*, Frances B. Waranus and Jody H. Heiken, 407
- Lundeen, Gerold, book review by, 558

## M

- McConiga, Addianna Ford, *Acquisition Innovations*, 437
- McDonnell, Patricia M., *ICIREPAT and International Developments in Patent Information Retrieval*, 133
- McFarland, Marvin W., *The National Referral Center*, 126
- Machine Searching. *See* Searching
- McKenna, F. E., *Association Costs and Association Income* (editorial), 179; *An International Non-Event*, 551
- Mahaffey, Laurie S. *See* Carterson, Julie
- Mahar, Ellen P., *n* 99
- Malinowsky, H. Robert, 44; *Chapter Cabinet Report 1974/75*, 452
- Management. *The Role of the Librarian in Management*, Margaret Beckman and Nancy Ann Brown, 19; *n* 53; *Beating Inflation in Libraries*, Charlotte Georgi, 241; *An Evaluation of the Use of MBO Procedures in a Library*, William G. Jones, 306; *Libraries, Managers, and People*, Salvador B. Waller, 411; *see also Staff Development*
- Management Review and Analysis Program. *Influencing Change: The Role of the Professional*, Martha J. Bailey et al., 183
- Map Collections in India, Australia, and New Zealand: *An Overview*, Margaret U. Ross, 32; *see also* Peter Durey (letter), 9A (Aug)
- Maret, Lyn, *n* 548
- Markee, Katherine M., *n* 548
- Marks, Barbara S., book review by, 495
- Marshall, Doris B., *The Commonwealth Scientific and Industrial Research Organization in Australia*, 223; *User Criteria for Selection of Commercial On-Line Computer-Based Bibliographic Services: An Industrial Practical Case Study*, 501
- Martin, Roger M., *Division Cabinet Report 1974/75*, 453
- Matarazzo, James M., *From the Student Groups*, 97; *From the Student Relations Officer*, 97; *From the Student Groups*, 164; *From the Student Relations Officer*, 164; *n* 548
- Maxin, Jacqueline A., *Binding Selectively*, 327; *The Open Shelving of Journals on Microfilm*, 592
- May, Ruby S., *Procedural Guide to Cataloging and*

Indexing Historical Collections, 217  
 Mechanization. *See* Automation  
 Medical Libraries, *n* 105; Ethiopia's Developing Medical/Health Science Information Services, Theodore P. Peck, 273; Integrating the Records of Two Separately Owned Library Collections, Nancy B. Wolfermann and Jeanne Corr Becker, 321; A Computer-Produced Catalog for Non-Print Materials: Its Application in a Health Sciences Library, Bethe Lee Moulton and William I. Wood, 357; Hospital Journal Title Usage Study, Ruth W. Wender, 532; M. Scilken (letter), 6A (Dec)  
 Medical Library Association. Report of SLA Representative, 491  
 Members in the News, 102, 162, 545  
 Membership Committee Report, 478  
 Memphis Provisional Chapter, 229  
 Metrics—Libraries and Librarians, Vivian S. Hall and Gregg Anderson, 426  
 Michel, Victor J., *n* 548  
 Michigan Chapter, *n* 46, *n* 161, *n* 337  
 Microfilm Source Book, *n* 105  
 Microform Equipment, *n* 52, *n* 555  
 Microforms, 49; The Open Shelving of Journals on Microfilm, Jacqueline A. Maxin, 592  
 Mid-Missouri Provisional Chapter, *n* 46, *n* 161, *n* 338, 457  
 Military Librarians Division, *n* 549  
 Miller, Edward P., 44, *n* 548  
 Miller, Elizabeth, book review by, 290  
 Minnesota Chapter, *n* 46, *n* 161, *n* 338, *n* 549  
 Montreal Chapter, *n* 46, *n* 549  
 Moore, Edythe, The Best Buy in Town (editorial), 109; President's Report 1974/75, 449; *n* 548  
 Morelock, Molette, *n* 548  
 Morin, Thomas, Books Wanted (letter), 8A (Aug)  
 Morse, Yvonne L., *n* 163  
 Moulton, Bethe Lee and Wood, William I., A Computer-Produced Catalog for Non-Print Materials: Its Application in a Health Sciences Library, 357  
 Mount, Ellis, *n* 548  
 Mullins, Lynn S., *n* 548  
 Munger, Terry, *n* 548  
 Murphy, Henry, *n* 548  
 Music Library Association. Report of SLA Representative, 492  
 N  
 NASA Scientific and Technical Information System. An Evaluation of the NASA Scientific and Technical Information System, Harold E. Pryor, 515  
 NCLIS. *See* National Commission on Libraries and Information Science  
 NMA. *See* The National Micrographics Association  
 NTIS. *See* National Technical Information Service  
 National Aeronautics and Space Administration. *See* NASA  
 National Agricultural Library, *n* 498  
 National Commission on Libraries and Information Science. National Program for Library and Information Services, SLA/NCLIS Meeting, Jan 14–15, 1975, 283  
 National Commission on Technological Uses of Copyrighted Works, 289

National Microfilm Association, *n* 53; *see also* National Micrographics Association  
 National Micrographics Association. Report of SLA Representative, 492; *see also* National Microfilm Association  
 The National Referral Center, Marvin W. McFarland, 126  
 National Science Policy, 458  
 National Technical Information Service. Stanley B. Demes (letter), 7A (Mar); *see also* Technical Reports  
 National Translations Center. Report of SLA Representative, 493  
 Needle, Lester P. *See* Thomas, Sarah M.  
 Networking Committee Report, 479  
 Networks. *See* Library Networks  
 New Jersey Chapter, *n* 338  
 New Mexico Provides Free Tape Searches, John F. Harvey and Zanier D. Lane, 212  
 New York Chapter, *n* 46, *n* 47, *n* 161, *n* 338, *n* 549  
 New Zealand Libraries. Peter Durey (letter), 9A (Aug)  
 Nominating Committee, 143  
 Non-print Materials. *See* Audiovisual Materials  
 North Carolina Chapter, 472  
 Nursing Libraries. Integrating the Records of Two Separately Owned Library Collections, Nancy B. Wolfermann and Jeanne Corr Becker, 321; M. Scilken (letter), 6A (Dec)  
 O  
 Oehmke, Thomas H., *Sex Discrimination in Employment*, book review by Laura N. Gasaway, 348  
 Oklahoma Chapter, *n* 338, *n* 549  
 Olsen, Charles, *n* 548  
 Olson, Kenneth D., Communications of a Bibliographer, 266  
 The Open Shelving of Journals on Microfilm, Jacqueline A. Maxin, 592  
 Oregon Chapter, 229, *n* 338  
 Overseas Report, 223, 330, 386, 439, 595

## P

Pacific Northwest Chapter, *n* 47, *n* 338, *n* 550  
 Pamphlets. Procedural Guide to Cataloging and Indexing Historical Collections, Ruby S. May, 217  
 Pancake, Edwina, One for the Tailgaters (letter), 6A (Apr); *n* 548  
 Pangborn, Mark W., Jr., *obit.* 341  
 Parish, David W., *State Government Reference Publications: An Annotated Bibliography*, book review by Peter Hernon, 556  
 Partitions, *n* 104  
 Patents. ICIREPAT and International Developments in Patent Information Retrieval, Patricia M. McDonnell, 133  
 Patron Saint for Librarians? 554  
 Patton, John I., Jr., *n* 163  
 Peck, Theodore P., Ethiopia's Developing Medical/Health Science Information Services, 273  
 Penland, Patrick R., Continuing Education in a Problem Solving Model, 55  
 Periodicals. *See* Serials  
 Peterson, Michael D., *n* 548

Petru, William C., book review by, 405  
 Pflueger, Margaret L., Paul E. Postell, *obit.* 341  
 Philadelphia Chapter, *n* 161, *n* 338  
 Photocopying. *See* Copyrights  
 Photograph Collections. Handling Photograph Collections by Coordinate Indexing, Donald L. Pieters, 541  
 Physics-Astronomy-Mathematics Provisional Division, 37; 457  
 Picture Collections. *See also* Photograph Collections  
 Pieters, Donald L., Handling Photograph Collections by Coordinate Indexing, 541  
 Pinkney, Gertrude, *n* 548  
 Pittsburgh Chapter, *n* 47, *n* 339, *n* 550  
 Pollution in Lake Erie 1872-1965, Robert M. Ballard, 378  
 Portable Walls, *n* 607  
 Ports, Joanne, *n* 548  
 Postell, Paul E., *obit.* 341  
 Pratt Institute/SLA Student Group, 336  
 President's Committee on Employment of the Handicapped. Report of SLA Representative, 493  
 President's Report 1974/75, Edythe Moore, 449  
 Princeton-Trenton Chapter, *n* 339, *n* 550  
 Prison Libraries. E. L. Richardson and A. F. Secada (letter), 6A (Feb)  
 Privat, Jeannette, *n* 548  
 Problem-Oriented Approaches in the Education of Librarians, Thomas J. Galvin, 1  
 Procedural Guide to Cataloging and Indexing Historical Collections, Ruby S. May, 217  
 Programming. Very High Level Programming Languages (e.g., SNOBOL, COMIT) in the Special Librarian's Future, Miles A. Libbey, 363  
 Puce, Earl, *n* 547  
 Pryor, Harold E., An Evaluation of the NASA Scientific and Technical Information System, 515  
 Publisher Relations Committee Report, 479  
 Publishing Division, *n* 47  
 Pubs, 54, 108, 178, 232, 292, 350, 406, 500, 560, 610

## R

Randall, Gordon E., Randall's Rationalized Ratios, 6  
 Rathbun, Loyd, *n* 547  
 Recruitment Committee Report, 480  
 Reeves, Pamela W., *n* 547  
 Reference Services. A Field Service Reference Program for Educational Administrators, Ethel Auster, 111; Vertical-Horizontal Relationships: Their Application for Librarians, Nathan M. Smith and Stephen D. Fitt, 528  
 Reichardt, Gunther, *Special Libraries—Worldwide*, book review by E. With-Patrick, 291  
 Remote Sensing Data in Geography and Map Libraries, M. Leonard Bryan, 520  
 Research Committee, 230; Report, 480  
 Resolutions Committee Report, 480  
 Reviews, 107, 175, 290, 347, 404, 495, 556, 607  
 Rice, Barbara A., The Author Replies (letter), 6A (Sep)  
 Rich, David M., *n* 163  
 Richardson, E. L., and Secada, A. F., Materials Requested (letter), 6A (Feb)

Ricking, Myrl, and Booth, Robert E., *Personnel Utilization in Libraries: A Systems Approach*, book review by Barbara Conroy, 607  
 Rigney, Janet M., Treasurer's Report 1974/75, 451  
 Rio Grande Chapter, *n* 47, *n* 161, *n* 339, *n* 550  
 Ristow, Walter W., *n* 163, *n* 547  
 Roberts, Marylyn, 43, *n* 547  
 Rockwell, Jeanette Sledge, *obit.* 341  
 The Role of the Librarian in Management, Margaret Beckman and Nancy Ann Brown, 19  
 Ross, Margaret U., Map Collections in India, Australia, and New Zealand: An Overview, 32; *see also* Peter Durey (letter), 9A (Aug)  
 Roomfort, Susan, *n* 163  
 Roy, Mary, book review by, 175  
 Rubin, Rhea, Existence Reassured (letter), 235  
 Rush, James E. *See* Davis, Charles H.  
 Rush, Martha, *n* 547  
 Rushing, Darla, 473  
 Rutgers University/SLA Student Group, 457

## S

SDI. *See* Selective Dissemination of Information  
 SLA Annual Meetings. *See* Chicago Conference (1975), and Denver Conference (1976)  
 SLA Annual Report, 344  
 SLA Anti-Discrimination Policy, 458  
 SLA Audit Report: Jan 1, 1974-Dec 31, 1974, 341  
 SLA Authors, 99, 163  
 SLA Board of Directors. Fall Meeting Actions, 37; 45; Winter Meeting Actions, 229; Annual Meeting Actions, 457; 458  
 SLA Budget, 37, 38; Association Costs and Association Income (editorial), F. E. McKenna, 179; Is SLA a Professional Association? (editorial), Miriam Tees, 233  
 SLA Candidates (1975), 39  
 SLA Chapter Growth Award, 472  
 SLA Chapters. *See* Chapters & Divisions, and names of individual chapters  
 SLA Committees. *See* name of committee  
 SLA Conferences. *See* Chicago Conference (1975), and Denver Conference (1976)  
 SLA Divisions. *See* Chapters & Divisions, and names of individual divisions  
 SLA Dues, 99; The Best Buy in Town (editorial), Edythe Moore, 109; Association Costs and Association Income (editorial), F. E. McKenna, 179; 229; Is SLA a Professional Association? (editorial), Miriam Tees, 233; 457  
 SLA Election Returns, 389  
 SLA Employment Clearing House, 163, 473  
 SLA Hall of Fame/1975, 281, 472  
 SLA Joint Committees. Reports 1974/75, 484  
 SLA Membership, 229, 457  
 SLA Office, 458  
 SLA Officer's Reports. *See* names of offices  
 SLA Policy on Speaker Fees and Honoraria, 229  
 SLA Representatives to Other Organizations. Reports 1974/75, 485; *see also* names of other organizations  
 SLA Representative to the President's Committee on Employment of the Handicapped, 37  
 SLA Resolutions of Appreciation, 474  
 SLA Salary Survey, 457  
 SLA Scholarships. Fund, 288; 457; Awards, 473

- SLA Special Committees. Reports 1974/75, 482;  
*see also* name of committee
- SLA Staff Pay Plan, 37
- SLA Standing Committees. Reports 1974/75, 475;  
*see also* name of committee
- SLA Student Groups. Students and Members:  
 Everybody Is a Winner, Mina A. Brees, 95; From  
 the Student Groups, James M. Matarazzo, 97;  
 From the Student Relations Officer, James M.  
 Matarazzo, 97; Directory of SLA Student Groups  
 and Advisors, 98; From the Student Groups,  
 James M. Matarazzo, 164; From the Student  
 Relations Officer, James M. Matarazzo, 164; 230;  
 From the SLA Student Groups, 335; Student  
 Activities at Conference, 471
- SLA Winter Meetings, 229; Manufactured Dia-  
 logues: Winter Meeting 1975, Ron Coplen, 286
- Sahanek, Tatana, *n* 162
- St. John's University/SLA Student Group, 335
- Salary Discrimination Program Packet Available,  
 545
- Salton, Gerard, *Dynamic Information and Library  
 Processing*, book review by Gerold Lundeen, 558
- Samore, Ted, book review by, 175
- San Francisco Bay Region Chapter, *n* 47, *n* 339, *n*  
 550
- Scarborough, Mayra P., *n* 547
- Scheer, Malcolm E., *n* 162
- Schild, Doris Lee, 41
- Schnick, Rosalie, *n* 162
- Scholarship Committee Report, 480
- Scilken, M., Saving Whose Time? (letter), 6A (Dec)
- Searching. Cost Comparison of Manual and On-  
 Line Computerized Literature Searching, Stanley  
 A. Elman, 12; Computerized Literature Search  
 Services in an Engineering Library, David L.  
 Hines, 197; New Mexico Provides Free Tape  
 Searches, John F. Harvey and Zanier D. Lane,  
 212; User Criteria for Selection of Commercial  
 On-Line Computer-Based Bibliographic Services:  
 An Industrial Practical Case Study, Doris B.  
 Marshall, 501; *see also* Data Banks
- Secada, A. F. *See* Richardson, E. L.
- Selection. Collection Building in the Environmental  
 Sciences, Topsy N. Smalley, 188; Hits and  
 Misses, Eileen W. English, 237; Criteria for  
 Journal Selection, K. Subramanyam, 367; *see also*  
 Acquisitions
- Selective Dissemination of Information. Techniques  
 for Educating SDI Users, Hilary D. Burton, 252
- Sensitivity Training. Shirley T. Bornstein (letter),  
 7A (Jul)
- Serials. Computer-Generated Routing Slips, Bar-  
 bara A. Young, 68; Proliferation of Journals in  
 Chemistry, Harold W. Thompson, 172; Data  
 Management Systems. Part II. Journal  
 Routing—An Example of Library Applications,  
 Kenneth Alan Collins and William W. West, 205;  
 Communications of a Bibliographer, Kenneth D.  
 Olson, 266; Criteria for Journal Selection, K. Su-  
 bramanyam, 367; Hospital Journal Title Usage  
 Study, Ruth W. Wender, 532; The Open Shelving  
 of Journals on Microfilm, Jacqueline A. Maxin,  
 592
- Sessions, Vivian S., *Directory of Data Bases in the  
 Social and Behavioral Sciences*, book review by
- Elizabeth K. Miller, 290
- Severance, Robert, *n* 162
- Shaffer, Kenneth R., *n* 162
- Shaw, Renata V., *n* 547
- Sheerr, Lucy B., *n* 162
- Shipman, Joseph C., *n* 162
- Siegmund, Margaret, *n* 547
- Simmons, Marion L., Jeanette Sledge Rockwell,  
*obit.* 341
- Simmons/SLA Student Group, 97, 164, 335
- Skolnik, Herman, book review by, 497
- Slides. Classification for an Architecture and Art  
 Slide Collection, Candace S. Bogar, 570
- Smalley, Topsy N., Collection Building in the Envi-  
 ronmental Sciences, 188
- Smith, Elizabeth, *n* 547
- Smith, Nathan M., and Fitt, Stephen D., Vertical-  
 Horizontal Relationships: Their Application for  
 Librarians, 528
- Smith, Ruth S., **Washington Letter**, 103; book  
 review by, 107; 230
- Sound Systems, *n* 555
- The Sourdough*, *n* 498
- South Atlantic Chapter, *n* 161, 288, *n* 339, *n* 550
- Southern California Chapter, *n* 47, *n* 339
- Special Committee on Copyright Report, 482
- Special Committee on Environmental Information,  
 482
- Special Committee on Network Planning, 37
- Special Committee on the Pilot Education Program,  
 37; 457; Report, 483; 545
- Special Committee on Translation Problems  
 Report, 484
- Special Libraries. Commentary on Proposing a Spe-  
 cial Library, Julie Carterson et al., 92; Elizabeth  
 Casellas (letter), 6A (Mar); Robert G. Cheshier  
 (letter), 7A (Apr); The Status of Small Special Li-  
 braries in Business in Japan, Committee for the  
 Survey of Small Special Libraries, 416
- Special Libraries Association. *See* SLA
- Special Libraries in India, Barbara Foster, 439
- Special Libraries in Kuwait, Mohamed H. Zehery,  
 595
- Staff Development**, Neal Kaske, 50, 173, 346, 499,  
 553
- Standards. Accreditation Standards and Archi-  
 tectural Libraries—A Status Report, Jane  
 Conrow Henning, 538; Hospital Library Stan-  
 dards: An Administrator's View, William P.  
 Koughan, 588
- Standards Committee Report, 481
- Standing Committee on Networking, 37
- Stangl, Peter, A Low-Cost, Efficient, Machine-  
 Assisted Manual Circulation System, 421
- Stansberry, Cathi. *See* Carterson, Julie
- The Status of Small Special Libraries in Business in  
 Japan, Committee for the Survey of Small Special  
 Libraries, 416
- Stefanacci, Michal, *n* 162
- Stimler, Saul, *Data Processing Systems: Their  
 Performance, Evaluation, Measurement and  
 Improvement*, book review by Masse Bloomfield,  
 607
- Stone, Richard T., Australian Information Services,  
 330
- Strain, Paula M., *n* 99; book review by, 496

Student Relations Officer Report, 481  
 Sturdivant, Clarence A., Hammers Are Costly (letter), 6A (Nov); *see also* Kenneth Alan Collins (letter), 6A (Nov)  
 Subramanyam, K., Criteria for Journal Selection, 367  
 Surace, Cecily J., *n* 547  
 Survey of Users of a Medium-Sized Technical Library, Jerome P. Fatcheric, 245

## T

Tape, *n* 555  
 Tate, Elizabeth L., The Cataloger's Right Arm: The Library of Congress, 433  
 Technical Reports. Raphaella Kingsbury (letter), 6A (Apr); Hits and Misses, Eileen W. English, 237; Barbara A. Rice (letter), 6A (Sep); Kathy Chew (letter), 6A (Dec); *see also* National Technical Information Service  
 Techniques for Educating SDI Users, Hilary D. Burton, 252  
 Tees, Miriam, Is SLA a Professional Association? (editorial), 233; 446; The Information Society, 447  
 Tellers Committee Report, 481  
 The Ten Commandments for Library Customers, Roberta J. Gardner and Linda Zelevansky, 326; *see also* Elizabeth H. Groot (letter), 6A (Dec)  
 Tessier, Yves, *n* 163  
 Texas Chapter, *n* 161, *n* 339  
 Theatre Library Association. Report of SLA Representative, 493  
 This Works For Us, 85, 140, 217, 327, 383, 437, 541, 592  
 Thomas, Sarah M., and Needle, Lester P., Environmental Library Systems, 293  
 Thompson, Harold W., Proliferation of Journals in Chemistry, 172  
 Thompson, James, *Library Power: A New Philosophy of Librarianship*, book review by Masse Bloomfield, 556  
 Thomsen, Mary, *n* 547  
 Thurman, S. David, *n* 163  
 Ting, Robert N., Library Workshops for Engineers: The Buffalo Experiment, 140; *see also* John E. Creps, Jr. (letter), 8A (Aug)  
 Toronto Chapter, *n* 46, *n* 162, *n* 339, 472  
 Translations Committee, 457  
 Translator Referral Directory, *n* 498  
 Treasurer's Report 1974/75, Janet M. Rigney, 451  
 Tremper, Charles F., *n* 162  
 Trivizas, Bonnie B., The Qualified Unemployed (letter), 6A (Jan)  
 Trombitas, Ildiko D., *n* 548

## U

Unemployment. Bonnie B. Trivizas (letter), 6A (Jan)  
 Unions. Herbert Biblo (letter), 6A (Sep)  
 United Nations. Department of Fisheries of the Food and Agriculture Organization. Jacqueline P. Alexander (letter), 6A (Feb)  
 United Nations Non-Governmental Organization Observer. Report, 494  
 U.S. Environmental Protection Agency. National Environmental Research Center. Case Study in

Successful Library Computerization, Morton H. Friedman, 74  
 U.S. Environmental Protection Agency Library System. Environmental Library Systems, Sarah M. Thomas and Lester P. Needle, 293  
 U.S. Federal Budget, 231, 289  
 U.S. Information Service Libraries. Looking Over Our Shoulder in the Orient: Observations on Today's U.S. Information Service Libraries, Chester S. Williams, 386  
 U.S. Science Policy, 401  
 University of Hawaii/SLA Student Group, 457  
 University of Illinois, *n* 105  
 University of Michigan Student Group, *n* 550  
 University of Missouri-Columbia/SLA Student Group, 457  
 University of Southern California, *n* 498  
 University of Texas/SLA Student Group, 164, 335  
 Upstate New York Chapter, *n* 47, *n* 162, *n* 339, *n* 550  
 User Criteria for Selection of Commercial On-Line Computer-Based Bibliographic Services: An Industrial Practical Case Study, Doris B. Marshall, 501  
 Users. Survey of Users of a Medium-Sized Technical Library, Jerome P. Fatcheric, 245; The Ten Commandments for Library Customers, Roberta J. Gardner and Linda Zelevansky, 326; Vertical-Horizontal Relationships: Their Application for Librarians, Nathan M. Smith and Stephen D. Fitt, 528; Elizabeth H. Groot (letter), 6A (Dec)

## V

Vainstein, Rose, *n* 162  
 Vaitiekaitis, Audrone, *n* 162  
 Van Allen, Neil K. *See* Engel, Mary Louise  
 Vara, Albert C., *n* 163  
 Varano, Carmine, *n* 163  
 Vertical-Horizontal Relationships: Their Application for Librarians, Nathan M. Smith and Stephen D. Fitt, 528  
 Very High Level Programming Languages (e.g., SNOBOL, COMIT) in the Special Librarian's Future, Miles A. Libbey, 363  
 Videotape—A Library Communications Tool, Loretta J. Kiersky, 383  
 Videotape Cabinets, *n* 104  
 Virginia Chapter, *n* 162, *n* 339, *n* 550  
 Vitek, Clement G., *n* 162  
 Voigt, Melvin J., editor, *Advances in Librarianship*, book review by Masse Bloomfield

## W

Waldron, Helen J., book review by, 107  
 Waller, Salvador B., Libraries, Managers, and People, 411  
 Walsh, Josephine, The JPL Library Information Retrieval System, 351  
 Waranius, Frances B., and Heiken, Jody H., Lunar Data Information Center: A Shortcut to the Riddle of the Moon, 407  
 Washington, D.C. Chapter, *n* 47, *n* 48, *n* 162, *n* 339, *n* 550  
 Washington Letter, Ruth Fine, 49, 174, 231, 289, 349, 401

- Washington Letter**, Ruth S. Smith, 103  
**Washington Letter**, Sara Case, 552, 605  
 Wasson, Donald, Janet Bogardus, *obit.* 606  
 Weil, Ben H., *n* 162  
 Weinbrecht, Bertha M., *n* 162  
 Wender, Ruth W., Hospital Journal Title Usage Study, 532  
 West, William W. *See* Collins, Kenneth Alan  
 Western Michigan University/SLA Student Group, 97  
 Whalen, Lucille, *n* 548  
 White, Carl M., *Sources of Information in the Social Sciences: A Guide to the Literature*, book review by Ted Samore, 175  
 White, Herbert S., *n* 162  
 White House Conference on Library and Information Services, 174, 176, 229, 401, 457  
 White House Council of Advisers on Science and Technology, 49, 174  
 Willbanks, Ferol L., *n* 162  
 Williams, Chester S., Looking Over Our Shoulder in the Orient: Observations on Today's U.S. Information Service Libraries, 386  
 Williams, Constance L., *n* 162  
 Williams, Martha E., Criteria for Evaluation and Selection of Data Bases and Data Base Services, 561  
 Williams and Wilkins vs. NLM, 174, 232, 289; *see also* Copyrights  
 Wilson (H.W.) Company Award for the Best Article in *Special Libraries*, 472; Committee Report, 481  
 Winkels, Mary, *n* 162  
 Wintle, Mary Jack, *n* 548  
 With-Patrick, E., book review by, 291  
 Wolfermann, Nancy B., and Becker, Jeanne Corr, Integrating the Records of Two Separately Owned Library Collections, 321; *see also* M. Scilken (letter), 6A (Dec)  
 Women Librarians. Salary Discrimination Program Packet Available, 545  
 Wood, William I. *See* Moulton, Bethe Lee  
 Woodward, Edith, *n* 548  
 Workshop Strategy: A Survival Guide for Planners, Elinor L. Davis and Lee-Allison Levene, 85  
 Workshops. Library Workshops for Engineers: The Buffalo Experiment, Robert N. Ting, 140; *see also* John E. Creps, Jr. (letter), 8A (Aug)  
 Wright, Keith C., Deafness Information Center, 74  
 Wyant, June F., Career Planning Programs: How Librarians Help, 301
- Y**  
 Yates, Jeannette B., *n* 162  
 Young, Barbara A., Computer-Generated Routing Slips, 68  
 Young, Kay, 473
- Z**  
 Zealberg, Catherine L., *n* 548  
 Zehery, Mohamed H., Special Libraries in Kuwait, 595  
 Zelevansky, Linda. *See* Gardner, Roberta J.

# *special libraries*

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## SPECIAL LIBRARIES

### Index

#### Volume 66      Jan-Dec 1975

January .....	1-54	August .....	351-406
February .....	55-108	September .....	407-500
March .....	109-178	October .....	Annual Directory Issue (not indexed)
April .....	179-232	November .....	501-560
May/June .....	233-292	December .....	561-632
July .....	293-350		

#### ERRATA

Apr 1975, p. 230, bottom .....	Phoebe Hayes appointed supervisor, Library Development Services, Colorado State Library, Denver.
Mar 1975, p. 173, col. 2 .....	The author's name in the 5th article is incorrectly spelled. It should read "Sanderson" not "Anderson." The title of his article should be listed as "Successful Problem Finding."
Jul 1975, p. 326, col. 2 .....	Item seven is not complete. It should read as follows: "Thou shalt not hold a librarian accountable for that which is not yet published. Verily, they can only acquire that which existeth. Miracles cometh seldom in libraries."
Jul 1975, p. 348, col. 1 .....	The publishing company of the volume <i>Sex Discrimination in Employment</i> by Thomas H. Oehmke is incorrectly spelled. It should read "Trends Publishing."

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Smith, John and Virginia Dare / *Special Librarianship in Action*. *Special Libraries* 59 (no. 10): 1241–1243 (Dec 1968).

Smith, John J. / The Library of Tomorrow, In *Proceedings of the 34th Session, International Libraries Institute*, city, year. 2v. city, press, year published.

Featherly, W. / Steps in Preparing a Metrification Program in a Company. ASME Paper 72-DE-12 presented at the Design Engineering Conference and Show, Chicago, Ill., May 8–11, 1972.

References to books should be in the order: authors, title, city, publisher, year, pagination.

Brown, Able / *Information at Work*. New York, Abracadabra Press, 1909. 248p.

Andrei, M. et al. / *The History of Athens*. The History of Ancient Greece, 10v. New York, Harwood Press, 1850. 1,000p.

Samples of references to other types of publications follow.

Chisholm, L. J. / "Units of Weights and Measure." National Bureau of Standards. Misc. Publ. 286. C13.10:286. 1967.

Whitney, Eli (to Assignee), U.S. patent number (date).

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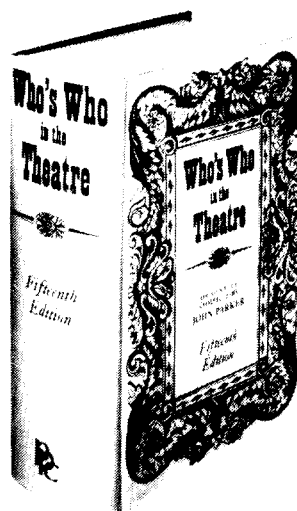
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