


1-1-1979

Special Libraries, January 1979

Special Libraries Association

Follow this and additional works at: http://scholarworks.sjsu.edu/sla_sl_1979

 Part of the [Cataloging and Metadata Commons](#), [Collection Development and Management Commons](#), [Information Literacy Commons](#), and the [Scholarly Communication Commons](#)

Recommended Citation

Special Libraries Association, "Special Libraries, January 1979" (1979). *Special Libraries, 1979*. Book 1.
http://scholarworks.sjsu.edu/sla_sl_1979/1

This Magazine is brought to you for free and open access by the Special Libraries, 1970s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1979 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.

Special libraries

January 1979, vol. 70, no. 1

Law Books

Translations

Measuring Effectiveness

Staff Evaluation

Government Business Bibliography

NEW from ISI for 1979...

Index to Social Sciences & Humanities Proceedings™

... **the first in-depth index to proceedings and the individual papers in the social sciences and humanities**

■ Provides all of the information needed for fast verifications. . . for effective retrospective searches. . . for informed acquisitions decisions.

■ Offers complete bibliographic details of 1,000 proceedings each year in the social sciences and humanities. . . gives users access to some 20,000 papers from a wide range of disciplines by indexing the complete proceedings tables of contents and individual papers.

■ Includes six index sections that allow fast easy searches to the level of individual authors and papers. An author's name. . . a sponsor. . . a general category. . . a meeting location. . . title words. . . or an author's organizational affiliation. . . lead the user to complete descriptions of proceedings contents and individual papers.

■ Issued quarterly; cumulated annually.

Current Contents®/ Arts & Humanities

... **the only multidisciplinary current awareness tool for humanities scholars and librarians**

■ *CC®/A&H*, a new edition in the *Current Contents* series, displays tables of contents from approximately 950 core journals and 125 books in the arts and humanities. Tables of contents are displayed in *CC/A&H* within days of receipt of the journal for up-to-the-minute currency.

■ Truly multidisciplinary, *CC/A&H* covers literature, history, literary reviews, philosophy, arts, music, humanities, religion, linguistics, poetry, theatre, film/radio/TV, classics, folklore, architecture, and dance.

■ Each issue of *CC/A&H* includes a Weekly Subject Index, listing every significant word and word-phrase in the titles displayed in that issue, for specific topic-centered searches. Many article titles are "enriched" with subject terms from the text of the articles.

■ Issued weekly.

Send for more information today!

Please send me more information about ISI's new products for 1979.

Index to Social Sciences & Humanities Proceedings™

Current Contents®/Arts & Humanities

Name _____ Title _____

Organization _____ Dept. _____

Address _____

City _____ State/Province _____ Zip _____

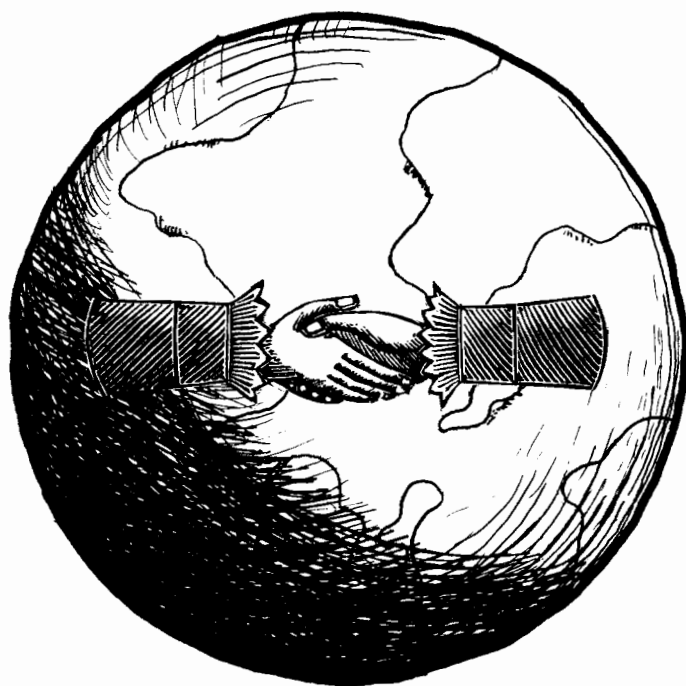
Country _____ Telephone _____

ISI®

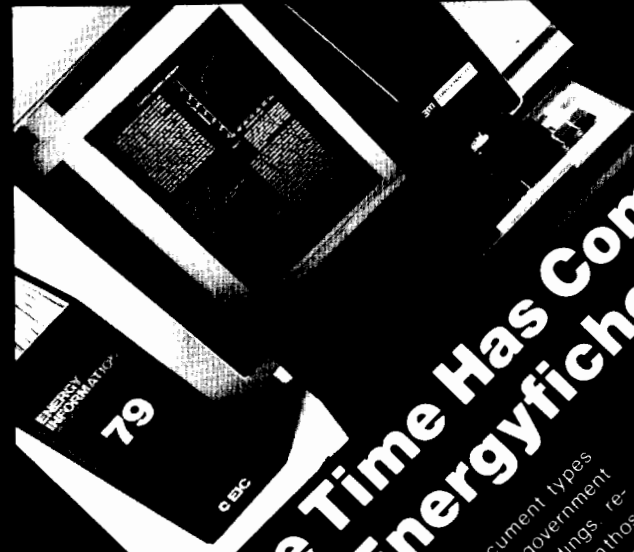
Institute for Scientific Information®

325 Chestnut Street, Philadelphia, Pa. 19106, U.S.A., Tel: (215) 923-3300, Cable: SCINFO, Telex: 84-5305

26-1324 ©1978 ISI



**The first Worldwide Conference
on Special Libraries—
Be there to meet your counterparts
from other nations.**



The Time Has Come For Energyfiche.

Whether the user you serve is a business executive concerned with the hard facts of energy economics or a student researching public attitudes on nuclear power, there's a wealth of information available that information required many hours of labor-intensive research work—and the patient assistance of the library staff.

Now EIC's Energyfiche collection lets you assist them promptly, thoroughly and cost-effectively. Energyfiche brings together in a single collection over 10,000 key energy documents and makes them available in an easy-to-use microfiche format. It covers the entire spectrum of energy issues—from general planning to such technical areas as laser fusion research. And it covers the

entire spectrum of document types including journal articles, government studies, conference proceedings, research reports and specializing in those hard-to-find non-serial publications.

At a time when the cost of merely acquiring a document is more than \$3.00, EIC is able to offer you a sophisticated energy library—cross-referenced, indexed and ready-to-use for less than \$1.00 per document. Energyfiche is also supported by a complete EIC reference system, the annual cumulative Energy Abstracts, and the online computer system Energyline.

Energyfiche is available as a full collection or by special subject categories. Call or write today for complete literature and free sample fiche to:

EIC-Environment Information Center, Inc.
Dept. SL-7
292 Madison Avenue
New York, N.Y. 10017
(212) 949-9471

special libraries®

9A		Editorial
1	Law Books for Social Science Libraries	<i>Anita K. Head</i>
12	Translation of Periodical Literature in Plant Pathology	<i>Jean Mace Schmidt</i>
18	Measuring Library Effectiveness: A Prelude to Change	<i>Marcy Murphy</i>
26	Staff Evaluation of Supervisors	<i>Jess A. Martin</i>
30	Keeping Current in Business with Government Bibliography	<i>Roberta A. Scull</i>
35	Commentary on Authenticity of Archival Materials: The Legal Point of View	<i>Cheryl A. Price</i>
SLA News		
	1979 Candidates for SLA Office	37
	Actions of the Board of Directors, Nov 2-4, 1978	46
	Chapters & Divisions	51
	Members in the News	54
	In Memoriam	55
Vistas		
	Have You Heard?	57
	Staff Development	58
	Coming Events	60
	Reviews	60
	Pubs	62
		14A Placement
		16A Index to Advertisers

Editor: NANCY M. VIGGIANO
Advertising Sales: DOROTHY E. SMITH

Assistant Editor: BARRY J. KATZEN
Circulation: FREDERICK BAUM

Special Libraries is published by Special Libraries Association, 235 Park Avenue South, New York, N.Y. 10003. Monthly except double issue May/June. Annual index in December issue.

©1979 by Special Libraries Association. Material protected by this copyright may be photocopied for the noncommercial purpose of scholarship or research.

Second class postage paid at New York, N.Y., and at additional offices.

Librarians have a tough job.

The American Chemical Society knows this and has a product designed to give a "little help to our friends."

A convenient, one-stop tables of contents service for all 18 of our publications is offered in the ACS *Single Article Announcement (SAA)*.

For only \$24.00 a year (that's only \$1.00 an issue), you can regularly receive SAA.

Sound interesting ???

If you'd like to examine a free sample issue, write to:

Ms. Barbara E. Meyers
Research & Development Dept.
American Chemical Society
1155 Sixteenth Street, N.W.
Washington, D.C. 20036

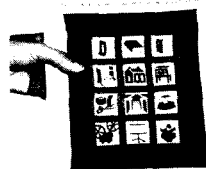


Above ... just one of

221 Ways to Store Magazines — in the Highsmith Catalog

Highsmith offers you an expanded selection of protective and well-organized homes for magazines, pamphlets, photos, reports . Scores

of colors and styles in a wide range of sizes, all guaranteed to last indefinitely. They're in the new Highsmith Library/AV catalog. Write today for your copy.



Highsmith

P.O. Box 25, Fort Atkinson, WI 53538

Subscription Rates: Nonmembers, USA \$26.00 per calendar year; add \$3.50 postage for other countries including Canada. \$8.00 to members, which is included in member dues. Single copies (recent years) \$3.00 except for October issue (Directory) which is \$13.00.

Back Issues & Hard Cover Reprints (1910-1965): Inquire Kraus Reprint Corp., 16 East 46th St., New York, N.Y. Microfilm & Microfiche Editions (1910 to date): Inquire University Microfilms, Ann Arbor, Michigan. Microforms of the current year are available only to current subscribers to the original.

Changes of Address: Allow six weeks for all changes to become effective. All communications should include both old and new addresses (with ZIP Codes) and should be accompanied by a mailing label from a recent issue.

Members should send their communications to the SLA Membership Department, 235 Park Avenue South, New York, N.Y. 10003.

Nonmember Subscribers should send their communications to the SLA Circulation Department, 235 Park Avenue South, New York, N.Y. 10003.

Claims for missing issues will not be allowed if received more than 90 days from date of mailing plus the time normally required for postal delivery of the issue and the claim. No claims are allowed because of failure to notify the Membership Department or the Circulation Department (see above) of a change of address, or because copy is "missing from files."

Special Libraries Association assumes no responsibility for the statements and opinions advanced by the contributors to the Association's publications. Instructions for Contributors appear in the back of this issue. A publications catalog is available from the Association's New York offices. Editorial views do not necessarily represent the official position of Special Libraries Association. Acceptance of an advertisement does not imply endorsement of the product by Special Libraries Association.

Indexed in: *Book Review Index, Business Periodicals Index, Information Science Abstracts, Historical Abstracts, Hospital Literature Index, Library Literature, Library & Information Science Abstracts, Management Index, Public Affairs Information Service and Science Citation Index.*

Membership

DUES. Member or Associate Member \$40; Student Member \$8; Retired Member \$10; Sustaining Member \$200; Sponsor \$500; Patron \$1,000.

Why build a great collection with anything less than microform?

Even one small room can house a great serials collection on microform. And because this space advantage is so obvious, some people tend to overlook the other advantages of developing their holdings on microform. Consider these reasons microform will help you make your collection great:

Availability.

In depth and range, University Microfilms International's serials titles on microform are impressive. Over 11,000 serials covering hundreds of special subject areas and numerous difficult-to-obtain titles are available to you right now. And our collection is constantly being expanded to meet your needs.

Durability.

Collections developed on microform are virtually permanent and, unlike paper, are much less likely to be stolen or mutilated.

Cost Savings.

Microform is the best way to hold down the expense of building and maintaining a serials collection. Selected volumes or years,

prohibitively expensive to acquire in paper, are easily affordable on microform. Even the addition of entire backfile runs amounts to a fraction of the cost of paper reprints or used editions.

Enrichment Value.

Serials on microform can fill gaps in library backfiles to provide years of uninterrupted periodical information. Or, microform can be used to round out a library's holdings. In fact, microform may be the only way serial titles of limited availability are accessible and affordable to your library.

Convenient Service.

Contact your field sales representative or call toll-free 800-521-3042 to get specific information on any title or to place an order.

All the thought, planning, space and money that goes into building a great collection goes farther and lasts longer on microform.

Don't settle for anything less!

University
Microfilms
International

300 North Zeeb Road/Ann Arbor, MI 48106

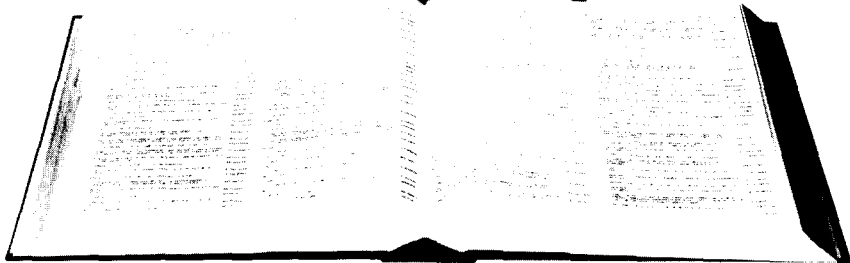
After spending considerable time going through several sources, and you still can't find what you're looking for . . . where do you go from there?

As many librarians and researchers have discovered, when you need information about energy, and you need it fast, the *Energy Bibliography & Index* is the most comprehensive source you can go to. The EBI lists and abstracts all forms of documents—books, maps, periodicals, reports, government documents, monographs and serials—not only heavy technical, but also non-technical related literature. Volume 2 includes abstracts of many of the recently translated German fuel documents of WW II.

Unlike some indexes that specialize in certain types of energy, or are based

on a certain time frame, the EBI deals with literature dating from the turn of the century to the current year on all energy sources: solar, wind, water, coal, fossil fuel, nuclear, etc.

Each volume is really 4 indexes in 1. You can locate material by title, subject, personal author, and corporate authors. The bibliography section gives a concise abstract of each document so you can easily determine the relevancy of the document to your needs. In addition to giving finger-tip information on what is available in energy, the EBI is an excellent guide for acquisitions and interlibrary loans.




Energy Bibliography & Index

Your only one-source reference for all kinds of energy.

Because of its scope and comprehensive coverage, the EBI is a 5-volume set: 4 volumes containing over 25,000 entries and cumulative index. You may order Volumes 1 & 2 now @ \$295.00 each by simply filling in the ordering information below. A quarterly update is available at \$90.00 annually. Subscribe to the entire 5-volume set and receive a 10% discount on each volume. Volumes 1 & 2 will be sent on receipt of your order. Volumes 3, 4 & 5 will be sent annually.

-----Order your copies today!-----

Gulf Publishing Company • Book Division • Dept. 139A • P.O. Box 2608 • Houston, Texas 77001

 Yes, send me the *Energy Bibliography & Index* as I have indicated below. I understand I have 30 days in which to return the books for a complete refund if not completely satisfied. Please allow 4 weeks for delivery.

- ___ copies EBI, Vol. 1 @ \$295 ea.
- ___ copies EBI, Vol. 2 @ \$295 ea.
- ___ copies EBI, Vol. 1 & 2 @ 10% discount and enter my subscription for Vol. 3, 4, & 5.
- ___ sets EBI Quarterly Updates (April, July, October) @ \$90 annually per set.

Name _____

Library _____

Address _____

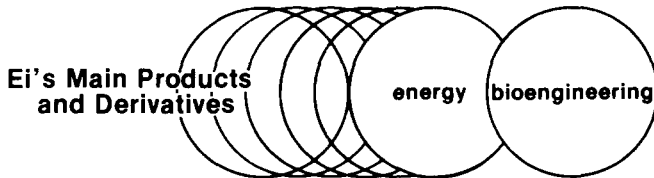
City _____ State _____ Zip _____

___ Check enclosed for full amount. Gulf pays postage and handling. Texas residents add 6% sales tax.

___ Bill my library. No "Bill" orders shipped without purchase order or letterhead.

Ei: Swift, Economical Access to Vital Engineering Information

Today, you can't afford to miss news of important technical developments in your field. Nor can you afford the time to read every publication presenting the results of vital research in engineering and related disciplines of science and management.



Ei monthly, annual covers all fields of engineering

ENGINEERING INDEX, INC. (Ei) provides swift, reliable access to this information—covering the entire engineering spectrum, in a variety of forms, frequencies and fields. For nearly a century Ei has been creating abstracts (accurate representation) of material published in over 2000 sources, and considered by its editors to be of significant interest and lasting research value. The total data base now contains over TWO MILLION abstracts—an invaluable source for both current and retrospective information retrieval. If original source documents are not available locally, copies of most can be obtained through Engineering Societies Library in New York City.

Depending on your requirements, abstracts can be obtained...

- in printed, computer-readable (including on-line) or microform
- yearly and monthly
- in the specialized fields of ENERGY and BIOENGINEERING

For libraries, engineering organizations, research groups, universities, governmental agencies, etc., the Engineering Index series of publications provide maximum technical awareness at a minimum cost in time and money.

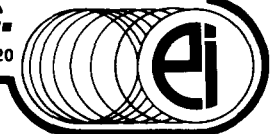
	Domestic*	Foreign
1979 Ei Monthly.....	\$810.00.....	\$855.00
1978 Ei Annual.....	415.00.....	435.00
Combination price.....	985.00.....	1,040.00

*Includes U.S., Canada and Mexico

Call or write for sample copies of Ei products — and further information:

Engineering Index, Inc.

345 East 47th Street, New York, New York 10017 • 212/644-7615, 644-7616, 644-7620



Use Your Time Evaluating Data ... Not Searching For Data

SOURCEBOOK ON FOOD AND NUTRITION

1st Edition. Statistical and narrative nutrition information combined with representative viewpoints on current controversies. Topics include overnutrition/malnutrition in U.S., vitamin supplement myths, cholesterol regulation, diet-disease relationships, alternative food sources. Subject index. *Pub. May 1978; 498 pages; LC 78-50134; ISBN 0-8379-4501-1; hardbound. \$34.50*

SOURCEBOOK ON AGING

1st Edition. Demographic, social, and economic data on the problems and programs related to aging. Narrative and statistical information cover topics such as health care, economic status, housing, employment, education, transportation, retirement, government programs. Indexes: Subject/ Geographic. *Pub. Nov. 1977; 662 pages; LC 77-89341; ISBN 0-8379-4401-5; hardbound. \$34.50*

NIH FACTBOOK (National Institutes of Health)

1st Edition. An authoritative, inside look at the history, current research activities, and grants of America's most important medical research agency, the National Institutes of Health. Indexes: Subject/Personnel. *Pub. Jan. 1976; 597 pages; LC 75-32699; ISBN 0-8379-3401-X; hardbound. \$44.50*

FAMILY FACTBOOK

1st Edition. A broad collection of statistics and articles. Topics include child development, adolescence, child abuse, day care, mid-life transition, widowhood, negotiation in marriage, health and medical care, rental vs. purchase housing decisions, changes in family roles. Subject index. *Pub. June 1978; 676 pages; LC 78-50451; ISBN 0-8379-4601-8; hardbound. \$34.50*

STANDARD MEDICAL ALMANAC

1st Edition. Data from government and private sources profile health care in the U.S. Narrative and statistical material on manpower availability/needs, income and expenditures, education and licensure, facilities, disease/disability, federal involvement. Indexes: Subject/ Organization/ Geographic. *Pub. Sept. 1977; 606 pages; LC 76-52851; ISBN 0-8379-4001-X; hardbound. \$34.50*

DIRECTORY OF MEDICAL SPECIALISTS

18th Edition. The official roster of specialists certified by the 22 boards constituting the American Board of Medical Specialties. Professional and biographical data on more than 190,000 specialists are arranged by specialty, city, state. Alphabetical index. *2 volumes. Pub. Nov. 1977; 3,661 pages; LC 40-9671; ISBN 0-8379-0518-4; hardbound. \$69.50*

Send for our 1978
Fall Catalog for a
complete list of
Marquis Publications.

MARQUIS ACADEMIC MEDIA

is a division of

MARQUIS Who'sWho

200 East Ohio Street
Chicago, Illinois 60611
U.S.A.

PLEASE SEND ME THE BOOKS INDICATED BELOW

		Order Qty.	Standing Order
Sourcebook on Food and Nutrition, 1st Ed. (031064)	\$34.50	_____	<input type="checkbox"/>
Family Factbook, 1st Ed. (031067)	\$34.50	_____	<input type="checkbox"/>
Sourcebook on Aging, 1st Ed. (031056)	\$34.50	_____	<input type="checkbox"/>
Standard Medical Almanac, 1st Ed. (031048)	\$34.50	_____	<input type="checkbox"/>
NIH Factbook, 1st Ed. (031038)	\$44.50	_____	<input type="checkbox"/>
Directory of Medical Specialists, 18th Ed. (030201)	\$69.50	_____	<input type="checkbox"/>

Please bill me Payment enclosed \$ _____

Signature _____

Name (print) _____

Institution _____

Address _____

City _____ State _____ Zip _____

IMPORTANT: Please add \$2.50 for each book ordered for postage and handling. Add state sales tax where applicable.

MARQUIS ACADEMIC MEDIA
200 East Ohio Street • Chicago, Illinois 60611 U.S.A.

SEND CATALOG
AM/79-3

EDITORIAL

Nineteen seventy-nine is a year of challenge for both the Editorial Staff and the readers of *Special Libraries*. The challenge involves introducing change to the pages of *Special Libraries*—change in format, and perhaps, change in emphasis.

One of my colleagues said recently, "Editing is a highly subjective occupation." I agree, but would hasten to add that the subjectivity of the job of the editor of an association journal is inversely proportional to the input of its readers. In my view *Special Libraries* is a forum for special librarians to communicate with one another—a forum that prospers only with continual use. In an effort to challenge readers of *Special Libraries* and to stimulate further use of this forum, some initial steps have been taken.

Early last fall, as I looked forward to 1979, the wheels were set in motion to redesign the Association journal. Unfortunately, the wheels began turning rather slowly. First there was a shortage of personnel in the Publications Department. A vacancy on a three-person editorial staff inevitably causes delays. This situation was alleviated in December when a new assistant editor was hired. Second, our printer has recently installed a new, highly touted, component typesetting computer. Although it, too, has caused delays, we hope to see some positive results soon.

My first consideration in planning changes in the design of *SL* was to bring some excitement to its pages. The same basic design had been used since 1966. It became obvious, however, that the new design—and eventually the new format—would save money. [You will read later in these pages how necessary it is for the Association to economize (see Actions of the Board of Directors, p. 46).]

All the changes I plan for *SL* will not be immediate. The design will evolve through the year as some ideas are accepted and others are discarded. First, you will notice the cover has been redesigned, the typeface is different, and there is new treatment of sections of the journal and of the elements of the papers and columns. Later in the year, the paper will change. A good quality, lighter, non-coated stock will allow us to reduce expenditures for paper and postage. In 1980 we also plan to change the size of the journal to 8½" x 11". This will reduce our costs again; yet it will also allow for additional flexibility in layout design. These changes will add greater visual interest to the journal.

However, these are only the exterior, physical changes. Although they are time consuming to develop, they are easier to assess and mold. Other changes, those of emphasis, for example, are more difficult to determine. Furthermore, this most important challenge cannot be met without your input.

Over the years, members have made comments—often contradictory—about the content of *Special Libraries*. Some members feel there are too many articles of a philosophical nature and not enough papers on practical matters. Some feel that we have emphasized "technology" too much, while others think this is necessary to bring all special librarians up-to-date, whether they are in one-person or in larger libraries. Another comment concerns the Overseas Report. We are an international organization with strong ties to IFLA, yet some feel this kind of article (and interest?) should be eliminated. In order to determine your needs and systematically analyze them, I plan to conduct a readers' survey before the end of the year. This will be your opportunity to speak out. I hope to hear from every *SL* reader so that the always vocal minority will not skew the results.

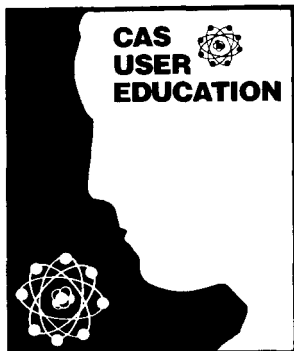
Any journal of an organization with 11,000 members and 2,500 nonmember subscribers cannot hope to satisfy each reader's needs with the five or six articles published in an issue of *Special Libraries*. *SLA* is a diverse organization encompassing every phase of professional development from student to retired member and with interests, literally, from "Advertising" to "Transportation." It is this mix which gives strength and vitality to *SLA*.

It is up to you, the members of the Association, to take advantage of *Special Libraries* as a forum for communication with your colleagues. I cannot publish what I do not have. I can, however, solicit articles on specific topics should this be necessary. One of the reasons I plan to do a readers' survey is to determine exactly what areas need greater emphasis. It is only by interacting with you that I can ascertain your preferences and respond to them.

Make a commitment now to start planning for a new decade. Be an active participant in your Association. I know you are busy—perhaps you feel you do not write well—but we need YOUR input. You have the knowledge to enrich the professional lives of your colleagues. Please make the time to share it. *Special Libraries* cannot begin to meet the challenge of the 80s without your involvement.

Nancy M. Viggiano

IMPROVE YOUR SEARCHING SKILLS



USER EDUCATION FROM CHEMICAL ABSTRACTS SERVICE

FIND THE FACTS FASTER

When you need chemical information, you probably need it right away. You know that CHEMICAL ABSTRACTS (CA) and its related services can lead you to the facts. After all...we abstracted, indexed, or cited 478,225 chemistry-related documents in 1977 alone. All this valuable information is at your finger tips, if you know how to retrieve it. Our USER EDUCATION services, available at reasonable prices, will show you the fast, efficient way to find the information you need.

THE BETTER YOU KNOW CA, THE MORE USEFUL IT BECOMES

Are you sure you're using CA and its related services for all they're worth? Ask yourself these questions: How can I find all the references relevant to my research? How can I avoid missing important documents? What about information regarding specific chemical substances and classes of substances? What exactly can be found in CAS computer-readable files?

Many scientists, librarians, and educators ask these questions and more about CHEMICAL ABSTRACTS SERVICE (CAS) information tools.

NOW...SHARPEN YOUR SEARCHING SKILLS

USER EDUCATION, a special department of CAS, was created to answer your questions about the content, organization, and effective use of CAS information services.

USER EDUCATION will conduct workshops for your organization to demonstrate effective searching of CAS printed or computer-readable services. Our instructors will explain how to apply these services to information problems you often face. Also available: an Index Nomenclature Workshop concentrating on the CA Volume Index terminology.

In addition to workshops, USER EDUCATION provides informative self-instructional tools:

- Search Aids, to develop effective search strategies for CAS computer-readable files
- a convenient workbook on the effective use of CAS printed services

FIND OUT HOW CAS USER EDUCATION CAN HELP YOU MAKE BETTER USE OF THE CAS INFORMATION SYSTEM.

Clip This Form for Mail or Photocopy Today



MAIL TO: CHEMICAL
ABSTRACTS SERVICE
USER EDUCATION
DEPT. SDR
Box 3012
Columbus, Ohio 43210

OR CALL: (614) 421-6940 Ext. 3231

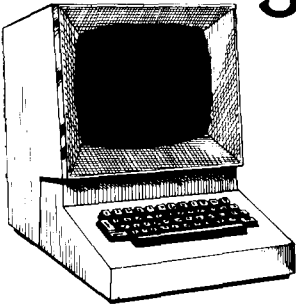
Please send me more information about the price and availability of the item(s) I've checked below.

- Arranging a USER EDUCATION WORKSHOP for my organization
- SEARCH AIDS for CAS computer-readable files
- WORKBOOK on CAS Printed Services

Name _____

Organization _____

Address _____



Subscription Service Tailored To Your Needs

Librarians throughout the world use Faxon's computerized technology to manage their serials acquisitions. Utilizing the most advanced subscription processing system, Faxon combines personal attention with a completely automated range of subscription services tailored to your library's particular needs. Faxon offers over 95,000 titles, flexible ordering and renewal plans, a yearly invoice with full periodical information, and Faxon's Automated Claim System (FACS), plus many other valuable subscription services.

Write or call Faxon today for our LIBRARIAN'S GUIDE and SERVICE BROCHURE.

Library business is our only business — since 1881.



F.W. FAXON COMPANY, INC.

Library Magazine Subscription Agency

15 Southwest Park, Westwood, Massachusetts 02090

Tel: 800-225-7894 (toll-free) 617-329-3350 (collect in Mass. and Canada only)

PROCEEDINGS OF THE INSTITUTION OF MECHANICAL ENGINEERS

It is now a year since the Proceedings of the Institution of Mechanical Engineers were first published in journal form — to give readers fast access to the latest papers published by the world's foremost engineering institution.

The new journal has been a considerable success — in 1979 it will be published quarterly — in March, June, September and December — and will contain papers on original research work, packed with new ideas valuable to industry and other research workers. Discussions will be included within the current year and an index will appear in the final issue each year.

Subscription rates: \$120 in the USA and Canada per year

I wish to subscribe to **PROCEEDINGS OF THE INSTITUTION OF MECHANICAL ENGINEERS**

Name _____

Address _____

Remittance enclosed _____



Subscriptions and inquiries to: Mechanical Engineering Publications, P O Box 361, Birmingham, Alabama 35201, USA

PICTURE SEARCHING

Tools and Techniques

1973 / paper / 66 pages / 6 3/4 x 10 / \$5.50
LC 72-13234 / ISBN 0-87111-207-8

This attractively illustrated bibliography of picture searching is designed to serve the generalist picture searcher in plotting his reference searches. It is a valuable reference for anyone dealing with visual material.

Nearly 500 entries are grouped under 30 subject headings; each heading is appropriately illustrated. "See" and "see also" references are provided.

Available from:

**Order Department
Special Libraries Association
235 Park Avenue South
New York, N.Y. 10003**

DIRECTORY OF SPECIAL LIBRARIES IN ALASKA

Edited by
Alan Edward Schorr

1975/paper/72 pages/6 3/4 x 10/\$5.00
LC 75-29043 ISBN 0-87111-239-6

This directory, which contains 64 special libraries in Alaska, should be a valuable resource to libraries both within and outside Alaska. Entry information includes name, address, telephone and telex numbers, person to contact, hours, services available, size of collection, major subject areas, and published holding list.

The entries are alphabetically listed, with indexes by personnel, city, and subject.

Available from:

**Order Department
Special Libraries Association
235 Park Avenue South
New York, N.Y. 10003**

Law Books for Social Science Libraries

Anita K. Head

University of Kansas, School of Law, Lawrence, Kan. 66045

■ The law has implications in the whole spectrum of social sciences. The literature of the law is voluminous and *sui generis*; its systematic collection is usually reserved to law libraries. Social science libraries may be expected to contain seed collections. This article discusses some questions that are elemental for law book acquisition and collection and attempts to make some specific recommendations.

THE LAW reaches into all facets of human experience. More than ever, it appears, do we rely on the courts and the various legislative bodies, whether they are congress, state or municipal legislatures or federal and local administrative agencies, to find resolutions for conflicting situations. The legal process is called into action on many questions where previously other authorities such as parents, employers, school officials, or church leaders were the final arbiters of the society.

Accordingly, interest in the law is high; knowledge of and study in the repositories of the law become a necessity for persons working in a wide variety of learning disciplines. This may be especially true for the disciplines usually gathered together under the term of social sciences. It is not surprising, then, that the librarians of social science libraries or social science library departments ask themselves what legal materials are useful or even necessary for their libraries.

Social Sciences: Who Belongs?

In order to arrive at useful recommendations, it may be helpful to review the disciplines that traditionally are

considered part of the social sciences. In the introduction to the *International Encyclopedia of the Social Sciences*, it is stated that a definite classification may be an impossibility since the social sciences, like other groupings of scientific and academic fields, differ in their scope from one generation to another. Editors of the 1968 edition of the *Encyclopedia* have determined that the scope of the work was to include the concepts, theories, and methods of the following disciplines: anthropology, economics, geography, history, law, political science, psychiatry, psychology, sociology, and statistics.

The earlier edition of the *Encyclopedia* (1930-35) had made a distinction between the social sciences (politics, economics, law, anthropology, sociology, penology, and social work) and the semi-social sciences (ethics, education, philosophy, and psychology), and it also included works from the sciences with social implications (biology, geography, medicine, linguistics, and art). The law clearly has implications in all of these disciplines.

It is also clear that, if we imagine and combine all the legal interests existing in these disciplines and then visualize a

library that would serve to satisfy the resulting research needs, we should conjure up something the size of the law libraries of Congress and of Harvard combined, together with the best law library of each foreign country, and all the Alexandrian libraries as well. So much for the theory of it. In practicality, social science librarians wishing to review and possibly expand the legal component of their collections might begin with a pragmatic question.

Is There a Law Library in the Neighborhood?

The law books collected for a social science library should, of course, reflect the specific interests of a particular library's users, as should the books in any collection. Since much of the legal literature, especially the primary material, is published according to its format, however, rather than according to subject matter, the options for differentiation are limited. Acquiring law books often means purchasing large sets of hundreds of volumes which then require equally bulky sibling sets of indexes. It therefore must be emphasized at the outset that social science librarians are well advised to make a study of the legal materials that are available in other libraries in their area (1).

Cooperative arrangements are beneficial in many ways. If social scientists can do their work with legal materials in the law library, unnecessary duplication of voluminous and expensive materials can be eliminated. They also may reap a second benefit from working in a law library: The reference librarians there presumably have attained a degree of expertise in searching for legal information and will assist users who have not had training in law or in legal bibliography. Most law schools offer a special course in the techniques of legal research, a course that has been—and still may be—much resisted, but that nonetheless is considered essential for the full development of legal research skills. Nonlawyers therefore should not feel surprised at

feeling bewildered by law books. It might indeed be suggested that social science librarians, too, even if their libraries do not have extensive legal collections, may benefit greatly from attending a course on legal bibliography while in library school or from studying one of the research manuals listed in the following bibliography.

Some Characteristics of Law Books

All law books are divided into two, probably three, major categories: the primary sources, the secondary materials, and—as a possible third category—the so-called books of index. The primary sources include all publications that contain "the law," i.e., the statutory law from all levels of government; the decisions published by the federal and state appellate courts, and all the administrative regulations and rulings issued by the federal and the state and local governments. The secondary materials are the writings *on* the law, i.e., periodical articles, treatises, editorial explanations. The term "books of index" is self-explanatory; included in this category would be the digests, the citators, and the periodical and other indexes. Some of the typical features worthy of note to persons reflecting on the acquisition of law books follow.

- A large percentage of the legal literature is published chronologically, without regard to subject matter. Hence the great need for the elaborate indexing systems that typify the legal literature.

- Sets of law books are forever updated, whether through supplementation or through replacement; mostly it is both. Contrary to the literature in the sciences, only a small percentage ever becomes obsolete.

- A high percentage of law books cannot be purchased through the book trade; they are sold directly through the publishers or the publishers' representatives.



- Prices of law books generally appear shockingly high to librarians accustomed to purchasing trade books. That fact, of course, is a function of the market: law books are typically produced for a limited audience. Besides the initial acquisition prices, most law books have some built-in continuation cost for which one has to budget for every succeeding year.

- The need for updating makes law book collections labor intensive because the great variety of supplementary parts has to be recorded, paid for, shelved or interfiled, removed, and then often preserved elsewhere in the library for retrospective research.

- Law collections grow at a tremendous rate. A rule of thumb is that—even without any new purchases—a typical law book collection will double every ten years.

Documents

Substantial portions of law book collections are issued, at least originally, as documents of the U.S. Federal Government, of the state or local governments, of international organi-

zations, or of foreign nations. In recognition of this fact, Congress passed a statute last summer that permits the law libraries of all accredited law schools to become selective depositories for federal documents (2). Many public libraries and university or college libraries have depository status with respect to U.S. federal documents (3). *The U.S. Code*, the *Code of Federal Regulations*, the *Federal Register*, the *U.S. Reports* (see the following bibliography), and other legal materials may therefore be found in these libraries, as well as in law libraries. Law libraries, however, may receive some of the information published in these documents much more promptly than depository libraries as a result of their subscriptions to private publications that not only reprint the texts contained in the documents but offer a great variety of editorial features (annotations, cross-references, indexes) designed to assist lawyers with their research needs (4).

New Technology

Both miniaturization and computerization have proven a boon to law libraries. Thanks to microforms, a number of materials that heretofore were available only to a select few libraries can now be collected everywhere. A good example here would be the briefs and records submitted to the United States Supreme Court. Microforms will be acquired in law libraries for other reasons as well, such as space saving or preservation of materials.

Computerized information retrieval for legal data has gained a solid foothold in the seventies. Two major systems, LEXIS and WESTLAW, are in operation across the country (5). Their effect on legal research and on the future development of law libraries cannot be fully gauged yet, at least in this writer's opinion. Successful on-line interaction with the data bases in existence so far requires solid knowledge of the legal principles in the subject field one wishes to research. Their acquisition for nonlaw libraries is therefore not recommended.

A Tentative Bibliography

The following bibliography was developed with two goals in mind. On the one hand, it attempts to make reference to the basic legal reference tools that are appropriate for almost any general library. On the other hand, it describes the basic parts of the legal literature, in an attempt to introduce social science librarians to them even if they cannot be acquired.

Recommendations for a minimal collection chosen from this bibliography might include, besides most of the works listed in the first part, the Constitution, statutes, and code of the United States, possibly in an annotated edition; a compilation of the statutes or codes and of the court reports of the home state; the local county and city ordinances as far as they are published; one of the large legal encyclopedias; and probably a digest of international law.



I. Bibliographic Tools

The first part of this bibliography is composed of bibliographic tools that might be useful in almost any library.

Directory of Law Libraries. 1940- . Published for the American Association of Law Libraries. Commerce Clearing House. Biennial.

This directory will guide the researcher to the nearest or the nearest major law library.

Works offering an introduction to the legal literature include:

Cohen, Morris L., gen. ed./*How to Find the Law.* 7th ed. St. Paul, West, 1976. 542p.

Cohen, Morris L./*Legal Research in a Nutshell.* 3d ed. St. Paul, West, 1978. 415p.

The former is a comprehensive guide, the latter a manual for law students. Other well-known guides to the legal literature include Jacobstein and Mersky's *Fundamentals of Legal Research* and Price and Bitner's *Effective Legal Research*.

Research guides also exist for a number of individual states, usually under titles such as *Research in California Law* or *An Annotated Guide to the Legal Literature of Michigan* (6).

A current bibliography of secondary materials may be found in:

Jacobstein, J. Myron and Meira G. Pimsleur/*Law Books in Print; Including Books in English Published Throughout the World and in Print Through 1974.* 4 v. Dobbs Ferry, N. Y., Glanville, 1976.

This work, which is recompiled triennially, lists secondary materials including works of an interdisciplinary nature and new fields of law, but excludes periodicals. It is updated monthly by

American Association of Law Libraries/*Current Publications in Legal and Related Fields.* South Hackensack, N.J., Fred B.

Rothman & Co., 9 nos. per year cumulated into annual vols.

At least one legal dictionary should be included in the reference collection of every library.

Ballentine's Law Dictionary with Pronunciations. 3d ed. Rochester, N. Y., Lawyers' Cooperative Pub. Co., 1969.

Black's Law Dictionary. 4th ed. Rev. St. Paul, West, 1968.

Larger libraries may wish to acquire the

Martindale-Hubbell Law Directory. 7 v. Summit, N. J., Martindale-Hubbell, 1978.

This is an annual directory including all known attorneys and their law firms listed by state and city; it includes selected biographical materials and data on the American Bar Association. It also includes short digests of the laws of all the states, territories, and possessions of the United States, Canada, and most foreign countries, which often serve as valuable introductions to further study.

Two other major biographical works are:

Justices of the United States Supreme Court, 1789-1969. 4 v. New York, Bowker, 1969.

The American Bench: Judges of the Nation. Minneapolis, Reginald, Bishop, Foster, 1977.

A comprehensive guide of brief biographical notes on the American judiciary of federal and state courts. Also available are biographical directories for bench and bar of cities, states, and regions.

Periodical Literature

Examples of the varied types of legal periodicals include the law reviews, student-edited publications that reflect "the law as it was, as it is, as it is tending, and as it ought to be" (7); specialized scholarly journals; bar association publications and legal newspapers. Social science libraries may consider obtaining subscriptions to interdisciplinary journals such as *Law and Education*. They may also wish to receive the *American Bar Association Journal* and the journal of their own state bar association. Even without having otherwise a substantial legal periodical collection, they might find it useful to subscribe to

Index to Legal Periodicals. 1908-. New York, Wilson, 1909-. Monthly.

The index covers over four hundred periodicals and offers separate book review and case indexes. Other more specialized indexes can be consulted in a law library.

Annuals

Two noteworthy publications for many libraries in this field are as follows:

The Supreme Court Review. 1960- . 18 v. Chicago, Chicago University Press, annual, 1960-1977.

Annual Survey of American Law. N.Y., New York University School of Law, 1954- .

Other Reference Works

For a more extensive listing of basic research works, especially also with respect to foreign and international law and to the law of international organizations, the reader is referred to Sheehy, Eugene Paul/*Guide to Reference Books*, 9th ed. Chicago, American Library Association, 1976. p. 553-572.

Treatises, Texts, Monographs

Many fields of law are covered by authoritative multi-volume treatises; examples for this species of law book are classics such as Wigmore on "Evidence," Corbin on "Contracts," and so on. These clearly are specialty works to be acquired mainly by law libraries. The same may be true for books such as Clark, *Handling Consumer Credit Cases*, or Sokol, *Handbook of Federal Habeas Corpus*, or Yokley, *Zoning Law and Practice*, works that reflect the more modern trends in legal scholarship of choosing narrow topics for exhaustive treatment. Surveys on particular legal topics are available on different levels of sophistication, as exemplified by the Legal Almanac Series (published by Oceana) or the Basic Law Text Series (published by West). Yet another type of legal textbook is usually entitled "The Law and . . ." or ". . . and the Law." Such works often reflect current developments or concerns and may therefore be of equal interest to law and social science libraries and often should be acquired by both.

II. Sources of the Law

The following is a list of a number of primary and secondary sources that most libraries probably will not acquire but will use in conjunction with the nearest law library. Librarians specializing in the social sciences may nonetheless be aided in the performance of their duties, especially with respect to assisting users in locating the best source for questions on the law, by some knowledge of this part of the legal literature. For further information they may wish to consult some of the legal research manuals previously cited or the nearest law library.

Constitutions

The text of the Constitution of the United States is reprinted in a great variety of general reference books, in state and legislative manuals, and in most statutory compilations. The edition prepared by the Legislative Reference Service of the Library of Congress deserves a place in every library.

U. S. Constitution. The Constitution of the United States of America: Analysis and Interpretation. Annotations of cases decided by the Supreme Court of the United States to Jun 29, 1972. Washington, D.C., Govt. Print. Ofc., 1973.

Supplemental volume covering to Jul 6, 1976.

Another edition, together with the constitutions of the fifty states, may be found in:

Columbia University, Legislative Drafting Research Fund/*Constitutions of the United States, National and State*. Dobbs Ferry, N. Y., Oceana, 1978.

Comparative analyses of the fifty state constitutions and extensive indexing facilitate comparative research.

Foreign constitutions are collected in:

Blaustein, Albert P. and G. H. Flanz/*Constitutions of the Countries of the World: A Series of Updated Texts, Constitutional Chronology and Annotated Bibliographies*. Dobbs Ferry, N. Y., Oceana, 1971-1974. 11 v. looseleaf.

Statutory Materials

An annotated edition of the statutory compilation (or codification) of the state of the library's location is essential, as are any local ordinance codes, county or city, that may exist for the jurisdiction involved. The state session laws might also be collected, partly to update the state's codification, but partly also to facilitate certain kinds of research projects. Except for the larger libraries, the collection of out-of-state codifications might be left to the law libraries and obtained through interlibrary loans.

Federal Statutory Law

U. S. Laws, Statutes, etc./*Revised Statutes of the United States and United States Statutes at Large* containing the laws and concurrent resolutions enacted . . . and reorganization plans and proclamations. 1789-1873; 1873- . v. 1- . Boston, Little, 1845-73; Washington, D.C., Govt. Print. Ofc., 1875- .

These publications are government documents published by the Government Printing Office found in every somewhat substantial documents collection. The same stands true for

U. S. Laws, Statutes, etc./*United States Code*. 16 v. 1976 ed. Washington, D.C., Govt. Print. Ofc., 1977- .

The code contains all general and permanent laws of the United States, arranged in fifty titles. It is republished every six years and supplemented annually in the ensuing years.

The privately published, annotated editions of the U. S. Code facilitate research greatly because they offer after each section citations to court cases interpreting the particular section, and references to legislative and administrative background materials. There are two editions:

United States Code Annotated (U.S.C.A.) and *United States Code Congressional and Administrative News* (U.S.C.C.A.N.) St. Paul, West, 1927- .

United States Code Service. Lawyers' Edition. Rochester, Lawyers' Cooperative Pub. Co., 1972- .

Both of these publications have well over a hundred volumes; they are kept up-to-date by cumulative annual

pocket parts and by replacement and additional volumes. They comprise all laws of a general and permanent nature under the same arrangements as that of the U. S. Code and offer the text of currently adopted legislation in session law format promptly after approval.

Indexes to congressional materials include the popular *Congressional Index* (8) by Commerce Clearing House and the *Congressional Information Service/Index* (9). Both publications are well known to documents librarians and others in the field and are therefore not described further here.

Federal Administrative Law

As society became more complex through the growth of industrialization and the effects of world wars and population expansion, it became apparent that Congress and the courts could no longer satisfactorily handle the regulation of all societal activities. Expansions occurred in the traditional functions of the executive departments and many new administrative agencies were formed. Congressional enabling laws gave these agencies the power to promulgate regulations and to enforce them by quasijudicial rulings. An understanding of the structures and the functions of these agencies is often essential before research can succeed. The most comprehensive source for such descriptions is the

U. S. Government Manual. Washington, D.C., Govt. Print. Ofc., annual.

For research into the regulations published by all these agencies, the *Code of Federal Regulations* (C.F.R.) and the *Federal Register* (F.R.) would be consulted.

Code of Federal Regulations. Washington, D.C., Govt. Print. Ofc. Published annually in four installments.

Contains the codification of the federal administrative rules and regulations of general and permanent nature.

Federal Register. Washington, D.C., Govt. Print. Ofc. Published daily Monday through Friday (no publications on Saturdays, Sundays, or on official federal holidays).

Contains presidential proclamations and executive orders; rules and regulations of the various departments of the U.S. Government; proposed rule-making; notices.

The presidential activities are covered by:

Weekly Compilation of Presidential Documents. Washington, D.C., Govt. Print. Ofc.

Transcripts of news conferences, messages to Congress, public speeches, remarks and statements, other presidential materials issued by the White House.

The fields of administrative regulation are covered by an ever-growing variety of looseleaf services, publications in which publishers collect the congressional, administrative, and decisional law on a selected topic and update it with a frequency suitable to the specific topic. Major publishing houses for such publications are the Bureau of National Affairs, Commerce Clearing House, and Prentice-Hall (see

the Appendix for addresses). Librarians with special interests in a legal topic should refer to the publishers' catalogs for information on availability, publishing schedules, and prices of such looseleaf services.

Court Reports

The reports of the decisions of the higher courts are, under the principles of *stare decisis* and precedent that prevail in common law jurisdictions, one of the major sources of the law. Of foremost importance for social scientists are the decisions of the United States Supreme Court.

United States Reports: Cases Judged in the Supreme Court. v. 1. 1790- . Washington, D.C., Govt. Print. Ofc. Updated by slip opinions and preliminary prints.

Since they are issued as federal documents, these volumes may be found in all major documents collections. The Supreme Court decisions are also printed in many other publications, from newspapers and topical looseleaf or other select collections to complete but commercially produced editions. The latter are *West's Supreme Court Reporter* and *Lawyers' Cooperative's Lawyer's Edition*; both have a variety of editorial materials added to them that assist lawyers, but are of limited use to other researchers.

Libraries wishing to obtain regularly and promptly the decisions of the U. S. Supreme Court might consider subscribing to one of the following publications:

U. S. Law Week. Weekly looseleaf service published by Bureau of National Affairs.

Supreme Court Bulletin. Weekly looseleaf service published by Commerce Clearing House.

Both these services deliver promptly the full text of all Supreme Court decisions and a variety of other materials of current interest. They are fast, reliable, and comparatively expensive.

Multivolume sets of court reports exist for all other federal courts and for the major courts on the state level. They are, of course, voluminous. In most cases their acquisition can be limited to law libraries; larger libraries may, however, wish to obtain the published reports of their own state courts.

Case Finding

Court decisions are published chronologically, roughly in the order in which the courts render them. Accordingly, the topics covered change from one opinion to the next in random fashion. Ingenious researchers and publishers have therefore, over decades and even centuries, developed elaborate indexing methods that are designed to permit lawyers to find all applicable precedents on the questions they need to research. Case name tables, digests, Shepard's and other citators form samples of such indexes. As stated before, law students take a special course on legal research that teaches, among other things, the best possible uses of these indexing systems. Librarians and scholars should therefore not be surprised that using law books to their best effect presupposes the knowledge of special research skills.

Encyclopedias

Some writers state that legal encyclopedias are but another method of indexing court reports. They certainly can be used as case finders, but they also convey a generalized statement of all areas of the law. It can therefore be recommended that a social science library wishing to acquire only one major work describing United States law might acquire one of the two comprehensive encyclopedias listed below.

American Jurisprudence. A modern comprehensive text statement of American law, state and federal. 2d ed. Rochester, N. Y., Lawyers' Cooperative; San Francisco, Bancroft-Whitney, 1962-76. 82 v. in 88.

Corpus Juris Secundum. A complete restatement of the entire American law as developed by all reported cases. St. Paul, West, 1936-1974. 101 v. in 136.

Both sets are updated by annual pocket supplements and occasional recompiled volumes. Each is published by one of the major law book publishing companies and features editorial attributes that tie it to the rest of the publisher's research system.

For several of the major states, encyclopedias of the state law are available.

• •

Appendix: Law Book Publishers

The names and addresses of some of the major legal publishing houses together with their fields of interest (10).

American Law Institute	4025 Chestnut St. Philadelphia, Pa. 19104	Restatements; ALI-ABA practice books
Bureau of National Affairs	1231 25th St. Washington, D.C. 20037	Looseleaf services- administrative law; labor law; <i>U. S. Law Week</i>
Callaghan & Co.	6141 N. Cicero Ave. Chicago, Ill. 60646	Statutory law and tax publications
Commerce Clearing House, Inc.	4025 W. Peterson Ave. Chicago, Ill. 60646	Current tax and business law subjects
Foundation Press, Inc.	170 Old Country Road Mineola, N.Y. 11501	Law, business, political science; casebooks
Lawyers' Cooperative	Rochester, N.Y. 14603	Selective court reports; practice materials
Matthew Bender & Co., Inc.	235 E. 45th Street New York, N.Y. 10017	Looseleaf treatises and practice books
Prentice-Hall, Pub.	Englewood Cliffs, N.J. 07632	Current tax and business law subjects
West Publishing Co.	P. O. Box 3526 St. Paul, Minn. 55165	Statutory law and court reports and their indexes

Literature Cited

1. The most useful source for the location of law libraries is the *Directory of Law Libraries* (see bibliography).
2. Designation of Libraries of Accredited Law Schools as Depository Libraries, Act Added by Pub. L. 95-261, 92 Stat. 199 (1978).
3. A listing of these libraries may be found annually in the September issue of the *Monthly Catalog of United States Government Publications*. Washington, Government Printing Office, 1895- .
4. Illustrative samples of such publications are the *U.S. Law Week*, the *Supreme Court Bulletin*, the *United States Code Annotated*, the *United States Code Service*, and especially the looseleaf services covering special legal topics.
5. For a scholarly description and comparison of three computerized legal information retrieval systems (this study includes a treatment of the JURIS system that was developed and is in use at the Department of Justice; it is not available outside the Department), see James A. Sprowl/*A Manual for Computer-Assisted Legal Research*. Chicago, American Bar Foundation, 1976.
6. For a listing of such guides see Morris L. Cohen, gen. ed./*How to Find the Law*, p. 519 (see bibliography).
7. Cohen, Morris L./*Legal Research in a Nutshell*, 3d ed. St. Paul, West Publishing Co., 1978. p. 297.
8. Commerce Clearing House/*Congressional Index*. Chicago, Commerce Clearing House, 1955- .
9. Congressional Information Service/*CIS Annual*. Washington, D.C., Congressional Information Service, 1970- .
10. Henke, D. F./*Law for Citizens. California Librarian* 35: 50, 59 (Apr 1974).

Manuscript received Jun 13, 1978. Accepted for publication Sep 18, 1978.

Anita K. Head is associate professor of law and law librarian, School of Law, University of Kansas, Lawrence.

Translation of Periodical Literature in Plant Pathology

Jean Mace Schmidt

Library Science Department, Walter Library, University of Minnesota, Minneapolis, Minn. 55455

■ Library users are often frustrated by the number of foreign language references recorded in indexing services. For example, in a literature search on wood-decay fungi in two major indexing systems, 39% of the citations were in foreign languages, of which French, German, Japanese, and Russian were principal contributors. As determined by survey questionnaires these languages also presented the greatest difficulty for users. Cover-to-cover translations and ad hoc translations are the best systematic means of penetrating the language barrier. Of the foreign language citations recalled on wood-decay fungi, 4% were available through cover-to-cover translations and 14% were available from translation clearinghouses.

INDEXES to scientific literature invariably include a large proportion of foreign language references which often are disregarded by the user. The forces which prevent full use of foreign language materials are twofold. First, and understandably, the user often doubts that an article is worth the difficulties and time involved in searching for a translation or the expense of having the article translated. Second, there is an ethnic bias among many English-speaking scientists that English is the universal, scientific language and that any work of importance will be published in English (1). This study offers an analysis of user attitudes and proficiency in dealing with foreign literature and a measure of the proportion of foreign language literature in a selected area of plant pathology re-

search. In addition, the accessibility of translations and suggestions in obtaining translations of relevant information are included.

Most investigations on the use of foreign language materials have dealt with the medical sciences, as exemplified by Meadors' (2) evaluation of translations as a means of providing access to foreign language information in medical literature. After a limited search for translations of non-English-language articles recalled from the 1971 *Cumulated Index Medicus*, she concluded that translations play a minor role in the communication of foreign research. Information presented in this paper indicates that translations, while not as effective as one would hope, are still the only significant means of coping with the foreign language problem.

Table 1. Questionnaire Results of Language Skills by Language Group.

Skills	French %	German %	Russian %	Spanish %
Proficient	6.9	6.9	2.3	11.6
Slight skill	23.3	51.1	4.6	23.3
Would read	25.5	39.5	6.2	18.6

• •

Methods and Results

A survey was conducted within one of the larger plant pathology departments at the University of Minnesota to ascertain user attitudes and self-proclaimed competency in dealing with foreign literature. Forty-three of the one hundred people solicited returned a questionnaire designed to give some insight into the language knowledge of the sample population. The questionnaire was also useful in gathering opinions as to the countries that are major contributors to plant pathology, the languages that present the greatest problems, the methods that are commonly used to translate foreign language materials, and finally user awareness of current translation services. The basic framework for the questionnaire was developed from Hutchins' inclusive study (1) on the role and problems of translations in the communication of information at Sheffield University, England. Although the sample population in the present study is small by scientific standards, the credibility of the statistics is supported by their comparability to Hutchins' figures.

Only 27% of the respondents indicated a reading or speaking proficiency in any one foreign language, reflecting the diminishing foreign language competency among Americans (3). Fortunately, 70% indicated a slight acquaintance with a foreign language and in some instances with several (Table 1). Not surprisingly, French, German, and Spanish are the best known languages, while skills in Russian are low and Oriental languages were not mentioned by any of the respondents.

In general, more respondents expressed a willingness to read or translate German publications than any other foreign language, regardless of their proficiency in German. The results of this study compare favorably with statistics from Hutchins' survey of language skills (1). His figures for scientists in the pure and applied sciences indicate that 8% were proficient in German, but that 65% thought they could read a German paper in their field of interest.

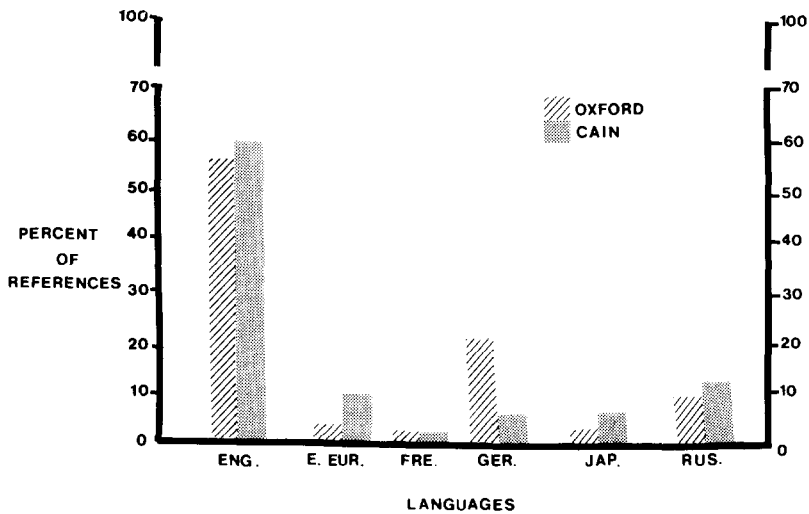
Although language proficiency will affect the use of foreign language materials, attitudes regarding the merit of foreign research are equally significant. The majority (64%) considered the outstanding research to be produced in the United States and Great Britain yet still expressed a need to use foreign language materials. France, Germany, Japan, and the USSR were identified as major contributors to plant pathology, although German publications came closest to rivaling the eminent position of English-language research.

Besides identifying French, German, Japanese, and Russian as major languages contributing to plant pathology literature, respondents also indicated that these four languages were responsible for creating the most difficulty for their use. French presents the least

Although language proficiency will affect the use of foreign language materials, attitudes regarding the merit of foreign research are equally significant.

amount of difficulty, in part because it has always been a popular language for satisfying high school and college language requirements. German was frequently cited because of its large percentage of references in the literature and the high value placed on German research rather than the difficulty of the language itself. Japanese and Russian, on the other hand, present problems for users because of the negli-

Table 2. Percentage of English and Foreign Language Citations in Two Indexing Services for References in "Wood-Decay Fungi."



gible skill of the respondents in these languages.

Abstracting and indexing services record a significant amount of foreign language materials useful to plant pathology research. A measure of the amount of foreign material that is available to the user, either in its original or translated form, was achieved through citation analysis. A random sampling of one hundred citations under the subject of "wood-decay fungi" was retrieved from each of two major indexing systems: CAIN (now called AGRICOLA), the on-line computer service to the *Bibliography of Agriculture*, and the Oxford File, from which materials are selected for indexing in *Forestry Abstracts*. For the purpose of this study, foreign language materials are restricted to an analysis of periodical literature that is published on a regular and continuing basis and appears in any language other than English. Of the 185 references (200 citations minus 15 monographs) recalled from CAIN and the Oxford File, 39% were in foreign languages (Table 2). Using the retrieved citations, the effectiveness of bibliographic aids to translations could be measured by searching for any possi-

ble cover-to-cover or ad hoc translations. The term "ad hoc" refers to the translation of specific articles as they are requested, as opposed to cover-to-cover translations which appear regularly and are usually produced by an organization or scholarly society.

The probability of finding a translation through cover-to-cover translation or indexes to ad hoc translations is low. Of the 39% foreign references recalled from CAIN and the Oxford File, 4% were available through cover-to-cover translations and 14% as ad hoc translations. The primary indexes consulted were *Translations Register Index* and the *World Index of Scientific Translations** and its *Annex*, from the date of the earliest citation through June 1976.

Much of the success of a translation search depends on the date of the article, since the older the reference is the more likely it is to be recorded in published indexes. It has been suggested that the average time lag of two years before translated articles are listed could be shortened by predicting

*Title changed to *World Transindex* beginning in 1978.

which foreign language articles will be needed on the bases of subject, original language, number of cited references, and to a lesser extent, authorship (4). Subject matter exhibits the strongest correlation to translated material, and the collections of translation clearinghouses in turn reflect the research interests of voluntary depositors. Further investigation should be directed to establishing, as accurately as possible, the long-term cooperation of these contributors. Without this information it would be difficult to determine if subject area will remain a constant predictor. Establishing criteria to identify future user needs for foreign language material is a worthy goal; however, at present, translating on the basis of probability is risky and could possibly delay the collecting, indexing, and publishing of information for translations already in demand.

Translation Aids

Respondents of the survey were asked to list, in order, the steps they would take to use a relevant document they could not easily read. The most frequently followed procedure is to rely on the English abstract. It is the practice of most journals to include an abstract, and multilingual journals will usually publish abstracts in English, French, and German. In the sampling of articles recalled on wood-decay fungi, 57% of the references contained an English abstract or summary. In general, the East European and Russian journals did not include English abstracts.

Abstracts of foreign research should not only summarize important data contained in the original, but should also include specific references to experimental methods, laboratory conditions, results, and conclusions. Unfortunately, most abstracts of foreign articles do not meet these criteria. In her analysis of abstracts to references from *Cumulated Index Medicus*, Faye K. Zucker concluded that abstracts are not a systematic means of penetrating the language barrier since only one out of

three abstracts were of the informative type (5).

If a person is seriously interested in pursuing an article, a combination of self-translation and assistance from colleagues is the most popular means of dealing with a foreign language article. The language of the document will influence the amount of effort a person is willing to spend on translating. People are more willing to translate an article written in German or French than one written in Japanese, Russian, or one of the lesser-known East European languages (1).

A somber fact brought out in the questionnaire is the tendency of library users to ignore foreign language refer-

Abstracts of foreign research should not only summarize important data contained in the original but should also include specific references to experimental methods, laboratory conditions, results, and conclusions.

ences rather than requesting assistance from a librarian in locating a translation. Indexes to ad hoc translations are one means of verifying whether a particular article has been translated and is available for purchase. It is less costly to obtain an existing translation than to have one made. The responsibility of collecting and maintaining records of translations rests with a network of translation clearinghouses (Table 3). Most clearinghouses cooperate by notifying each other of translations in their collections and providing referral services to requestors.

The National Translations Center (NTC) at John Crerar Library in Chicago is the most useful for U.S. scientists because it publishes information on translations from all languages into English in *Translations Register Index*. If time does not permit searching the index, telephone requests for a search of NTC's files are accepted. Through voluntary deposits by com-

Table 3. Major Translation Clearinghouses.

Country	Organization
Canada	Institute for Scientific and Technical Information Ottawa, Ontario, Canada
France	Centre National de Recherche Scientifique Centre de Documentation 15 Quai Anatole France, Paris 7, France
Germany	Technische Informationsbibliothek Welfengarten 1, Hannover, Germany
Great Britain	British Library Lending Division Boston Spa, Wetherly, Yorkshire, England
Japan	Information Center for Science and Technology 5-2 2-tyome Nagatoya, Tiyoda-ku KIA OS2, Tokyo, Japan
Netherlands	International Translation Centre Doelenstraat 101 Delft, the Netherlands
United States	National Translations Center John Crerar Library 35 W. 33rd Street Chicago, Illinois 60616

• •

mercial firms, government agencies, libraries, and other translation clearinghouses, 250,000 translations are available for loan or photocopies (6). Much of the success of receiving translations for deposit depends on the cooperation of these sectors. It is especially difficult to convince private research companies to deposit their translations because they fear their research will be revealed to competitors (7). The government is an important source of translated material. Many government agencies are depositing their translations with NTC to avoid possible copyright litigation and to lower costs for the National Technical Information Service (6).

Another valuable source of informa-

tion on ad hoc translations is the International Translations Centre in Delft, the Netherlands. This organization maintains records of translations from non-Western languages, which are often the most difficult to obtain. This information is published in *World Transindex*. Unfortunately, its usefulness is limited for U.S. scientists because most articles have been translated into French or German rather than English. There are many indexes to translations in special fields to which Brociner's guide to translations (6) could provide a more comprehensive listing. However, for plant pathologists the resources noted here appear to be the most valuable, especially NTC since the United States Department of Agriculture has become a depositor; future issues of *Translations Register Index* should show an increase in agricultural materials.

Indexes to published translations are the most economical and convenient service for libraries to provide. Regrettably, they are seldom used. Although *Translations Register Index* and the *World Transindex* are readily available in the library, only 7% of the respondents to the questionnaire were familiar with either of these indexes. This result suggests that these publications are not adequately publicized.

Discussion

Data assembled through the user survey and the citation analysis indicate that foreign language materials are important sources of information on scientific research in plant pathology. Translations are the best means of disseminating foreign language research; however, indexes to translations have had little impact in overcoming the foreign language barrier. Indexes to ad hoc translations can be more effective in providing immediate and inexpensive translations to the scientific community if libraries would do more to promote their use and encourage the deposit of translations at the National Translations Center.

Literature Cited

1. Hutchins, William John/ *The Language Barrier: a Study in Depth of the Place of Foreign Language Materials in the Research Activity of an Academic Community*. Sheffield, England, Postgraduate School of Librarianship and Information Science, University of Sheffield, 1971. 306p.
 2. Meadors, Gayle/ *Communication of Foreign Research in Biomedical Literature*. Master's thesis. University of Chicago. 1973.
 3. Klayman, Norma Enea/ *Views of Secondary Educators on the Foreign Language Requirements in Higher Education*. *Modern Language Journal* 59 (4): 168-173 (Apr 1975).
 4. Anderson, James D./ *Ad hoc and Selective Translation of Scientific and Technical Journal Articles: Their Characteristics and Possible Predictability*. *Journal of the American Society for Information Science* 29 (3): 130-135 (May 1978).
 5. Zucker, Faye Karen/ *Information Flow Across the Language Barrier: the English Abstract in Biomedical Journal Literature*. Master's thesis. University of Chicago. June 1975
 6. Brociner, Grace E./ *How to Obtain a Translation*. New York, Special Libraries Association Aerospace Division. 1975 (Reprinted 1977). 14p.
 7. Kertesz, Francois/ *How to Cope with the Foreign Language Problem: Experience Gained at a Multidisciplinary Laboratory*. *Journal of the American Society for Information Science* 25 (2): 86-104 (Mar/Apr 1974).
- Manuscript received Jun 14, 1978. Revised manuscript accepted for publication Nov 20, 1978.*



Jean Mace Schmidt is indexer, Minnesota State Senate, Senate Index, Minneapolis.

Measuring Library Effectiveness:

A Prelude to Change

Marcy Murphy

Western Michigan University, School of Librarianship, Kalamazoo, Mich. 49008

■ A user survey of some students and all instructional faculty at the U.S. Air Force Academy Library was conducted by an interdisciplinary team of computer and behavioral scientists with library management. Objectives were to obtain overall user evaluation of library effectiveness, pinpoint areas of indifference or ignorance, and obtain distinctive usage profiles of the special clientele. Findings included a high opinion rating of known services but also identified numerous little-known resources and services, such as "off-line" collections, interlibrary loans, and available instructional programs. Measurable differences in usage patterns were also plotted, especially evidenced in the contrasting information-seeking behavior of freshmen and seniors and of historians and mathematicians. Several suggestions for improving effectiveness emerged.

AIR FORCE ACADEMY Library users are characterized by several major differences from users of other academic libraries. In the first place, both students and faculty are almost without exception military personnel. In addition the U.S. Air Force Academy (USAFA) is isolated geographically, on several hundred acres bordering the Front Range of the Colorado Rockies. Cadets are restricted to the base until their senior year, with little or no transportation available and only occasional weekend passes. Faculty are less isolated but their access to other information agencies is also limited.

Another distinctive characteristic of USAFA's curriculum is that it is three track: academic, physical, and military training programs coexist simultaneously from freshman through senior years. Requirements of this program are

rigorous and almost preclude any extensive daytime library usage by cadets. However, at night the library enjoys considerable popularity, since it is one of the few alternatives to sleeping.

Since these clients lack mobility, it follows that if a desired title is not available on base, they do not have the option of checking further in a neighboring library or information center. In a very real sense, this is a captive clientele. Implications for the library are obvious. If the resources at hand do not meet their needs, cadets have nowhere else to turn.

At the time of the survey to be reported, it had been several years since users had been systematically queried to determine their opinion of the library's performance. The overall goal of the user survey was to evaluate the

effectiveness of the academic library services. Immediate objectives were as follows: 1) to obtain an evaluation of library performance, 2) to pinpoint areas of user ignorance which could serve as targets for educational efforts, and 3) to obtain usage profiles of the different clientele.

Methodology

The sample. At the time of the survey, the cadet wing numbered about 4,300. It was desirable to have a representative sample of students which would include all classes and all subject disciplines. It was deemed particularly desirable, furthermore, to include non-users.

The curriculum at the academy was structured in a way that proved helpful for survey purposes. The research team selected for their sample a required course, in a different discipline, for each class. Questionnaires were administered to 125 freshmen in English; 125 sophomores in psychology; 125 juniors in economics, and 126 seniors in chemistry.

The Research Team. The interdisciplinary research team, with the author as principal investigator, was composed of faculty from the Department of Astronautics and Computer Sciences,

the Department of Economics, and library administrative officers. Economics provided consultants with special skills in industrial management and cost accounting. Personnel from computer sciences were most helpful with programming, interpretations, and technological enhancements.

The Instrument. A two-part questionnaire was administered to both cadets and officers.* The first thirty questions asked for opinions on library policies, resources, and services. Part II asked respondents to rank eleven reasons why they used the library, also to indicate how often they used it, and the average amount of time spent on each visit.

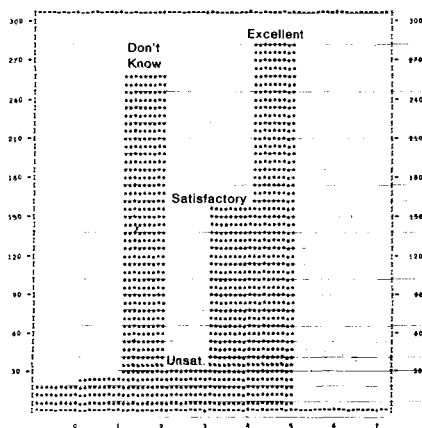
Responses were coded on a scale of 5 to 1:

- 5—Good
- 4—Satisfactory
- 3—Unsatisfactory
- 2—Don't know
- 1—Indifferent

Scores in the 3-5 range would provide data for determining the first objective of the study; the users' opinions of library effectiveness. Categories 2 and 1 would elicit responses which would achieve our second objective by pinpointing areas unknown and/or under-utilized.

Part II of the questionnaire was structured so the survey team could plot usage in a number of ways, with the assumption that characteristic differences would emerge that would pave the way for more distinctive, uniquely tailored services to specific subgroups. At the same time, the team could chart differences which might prove interesting takeoff points for future studies to compare and contrast library usage by those same subgroups of students, as they progressed through the four-year program, and by faculty in the different academic disciplines.

Figure 1. Ease of Locating Information About Magazines in Serials Computer Print-out.



*Copies of the questionnaire are available from the author on request.

Of the computer programs that were written to format the data, histograms proved particularly helpful for easy visual identification of high and low ratings. Figure 1, for example, dramatically displays the users' ignorance of the library's principal serials control tool, computerized printouts which were prominently located in public services areas.

Findings

Part I of the questionnaire was divided into three parts. The first section dealt with policies and requested users' evaluations of library policies on hours and number of staff,

loan periods, overdue notices and penalties, dating policies, and dress requirements.

The second section of Part I, "services," asked first about ambience: the comfort and attractiveness of the surroundings and the quality of the study atmosphere; second, about user understanding of both bibliographical and physical access to the collections; third, about the helpfulness, efficiency, and friendliness of the reference and circulation staff. Interlibrary loan, reprography, the reserve system, and library tours were the other services included.

"Resources," the third and last category, queried the adequacy of the monograph, serial, newspaper, reference, and music collections, on both

Table 1. Questions from User Questionnaire, Part I, Scored 2 (Don't Know) by at Least 25% of the Respondents. Figures shown are percentages of each *N*.

Ques. #	Question	(<i>N</i> = 782*)	(<i>N</i> = 340)	(<i>N</i> = 419)
		All	Faculty	Cadets
2B	No. of Staff, Sat.		25.2	
2C	No. of Staff, Sun.		27.3	
3B	Loan Periods for Journals	27.1	26.7	27.2
3C	Loan Periods for Records	37.2†	35.0†	39.3†
5	Escorting	30.6	37.3†	
9B	Bibliographical Access: Serials	32.9	32.3	
13	Interlibrary Loan	48.7†	39.1†	57.2‡
14A	Photocopy Equipment		30.2	
14B	Photocopy Costs		32.3	
14C	Photocopy—Quality of Copy		31.4	
15A	Reserve Room—Accessibility of Books	28.0	36.4†	
15B	Reserve Room—Loan Periods	32.8	36.5†	27.6
15C	Reserve Room—No. of Copies	30.3	37.6†	
16	Book Drop in Faculty Area	25.4		37.2†
17	Suggestion Box	58.5‡	62.0‡	56.5‡
18	Orientation for Freshmen	37.3†	60.8‡	
19	Library Tours for Special Classes	46.5†	60.2‡	35.3†
20	"Current Issues" Collection		32.0	
25A	Music Collection—Academic Needs	44.6†	41.4†	47.2†
25B	Music Collection—Recreational Needs	39.3†	41.4†	38.1†
25C	Music Collection—Quality Materials	46.9†	46.4†	47.7†
25D	Music Collection—Quality Equipment	53.8‡	53.0‡	54.6‡
26A	Microform Collection—Titles Available	50.2‡	52.3‡	49.6†
26B	Microform Collection—Equipment	47.1†	48.8†	46.7†
27	Government Publications	43.6†	40.5†	47.0†
28	"New Fiction" Shelves	45.0†	42.9†	47.0†
29	"New Books" Shelves	41.3†	35.5†	46.0†
30	Foreign Language Tapes & Records	61.7‡	59.4†	64.4‡

*Includes 23 Library Staff.

†Over one-third.

‡Over one-half.

instructional and recreational levels. Respondents were asked also about their utilization of microforms and government publications, and special sections of newly received fiction, nonfiction, and current events.

Items which scored a 2 (don't know) were of particular interest and importance. Any score of 2 which had been given by 25% or more of the respondents was broken out and included in a second list for special attention (see Table 1).

For the total sample of 782 respondents, including 419 cadets, 340 faculty,

overwhelming ignorance of the library's nonbook resources in microforms; government publication; and special, "off-line" collections of new books.

Cadets proved ignorant of interlibrary loan, but predictably so, since as undergraduates, they were ineligible by national code standards, although in fact they could utilize interlibrary loan service through a more liberal state code. It would seem that only books and those journals that are located through the card catalog and shelved in the regular stacks are recog-

It would seem that only books and those journals that are located through the card catalog and shelved in the regular stacks are recognized and used by the majority of . . . clients.

and 23 library staff, 22 questions of the 55 in Part I had been scored a 2 by at least 25% of the respondents, indicating that 25% of the total group had no knowledge of 40% of the questions.

For the faculty sample, 27 questions had been scored 2 by 25% or more. This meant that 27 of 55 questions, or 49%, were unknown by over one-fourth of the faculty. More than a third did not know about 19 questions, and over half the faculty did not know about 6 questions.

Cadets did better in their overall awareness. Only 18 items were unknown to 25% or more of the student body; 16 were unknown by over a third, and 4 by over half.

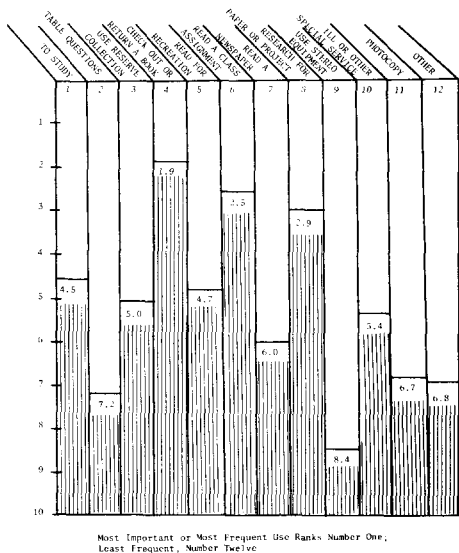
For the officers, survey results indicated less use of the library on weekends, and more use of photocopying facilities and a book drop located outside the library. Faculty had little knowledge of reserve room use. More serious was their limited understanding of the library's computerized serials control listing; a remarkable ignorance—by almost 40%—of the interlibrary loan service; and a truly devastating unawareness, by over 60%, of the library's educational programs in orientation and special tours and lectures. Faculty and students alike shared an

nized and used by the majority of these clients.

With these results, the educational job for a library staff would be clear-cut, and would necessarily be accompanied by long thoughts on how to cope with the additional traffic any consciousness-raising sessions might stir up.

However, the concern of this paper is rather to suggest that either to gauge or to improve library effectiveness—defined as use which will encourage further use—other libraries might start where this study leaves off and consider some of the following assumptions as a basis for action or testing: 1) Any collection which is either bibliographically or physically separated from the card catalog and the open, sequential book stacks will be less well known and in need of positive reinforcement and publicity. 2) "Interlibrary loan" may prove to be a glib insiders' phrase, which few but addicted library users understand. The concept of access to regional and national resources, and knowledge of the implementing mechanisms which accomplish it, remain in critical need of development and explanation to both the library's public and often the library's staff. 3) Tours and classroom lectures need substantial promoting to

Figure 2. Results of Question 31: Reasons for Using the Library. Profile of All Faculty.



11. To use the photocopier
12. Other—please specify

Second, respondents noted their frequency of use. Six choices were offered them:

1. Almost never
2. Once a semester
3. Once a month
4. Once a week
5. More than once a week
6. Almost daily

Figure 2 is a profile of all faculty use. Charging or returning books (1.9), reading for classes (2.5), and research (2.9) are the activities which most often brought the faculty to the library.

The mathematics faculty, as seen in Figure 3, also conducted most of its business at the circulation desk (1.6) and read for classes just about the same average as the entire faculty (2.8). But recreational reading (3.5) was a strong third for mathematicians, and beat research (4.0), which came in fourth.

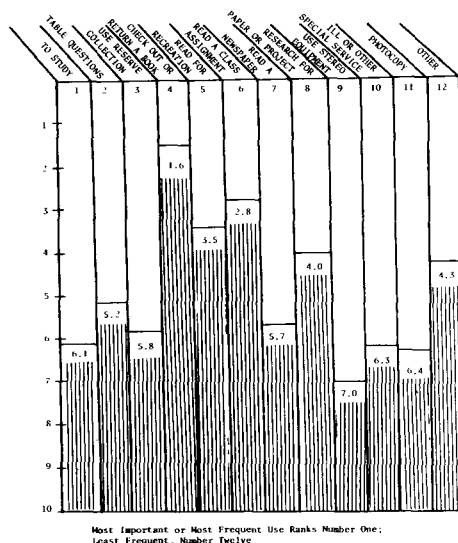
The history faculty, see Figure 4, demonstrated the same high traffic pattern at circulation (1.8) and a higher use of reading for class assignments

become perceived as available, desirable, and authoritative services. 4) Changes, of whatever nature, rarely receive enough publicity to be used and "internalized." 5) The availability and use of nonbook materials for loans is probably not widely understood, nor are varying types of loans from reserve collections. The expectation of the library as a place to find and check out only books continues to hold its preeminent place in the perceptions of users.

Part II of the questionnaire addressed aspects of library usage. Respondents were asked first to arrange in numerical order the reasons they came to the library, using the following list of items:

1. To study
2. For answers to table questions
3. To use reserve materials
4. To check out or return books
5. To read for recreational purposes
6. To read for class purposes
7. To read a newspaper
8. To research a term paper or special project
9. To use the stereo equipment
10. To use a special service such as interlibrary loan or a bibliographic search sponsored by an outside agency

Figure 3. Results of Question 31. Profile of Mathematics Faculty.

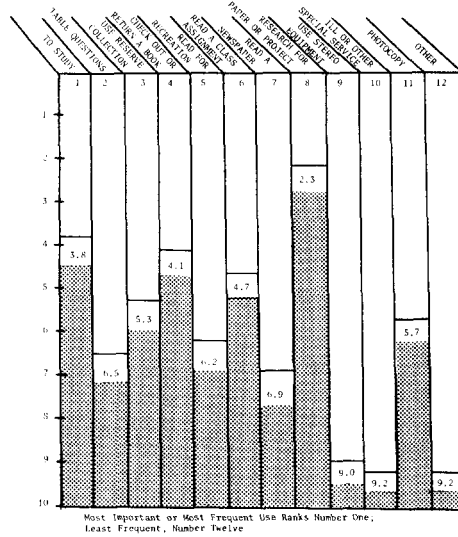


(1.9) than did either of the other groups. Research was their third-ranking item (3.0), and use of reserve collections fourth (3.9). However, the history faculty's use of interlibrary loan services was up sharply from that of the mathematics faculty (4.7 compared with 6.3) and historians did more photocopying (5.1) and considerably less recreational reading (6.1 compared to 3.5 for mathematicians, 4.7 for the entire faculty).

Setting the average for all cadets, Figure 5 indicates their heaviest usage was to research a term paper or class project (2.3). Studying (3.80), and borrowing or returning books (4.1) were also important uses.

Seniors did not deviate in any especially notable way from this general student profile (see Figure 6). Research projects, still the most important single use for cadets, received a slightly higher score (1.8 compared to 2.3), as did borrowing and returning books (3.7 to 4.1). Seniors did not study as much in the library (4.6 to 3.8). A few—not many—had heard of interlibrary loan by graduation time (8.9 compared with 9.2).

Figure 5. Results of Question 31. Profile of All Cadets.



On the other hand, freshmen, as shown in Figure 7, break away from the established student profile and established their own individualistic pattern. Study received the highest priority (1.9), followed by research (3.6),

Figure 4. Results of Question 31. Profile of History Faculty.

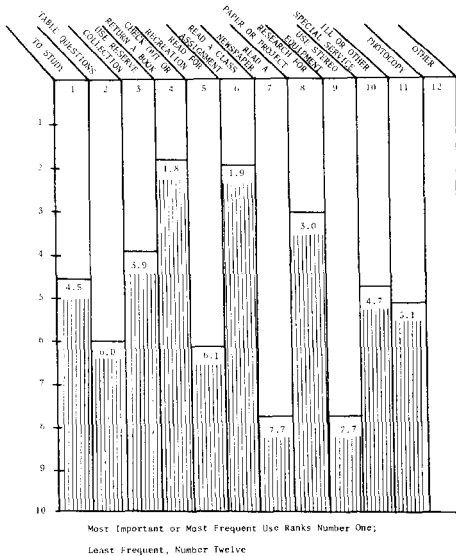


Figure 6. Results of Question 31. Profile of Seniors.

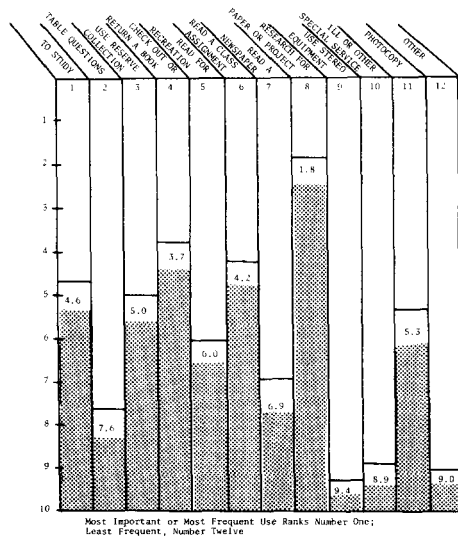


Figure 7. Results of Question 31. Profile of Freshmen.

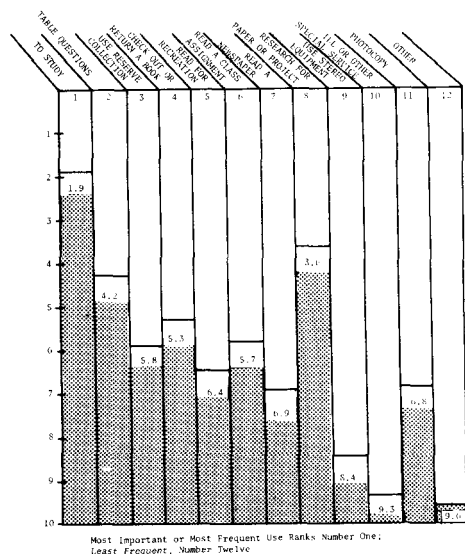


table questions (4.2), checking out and returning books (5.3), reading class assignments and using reserve books (5.7 and 5.8), photocopying (6.8), and reading newspapers (6.9).

The use of the library to study by freshmen reflects their confinement to the base, the pressures of the program, and the need for a more congenial alternative to work than that afforded by the dormitory rooms.

The second part of the usage survey asked for data on frequency of use. Figure 8 shows the percentage of the faculty using the library, on a continuum of frequency which ranges from "almost never" to "almost daily." The faculty as a group claimed that 8% (in rounded figures) visited the library almost daily, 38% dropped in once a week, 20% more than once a week; 25% came in once a month, and 10% less than once a month.

In strong contrast, history faculty made by far the most frequent use of the library's facilities. By their own reckoning, not one historian visited the library less frequently than once a week. Thirty percent came at least once

a week; 45% more than once a week; 25% almost daily (see Figure 4).

The mathematics faculty clustered at the other end of the scale. Twenty-one percent almost never went in the library; 11% dropped by once a semester; 37% once a month. Less than a fourth visited on an average of once a week, and only 8% on a daily basis.

The two groups of history and mathematics faculty were selected with the assumption that their usage patterns would contrast in interesting and measurable ways. That assumption was supported. It would be of further interest to see if these differences hold in other environments. The mathematics faculty was obviously a group with informational needs that the library was not meeting, either because it was unable to do so, or because mathematicians are not able to perceive benefits of traditional library services.

Sixty-four percent of the total cadet sample frequented the library at least once a week and 24% at least once a month. The freshmen were the heaviest users. Ninety percent came in at least once a week, 36% more than once a week, 30% almost daily. Again, this

Figure 8. Frequency of Use of Library by USAFA Faculty: History and Math Professors Plotted Against the Mean for All Faculty.

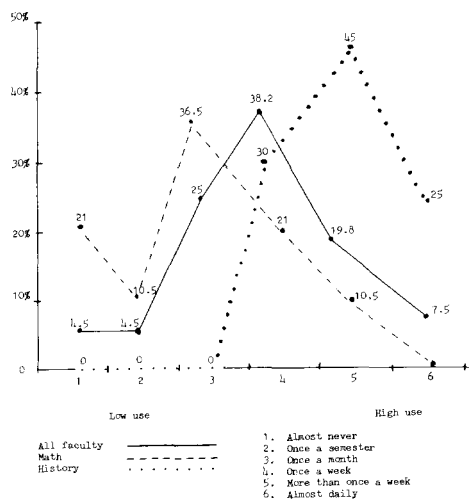
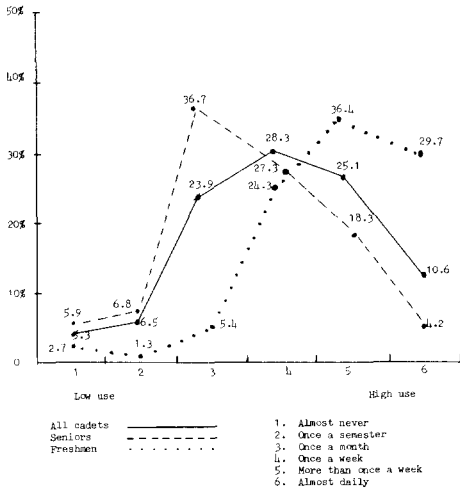


Figure 9. Frequency of Use of Library by USAFA Cadets: Seniors and Freshmen Plotted Against the Mean for All Students.



high frequency would seem to reflect the pressures and isolation that govern the lives of freshmen at the academy.

In contrast, the frequency of library use by seniors dropped off to a high of once a month, for 37%, and 27% claimed use once a week. Regulations for seniors are more lenient. With more options available, it seems the library's popularity wanes (see Figure 9).

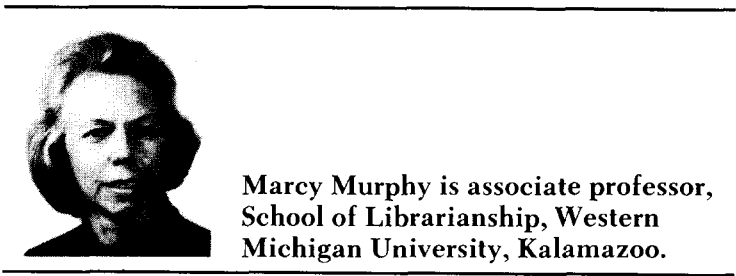
To summarize, the following statement seems warranted: behavioral differences between faculty and students were clearly discernable from their perceived priorities of reasons for using

the library's facilities and in their stated patterns of frequency.

In addition, there were clear-cut differences in the behavioral patterns of representatives of two faculty disciplines, mathematics and history, and of two groups of students, seniors and freshmen. The assumption of measurable differences between types of users on which this usage study was based therefore was substantiated. However, the profiles of student library use which evolved seem to be often contingent on factors in the external environment, and may therefore be considered more specific to the particular situation. Faculty behavioral profiles, on the other hand, may be more generic and potentially generalizable.

It would seem practicable to use these findings as a basis for further investigation into faculty information-seeking behavior, both general and subdivided by discipline. Results of the student survey, indicating the much heavier evening use, the greater dependency of freshmen on the library as a place for study, for help, and for companionship, might better be applied to reinforcing and/or correcting and expanding the services of the undergraduate library to meet those specific needs.

Manuscript received Feb 21, 1978. Revised manuscript accepted for publication Nov 30, 1978.



Marcy Murphy is associate professor, School of Librarianship, Western Michigan University, Kalamazoo.

Staff Evaluation of Supervisors

Jess A. Martin

Center for the Health Sciences Library, University of Tennessee, Memphis, Tenn. 38163

■ The results of a two-year experiment with subordinates' evaluation of supervisors in health sciences library are described. Results of a questionnaire survey of 101 health sciences library directors on this reverse evaluation process are also revealed.

PERFORMANCE evaluation is an essential part of a management approach called management by objectives (MBO) popularized by Peter Drucker (1). This method centers on the assessment of performance by contrasting it with goals set mutually by the supervisor and the subordinate. Individuals participate in the goal setting, make commitments, and then evaluate their own achievements. MBO self-evaluation contrasts the usual approach that only involves supervisors evaluating their employees. A third type of formal evaluation, that done by subordinates of supervisors, is discussed in this paper. A search of the last ten years of library literature produced only two direct references to subordinates' evaluation of supervisors (2,3).

Reverse Evaluation

At the University of Tennessee Center for the Health Sciences two attempts were made to encourage evaluations of library supervisors by subordinates. The first attempt resulted after a staff

meeting at which a library assistant recommended that supervisors who evaluate employees should in turn be evaluated by those same employees. The recommendation was accepted by the director who then convinced the four department heads within the library to accept the proposed reverse evaluation program.

The library assistant who recommended the evaluation of supervisors was asked to prepare an evaluation form (see Appendix A). A staff meeting was called after the form was completed, and the form was distributed and discussed. The staff decided that signatures should be optional and agreed to return the forms within a designated time. They also agreed that the evaluations of supervisors by staff should follow rather than precede the supervisors' evaluations of staff members. This timing, it was felt, would eliminate the threat of retaliation by supervisors that could occur if the evaluations of supervisors preceded the staff evaluations. Staff members could only evaluate their respective depart-

ment heads, but any member who wished to could also evaluate the director.

Eighteen of the thirty-two eligible staff members chose to evaluate the director, with five electing to sign their names. An average of six members evaluated each department head but none signed the form.

After computing the evaluations on his performance, the director made the following observations:

- Signed evaluations received by the director paralleled the performance ratings that had been given employees by their supervisors and that had been received by the director.

- The questions on the evaluation form were apparently ambiguous in some instances, thus contributing to a distorted response pattern.

- Ratings based on a scale of 1 for unsatisfactory to 5 for excellent were scattered throughout the fifteen rated categories.

- The signed forms tended to reveal higher ratings than the unsigned forms.

The department heads felt they could make similar observations from the reviews they had received. It is important to note that at no time did the director see the evaluations of the department heads.

A Second Attempt

The following year, after revision of the evaluation form to eliminate ambiguities (see Appendix B), a second evaluation of supervisors occurred, this time with signatures required. Without signatures it had been impossible for supervisors to benefit from the matching of evaluations with evaluators. The supervisors maintained that certain valuable feedback from the mere identification of the evaluators could have been obtained. After some discussion of this point the staff agreed that the evaluations should be signed.

During the first week following the distribution of the revised forms only five signed evaluations were received

by the director with the department heads receiving none. One month later the director had received a total of nine signed evaluations and the department heads only three.

The second evaluation of the director showed that:

- A higher overall rating was given than when signatures were optional;

- A greater number of professionals than nonprofessionals responded;

- Misunderstandings of the questions were still apparent;

- Fewer responses were received when signatures were required.

The small return of the second evaluation form prompted the director to discontinue temporarily the reverse evaluation process. The attempt at "turn-about-is-fair-play" with evaluations did not appear to produce a lessening of the trauma associated with annual performance evaluation. The staff felt no more comfortable being evaluated by their supervisors when given the chance to reverse the process than they had when given no opportunity to evaluate their supervisors.

Results of Reverse Evaluation

The supervisors reached the conclusion that employees could not be uniformly objective while evaluating those who had evaluated them. The unsuccessful experiment, however, did achieve one goal—to encourage supervisors to become more alert to the need for being objective during their evaluations of others. The director, for one, began asking the question, "Can supervisors really be any more objective while evaluating employees than employees can be while evaluating supervisors?"

The two-year experiment with evaluation of supervisors resulted in the preparation of a questionnaire to be sent to 101 health sciences library directors. The brevity of the questionnaire encouraged an 82% response.

The tabulation of responses for each of the seven questions follows:

1. Do you evaluate your staff members' performance?
74 Yes 8 No
2. Do you evaluate?
58 Annually 13 More frequently
6 Less frequently 5 No response
3. Do you use an evaluation form?
60 Yes 21 No
1 No response
4. Do you provide only oral evaluations?
13 Yes 64 No
5 No response
5. Have your staff members ever evaluated you?
7 Yes 75 No
6. Have your staff members ever used an evaluation form to evaluate you?
6 Yes 75 No
1 No response
7. Do staff members currently evaluate their immediate supervisors?
10 Yes 72 No

The questionnaire survey of 101 health sciences library directors shows that only 12% had ever been evaluated by their staffs.

Conclusion

The two-year experiment with staff evaluation of supervisors was not successful but another attempt merits consideration by the author and hopefully by others who would read this article. The author is confident that in an organization with an emphasis on goal setting and self-evaluation, an MBO approach that is revised to include reverse evaluation of supervisors can prove beneficial because it shifts emphasis from the mistakes of the past to the promises of the future.

Appendix A. Supervisor Evaluation Form

	EXCELLENT	AVERAGE	POOR	NA		
1. Supervisor's general interest and enthusiasm for his/her work	5	4	3	2	1	NA
2. Ability of supervisor to use professional knowledge and skills	5	4	3	2	1	NA
3. Ability of supervisor to make decisions	5	4	3	2	1	NA
4. Ability of supervisor to set a professional example for staff members	5	4	3	2	1	NA
5. Ability of supervisor to fill in for absent staff members when necessary	5	4	3	2	1	NA
6. Supervisor's overall leadership ability	5	4	3	2	1	NA
7. Ability of supervisor to encourage initiative and motivation in individual staff members	5	4	3	2	1	NA
8. Ability of supervisor to patiently and clearly explain and demonstrate duties to new staff members	5	4	3	2	1	NA
9. Ability of supervisor to praise staff members' work when appropriate	5	4	3	2	1	NA
10. Supervisor's tolerance of new ideas and suggestions from staff members	5	4	3	2	1	NA
11. Ability of supervisor to make each new staff member feel that his/her job is necessary and important	5	4	3	2	1	NA
12. Ability of supervisor to offer constructive criticism to staff members when necessary	5	4	3	2	1	NA
13. Ability of supervisor to deal with staff members in a fair and impartial manner	5	4	3	2	1	NA
14. Ability of supervisor to communicate effectively with staff members	5	4	3	2	1	NA
15. Overall rating of supervisor	5	4	3	2	1	NA

Appendix B. Evaluation of Supervisors

	EXCELLENT	AVERAGE	POOR	NA		
1. Supervisor shows enthusiasm for his or her work	5	4	3	2	1	NA
2. Uses professional knowledge effectively	5	4	3	2	1	NA
3. Uses professional skills effectively	5	4	3	2	1	NA
4. Makes good decisions	5	4	3	2	1	NA
5. Makes decisions promptly	5	4	3	2	1	NA
6. Sets professional example	5	4	3	2	1	NA
7. Assists me when workload requires	5	4	3	2	1	NA
8. Encourages initiative and self-motivation	5	4	3	2	1	NA
9. Explains and demonstrates my duties clearly	5	4	3	2	1	NA
10. Praises my work	5	4	3	2	1	NA
11. Encourages innovative ideas and suggestions from me	5	4	3	2	1	NA
12. Listens to my ideas and suggestions	5	4	3	2	1	NA
13. Instills in me the belief that my job is important	5	4	3	2	1	NA
14. Offers constructive criticism	5	4	3	2	1	NA
15. Deals with me in a fair and impartial manner	5	4	3	2	1	NA
16. Communicates effectively with me	5	4	3	2	1	NA
17. My overall rating of my supervisor's performance	5	4	3	2	1	NA

ADDITIONAL COMMENTS:

Signature _____

Literature Cited

1. Drucker, Peter F./ *The Practice of Management*. New York, Harper & Row, 1954.
2. Yeh, T.Y.R./ Library Peer Evaluation: A Blessing or Nuisance. *PNLA Quarterly* 42:10-14 (Jul 1977).
3. Turner, Anne M./ Why Do Department

Heads Take Longer Coffee Breaks? A Public Library Evaluates Itself. *American Libraries* (No.4) 9:213-215 (Apr 1958).

Manuscript received Jul 10, 1978. Accepted for publication Oct 27, 1978.



Jess A. Martin is director, Health Sciences Library, University of Tennessee, Memphis.

Keeping Current in Business with Government Bibliography

Roberta A. Scull

Louisiana State University, Baton Rouge, La. 70803

■ The United States Government is a prolific publisher of information ranging from consumerism and management to detailed scientific, technical, and statistical materials. Among these oceans of publications are numerous recurring and monographic bibliographies covering Government and non-Government publications. Those recurring Government bibliographies of special significance to business reference are described.

AS a collective body of federal departments, agencies, offices, printing offices, and so on, the United States Government is almost certainly the most prolific disseminator of printed publications in the world, both in the public and private sectors. While numerous individual federal agencies publish, have printed, and distribute their own publications, there are two major Government bodies which print, warehouse, and provide Government publications. These are the United States Government Printing Office and the National Technical Information Service.

The Government Printing Office (GPO) is the official printing organ of the U.S. Government, printing and distributing more than 38,000 depository titles (including bills) during 1977 alone. Most of these publications are made available through a free depository program to over 1,250 designated depository libraries throughout the United States or through the GPO-

administered sales program. These publications range from such simplistic items as "Little Leon the Lizard," a safety coloring book for children, to the most detailed statistical, technical, and regulatory information imaginable, such as "Interim Performance Criteria for Solar Heating and Cooling in Commercial Buildings."

The National Technical Information Service (NTIS), an agency of the United States Department of Commerce, is probably the world's largest collector and distributor of Government-sponsored research and development reports. NTIS alone has available over a million titles and adds to this sum at a rate of approximately 70,000 new reports per year. Each title in this collection is available for purchase in either microfiche or paper copy.

Additionally, it is estimated that there are at least another 80,000 government publications produced annually outside both the GPO depository program and the NTIS program, adding up

to about 200,000 U.S. Government publications for each year. Most of these are accessible, if one knows which bibliographic tools to search.

Government regulations require that many types of social, demographic, business, regulatory, trade, technical, and statistical data and information be gathered. Therefore, it is not surprising that the Government also generates statistics on gross national product, government and consumer expenditures, banks and other financial institutions, construction and housing, various price and wage indices, foreign and domestic trade and aid, tax, education, labor and personnel, manufacturing, business and industry, energy and natural resources, and so on. Even though some of the Government's publishing efforts seem to be of little importance, there is much of value in recurring government statistics, monographic reports, serial and journal articles so that one must survey the Government literature when preparing economic and statistical analyses or forecasts, product designs, marketing reports, management studies, business opportunity or operational reports, grant proposals, and the like.

Because of the extensiveness of this information, bibliographic tools are essential to the researcher; and since the Government produces bibliographies as prolifically as any other type of material, one could reasonably hope to find a monographic or recurring bibliography on virtually any topic. The area of Government-produced bibliography is so vast and important that several people have produced commercial reference tools to approach it. Among these are:

Body, Alexander/ *Annotated Bibliography of Bibliographies on Selected Government Publications and Supplementary Guides to the Superintendent of Documents System*. Kalamazoo, Mich., Western Michigan University, 1967; Supp. 1, 1968; Supp. 2, 1970; Supp. 3, 1973.

This is one of the first efforts at compiling any type of annotated subject guide to the wealthy area of Govern-



ment-produced bibliography. Body is a highly selective, well-annotated aid from 1957 through 1971.

Kanely, Edna/ *Cumulative Subject Guide to United States Government Bibliographies 1924-1973*. v. 1-7. Arlington, Va., Carrollton Press, 1976.

Using the GPO shelflist and *Monthly Catalog*, Kanely's work is a comprehensive nonannotated list of all government-produced bibliographies which had been cataloged by the GPO from 1924 to 1973.

Scull, Roberta/ *A Bibliography of United States Government Bibliographies 1968-1973*. Ann Arbor, Mich., Pierian Press, 1975. Supp. 1974, Supp. 1975 in *Reference Services Review*.

Picking up where Body left off in 1967, Scull lists with brief annotations every government bibliography (except for NTIS bibliographies) which had come to her attention, mostly through the *Monthly Catalog*. Annual supplements, which are prepared for publication in *Reference Service Review (RSR)*, are grouped by broad subject categories and indexed by title and subject.

While these works are good commercial reference tools to use in approaching government-produced bibliography, there are thousands of Government single-topic bibliographies and numerous recurring Government bibliographic tools which are essential to locating current Government and non-Government publications, articles, and

additional bibliographies of interest to the business and technical communities.

The following is a brief description of selected bibliographic tools produced by the U.S. Government which are important for the technical and nontechnical spheres of business. All of the bibliographies mentioned are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, unless otherwise indicated. The S/N number is the GPO stock order number.

U.S. Bureau of the Census/ *Bureau of the Census Catalog*. (Quarterly issues cumulative to annual volume.) Annual subscription price: Domestic—\$14.40, Foreign—\$18.00. S/N 003-001-80001-20. Catalog No. C 3.163/3:year/issue.

In addition to being a traditional catalog of departmental publications, this catalog describes in detail available data files and special tabulations which may be subscribed to through the Census Bureau on individual request. This work is essential for locating trade, business, and marketing information not found in printed form.

U.S. Civil Service Commission/ *Personnel Bibliography Services*. (Irregular.) Order individually. Catalog No. CS 1.61/3:no.

These individual bibliographies are compiled periodically by the U.S. Civil Service Commission from *Personnel Literature* and deal with special aspects of management and personnel relations. The literature coverage is broad and covers Government, non-Government, and occasionally foreign publications. The following are a few select titles:

81. *The Federal Civil Service—History, Organization and Activities*. 1977. \$1.30 S/N 006-000-00995-6.
82. *Self-Development Aids for Supervisors and Middle Managers*. 1977. \$1.00 S/N 006-000-00994-8.
84. *Training*. 1977. \$2.00 S/N 006-000-00898-1.
85. *Personnel Management in State and Local Government*. 1977. \$1.60 S/N 006-000-01003-2.
86. *Productivity and the Quality of Working Life*. 1977. \$2.10 S/N 006-000-01014-8.

87. *Executive Personnel*. 1977. \$2.20 S/N 006-000-01015-6.
88. *Equal Opportunity in Employment*. 1977. \$2.20 S/N 006-000-01016-4.
89. *Personnel Policies and Practices*. 1977. \$1.60 S/N 006-000-00946-6.

U.S. Civil Service Commission/ *Personnel Literature*. (Monthly with annual index.) Subscription price: Domestic—\$15.00 a year, \$1.20 single copy, \$2.25 annual index; Foreign—\$18.75 a year, \$1.50 single copy, \$3.00 annual index. Catalog No. CS 1.62: date.

Included are selected books, pamphlets, and other publications received in the Library of the Civil Service Commission during the previous month. Periodical articles, unpublished dissertations, and microforms are also listed. This superb index gives in-depth coverage on hundreds of job-related topics such as career planning, hours of work, political activity, retirement, and youth.



U.S. Dept. of Energy/ *Energy Abstracts for Policy Analysis*. (Monthly with annual cumulative index.) Annual subscription price: Domestic—\$20.00; Foreign—\$25.00. Annual cumulative index; Domestic—\$5.00; Foreign—\$6.25. Catalog No. E1.11:vol./no.

Presented are nontechnological or quasitechnological articles or reports on all phases of energy analysis and development considered to have significant reference value. Technical aspects of energy development can be found in *Energy Research Abstracts*, another Department of Energy publication.

U.S. Dept. of Housing and Urban Development/ *Housing and Planning References*,

special libraries



New Series. (Bimonthly.) Annual subscription price: Domestic—\$18.90. Foreign—\$23.65 a year. S/N 023-000-80002-1. Catalog No. HH 1.23/3: date.

Covered are the current publications and articles received by the HUD library. Entries, most of which are briefly annotated, are arranged by subject groups covering all aspects of architecture, building, design, planning, urbanology, home financing, and so forth. Author and geographical indexes facilitate its use.

U.S. Domestic and International Business Administration/ *Index to Foreign Market Reports.* (Monthly.) NTIS. Annual subscription price: Domestic—\$10.00; Foreign—\$15.00.

U.S. Government Printing Office/ *GPO Sales Publications Reference File.* (Bimonthly, January, March, May, July, September, and November.) Annual subscription price: Domestic—\$50.00. \$10.00 single copy; Foreign—\$62.50; \$12.50 single copy. S/N 021-000-80005-8. Catalog No. GP 3.22/3:month.

This is a catalog of all publications currently offered for sale by the Superintendent of Documents and is *issued in microfiche only (48X)*. The file is arranged in three sequences: 1) GPO stock numbers: 2) Superintendent of Documents (Su Docs) classification numbers: and 3) alphabetical arrangement of subjects, titles, agency series and report numbers, key words and phrases, and personal authors.

A bimonthly—February, April, and so on—update to the *GPO Sales Publications Reference File* is available through an additional subscription and contains only new items received in a month's period following issuance of the regen-

erated master file. The sequence of the update is by title only. Not only is this an excellent reference aid in searching subjects and titles of GPO publications, it is a "must" as an acquisitions tool because it gives price and order information for all publications currently available from the GPO.

U.S. Government Printing Office/ *Monthly Catalog of United States Government Publications.* Annual subscription price: Domestic—\$45.00; Foreign—\$56.00. Semiannual index, Jan-June: Domestic—\$9.00; Foreign—\$11.25. Annual cumulative index: Domestic—\$16.00; Foreign—\$20.00. Serials supplement: Domestic—\$4.50; Foreign—\$5.65. S/N 021-000-80002-3. Catalog No. GP 3.8: date.

Cataloged monthly in machine readable card (MARC) format are U.S. Government publications which have been entered into the OCLC data base. Included are publications sold by the superintendent of documents, those for official use, and those which are sent to depository libraries. Indexed by author, subject, title, and series number.

U.S. Government Printing Office/ *Selected U.S. Government Publications.* (Monthly.) Free. Catalog No. GP 3.17: vol./no.

Listed and briefly annotated are currently available publications which the GPO feels might be of interest to the public. Subject matter varies widely, and the types of materials range from highly technical texts to coloring books. Current order information is provided for each item.

U.S. Government Printing Office/ *Subject Bibliography Series.* Free for individual title requests. Catalog No. GP 3.22/2:no.

This series, which replaces the *Price List Series*, encompasses thousands of available GPO publications which are listed with order information and Su Docs classification in one or more of over 280 individual "Pathfinder"-type bibliographies. The following are a few titles which may be of interest to business librarians:

- 002 *Consumer Information*
- 004 *Business and Business Management*
- 021 *Patents and Trademarks*
- 042 *Accounting and Auditing*
- 056 *How to Sell to the Department of Defense*
- 123 *Foreign Trade and Tariff*
- 125 *Marketing Research*
- 146 *Census of Manufactures*
- 172 *How to Sell to Government Agencies*
- 194 *IRS Tax Information Publications*
- 202 *Personnel Management, Guidance and Counseling*
- 213 *Occupational Safety and Health Publications*
- 254 *International Trade Commission Publications*
- 275 *Foreign Investments*

U.S. National Technical Information Service/ *Government Reports Announcements and Index*. (Biweekly.) NTIS. Annual subscription price: Domestic—\$245.00. Foreign—\$310.00 Catalog No. C 51.9/3:vol./no.

Announces, summarizes, and makes available some 70,000 new research and development reports per year which have been made provided by local, state, and federal government agencies, private researchers, universities, and special technology groups. These reports are divided into 26 major subjects and therein subdivided.

One may also subscribe to single abstracting service of one of the major subjects such as "Business and Economics," "Communication," "Energy," and so on, for \$45.00 each per year.

U.S. National Technical Information Service/ *Jacs Directory: NTIS Journal Article Copy Service*. January 1978. \$5.00 NTIS (NTIS/JACS-78/01) Catalog No. C 51.11/6:978/1.

"*Jacs* is a new NTIS service which provides NTIS account customers with rapid delivery of journal article copies under copyright license from the journal publishers" (from Preface of *Jacs Directory*). This service is available for over 4,000 domestic and foreign journals to NTIS deposit account customers.

U.S. Small Business Administration/ *Small Business Administration Publications*. Free. Small Business Administration, Washington, D.C. 20416 or a regional SBA office. Catalog No. SBA 1.18:year/no.

This quarterly listing of available free publications from the SBA covers marketing and management reports, aids, and bibliographies.

U.S. Small Business Administration/ *Small Business Bibliography Series*. Free. Small Business Administration, Washington, D.C. 20416 or a regional SBA office. Catalog No. SBA 1.18:year/no.

These leaflets briefly discuss the business topics under consideration and give purchasing information for Government, non-Government, and trade publications. In most instances addresses are provided for additional information contacts. The following are a few of the more than 100 subject bibliographies related business:

- 9. *Marketing Research Procedures*
- 12. *Statistics and Maps for National Market Analysis*
- 80. *Data Processing for Small Business*
- 87. *Financial Management*

Manuscript received Aug 29, 1978. Accepted for publication Oct 3, 1978.



Roberta A. Scull is associate librarian, Business Administration/Government Documents Department, Louisiana State University, Baton Rouge, La.

Commentary On Authenticity Of Archival Materials: The Legal Point Of View

MANY ARCHIVISTS are familiar with the importance of original documents to historians and researchers at the college level. Since the publication of *Roots*, there has been more emphasis on documents beyond the college community. People are taking a profound interest in original sources as a way to trace their genealogy. Original sources have always been emphasized by such organizations as the Mayflower Society, which has attempted to trace the descendants of those who arrived on the Mayflower in 1620. As more and more people deal with original sources, it is my belief that there will be more concern as to the genuineness of the sources utilized. How reliable are they? Are archives in any way responsible for the authenticity of the documents in their collections?

In the article "Document Examination in American Archives," it was pointed out that the United States appears to lag behind the British in one area of archival training (1). This is the area of questioned documents. The primary approach to questioned documents in the United States is from the legal point of view. Little has been written by American archivists on this topic. This is unfortunate because authentication and certification of documents is just as important to the archivist concerned with the integrity of his collection as it is for the lawyer who suspects the authenticity of a will, medical or business record and places it under the examination of the court (1).

The importance of the integrity of public records is especially apparent to me because I have worked in an area where case files are depended upon by the legal profession and know that these files must be accurate and complete because of the decisions which are based upon them.

Margaret Cross Norton, Illinois State Archivist from 1922 to 1957, once stated: "The official in charge of public records, whether he be the head of the agency in which the records originate or the archivist, is bound by the law to protect the integrity of these records in such a manner that their value to the individual and government shall not be impaired." Archivists thus have a legal and ethical duty to maintain the authenticity of their records (2).

In a legal treatise on evidence, John Henry Wigmore, a recognized authority in this field asks: "Is the custodian's certified copy evidence of the genuineness of the document?" He responds that no clear distinction on this point appears to have been taken by the courts. They have definitely put on one side the use of a recorded deed and have established the principle that the registrar's certified copy shall not suffice where no means was provided for the registrar to inform himself of the genuineness before recording. But instead of classifying with recorded deeds all other documents of private extra-official origin which were not authenticated before the filing, they have tended to include all such documents indiscriminately with public or official records capable of being proven by a certified copy in respect to genuineness, as well as to contents. The courts have tended to ignore the question. The general tendency in state statutes is to declare certified copies admiss-

This article is adapted from a paper presented as part of a panel discussion at the Midwest Archives Conference in Chicago, Apr 28, 1978.

able as evidence without further proof regarding authenticity (3).

A registrar of deeds can be legally liable for the damages resulting from an omission to perform a duty imposed on him by law or when that duty is performed in a negligent manner (4). For an archivist there does not seem to be clear penalty at law, although the Illinois statutes do cite official misconduct as intentionally or recklessly failing to perform any mandatory duty as required by law (5). However, I am not an attorney and I do not believe it would be proper to try to interpret that section.

Let us shift from statutes to considering the possibility of whether a forgery could be introduced in an archive. The archivist is not immune to the mistakes which museum curators or librarians of special collections have made. Many have found after years of holding what was assumed to be a valuable painting, letter, or artifact that it was a forgery (6). An example of the harm that can be done in such a case is the forgeries of Vermeer paintings by Han van Meegeren. Experts disagreed for decades whether he painted *Emmaus* and *The Last Supper* or whether Vermeer did. More recently a *Chicago Tribune* mentioned another instance where a forgery has been unmasked. The *Tribune* had been running a series on the steps being taken to authenticate the Shroud of Turin. One of the scientists who was being considered for this task was Dr. Walter McCrone, a specialist in microanalysis. In the series it was pointed out that Dr. McCrone four years ago debunked the authenticity of Yale University's Vinland map, allegedly a map of the new world predating Columbus. From minute samples he was able to establish that while the parchment was genuinely medieval, the ink used to draw the map contained traces of a synthetic pigment, anathase, which was not developed until about 1920 (7).

The first step one must take against an archive receiving a spurious document

would appear to be in the area of appraisal. Appraisal is defined by the Society of American Archivists: "The process of determining value and thus the disposition of records based upon their current administrative, legal and fiscal use: their evidential or research value of their relationship to other records." However, nowhere in this definition are the words authentication and certification used. Document examination and certification appear to be taken for granted (1).

These examples serve to point up the importance of authenticating material sent to an archive. There are many new methods of detecting forgeries. Yet, at the same time, I wonder if it could happen again if we are not alert to the possibilities of people attempting to deposit spurious documents in archives and the methods available for ferreting out these forgeries.

**Cheryl A. Price
Wheaton, Ill.**

Literature Cited

1. Price, Cheryl A. / Document Examination in American Archives. *Special Libraries* 68:299-304 (Sept. 1977).
2. Mitchell, Thornton W. ed. / *Norton on Archives: The Writings of Margaret Cross Norton on Archival and Records Management*. Foreword by Ernst Posner. Carbondale, Ill.: Southern Illinois University Press, 1975.
3. Wigmore, John Henry. *Evidence in Trials at Common Law*. Revised by James H. Chadburn. (Boston: Little, Brown and Company, 1974). V, 860-862.
4. *76 Corpus Juris Secundum*, Registrars of Deeds. Section 11 (1952).
5. Illinois. *Statutes*. Chap. 38, Sec. 33-3.
6. Ashton, Harry M. / Are the Documents Genuine or Spurious? *Florida Bar Journal* 34:88-95 (Feb. 1960).
7. *Chicago Tribune*, April 25, 1978, Section 2, p. 3.

1979 Candidates for SLA Office For President-Elect



DODD



FIELD

JAMES B. DODD is associate professor and coordinator of Service to Business & Industry, Georgia Institute of Technology Library, Atlanta, Ga. He also teaches in the School of Information and Computer Science at Georgia Tech. He received the BS (1948) and MS (1950) in education from Southern Illinois University; the MSLS from the University of Illinois (1952).

He was a secondary school teacher and head, Language Arts Department, Olney, Ill. (1948/51). He was assistant librarian (1952/53) and librarian (1953/55), National Reactor Testing Station Library, U.S. Atomic Energy Commission, Idaho Falls, Idaho; head, Information Services Section, Babcock and Wilcox Company, Atomic Energy Division, Lynchburg, Va. (1955/62). During that time he was also instructor, library science, University of Virginia, Division of Extension and General Studies (1961/62). He was assistant professor and science librarian, Northern Illinois University, De Kalb, Ill. (1962/67). He held the position of graduate librarian, Georgia Institute of Technology from 1967 to 1968, at which time he assumed his present position. Concurrently, he has been visiting lecturer in librarianship, Emory University, Atlanta, Ga. (1972, 1977 and 1979).

SLA Chapter Activities. He is a member of the South Atlantic Chapter and served as

vice-president (1969/70) and president (1970/71). He has held the posts of Public Relations Chairman (1968/69, 1975/76); member, Education Committee (1971/73); Recruitment and Membership Chairman (1972/73, 1974/75); Program Chairman (1973/74); member, Nominating Committee (1977/78); Employment Chairman (1977/78); and Consultation Chairman (1978/79). He was the Chapter's coordinator for the 1970 Winter Meeting in Atlanta.

SLA Division Activities. He was a member of the Nominating Committee, Science-Technology Division (1976/77). As a member of the Metals/Materials Division, he was bulletin editor (1958/61) and assistant editor (1969/72); chairman-elect (1961/62); chairman (1962/63); duplicate exchange chairman (1965/67); honors award chairman (1973/75) and member (1975/78). He is also a member of the Nuclear Science, Business and Finance, and Transportation Divisions.

Association-Level Activities. He was a member, Nominating Committee (1974/75); member, Standards and Statistics Committee (1977/78); chairman, Networking Committee (1978/79); and SLA Alternate on the U.S. National Committee for the UNESCO General Information Program (1978/82).

Other Professional Activities. He was editor of the *Directory of Libraries and Library Personnel in and around Lynchburg, Virginia* (1960); and programmer and editor of *Faraday Library Periodicals Holdings List* (in FORTRAN) (1967). He was associate editor of *Illinois Libraries* (1966/67); editor of the Northern Illinois University Branch of the *A.A.U.P. Newsletter* (1966). He has written "Teaching Can Be Fun—For Librarians," *Virginia Librarian* 8:13 (1961); "Academic Libraries in Illinois," Illinois Governor's Conference on Libraries, Chicago, 1966; "Georgia's Special Libraries and Their Needs," Georgia Library Association, 1970;

"Pay-As-You-Go Plan for Satellite Industrial Libraries Using Academic Facilities," *Special Libraries* 65:66-72 (1974); "Tell a Library Joke!" *Special Libraries* 65:371-375 (1974); and "Information Brokers," *Special Libraries* 67:243-250 (1976).

Mr. Dodd was a member of the U.S. Atomic Energy Commission's Technical Information Panel (1957/62); Senior Instructor, N.S. Savannah Deck Officers' Training Program, U.S. Maritime Administration (1959); Field Consultant, Elementary and Secondary Education Act, Title II, State of Illinois, Office of the Superintendent of Public Instruction (1966); Project Manager (1966/67) *Illinois Colleges Union List of Serials*, Illinois Library Association, 1970; Information Consultant, State Technical Services Program, Board of Regents, University Systems of Georgia (1968/71); and Official Delegate and Panelist, Georgia Governor's Conference on Libraries and Information Services (1977).

He received a fellowship from the Council on Library Resources (1973) to study the demands made by business and industrial organizations for library service from academic libraries.

He is a member of the American Library Association and the Southeastern Library Association. In the Illinois Library Association he was Secretary (1964/65) and Chairman (1965/66) of the College and Research Libraries Section, and in the Virginia Library Association he was Chairman of the Special Libraries Section (1960/61). He is currently a member of Automation Committee of the Georgia Library Association.

JUDITH J. FIELD is head, General Reference Department, Flint Public Library, Flint, Mich. She received the BBA degree (1961), the AMLS (1963) and MBA (1969) from the University of Michigan.

She was reference librarian, Western Electric/Bell Telephone Labs, Inc., Indianapolis from 1962 to 1965. She served as reference librarian, University of Michigan Natural Science Library, Ann Arbor (1965/66). From 1966 to 1969 she was employed as associate librarian in the Graduate School of Business Administration. More recently, she was international business librarian for the Institute for International Commerce (1969/72).

SLA Chapter Activities. She was assistant

editor (1962/63) and editor (1963/65) of the Indiana Chapter bulletin, *SLAnt*. She was editor of the Michigan Chapter bulletin (1973/74); chairman of the Nominating Committee (1975/76); a member of the Committee on Committees; and a member of the By-Laws Committee (1975/76); Chapter representative to the Michigan Inter-organization Committee on Continuing Library Education (1977/79); member, Education Committee (1978/79); member, Steering Committee, Chapter's 50th Anniversary (1978/79).

SLA Division Activities. She was local representative for the Business and Finance Division for the Detroit 1970 Conference; coordinated videotape projects for the Division (1970 and 1972); served as Chairman-elect and bulletin editor (1971/72) and as Chairman for two terms (1972/74); Chairman, Membership, Library Management Division (1977/79).

Association-Level Activities. She was a member of the Education Committee (1974/75; 1977/80) and Chairman (1977/78). A member of the Awards Committee (1976/77); Conference Advisory Committee (1975/77); Special Committee on Discontinuance of Host Chapters (1976/77); Division Cabinet Chairman-Elect (1975/76) and Chairman (1976/77); Special Committee on Division Finances (1976/77); Chairman, Special Committee on SLA Conference Papers (1977/78); Representative to Library Education Section of the Council of National Library Associations (1977/78); SLA Representative to the Continuing Library Education Network and Exchange (1977/78; 1978/79). A member of SLA since 1962.

She is a co-author of *Bibliography of International Finance* (1971). She has lectured on new businesses and international business services, government documents, special librarianship and continuing education. This includes SLA's Continuing Education Seminar in Toronto in 1974; the Illinois Chapter Seminar, "Services for the Seventies: A Reference Update" (1973); and SLA's Conference in Chicago (1975). She has also lectured on government documents and special librarianship. In 1974 she was the John Cotton Dana Lecturer at the University of Iowa and Indiana University.

She is a member of the American Library Association and the American Association for Information Science.

For Treasurer (1979/82)



KASMAN



SPAULDING

DOROTHY KASMAN is chief librarian, Coopers & Lybrand, New York City. She received her BA in economics from Douglass College; her MLS from Rutgers University (1958); and her MBA from the Graduate School of Business Administration, New York University (1970).

From 1956 to 1958 she was librarian, Textile Research Institute, Princeton, N.J. She assumed her present position in 1958.

SLA Chapter Activities. As a member of the New York Chapter, she served as chairman, Downtown Luncheon Group (1960/61) and member (1961/64); member, *Special Libraries Directory of Greater New York* 10th. ed. Committee (1962/63) and 11th ed. Committee (1965/66); member, *Directory Advisory Committee* 12th ed. (1970/71); Chapter secretary (1964/65); second vice-president and editor, *Chapter News* (1965/66); chairman, Membership and Recruitment Committee (1969/70); member, Ad Hoc Committee for Employment Projections (1971); lecturer, Chapter workshop: Sources of Financial Information (1967/68; 1968/69); director (1973/75); member, Audit Committee (1977/79) and chairman (1978/79); member, Finance Committee (1977/79); chairman, Archives Committee (1976/79); member, Conference Committee (1977); chairman, Special Committee on Consultation (1978/79); chairman, Library Publisher Relations Committee (1975/77). In the Business and Finance Group of the New York Chapter, she was secretary (1960/61); vice-chairman (1961/62); chairman, Membership Committee (1961/62); Group Chairman (1962/63); chairman, Committee on *Union List of Serials* (1963/65); chairman, Nominating Committee (1964/65). In the Documentation Group, New York Chapter, she was member, Program Committee (1976/78); chairman, Nominating Committee (1977/78); member, Data Base User Group Committee (1978/79).

SLA Division Activities. In the Business and Finance Division she was a member, McKinsey Book Awards Committee (1963/64); treasurer (1963/65); secretary (1967/68); editor, *Bulletin* (1968/69); chairman-elect (1968/69) and chairman (1969/70); and director (1976/78). She is also a member of the Documentation and Library Management Divisions.

Association-Level Activities. She was a member, Publisher Relations Committee (1971/72) and chairman (1972/76); a member, SLA-Association of American Publishers Joint Committee (1971/76); member Research Committee (1977/79). A member of SLA since 1957.

Other Professional Activities. She is the co-author of "Education for Special Librarianship," *Special Libraries* 67:504-509 (Nov 1976).

She is a member of the American Society for Information Science and the New York Library Club.

FRANK H. SPAULDING is head, Library Operations, Bell Telephone Laboratories, Holmdel, N.J. He received his AB from Brown University (1957) and his MSLS from Case Western Reserve University (1961).

He was disbursing/financial officer for the U.S. Navy Sixth Fleet, Barcelona, Spain (1957/59) and supply officer for the U.S. Navy Civil Engineers Corps, Newport, R.I. (1960). From 1961 to 1965 he was supervisor, Information Services, Colgate-Palmolive Company. He was adjunct instructor, Graduate School of Library Service, Drexel University (1964) and group supervisor, Library Technical Processes, Bell Telephone Laboratories (1965/70). He assumed his present position in 1970.

SLA Chapter Activities. He was chairman, Membership Committee of the Sci-Tech Group, New York Chapter (1969/70); president-elect (1976/77) and president (1977/78) of the New Jersey Chapter, delegate to the New Jersey Governor's Conference in Library and Information Services (1979). He is also a member of the Princeton-Trenton Chapter.

SLA Division Activities. He was a member, Special Projects Committee, Engineering Division (1969/70); member, Bylaws Committee, Sci-Tech Division (1975/76); member, Special Projects Committee, Documentation Division (1977/78) and chairman

(1978/79); contributing editor, Library Management Division (1978/79).

Association-Level Activities. A member of SLA since 1961.

Other Professional Activities. He is the author of "Computer-Aided Selection in a Library Network," *Journal of the American Society for Information Science* 27:269-280 (Sep-Oct 1976); a frequent contributor to the SLA New Jersey Chapter bulletin.

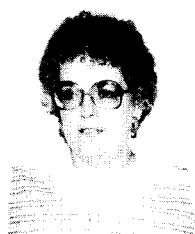
He is a member of the American Library Association and the American Society for

Information Science for which he served as a member of the Education Committee (1975/76). He is a member, New York Technical Services Association and the New Jersey Library Association; member, Advisory Council, Brookdale College (1972-); vice-president, Monmouth County Area Library Council (1977-); member, Library Advisory Board, New Jersey County and Municipal Government Study Commission (1977-); and is a member, PALINET/ULC Board of Trustees (1979/81).

For Chapter Cabinet Chairman-Elect



COPLEN



PANCAKE

RON COPLEN is editorial librarian, Harcourt Brace Jovanovich, Inc., New York City. He received his BFA from Drake University and attended Columbia University (1962).

He was on the staff of the New York Public Library (1960/62); on the staff of Columbia University Libraries (1962/65) and head, serials acquisitions (1964/65); cataloger, Oceana Publications (1966/67); cataloger, F. B. Rothman (1968/69). In 1970 he joined Harcourt Brace Jovanovich.

SLA Chapter Activities. He was New York Chapter, Publishing Group chairman (1974); chairman, Publishing Group Bylaws (1974/75); Membership chairman (1972/73; 1973/74); second vice-president and editor Chapter News (1974/75); member, Finance Committee (1977/78; 1978/79); president-elect (1977/78) and president (1978/79).

SLA Division Activities. He was a member, Project Committee of the Publishing Division (1972/73); member, Hospitality Committee (1973-); assistant, bulletin editor (1972/73) and bulletin editor (1973/74); chairman, Bulletin Committee (1974/75); member, Bylaws Revision Committee (1974/75); Division chairman (1975/76); chairman, Nominating Committee

(1978/79). He is also a member of the Education Division.

Association-Level Activities. He was a member of the Tellers Committee (1973/74) and chairman (1974/75); chairman, New York Conference (1977). A member of SLA since 1972.

Other Professional Activities. He is the author of "Publishing Industry Libraries in the New York Metropolitan Area," *Special Libraries* 65:462-472 (Oct/Nov 1974); "Manufactured Dialogues: Winter Meeting 1975," *Special Libraries* 66:286-287 (May/June 1975); "Chicago Impressions '75," *Special Libraries* 66:462-470 (Sep 1975); "The Big Apple 1977," *Special Libraries* 68:342-344 (Sep 1977); "Vivian D. Hewitt: SLA President 1978/79," *Special Libraries* 69:362-363 (Sep 1978). He covered the 1978 Kansas City Conference for *American Libraries* and is presently writing an article "Subscription Agencies—to Use or Not to Use."

He is a member of the New York Library Club.

EDWINA H. (DIDI) PANCAKE is director, Science/Technology Information Center, University of Virginia, Charlottesville, Va. She received her BS in biology from Baylor University (1967) and the MLS from University of Texas, Austin (1969).

She was a science information specialist, University of Virginia Science/Technology Information Center (1969/73) and later became acting director (1973/74). She assumed her present position in 1974.

SLA Chapter Activities. In the Virginia Chapter she has been Public Relations Committee chairman (1970/71); bulletin editor (1971/73; 1975/76); panel member at Chapter Institute on Reference Services

(1971); president-elect (1973/74) and president (1974/75); Nominating Committee chairman (1978/79).

SLA Division Activities. In the Science-Technology Division she has been Membership Committee chairman (1976/77); chairman-elect and program planner (1977/78); chairman (1978/79). She is also a member of the Museums Arts and Humanities Division and the Publishing Division.

Association Level Activities. Advisory Council Agenda Committee (1973/74); chairman,

Joint Cabinets Study Committee on Local Subject-Oriented Groups. A member of SLA since 1969.

Other Professional Activities. She is the author of "Intra-Library Science Information Service," *Special Libraries* 64:228-234 (May/June 1973). She is a member of the Virginia Library Association, was chairman of its Nominating Committee (1977), and has been secretary/treasurer and executive committee member of the Virginia Microfilm Association.

For Division Cabinet Chairman-Elect



CLIFTON

JOE ANN CLIFTON is Manager, Technical Libraries, Litton Industries, Inc. Woodland Hills, Calif. She has attended Santa Monica City College and the University of California at Los Angeles.

She joined Litton Industries in 1954 and was chief librarian from 1957 to 1964.

SLA Chapter Activities. She was a member, Hospitality Committee, Southern California Chapter (1962; 1965); advertising manager (1965/69); member, Local Arrangements Committee for the Annual Conference (1968); chairman, Speakers Bureau (1968/70); chairman, Nominations Committee (1972/73); chairman, Scholarship Event (1974); Program chairman (1974/75); chairman, Management Seminar Committee (1975/76); president-elect (1975/76) and president (1976/77); Area Luncheon coordinator (1977/78). She was the representative for the three SLA California Chapters to the Governor's Conference Planning Committee and is chairman of the committee to do a position paper on the needs of special libraries in California.

Division Activities. In the Documentation Division, she was chairman, Public Relations (1967/68); Division liaison, Annual Conference (1968); member, Membership Committee (1968/69); member, Nominating



SMITH

Committee (1970/71); AFIPS Program liaison (1974/75); chairman, Committee on Name and Scope (1977); chairman-elect (1977/78) and chairman (1978/79). In the Aerospace Division she was chairman, Nominations and Elections Committee (1968/69); Division chairman-elect (1973/74) and chairman (1974/75); chairman, Nominations Committee (1976/77); and auditor (1977). In the Sci-Tech Division she was member, Nominations & Elections Committee (1972/74) and chairman (1973/74); chairman, Student Paper Competition (1974/75). In the Library Management Division she was auditor (1977).

She was a member of the Division Cabinet Committee on the Formation and Scope of Divisions (1978).

Association-Level Activities. She was a member, Recruitment Committee (1968/69); member, Government Information Services Committee (1968/69; 1971/74); member, Publisher Relations Committee (1969/71); representative to the SLA-Association of American Publishers Joint Committee (1969/71); SLA Program Coordinator, AFIPS Fall Joint Computer Conference (1971/73); representative, World Simulation Organization (1971/73).

She was the John Cotton Dana Lecturer (1968). A member of SLA since 1956.

Other Professional Activities. She was co-editor of *Computers in Information Data Centers* (1973); editor of *OASIS*, the ASIS of Los Angeles Chapter newsletter (1972/73); author of a number of papers including: "Cooperative Ventures Among Professional Associations," *Medical Libraries Association*, Southern California Chapter (1973); "Orientation of Management Toward a Computer Based Information System,"

workshop, San Diego (1974); and "The Tower of Babel or How to Interface Effectively with Government or a Quasi-government Agency," presented at the American Geological Society annual meeting (1975).

She is a member of the American Society for Information Science for which she has served in several positions; including: Los Angeles Chapter program chairman (1969); chairman-elect and chairman (1970/71); deputy chairman and special events chairman for the National Conference (1972); she was Chapter Assembly Representative (1974/78); member, Publications Committee (1974/77); Association Special Interest Group Cabinet counselor and member, National Council (1975/77); member, Conferences and meetings committee (1978); and member, Nominations Committee (1978). She is also an active member of the California Library Association, the Society for Information Display, the Los Angeles Regional Technical Information Users Council, and a member of the History of Computing Committee, American Federation of Information Processing Societies (1978).

She received a certificate of appreciation from the Society of Information Display in recognition of her contributions to the Creative Management of the Society (1972); an honorary mention for the ASIS National Award for editorship of a Chapter Newsletter (1974); named as the outstanding member of the Los Angeles Chapter of ASIS (1976); and received an engraved silver bowl from the Southern California Chapter of the National Micrographics Association for participation in a micrographics seminar (1976).

RUTH S. SMITH is manager, Technical Information Services, Institute for Defense Analyses, Arlington, Va. She received her AB degree from Wayne State University (1939) and her ABLS from the University of Michigan (1942).

At the Detroit Public Library she was desk assistant/interlibrary loan clerk/junior librarian (1936/43). She was Lt. (j.g.) U.S. Naval Reserve (WAVES), Bureau of Ordnance Technical Library (1943/46); research assistant, University of Pennsylvania, Moore School of Electrical Engineering (1946/47); librarian, Bethesda Methodist Church (1955/61). She has been at the Institute for Defense Analyses since 1961, as reference librarian, chief of reader services, chief of the Unclassified Library Section,

and head librarian. She assumed her present position in 1975.

SLA Chapter Activities. She is a member of the Washington, D.C. Chapter and was a member, Committee on Interlibrary Cooperation (1971/72) and a member of the Advisory Committee of the Advanced Management Curriculum for Special Librarians which was jointly sponsored with the Metropolitan Washington Council of Governments' Library Council (1978/79).

SLA Division Activities. In the Aerospace Division she was chairman-elect (1974/75) and chairman (1975/76); in the Library Management Division she was temporary secretary (1976/77), chairman-elect (1977/78) and chairman (1978/79), and member of a Special Librarians Task Force (National Center for Higher Education Management Systems, under contract to the National Center for Educational Statistics) to develop a handbook of standard terminology and management information data base for libraries (1977/78).

At the Association Level. She was chairman, Government Information Services Committee (1971/75); a member, Nominating Committee (1977/78); member, Conference Program Committee (1978); the Federal Library Committee, Guest Observer (1976/77; 1977/78; 1978/79). Nominated by SLA and appointed by the Public Printer to Depository Library Council to the Public Printer (1975/78). A member of SLA since 1946.

Other Professional Activities. She has written five publications for congregation libraries and several articles for *Special Libraries* among which are: "National Information Users (Federation?)," 63:207 (Apr 1972); "The User Group Technique in Action," 64:34-46 (Jan 1973); "Government Information—Problems and Options," 64:516-526 (Nov 1973); "About GPO and the Depository Library Council," 67:322-326 (Jul 1976). She has also written several "Washington Letter" columns and book reviews for *Special Libraries*.

She is a member of the American Society for Information Science, and an honorary member, Church and Synagogue Library Association in which she has served as president (1967/68); chairman, Publications Committee (1969/74); chairman, Nominations & Elections Committee (1976/77). She is also a member, Federation of Information Users, vice-president (1973/75); and chairman, Committee on Information Hang-ups (1969-present). She is listed in *Who's Who of American Women* and *Who's Who in America*.

For Directors (1979/82)



LEISTER



SCHECHTMAN



SOMMER



VASILAKIS

JACK LEISTER is head librarian, Institute of Governmental Studies, University of California, Berkeley. He received his BA (1959) and MLS (1960) degrees from the University of California, Berkeley.

He was an interpreter for the U.S. Army (1953/56); a business credit analyst, Dun & Bradstreet (1956/57); and joined the Institute of Governmental Studies Library in 1960. He assumed his present position in 1973.

SLA Chapter Activities. In the San Francisco Bay Region Chapter, he was treasurer (1971); a member, Education Committee (1971/73); member Ad Hoc Finance Committee (1973); chairman, Membership Committee (1975/76); president-elect (1975/76) and president (1976/77); member, Board of Directors (1977/78); and chairman, Bylaws and Procedures Committee (1977/78).

SLA Division Activities. In the Social Science Division, he was chairman, Local Arrangements, San Francisco Conference (1971); chairman-elect (1973/74) and chairman (1974/75); chairman, Bylaws Committee (1975/76); chairman, Nominating Committee (1976/77). He is also a member of the Business and Finance and Library Management Divisions.

Association-Level Activities. He was a member, Advisory Committee for "Special Libraries in Commerce and Industry" under the SLA/National Center for Education

Statistics Contract (1976/78); he is Conference program chairman, Honolulu Conference (1978/79). A member of SLA since 1967.

Other Professional Activities. He edited *California Politics and Problems, 1964-1968* (1969); contributed to *Reapportionment in the 1970s* (1971); and edits a monthly review column "Western Research News" in *Western City*.

He is a member of the editorial Board, *Index to Current Urban Documents*; and vice-chairman, Library Task Force, Association of Bay Area Governments.

He is a member of the American Library Association, California Library Association, Council on Planning Librarians, and the Western Governmental Research Association.

JOAN SCHECHTMAN is manager, Library and Technical Information Service, Tarrytown Technical Center, Union Carbide Corporation, Tarrytown, N.Y. She received her BA cum laude in chemistry from Hunter College, New York City (1954); her MSLS with Honors from Columbia University (1964); and has taken graduate courses in chemistry at New York University and Fordham University.

She was a chemist at the Boyce Thompson Institute for Plant Research in Yonkers, N.Y. (1954/58); assistant supervisor, Technical Information Service Department, Shell Oil Company, New York (1958/61); and research librarian, Merck, Sharp & Dohme Research Laboratories, Rahway, N.J. (1961/63). In 1963 she joined the Union Carbide Corporation as head librarian of the Union Carbide Research Institute. She was appointed to her present position as manager of the new library and Technical Information Service Department in 1968.

SLA Chapter Activities. In the New York Chapter, she was a member, New York Conference Registration Committee (1966). In the Hudson Valley Chapter, she was a member, Budget Committee (1976/77); member, Program Committee (1974/75); president-elect (1972/73) and president (1973/74); member, Board of Directors and past president (1974/75).

SLA Division Activities. In the Chemistry Division, she was a member, Tellers Committee (1966); chairman-elect (1974/75) and chairman (1975/76); member, Board of Directors and past chairman (1976/77);

chairman, Nominating Committee (1977/78).

She was a member, Joint Cabinet Special Committee on Local Subject Oriented Groups (1975).

Association-Level Activities. She was a member, SLA Advisory Committee for "Special Libraries in Commerce and Industry," under the SLA/National Center for Education Statistics contract (1976/78). A member since 1958.

Other Professional Activities. She is the co-author of several technical papers in a specialized area of chemistry.

She is a member of the American Society for Information Science, the American Chemical Society, the American Association for the Advancement of Science, and the New York Library Club. She is a member of Phi Beta Kappa, Beta Phi Mu.

She received the Hunter College Graduate Scholarship Award and the American Chemical Society Student Award for Excellence in Chemistry.

RONALD R. SOMMER is head, Readers' Services and associate professor, Medical Bibliography, Library, Center for the Health Sciences, University of Tennessee. He received his BS (1959) and MS (1965) from Florida State University, Tallahassee. He has done graduate work in history and government (1963) at Florida State and in Medical Bibliography (1969) at Emory University, Atlanta, Ga.

He was a library trainee, New York Public Library (1964); reference librarian and instructor, Engineering and Physics Library, University of Florida (1965/67); director GENESYS Libraries and associate professor, College of Engineering, University of Florida (1967/68); associate librarian and associate professor, Medical Center, Louisiana State University, Shreveport (1968/72); and health sciences librarian and associate professor, Northeast Louisiana University (1972/74). He assumed his present position in 1974.

SLA Chapter Activities. In the Louisiana Chapter, he was president-elect (1970/71) and president (1971/72); editor, bulletin (1973/74); he also served as chairman, Nominating Committee and program chairman. He was president, Mid-South Chapter (1975/76) and past president (1976/77); director (1977/79).

SLA Division Activities. He is a member, Biological Sciences Division and served as

chairman, Conference Hospitality Committee (1978).

Association-Level Activities. A member of SLA since 1970.

Other Professional Activities. He is the co-author of "LSU Shreveport Medical School Library." Louisiana Library Association *Bulletin* 33:52-56 (Summer 1970); the author of "Public Services in the Library of the LSU Medical School in Shreveport," *Bulletin of the Shreveport Medical Society* 22:8-9 (Aug 1971); indexer of *Roentgenographic Diagnosis of Renal Mass Lesions* by Erich K. Lang; and author of "Bibliographic Control for Tennessee Now: A Look at the Tennessee Numerical Register (TeNR)," *Tennessee Librarian* 29:31-33 (Winter 1977).

He is a member of the American Association of University Professors; the Medical Library Association for which he is the representative to SLA (1977/79); the Southeastern Library Association; and the Tennessee Library Association.

He was the recipient of the Mildred Jordan Scholarship, Emory University (1969).

MARY VASILAKIS is manager, Information Resources, Westinghouse Electric Corporation, Nuclear Energy Systems, Pittsburgh, Pa. She received her BS in biological sciences and chemistry from the University of Pittsburgh; her M Ed in Library Science from Duquesne University, Pittsburgh (1963); she has studied at the Graduate School of Library and Information Sciences, University of Pittsburgh (1965).

She was a research associate, Carnegie Mellon Institute (1949/56). In 1957 she joined Westinghouse Research Corporation as a cataloger, then became assistant librarian, Bettis Atomic Power Laboratory; technical librarian, Atomic Power Division (1963/67). She assumed her present position in 1967. Since 1975, she has been visiting lecturer, Graduate School of Library and Information Sciences, University of Pittsburgh.

SLA Chapter Activities. In the Pittsburgh Chapter, she has been a member, Duplicate Exchange Committee (1961/63); Directory Committee (1962); bulletin editor (1963/65); representative to the Pittsburgh Commerce Institute (1967/69); program chairman and president-elect (1967/68) and president (1968/69); member, Nominating Committee and director (1969/70); chairman, Publicity

Committee, Pittsburgh Conference (1973); member, Hospitality Committee (1973/74).

SLA Division Activities. In the Nuclear Science Division, she was chairman-elect (1965/66) and chairman (1966/67); chairman-elect (1974/75) and chairman (1975/76) Public Utilities Division; and secretary, Library Management Division (1977/78; 1978/79).

Association-Level Activities. She was a member, Professional Standards Committee (1969/70); representative to the American Society for Information Science (1977/78). A member of SLA since 1960.

Other Professional Activities. She is the author of "Classified Material (Security)," *Encyclopedia of Library and Information Science* (1971); "Video as a Service in Special Libraries," *Special Libraries* 64:351-354 (1973).

She has been a panelist at SLA Conference Programs, most recently at the General Session II on the "White House Conference and the Governors' Conferences on Library and Information Services: The Role of Special Libraries" (1978). She lectures on the "Administration of Special Libraries."

She is a member of the American Society for Information Science; The American Library Association, the U.S. Department of Energy Library Working Group (1976-). She was a member of the Planning Committee for the Pennsylvania Governor's Conference on Library and Information Services (1976/77) and is an alternate member of the Pennsylvania Delegation to the White House Conference (1979).

She received the Westinghouse Order of Merit (1977).

Ballots and voting instructions will be mailed from the Association Office in early April.

Officers and Directors who will continue to serve on SLA's Board of Directors in 1979/80 are: Joseph M. Dagnese who automatically succeeds to the office of President. Vivian D. Hewitt who will serve as Past President. Fred W. Roper who automatically succeeds to the office of Chairman, Chapter Cabinet. Patricia Marshall who automatically succeeds to the office of Chairman, Division Cabinet. Floyd Henderson and Doris Lee Schild will serve the third year of their three-year terms (1977/80) as Directors. Beryl L. Anderson and Pat Molholt will serve the second year of their three-year terms (1978/81) as Directors.

Actions of the Board of Directors

Nov 2-4, 1978

The Board of Directors met Nov 2-4, 1978, at the Statler-Hilton Hotel in New York City. The following actions were taken.

Finances—The Fall Meeting of the Board of Directors is concerned mainly with budgetary matters. This year the Board heard from the Executive Director that a year-end deficit was projected. Although dues income was above the budgeted amount, various expenses throughout the year, such as the copyright mailing last January and increased brochure production due to the Governors' Conferences on Library and Information Services, have caused expenses to exceed income. A deficit General Fund Budget is also projected for FY 79. Because of this tight fiscal situation, the Board could approve in principle only the following items: the addition of business phone numbers to the Annual Membership *Directory*; the remaining of a Bylaws Amendments ballot; and a \$5,000 grant for a project of the New Jersey Chapter to produce a slide-cassette program to introduce minority group high school students to special librarianship. Unfortunately, the Board felt that funds were not available at present for these projects. The New Jersey Chapter was asked 1) to seek support for its project from the SLA Positive Action Program for Minority Groups Committee and 2) to investigate the availability of outside funding.

A "barebones" Conference budget was adopted this year at the Fall Meeting because some figures were not yet definite at the time of the Finance Committee Meeting. Final action on this portion of the General Fund Budget will be taken at the 1979 Winter Meeting. At present, a part-time press relations person for the Conference is included in the budget.

Membership—The Manager, Membership Department reported that the third-quarter membership in 1978 showed an increase of 655 members over third-quarter 1977. In view of the increasing membership, the Board agreed that a total of 11,250 members be projected in 1979. This figure is used to estimate income for the Association in the FY 79 budget.

Dues Increase Investigated—After considering the anticipated year-end deficit and

the projected deficit budget for FY 79, the Board asked the President to appoint a Special Committee of the Board to study the need for increased dues and fees. The committee will submit an initial report in June 1979.

Network Advisory Committee—The report of the SLA Representative to the LC Network Advisory Committee resulted in passage by the Board of a resolution expressing the Board's "deep concern about the uncoordinated and unrepresentative planning, development, and current interim management leading to the creation of a national information service network; and that the Board urges the fullest participation and consultation of representatives of the library and information service community at all stages including concept formulation, planning, development, management and eventual governance of the national information service network and its components."

A press release containing this resolution was distributed to the library press and appropriate individuals and organizations.

ERA—Six Chapters sent memorandums to the Board requesting that the Chapter Cabinet resolution of June 1978 [see *Special Libraries* 69 (no. 9):375 (Sep 1978)] be considered at the Fall Meeting. Of these six, three (Southern California, Texas, and Rio Grande) urged the Board to pass a resolution on its own, and three requested that the entire membership be polled on the question of a boycott. The Board voted:

"That the following recommendation be put to a vote of the entire membership by mail ballot: That the Special Libraries Association shall hold no Winter Meetings after 1980 and no Annual Conferences after 1984 in states of the United States that have not ratified the Equal Rights Amendment, or passed their own statewide equal rights legislation, or until such time as the ratification of the present proposed Equal Rights Amendment has occurred; and further that this action not extend beyond Jun 30, 1982, the terminal date of the E.R.A. Extension Resolution (HSJ 638); and that the closing date for the return of the mail votes is to be Dec 15,

1978, pursuant to Article VII, Section 6 of the Bylaws."

A terminal date was added to the original resolution proposed by the Chapters because the Board did not wish to have the membership approve a resolution that would be "punitive in perpetuity." This terminal date coincides with the terminal date of the Congressional extension for ratification of E.R.A. Since Conferences are scheduled six years in advance and Winter Meetings three years in advance, four Annual Conferences and four Winter Meetings would be affected. (See page 53 of this issue for the results of the mail ballot.)

White House Conference Materials—In order to accurately present the position of special libraries at the White House Conference on Library and Information Services, the SLA President was asked to appoint a five-member special committee to begin the preparation of materials for the Conference. The committee will give its first report at the 1979 Winter Meeting.

Education Committee—In 1977 the Board approved the addition of a Manager, Professional Development to the Association staff. In light of this, the Committee on Committees (ConC) was asked to consider a redefinition of the Education Committee. The ConC requested the chairman, Education Committee to suggest a definition. This suggestion and the suggestions of the other committee members and the Manager of Professional Development were also considered. The recommendation of the ConC was approved by the Board. The committee is defined as:

Five members appointed for overlapping terms of three years each; one member shall be the Association's Representative to CLENE.

The Committee shall: 1) analyze the continuing education needs of the Association's members and the educational activities of the Association's units in order that the findings from these analyses may be incorporated into the Association's continuing education program; 2) advise and assist the Association's Manager, Professional Development in planning and evaluating Association-sponsored seminars and institutes for the continuing education of those already in the field; 3) review and endorse

the Association's continuing education program as developed by the Manager, Professional Development. (Association Office contact is Manager, Professional Development.)

Continuing Education Courses—Over the past year it has become increasingly apparent that contractual arrangements between SLA and Continuing Education Course instructors are desirable. Therefore, a letter of agreement with instructors was drawn up and reviewed by SLA's legal counsel. The key section of the agreement states that all materials prepared by the instructor will be considered "work made for hire and the property of Special Libraries Association." The letter of agreement was approved by the Board as an appropriate means of preserving and protecting the unique aspects of SLA Continuing Education Courses.

The Board also reviewed the report of the Education Committee on Regional and Conference Continuing Education Course Fees. It was the consensus of the Board that fees for the courses of \$75 for members and \$100 for nonmembers was in line with the fees for courses offered by other organizations and reasonable for SLA, especially in light of the expenses involved. After some discussion and a review of the present financial situation, the Board voted not to include lunches as part of the fee "unless the lack of local facilities warrants serving lunches."

With an eye to minimizing costs further, as well as tapping the talent of members, the Board decided that SLA members who serve as instructors at Annual Conferences should not be reimbursed for travel and daily expenses.

Nominating Committee Procedures—In response to a report by the 1979 Nominating Committee suggesting changes in the Committee and in the way candidates are chosen, the Board asked the ConC 1) to study the procedures for selecting nominating committees in associations similar to SLA and 2) to make appropriate recommendations to the Board not later than June 1979.

It was hoped that new procedures would enable the Nominating Committee and the Association's electorate to have more first-hand knowledge of the candidates and to allow for more continuity in the operation of the committee.

Standards Committee—In June 1978 the Board dissolved the Standards and Statistics Committee and established two separate committees [see *Special Libraries* 69 (no. 9):376 (Sep 1978)]. The Committee on Committees has been working on the definitions for these two new committees. The definition for the Standards Committee was submitted and approved by the Board in November:

Three members appointed for overlapping terms of three years each. The Committee shall: 1) identify standards for services, facilities, staffs and resources of special libraries and information centers; 2) disseminate to Association members information about standards affecting special libraries and information centers, and 3) serve as liaison between the Association and other organizations concerned with standards. (Association Office contact is the Executive Director.)

The definition of the Statistics Committee will be submitted to the Board for approval at the 1979 Winter Meeting.

Chapter Allotments—The Board approved the recommendation of the Chapter Cabinet Chairman-Elect that Chapter allotments be paid in February 1979. The rates established last year will remain in effect: "\$3.75 per member with the minimum annual allotment being \$400 for a Chapter having total assets of \$1,000 or less at the end of the year, and that those Chapters with total assets in excess of \$8.00 per member (providing this sum is \$1,000 or more) shall initially receive one-half of the year's allotment with the second half available on request of the Chapter."

Fourteen Chapters of the sixteen that initially received one-half of their annual allotments in FY 78 requested the second-half of their allotments later in the year.

Division Allotments—The Division Cabinet Chairman-Elect recommended, and the Board approved, Division allotments for FY 79 at the same rate as for FY 78, i.e., \$2.50 per member. In addition, "the minimum allotment for any Division having total assets of \$1,000 or less at the end of the year shall be \$400, and that those Divisions with total assets in excess of \$8.00 per member (providing this sum is more than \$1,000) shall initially receive half of their allotment for the coming year." The allotment is paid

annually in February. This is the same formula for allotments that was approved in June 1977 for FY 78. Of those Divisions that initially received only half of their annual allotments in FY 78, seven of nine requested the second half later in the year.

Division Activities—The Division Cabinet Chairman reported on the status of Division Scope Notes. Several Divisions or their sections have Scope Notes that are still in conflict. Therefore, the reporting date for the definition of the scope of Divisions was extended to June 1979. In the meantime, scope notes for sections are being considered by the Division Cabinet Committee on Formation and Scope of Divisions.

The Board postponed consideration of the request of the Nuclear Science Division for a name change to Advanced Energy Division until implications of the name change upon other Divisions can be explored.

Nominating Committee for Spring 1980 Elections—The Board voted to elect the members of the Nominating Committee as submitted by the two senior Directors (Aphrodite Mamoulides and Mary Lee Tsuffis). The Committee members will be M. "Jims" Murphy (chairman), James A. Arshem, M. Elizabeth Moore, William C. Petru, and Julia Vance.

Loan Extension—In June 1977 the Board granted a loan of \$6,500 to the Montreal (now Eastern Canada) Chapter to finance the production of the first computerized edition of the *Union List of Periodicals in Montreal Area Libraries and Information Centers*. The initial schedule for this project indicated that the loan could be repaid in November 1978. This has not proven possible because it took longer to obtain replies from all the contributing libraries than expected and the "perennial problem of reliance on volunteer labor." The Chapter felt that the project could be completed in four to five months. Rather than lose all the work done so far, the Board extended the loan for six months. The new repayment date is May 31, 1979.

Seed Money—The New York Chapter publications program consists of two projects: the *Union List* (3d ed.) and the *Special Libraries Directory of Greater New York* (15th ed.). Both have a proven sales value. In order to maintain a cash flow sufficient to carry these projects to completion, the

Chapter asked the Board for a loan of \$10,000 for its publications program. The Board agreed to supply the sum "in such amounts and at such times as it is needed." The loan will be repaid on or before Dec 31, 1979.

Special Libraries Directory Issue—The costs of printing and paper have increased over the years as inflation affected the industry. In addition, the growing membership of SLA has increased the number of pages in each succeeding issue of the SLA Annual Membership *Directory*. Both factors have caused the production costs of the *Directory* to increase considerably since its inception in 1972. In view of the present tight financial situation, the Board decided to publish only the yellow pages and the front matter of the 1979 *Directory* issue. This should result in an estimated saving of several thousands of dollars.

As an alternative to the *Directory* issue of *Special Libraries*, the Board asked the Executive Director to study the feasibility of a for-sale membership directory with business telephone numbers. The format for this directory was not to be limited to print. The Assistant Executive Director will report his findings to the Board in June 1979.

Association Archives—The reorganization of the Association archives has been underway for almost a year now. This task has progressed to the point where it is desirable to begin microfilming items (e.g., Board Minutes from 1909 and following years, and certain Chapter and Division Bulletins) that are in poor condition. In October, AOOC recommended that the Board include \$5,600 in the FY 79 Budget for microprocessing. In view of the need to limit current expenditures, the Board approved \$2,000 to initiate this program.

Dues Reduction for Unemployed Members—Over the past several years, a small number of unemployed Members have

requested special consideration because of their reduced incomes. As a service to these individuals, the Board decided to allow a 50% dues discount on written application. The dues discount is available for a one-year period and is not renewable.

Fall Meeting Dates—The dates of Fall Board Meetings are normally set three years in advance. The 1981 Fall Board meeting will be held Thursday through Saturday, Oct 29-31, 1981.

Because of the dates of the White House Conference on Libraries and Information Services, Oct 28-Nov 1, it was necessary to change the dates of the Fall Board Meeting in 1979. This meeting will be held Oct 25-27, 1979, at the Doral Inn, New York City.

Appointment of Auditors—Since the audit work done by Touche Ross & Company has continued to be satisfactory, the Board reappointed Touche Ross as the FY 78 auditors.

Plenum Award—The Plenum Publishing Corporation Award Committee is exploring alternatives for using the \$1,000 annual award initially offered by Plenum for an original essay. The Committee will report back to the Board at its 1979 Winter Meeting. In the meantime, the Board asked the Executive Director to contact the Plenum Publishing Corporation to see if the \$1,000 would be available to help defray a portion of the extraordinary costs of the 1979 Annual Conference.

Equipment Replacement—At the 1977 Fall Board Meeting amounts were included in the budget for replacement of the Association's photocopying equipment and for the rental of word-processing equipment. Because there was no time in 1978 for comparison of models and prices, new equipment was not installed. At the recommendation of AOOC, money for this equipment was included in the 1979 budget.

(continued)

CHAPTERS & DIVISIONS

Arizona—On Nov 4 the Chapter met at the American Graduate School of International Management in Glendale. The meeting was cosponsored by the ASLA Special Libraries Division. John Anderson, director of the Tuscon Public Library, spoke on "Library Management and Administration."

Baltimore—Members attended a Nov 21 meeting dealing with on-line data bases held at the University of Maryland Health Sciences Library.

Boston—The Chapter held a Nov 1 dinner meeting on "Information Management in 1980" chaired by president-elect Sally Lymberg.

The Dec 7 meeting was held at the County Library and was conducted by Sci/Tech Committee Chairman Eva Bonis.

Central Ohio—Members viewed a slide/tape demonstration on newspaper libraries at a Sep 28 meeting. A tour of the library of the *Columbus Dispatch* followed.

During an Oct 26 meeting Susan Miller, Ohio State University, Columbus, discussed the on-line catalogs and circulation systems used at her library.

On Nov 17 the Chapter held a workshop on "Accessing Unpublished Census Data," conducted by Jack Combs from the Ohio Census Data Users Center. The workshop focused on gaining access to machine-readable data files at the Census Bureau.

Cincinnati—A candlelit wine cellar was the setting for the Chapter's first 1978-79 meeting on Oct. 4. The presentation on "How to Locate Free And Low-Cost Information," was given by Matthew Lesko, president of Washington Researchers, Washington, D.C. The meeting also included a tour of the winery.

On Nov 14 the Chapter held its annual recruitment meeting at the Lloyd Library and Museum, which is known for its collection of journals and books in pharmacy, chemistry, and botany. The meeting included an introduction to the library and a tour of the premises by John Griggs, Lloyd's librarian.

Cleveland—SLA President Vivian D. Hewitt addressed members at the Chapter's Oct 4 meeting. The theme of the meeting was "SLA: The Organization and the Profession."

On Nov 2, members met to discuss "OCLC and the Special Library." The speakers, including Pauline Micciche, head of OCLC Advisory Services Department, explained the process of OCLC access.

Connecticut Valley—Members met in Bridgeport on Oct 17 for a panel presentation on "Sources of Marketing Information."

A Nov 16 meeting concentrated on the process behind the formation of Cooperating Library Service Units (CSLU) and progress reports for each region. Vincent Juliano, acting CSLU coordinator and Vivian Shortreed, chairperson of the CSLU Review Board, were the speakers.

Eastern Canada/Section de l'Est du Canada—"Technical Information and Communications" was the theme of the November meeting, presented jointly by the Canada Institute for Scientific and Technical Information and the Bell Communications Seminar Group.

Florida—Members held a workshop on a systems analysis approach to studying and evaluating library procedures at its meeting on Nov 3-4.

Geography and Map—The Division has published an index to *Bulletins* nos. 71-102, Mar 1968-Dec 1975. The price of the new index is \$5.00 in the United States, Canada, and Mexico; \$6.00 elsewhere.

Indiana—Ray Ewick, Indiana State Librarian, was guest at the Oct 5 meeting in Indianapolis.

Illinois—Members joined with the Chicago Library Club for a meeting on Jan. 18. Dr. Donald J. Sager, Chicago Public Library, was speaker.

A joint dinner meeting with ASIS was scheduled for Feb 12, with guest speaker Dr. Eugene Garfield, Institute for Scientific Information, Philadelphia, Pa.

Kentucky—On Nov 2-3 members met at Natural Bridge State Park. Guest speaker was Bruce Denbo, former director of the University Press of Kentucky.

Louisiana—A workshop on Sep 30 focused on zero-base budgeting. Dr. P. Grady Morein, from the Office of Management Studies, Washington, D.C., was the instructor.

Dr. Seldon Terrant of the American Chemical Society was guest speaker on Oct 5 at a special presentation prior to the regular business meeting. Terrant's topic was "The Handling of Scientific and Technical Information."

Michigan—Copies of the Chapter's fiftieth anniversary membership directory were distributed at the Oct 25 meeting in Ypsilanti.

On Nov 13 members met in the Friends Room of the Troy Public Library, then adjourned to a social hour and buffet dinner.

Minnesota—Roy D. Tally, supervisor, Minnesota Information Network for Educators, spoke on "Computer Teleconferencing" at the Jan 17 meeting in Minneapolis, cosponsored by the Minnesota Chapter of ASIS.

For the February meeting, a discussion of company politics and the librarian was scheduled, with speaker Blaine Cooke, University of Minnesota School of Business Administration, Minneapolis.

New York—"Information Services—Libraries: Differences and Similarities" was the theme of the annual Janus Seminar presented on Jan. 18. The seminar, cosponsored by the Chapter and the New York Metropolitan Chapter of ASIS, focused on the contrast between traditional and innovative ways for librarians and information professionals to serve their users.

New York, Advertising and Marketing Group—A program given on Sep 26 was sponsored jointly by the Group and by the Business and Finance Group. Columnists from leading advertising and business journals discussed information sources used in preparing their work.

New York, Communication Group—The Group sponsored a Nov 16 program on "The Making of a Trade Book," dealing with the treatment of a manuscript through production and marketing.

New York, Documentation Group—The Group and the American Society of Indexers took a one-day trip to Philadelphia on Sep 13 to visit the Institute for Scientific Information and the facilities of the Biosciences Information Services of Biological Abstracts. Members toured workshops and production areas and discussed indexing and editorial

techniques. The Group also sponsored the formation of a Data Base Users Group.

At an Oct 17 meeting, members of the Group discussed "Concepts and Vocabulary in the Data Base World," in order to define the terms which would be used in future discussions.

New York, Social Science Group—A meeting on Oct 24 sponsored jointly by the Group and The Technical Sciences Group invited members to be "at home with the supernatural," during a slide/tape presentation of spirit ritual in Burma given by Dr. Sarah Bekker and her husband Dr. Conrad Bekker.

North Carolina—The Chapter met with the Carolinas chapter of ASIS on Sep 20 for a program entitled "How to Locate Free and Low Cost Information." Matthew J. Lesko, president of Washington Researchers, Washington, D.C., was guest speaker. The meeting was held at the Burroughs Wellcome Company, Research Triangle Park.

SLA President Vivian D. Hewitt was guest speaker at the Chapter meeting on Dec 6, which was held at the Faculty Club, North Carolina State University.

Pacific Northwest—During a Nov 3 meeting at the University of Washington, Seattle, members discussed computerized bibliographic searching. Three speakers presented ideas on methods of on-line searching, hardware for searching, and attitudes of on-line searchers in Washington State.

The first meeting of 1979 took place on Jan 18 with a recruitment meeting for students of the University of Washington School of Librarianship, Seattle.

Philadelphia—"Women and Library Management" was the theme of the Dec 12 meeting. Rachael K. Goldstein, director, Levy Library, Mt. Sinai School of Medicine, New York City, spoke.

Following a Jan 24 dinner at the Faculty Club of Thomas Jefferson University, members heard a program on continuing education programs in Pennsylvania. The speaker was Susan Cady, continuing education project coordinator for the State Library of Pennsylvania, Philadelphia.

Texas—The Engineering Standards Committee has announced the publication of the *Union List of Standards, Specifications, and Codes in Selected Texas Libraries 1978*. The

document lists the holdings of seventy-eight selected special, public, and academic libraries in Texas. The price is \$15.00. Write: Edith P. Grisham, 3219 Rice Blvd., Houston, Texas 77005. Make checks payable to Texas Chapter, SLA.

Toronto—The group assembled for a dinner meeting at Town Hall on Sep 21 followed by a panel discussion of "Effective Communication with Patrons in Special Libraries."

Members shared wine and cheese with visiting members of the Eastern Canada Chapter at an Oct 13 gathering at the University of Toronto. Billed as "Subject Night," librarians met with other librarians in their subject field.

Herbert White, professor in the Graduate Library School of Indiana University, conducted a seminar on "Advanced Library Management" on Oct 20 at the University of Toronto.

On Nov 23 members toured the museum in the Academy of Medicine, Toronto. They

then heard a presentation on reference service from Beryl Anderson, Chief of Library Documentation at the National Library.

Upstate New York—The Chapter held a Sep 23 meeting in Syracuse. The topic was "Relations with Management." The Western New York Association of College and Research Libraries and the Chapter cosponsored an Oct 21 meeting on micrographics.

Virginia—Members met at the Institute of Textile Technology in Charlottesville for a tour of the library and labs, followed by a business meeting. The group sponsored a workshop on assertiveness training in Richmond on Oct 14.

Colonial Williamsburg was the sight of a Dec 2 gathering. Members were given a tour of the audiovisual library and related facilities. Films were shown and a discussion on the storage and retrieval of pictures followed.

SLA Members Approve ERA Boycott Motion

Members of the Special Libraries Association have approved by mail ballot the motion that the Association will hold no Meetings or Conferences in states that have not ratified the Equal Rights Amendment, or in states that have not passed their own statewide equal rights legislation (see p. 47 for exact wording of the resolution). This motion affects the locations of Meetings scheduled after 1980 and Conferences scheduled after 1984; legally binding contracts have been negotiated for all earlier meetings. The SLA Bylaws require that at least 40% of those eligible to vote must return their ballots for the poll to be valid. Of the 10,600 members voting, 51% returned ballots. Approximately 69% of these ballots were in favor of the motion.

NCLIS Honors McKenna

The National Commission on Libraries and Information Science (NCLIS) has passed a resolution honoring the career of the late Frank E. McKenna, Jr., who until his recent death was Executive Director of the Special Libraries Association.

At its meeting in Los Angeles on Dec 7 and 8, 1978, NCLIS praised McKenna's career and his contributions to the library field and issued the following resolution:

Resolved, that the National Commission recognize the distinguished career of Dr. Frank E. McKenna, Jr., in the service of the library profession and convey its sympathy and condolences to his family.

MEMBERS IN THE NEWS

Elizabeth B. Austin, formerly librarian, Computer Services Library, San Francisco . . . now a librarian, Safeway Stores, Inc., Oakland, Calif.

Mary A. Austin . . . indexer, Information Access Corporation, Los Altos, Calif.

Nancy R. Baltis, head librarian, Syntex U.S.A. . . . appointed to the Advisory Committee, School of Library and Information Studies, U.C. Berkeley.

Patricia Berger . . . named chief, Information and Services, Environmental Protection Agency, Washington, D.C.

Kay Berteau . . . became assistant librarian public services, Washington University School of Medicine, St. Louis, Mo.

Dianne Lee Bish, formerly reference librarian, Business and Finance Department, Detroit Public Library . . . appointed Administrator, Novi Public Library, Novi, Mich.

Keith Blair, Convair Aerospace Division, General Dynamics Corporation, San Diego, Calif. . . . retired.

Sherry Blomely . . . appointed law librarian, Jones, Byrd, and Howell, Atlanta, Ga.

Shirley Brother . . . named library services program officer, Office of Libraries and Learning Resources, Office of Education, Washington, D.C.

Carolyn P. Brown, formerly chief, Information Services Section, National Bureau of Standards . . . named chief, User Services Branch, Library and Information Services Division, National Oceanic and Atmospheric Administration, Rockville, Md.

Lael L. Bush, formerly librarian, Rooks, Pitts, Fullager, and Poust, Chicago . . . appointed librarian, Sonnenschien, Carlin, Nath, and Rosenthal, Chicago.

Gail A. Calvert . . . appointed interpretive services librarian, Medical College of Georgia Library, Augusta.

Corrinne Campbell, supervisor, Boeing Company's Renton Technical Library, Seattle, Wash. . . . elected chairman, Washington Library Network Executive Council.

Carmela Carbone, reference librarian, Engineering Science Library, New York City . . . named head, reference department.

Diana Carey, supervisor, Boeing Company's Kent Technical Library, Seattle, Wash. . . . appointed vice-chairman, Program Committee, Governor's Conference on Library and Information Services.

Stan W. Carlson, medical library director, Unity Hospital, Fridley, Minn. . . . elected president, North Central Chapter, American Medical Writers Association.

Kenneth D. Carroll, School of Library Science, Atlanta University . . . received the 1978 SLA Metals/Materials Division Award.

Ethel Chamberlain . . . appointed law librarian, Hindry and Meyer, Denver, Colo.

Lois Anne Colaianni, director of libraries, Cedars-Sinai Medical Center, Los Angeles, Calif. . . . elected president-elect of the Medical Library Association.

Linda Davis . . . joined information services group, research operations, Norwich-Eaton Pharmaceuticals, Norwich, N.Y.

Melvin Day . . . chosen head of National Technical Information Service, U.S. Department of Commerce.

Marian Z. Debardeleben, formerly information scientist and technical writer, Philip Morris Research Center, Richmond, Va. . . . promoted to research scientist.

Ann de Klerk, formerly head, Engineering and Science Library, Carnegie-Mellon University, Pittsburgh, Pa. . . . now associate director, university libraries.

James Dygert, formerly documents librarian, Drexel University, Philadelphia, Pa. . . . promoted to business and administration librarian.

Elyse A. Eisner . . . indexer, Information Access Corporation, Los Altos, Calif.

Robin GIngerich Frank, formerly technical information specialist, Science and Education Administration, Technical Information Systems (SEA/TIS), U.S. Department of Agriculture . . . named head, food and nutrition information center, SEA/TIS.

Bernard Fry, dean, Indiana University Graduate Library School, Bloomington . . . recipient, with coauthor Herbert White, of ASIS 1978 Best Information Science Book of the Year award for *Publishers and Libraries: A Study of Scholarly and Research Journals*.

Tom Galvin, dean, Graduate School of Library and Information Services, University of Pittsburgh . . . elected vice-president, president-elect of American Library Association.

Lois Godfrey, librarian, Los Alamos Science Laboratory, University of California . . . elected president, New Mexico Library Association.

IN MEMORIAM

Dorothy Bemis

Dorothy Bemis, elected to the SLA Hall of Fame in 1960, died on Jun 30, 1978. She had been an active member of the Association and its Chapters for 53 of her 88 years. A former first vice-president of SLA for two terms (1933-35), Bemis also established the Lippincott Library at the University of Pennsylvania, as well as three other business finance libraries.

Bemis studied at Oshkosh State Teachers College and Columbia Teachers College; she later received her library certificate from Pratt Institute School of Library Science in 1916. She went on for further work at Temple University, 1933-34 and 1938-39.

Bemis began her professional life in New York City, serving first in the New York Public Library (1916-18) and then in the Library of the Guaranty Trust Company of New York (1918-21). She was a pioneer in the field of business and finance librarianship. She organized, established, and headed three business finance libraries, two of which are now major libraries of their kind. After beginning the Bank of Charleston Library in 1919, she came to Philadelphia in 1921 to establish the library of the Federal Reserve Bank of Philadelphia, where she was head from 1921 to 1925.

Bemis was considered by many to be one of the guiding spirits of the Association during the growth years of the 1930s. In addition to her SLA vice-presidency, she was also chairman of the Membership Committee (1921-22); chairman of the Financial Group (1923-24); chairman of the University and College Departmental Libraries Group (1934-35); and member of the SLA Nominating Committee (1936-37).

She also served two terms as president of the Special Libraries Council of Philadelphia (1929-31) and led the 1931 Conference on Placement and Personnel Problems in the Special Libraries Field.

In December 1933, Bemis was chosen director of the Trade Association Projects, administered by SLA and supported by a \$7,500 appropriation from the Carnegie Corporation of New York. The program was designed to establish new libraries and reorganize existing facilities among trade associations in order to expand special library services.

Her association with the Wharton School and with the University of Pennsylvania began in 1927 when she was engaged by Dean Emory R. Johnson to create a library for the Wharton School students and faculty. The library that she developed was named in honor of Joanna Wharton Lippincott, Joseph Wharton's daughter. Under Bemis' able administration the library assembled research materials and specialized literature for the study of different kinds of business and economic questions. Bemis and her staff understood the importance of aiding students and faculty in the use of these specialized materials. In keeping with this approach, she was



The Evening Bulletin, Philadelphia

responsible for setting up a vigorous library-orientation program. Over the years she strove to keep the objectives of the library compatible with those of the Wharton School. Her personality was the key to cooperation with the Wharton School faculty, with the University Library administration, and with other special libraries in the area.

In 1952, after 25 years of distinguished service, Bemis resigned as librarian of the Lippincott Library to devote herself exclusively to the responsibility of administration librarian for the university libraries, a post which she had held concurrently with that of librarian of the Lippincott Library from 1945 to 1952. Working with Dr. Charles W. David, director of the university libraries, she played a vital role in the reorganization of the University of Pennsylvania libraries system between the years 1945 and 1958. She established personnel policies for the University of Pennsylvania libraries which had far-reaching effects throughout the Philadelphia area and elsewhere. She recruited for librarianship and was consistently successful in attracting many persons of excellent qualifications to the profession. She retired from the University in 1958 after an outstanding career covering 31 years.

Among her published works was the article "How Shall We Classify the Special Library?" [*Special Libraries* 23 (no. 3):103-107 (Mar 1932)].

In recognition of her excellence and her contributions to the special library profession she was presented the Achievement Award in 1960 by the Philadelphia Chapter of the Special Libraries Association. The same year she was named to the Hall of Fame at the 51st Special Libraries Association Convention held in Cleveland. Because of her characteristic sense of duty and responsibility, she received this honor in absentia rather than miss the opening of the renovated Falls of the Schuylkill Library. She was the chairman of the committee which had planned this opening.

She set such a high standard as a professional librarian and as a human being that her influence has had an inspirational effect upon all with whom she came in contact. Dorothy Bemis will be sadly missed by her colleagues, her former staff, and her many friends.

Eleanor B. Allen
Lippincott Library
University of Pennsylvania
Philadelphia, Pa.

SLA Announces

1979 Regional Course Program

Special Libraries Association has announced its Regional Continuing Education Program for 1979. Two one-day courses, entitled "Micrographics in Special Libraries" and "Organizational Behavior: The Role of the Special Librarian," will be offered in various regions of the United States and Canada.

The Regional Program is part of SLA's developing Continuing Education Program. In June 1978 the SLA Board of Directors approved a plan for continuing education course sequences in management, communications, and technology. In order to make this program more accessible to the entire membership, the Board included a Regional Program, as well as the Annual Conference courses.

This Continuing Education Program is not a continuation of the Regional Pilot Program. The new program is designed to be an Association-wide function, to be financed in the same manner as the annual Conference. Under the Pilot Program, cooperating Chapters were asked to split fees with the Association; only members of the cooperating Chapters were invited to attend the seminar. The new program allows members from several Chapters in each region to attend, so that fee splitting is not feasible. In addition, net earnings from well-attended regional courses in metropolitan areas can help offset the expenses of courses in less densely populated areas.

The objective of the Association is to make the Continuing Education Program self-sufficient. SLA assumes all expenses for the program and handles details such as speakers' fees and travel, publicity, costs of course materials, and space rental fees.

Since SLA offers a centrally administered education program, the Association will qualify to award nationally recognized Continuing Education Units. Granting these units is the first step toward full accreditation of the Association's program by the Council of the Continuing Education Unit.

The schedule for the 1979 Regional courses is as follows:

Micrographics in Special Libraries
Mar 9. West Coast Regional Course,
Los Angeles

Mar 30. Ohio Valley Regional
Course, Pittsburgh

Apr 27. Southeastern Regional Course,
Atlanta

Instructors will be Don Avedon, vice-president, R&D, Microfilming Corporation of America, Sanford, N.C. (Mar 9 and Apr 27 sessions); Bonnie Canning, vice-president, Micronet Corporation, Washington, D.C. (all three sessions); and Franklin I. Bolnick, president, Microfilms Sciences Corporation, New York City (Mar 30). The purposes of the course are 1) to acquaint special librarians with the current state of the art; 2) to examine the formats, costs, and use of micrographics in special libraries; and 3) to discuss the implications of the micrographic revolution for users of special libraries. The course includes fundamentals of exposing and processing the image, quality control, indexing, and coding.

Organizational Behavior: The Role of the Special Librarian

Instructor, time, and location to be announced.

The course will 1) examine the organization as a social system; 2) analyze the impact of various organizational structures on work attitudes and behavior of special librarians; and 3) teach special librarians techniques for improving their service, status, and influence with their organization. The course covers the development of organizational structure; corporate interaction among peers, supervisors, and subordinates; and leadership.

The fee for a Regional Course is \$75 for SLA members and \$100 for nonmembers. Nonmembers may credit \$10 of their registration fee toward membership dues. The fee includes all course materials and registration. Each registrant will receive an SLA Continuing Education Certificate and earn 0.6 Continuing Education Unit.

Chapters and members interested in having a course scheduled should contact Dr. Mary Frances Hoban, Manager, Professional Development, Special Libraries Association, 235 Park Avenue South, New York, N.Y. 10003.

HAVE YOU HEARD?

OCLC Training Lab

A summer laboratory course designed to introduce librarians to the use of the OCLC cataloging system is now offered by the Graduate Department of Library and Information Sciences of The Catholic University of America. Topics include OCLC history, searching, tagging, and MARC format, as well as 15 to 20 hours of on-line practice. Contact: Dr. John Gilheany, Director of Summer Sessions, The Catholic University of America, Washington, D.C. 20064.

Music Magazine

Music lovers now have a new publication for their interests. *Music Magazine*, only one year old, combines interviews, photo features, book and record reviews, and columns by performers. Editor Ulla Colgrass accepts contributions from interested writers. Subscriptions are \$5 per year from Music Magazine, 60 Sherbourne, Ste. 311, Toronto, Ont. M5A 3X7.

Integrated Core Curriculum

A taped recording of a workshop on the integrated core curriculum, held at University of North Carolina, Chapel Hill, is now available. The workshop was jointly sponsored by the library school of South Carolina, Drexel University, and the University of North Carolina, Chapel Hill. The tapes include opening and closing addresses and the presentations of the three host schools. The cost of the package is \$15.00; available from Fred W. Roper, Assistant Dean, School of Library Science 026-A, University of North Carolina, Chapel Hill, N.C. 27514.

Medical Meetings Directory

The World Information Center has announced the publication of *World Meetings: Medicine*, a quarterly directory of future meetings in medicine. Starting from its first issue in January 1978, the quarterly gives advance information on meetings scheduled for the two-year period after the date of

each issue. Five indexes are offered: 1) subject (keyword), 2) date of meeting, 3) location, 4) sponsoring organization, and 5) deadline date for submission of abstract or manuscript. Subscription is \$60 per year in the United States and Canada, \$62 elsewhere; order from World Meetings Information, Inc., 824 Boylston St., Chestnut Hill, Mass. 02167. (617/731-4440).

LOEX On Its Own

Project LOEX, the national academic library orientation/instruction clearinghouse, has become financially self-sustaining, with memberships available at \$30.00. The project, located at Eastern Michigan University in Ypsilanti, has provided information and loan materials upon request free of charge for the past six years while being supported by a grant from the Council on Library Resources. Institutional memberships now include all clearinghouse services upon request: loan samples from a collection of over 10,000 materials, referrals to some 1,400 library programs, research letters, and newsletters. Contact: Carolyn Kirkendall, Directory, Project LOEX, Library, Eastern Michigan University, Ypsilanti, Michigan 48197.

New ASIS Address

The American Society for Information Science has announced its new address as follows: 1010 Sixteenth Street, N.W., Washington, D.C. 20036. (202/659-36440).

User Education Workshop

The Eighth Annual Workshop on Instruction in Library Use will be held at the University of Waterloo, Ont., May 16-18, 1979. The theme is "Teaching the Use of a Library: Instructional Strategies for Teaching the Use of a Library that You Always Wanted to Know But Were Never Taught." The workshop is organized primarily for librarians from Ontario and Quebec, but a few applications will be accepted from individuals in other areas. Contact: Gerry Meek, Orientation Librarian, University of Waterloo Library, University of Waterloo, Waterloo, Canada N2L 3G1.

Health Sciences Library Survey

The Cabrini Health Care Center, New York City, has prepared the *New York Regional Group/Medical Library Association (NYRG/MLA) Survey of Small Health Sciences Libraries in the New York Metropolitan Area, 1975*. The survey identifies professional practices, working conditions, and common problems of small health sciences librarians in the New York City–New Jersey area. It is available on interlibrary loan from Medical Library Center of New York, 17 East 102nd St., New York, N.Y. 10029.

Media Management Program

San José State University, California, is now offering a media management course which allows media professionals working in schools or libraries to pursue an individualized program at their own pace. The course is based on ideas from the Education Resources Information Clearinghouse (ERIC) on Information Resources. Each student receives a learning kit of publications from ERIC and similar agencies and a syllabus containing course objectives. The total course cost is \$85 including materials. Contact: Dr. James Brown, San José State University, Office of Continuing Education, San José, Calif. 95195.

Summer Courses in Oregon

The University of Oregon College of Education and the university library are offering a program for librarians, archivists, and school library/media specialists during its summer session, Jun 19–Aug 10. Among the offerings will be short courses in archival administration, conservation, preservation, and restoration of materials, as well as in computer-based reference service. Both weekend seminars and full-term courses are scheduled. Contact: Dorothy Latham, College of Education, University of Oregon, Eugene, Ore. 97403 (503/686-3468).

Scientometrics Journal

Scientometrics, An International Journal for All Quantitative Aspects of the Science of Science and Science Policy, a new journal from Elsevier, Amsterdam, will include results of research into the quantitative features and characteristics of science. Emphasis will be placed on investigations in which the development and mechanism of science are studied by means of statistical methods. A free sample copy may be obtained from Dept. 5A, Elsevier Scientific Publishing Co., P.O. Box 330, 1000 AH Amsterdam, The Netherlands.

STAFF DEVELOPMENT

Alpin, John C. and Darlene K. Gerster / Career Development: An Integration of Individual and Organizational Needs. *Personnel* 55(no.2):23–29 (Mar–Apr 1978).

An effective career development process must include three phases: assessment of both employee and organizational needs, transition or individual development, and integration of individual and organizational needs through an ongoing relationship between the employees and the career development staff. The authors outline four basic conditions necessary for a successful career development program.

Cook, David R. / Improving Employee Development Programs. *Personnel Administrator* 23(no.7):38–40 (Jul 1978).

The author describes a method of long-range planning for employee development which requires three basic steps: identification of skills needed; analysis of employee skills; and selection of the method for development of skills. Employee input is included in the analysis phase with some negotiation of study method and schedule possible. Sample charts shown.

Dyer, William G. / What Makes Sense in Management Training? *Management Review* 67(no.6):50–56 (Jun 1978).

Reviews the controversy of universal vs contingency or situational management behavior models and its effect on management training. Identifies from research findings specific behaviors that characterize effective managers. Provides a framework within which a management training program can be designed and lists design conditions and requirements for a successful program.

Hastings, Robert E. / Career Development: Maximizing Options. *Personnel Administrator* 23(no.5):58–60 (May 1978).

The career development program of one organization is described. Concentrating on a good career match for each individual—even if that means joining another company—the program includes career assessment workshops, counseling sessions, and an outplacement service for those who want to pursue careers elsewhere. Basic to the program is the concept that management must not be afraid to lose good people whose interests would be best served elsewhere.

Lederer, Victor / Motivational Programs—Or How You Can Get More Out of You. *Administrative Management* 39(no.9):30-32, 37, 40-42 (Sep 1978).

Motivational programs examine the relationship of people with the work they do, in contrast to training programs, which cover the nuts and bolts of business. Motivational material comes in many forms from books and films to courses and retreats. The article describes several programs including specific films and other materials useful for such programs.

Lederer, Victor / Decision Making: Should Employees Get In on the Act? *Administrative Management* 39(no.9):51-52, 58-62 (Sep 1978).

Describes some of the pros and cons of participatory management (PM), particularly as it is being applied to BEA Associates, a large New York investment firm. While it appears to work successfully there for both employees and company, the author points out that PM is not for every company, nor for every individual.

Love, Sydney F. / When Priorities Close In. *Management Review* 67(no.4):50-53 (Apr 1978).

When there are too many high-priority tasks for the time available, one solution is to apply the division principle, i.e., do each task to the threshold value and then divide the remainder of the available time among them all. Several examples of the application of this principle are given.

Odiorne, George S. / How to Succeed in MBO Goal Setting. *Personnel Journal* 57(no.8):427-29, 451 (Aug 1978).

Research shows many errors, particularly in goal setting, made by companies in applying MBO. The author queried MBO administrators in management development from twelve organizations whose programs were considered successful. The consensus of their ideas is given in twenty-seven steps that can be taken to avoid errors of the past and arrive at the best possible goals.

Spaulding, William E. / Undiscovered Values in Meetings. *Journal of Systems Management* 29(no.6):24-27 (Jun 1978).

There are subtle though important benefits to be derived from meetings. Ways in which meetings can be designed to highlight these

benefits are described. Details relating to timing and seating arrangement, for example, can make a difference. A leadership style built on openness is essential.

Von Bergen, Clarence W. and Raymond J. Kirk / Groupthink; When Too Many Heads Spoil the Decision. *Management Review* 67(no.3):44-49 (Mar 1978).

The authors acknowledge the benefits of group decision making but point out pitfalls in the method. Symptoms of "Groupthink," a dysfunctional consequence of a group interaction, are described, and guidelines for preventing it are presented.

Walters, Roy W. / You Can't Develop Another. *Training and Development Journal* 32(no.9):38-41 (Sep 1978).

Too much time has been spent trying to develop managers. The best a company can do is set up conditions for self-development. For present employees it is recommended that greater responsibilities and more frequent occasions for decision making be given, especially when their own management development is involved. For new employees, the author recommends an orientation seminar in which the participants plan a long-range development program rather than learn the technical details of the operation.

"Who Is Responsible for Employee Career Planning? . . . A Personnel Symposium." *Personnel* 55(no.2):10-22 (Mar-Apr 1978).

The human resources executives from eight outstanding corporations discuss the attitudes of their companies toward employee career planning. During the past few years companies generally have changed from an authoritarian, paternalistic approach to the concept that each individual is responsible for his own career development. Problems occur when the employee is not ready or willing to take on such responsibility, and when managers react negatively to the employee who "doesn't salute the flag."

Lucille Whalen

COMING EVENTS

Mar 13-16. Office of Management Studies, Association of Research Libraries, Library Management Skills Institute . . . Atlanta. Fee: \$200. Contact OMS, Association of Research Libraries, 1527 New Hampshire Ave., N.W., Washington, D.C. 20036 (202/232-8656).

Mar 21-24. Statistical Methods for Professional Librarians, Workshop . . . University of Minnesota, Minneapolis. Fee: \$150. Contact: John Vollum, Program Director, 222 Nolte Center, 315 Pillsbury Drive, S.E., Minneapolis, Minn. 55455.

Apr 1-7. National Library Week.

Apr 9. NELINET Government Documents Task Group Workshop . . . University of Lowell, Mass. Contact: David C. Heisser,

Documents Librarian, Wessell Library, Tufts University, Medford, Mass. 02155.

Apr 16. Library Association of the City University of New York, 14th Annual Conference . . . Statler Hilton Hotel, New York City. Theme: The Information Industry and the Library—Competition or Cooperation? Also sponsored by Special Libraries Association and New York Library Association. Registration: \$20 members, \$22 others. Contact: Colette Wagner, LACUNY Institute Publicity, LaGuardia Community College Library, 31-10 Thomson Ave., Long Island City, N.Y. 11101 (212/626-5518).

Apr 23-26. Association for Population/Family Planning Libraries and Information Centers-International . . . 1979 Annual Meeting, Philadelphia Sheraton. Contact: Dorothy Kaufman, Secretary, APLIC-International, 165 South Second Ave., Clarion, Pa. 16214.

REVIEWS

Classification and Indexing Practice, by K. G. B. Bakewell. Hamden, Conn., Shoe-string Press, 1978. ISBN 0-208-01671-6.

K. G. B. Bakewell's stated purpose is "to examine in some detail" how libraries use "classification and/or indexing systems" and this is precisely what the book accomplishes. Most of the libraries are British, but there is a scattering of North American, Indian, and African libraries represented.

Bakewell devotes one chapter to each of the five major classifications (DC, LC, UDC, Bliss, and Colon), giving a brief description of the system, case studies of its use in specific libraries, and minimal conclusions. Another chapter describes other systems, and two chapters discuss alphabetical subject analysis. A concluding chapter describes some reclassification programs, currently a problem in many British libraries. An interesting appendix gives actual class numbers from the five systems as they have been assigned to ten titles in some of the libraries visited.

The result is a handbook on contemporary British classification and its problems. Much of the information about the actual use of the systems in individual libraries is not available elsewhere, although the non-

British material seems to be from secondary sources. Nonbook materials are included as an integral part of library resources, and their treatment is of particular interest. In some sections, I found the extracts from the schedules and their revisions hard to absorb, but they are important to the classification specialist.

The chapters on UDC and Bliss are especially valuable for readers in North America where it is uncommon to find them in use for shelf arrangement. Comments from practitioners and users are of great interest to librarians here who usually forget that there are more than two choices in classification.

In citing reactions he found in the libraries used as case studies, Bakewell maintains a neutral reporter's attitude, which he states is his intention. However, I wish he had been less neutral. Where he has summarized his findings and quoted evaluative comments, we learn more than from uncritical presentation of practices. His conclusions about the Colon classification are more evaluative and add depth to our picture of how Colon works in actual use.

The two chapters on alphabetic subject analysis seem to me less successful. Bakewell has tried to cover too much in too little space, and the result is a superficial treatment of indexing and subject heading practices of limited value to either the novice or the expert. The most valuable parts describe

subject analysis in library catalogs which do not rely on an authority list such as LCSH or MeSH. There are innovative approaches which might help solve the problems facing U.S. libraries and their subject access.

The evidence of these case studies demonstrates that, given a chance, any librarian will try to improve any classification just a little—or a lot. British libraries are now beginning to feel the effects of the availability of centralized, standardized cataloging and classification; on-line bibliographic data systems are coming next. They will

have to make the same agonizing decisions that are being made here. Are local variations in classification, however ingenious, justifiable to an overworked staff, to the users, and to the budget directors? Bakewell has described the state of British classification today; I hope he produces a second report in approximately ten years.

Jane E. Stevens
School of Library Service
Columbia University
New York, N.Y.

In-Basket Simulation Techniques: A Sourcebook. edited by Martha Jane K. Zachert. State College, Pa., Association of American Library Schools, 1978. 76p.

Simulation teaching is real world, problem centered (the favored learning mode for adults), and practical. These elements, according to editor and chapter author Zachert (1), contribute to the high motivation of the learner when this teaching methodology is employed. The in-basket exercise, "the easiest of the simulation techniques to become accustomed to," is the focus of this sourcebook. The following excerpt from the book will explain the in-basket exercise and provide a sample of the clarity and logic of this helpful little volume:

Now, to more specifics of in-basket use, let's consider the nature of in-basket materials. These materials are representations of the paperwork faced by a worker at any level in an organization, both the paperwork that comes to that worker and that which the worker sends to others. The technique can be used for learning about any position in an organization that requires paperwork. If we accept the idea that paperwork is part of the routine work in virtually every library position, then the in-basket technique becomes a useful vehicle for conveying the reality of library work to learners. An individual's in-basket in a real situation is a gateway to . . . attention, and ultimately, it is a gateway to . . . decision making and action.

In Chapter I, "A Primer on the Use of In-Basket Techniques," Zachert provides a concise and readable review of simulation teaching and the in-basket technique. A second chapter deals with the design of in-basket materials and other, *much* briefer, sections provide an annotated bibliography on in-basket exercises and a selected bibliography on memo writing.

The balance of this volume is made up of six in-basket exercises on a variety of subjects and settings. Two take place in school media centers and one each in an academic library, a learning resource center, and a special library. The last example, a combination of in-basket and role play, involves the evaluation of reference and bibliographic services. While some of the exercises have specific goals, instructions, suggestions to the instructor, and guides to discussion, each serves as a fine model of an in-basket exercise so that new material can be generated to meet a specific need in any learning situation.

Those who teach, those who plan continuing education programs, and those who would like to see the day when adult learning is improved have an obligation to own this reasonably priced and informative book. Originally presented as a continuing education program of the Association of American Library Schools in January 1978, this paperbound, photo-offset effort can bring continuing education into your office or home. It could, and very well might, serve as the impetus which would lead you to write one or more in-basket exercises and thus share your experience for the continued learning of others.

1. Zachert is the author of *Simulation Teaching of Library Administration*. New York, R. R. Bowker Co., 1975, which was reviewed in *Special Libraries* 67(nos.5/6): 282(May/June 1976).

James M. Matarazzo
School of Library Science
Simmons College
Boston, Mass.

PUBS

(79-001) **Current Serials Received.** British Library, Lending Division. (April 1978). Annual. £10 in UK, surface mail in Europe and outside Europe, £14 air-mail outside Europe. ISSN 0309-0655, ISBN 0-85350-170-X.

Annual listing of all serials currently received by the British Library Lending Division. The 1978 edition has 50,000 titles arranged in three alphabetical sections: all titles excluding Cyrillic serials, Cyrillic serials (titles are given in the Roman alphabet), and cover-to-cover translations of Cyrillic serials. Available from British Library, Lending Division, Boston Spa, Wetherby, West Yorkshire LS23 7BQ, England.

(79-002) **Directory of Interlibrary Loan Policies and Photocopying Services in Canadian Libraries.** Ottawa, Canadian Library Association, 1978. 88p. \$12.00. ISBN 0-88802-119-4.

For each library, the following data are given: loan periods for various types of materials, restrictions on loans, loan charges; time required to secure photocopies, charges and method of payment for photocopying services. Arranged by province. Available from: Canadian Library Association, 151 Sparks Street, Ottawa, Ontario K1P 5E3.

(79-003) **Directory of Libraries Providing Computer-Bases Information Services in the New York Metropolitan Area: A Selected List, 1978.** New York, New York Metropolitan Reference and Research Library Agency (METRO), 1978. 72p. (METRO Miscellaneous Publication no. 17). \$10.00 (\$15.00 if an invoice is required). ISSN 0076-7018.

Two main sections: a list of libraries with computer terminals, indicating which data bases are accessed and restrictions on use; a list of data bases, with descriptions and lists of libraries subscribing to each. Subject index included. Available from METRO, 33 West 42nd Street, New York, N.Y. 10036.

(79-004) **Federal Government – Executive Branch** (Energy Directory Update Service). New York, Environment Information Center, 1978. 135p. \$35.00. LC 74-79869.

Describes 427 energy-related Executive Branch agencies. Each entry includes address, telephone number, energy functions and responsibilities, key personnel and public information officer. Access by an alphabetical (name) index and a subject index. Available from: Environment Information Center, 292 Madison Avenue, New York, N.Y. 10017, 212/949-9471.

(79-005) **Library Use Instruction in Selected American Colleges.** Miller, Stuart Wayne. Champaign, Ill., University of Illinois Graduate School of Library Science, 1978. 47p. \$2.00. (GSLs Occasional Papers, no. 134). ISSN 0073-5310.

"This paper briefly describes the development of this concept and discusses current programs of

library use instruction in 13 American colleges. Course-related instruction appears to be the favored method . . . but there appears to be no consensus among librarians on the general principles of library use instruction." (From the abstract). Available from: Occasional Papers, Publications Office, 249 Armory Building, U. of Ill. GSLS, Champaign, Ill., 61820.

(79-006) **Australian Scientific Societies and Professional Associations,** 2d ed. Crump, Ian A., ed. Melbourne, Commonwealth Scientific and Industrial Research Organization, 1978. 226p. A\$7.50 (microfiche A\$3.75). ISBN 0-643-00282-0.

Directory of 400 associations in the fields of science and technology, including agriculture and medicine. Each entry includes: address, name of secretary, subdivisions, affiliates, history, purpose, activities, publications, library, awards, and membership. Indexes to acronyms, names, publications, awards, and publications. Available from: CSIRO Editorial and Publications Service, P.O. Box 89, East Melbourne, Victoria, Australia 3002.

(79-007) **Communications and the United States Congress: A Selectively Annotated Bibliography of Committee Hearings, 1870-1976.** Brightbill, George D. Washington, D.C., Broadcast Education Assn., 1978. 178p. \$4.00 prepaid (\$3.20 if more than ten copies are ordered).

Bibliography of hearings pertaining specifically to the broadcast media; including, in addition, hearings on subjects—such as newsmen's privilege and obscenity—which pertain to all the communications media. Appropriations hearings are included. Arranged chronologically, with a subject and name index. Available from: Broadcast Education Assn., 1771 N St., NW, Washington, D.C. 20036. Check payable to "BEA/Congressional Bibliography."

(79-008) **Periodicals Administration in Libraries.** Mayes, Paul, ed. Hamden, Ct., Linnet Books, 1978. 158p. \$10.00. ISBN 0-208-01675-9, LC 78-8456.

Seven essays on the management of periodicals collections. Topics covered: types of periodicals, bibliographic control, selection and acquisition, physical forms and storage, use, and promotion. Intended for both practitioners and students.

(79-009) **Information Work with Unpublished Reports.** Holloway, A. H. and others. Boulder, Colo., Westview Press, 1977 (London, Andre Deutsch, 1976). 302p. \$18.50 (Institute of Information Scientists Monograph Series). ISBN 0-89158-717-9, LC 76-43306.

Covers unpublished reports originating from both government and private sources. Topics discussed include production of reports, sources and acquisition, processing and abstracting, indexing and retrieval, SDI, microforms, automation, storage, and management of the information center.

Marie Dooling

special libraries

Now online . . .

Conference Papers Index

The source for the latest scientific and technical information presented at meetings and conferences around the world.



Since 1973, **Conference Papers Index** (formerly called *Current Programs*) has published the source information needed to retrieve scientific and technical papers presented at meetings and conferences throughout the world. CPI not only publishes this invaluable

information . . . frequently as much as a year in advance of traditional journals . . . but includes information that may never be recorded elsewhere in print.

Retrieval information is provided for papers presented in the fields of the **life sciences, medicine, engineering and technology, chemistry,** and the **physical sciences.**

In addition to information about the papers presented, CPI includes the names of authors, addresses (when available), advises you of publications issued or planned for issuance . . . and provides details for securing pre-prints, reprints, abstract booklets, and proceedings volumes. Conference names, locations, sponsors, and dates also are included.

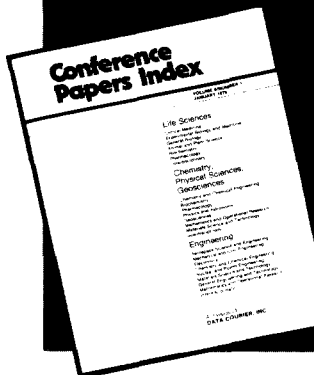
Now, the entire source file of more than 500,000 scientific and technical papers cited from 1973 forward is available **online.**

Return the coupon today for more information about CPI online and a

FREE SAMPLE ISSUE

Conference Papers Index

Another information product of
DATA COURIER, INC., the data base company
620 South Fifth St. • Louisville, KY 40202
Phone: 502/582-4111



CONFERENCE PAPERS INDEX
620 South Fifth St. • Louisville, KY 40202

- YES Send a free, no-obligation issue of **Conference Papers Index** and more information about CPI services.
- YES Send me a free **CPI User Aid** to aid my online searching.

Name _____

Organization _____

Address _____

City: State _____ Zip _____

Moore-Cottrell can help you lower the cost of your periodicals — and make life easier for you too!!

A recent study indicates that each separate purchase order issued by a library costs between \$10 and \$18 to process, not to mention the additional record keeping. By receiving one annual consolidated invoice from Moore-Cottrell, instead of many from individual publishers, you will save time... and money.

With Moore-Cottrell you pay ONLY for the services you receive. Our sophisticated computer system can handle any special requirements you may have — and we offer a variety of efficient time and money-saving services as well. Here are a few:

Standing Order Review list

Our standing order service differs from other "till forbid" systems because it is tailored to fit your individual needs.

Express Lane Service

We have a special computerized department that processes small orders (5 or fewer subscriptions) in less than a week. Any domestic order with 1, 2, or 3 titles is automatically given Express Lane Service.

Foreign Journal Delivery

For our customers who require speedy delivery of foreign journals, we can arrange for delivery at less than half the regular airmail postage cost, and often within a few days after local European delivery has been made.

Quarterly Publications

Moore-Cottrell publishes a quarterly "Periodical Update" to keep you current on new titles, discontinuances, name changes, frequency changes, etc., while our customer newsletter "Periodically Speaking," keeps you informed about new Moore-Cottrell

services and items of interest in the library field.

Local Representatives

In addition to our facilities in North Cohocton, N.Y., Moore-Cottrell has offices in 5 regional locations staffed with representatives trained in servicing the needs of libraries.

If your periodical needs are expanding while your budget remains the same, give Moore-Cottrell the chance to make good on our word. We welcome the opportunity to quote on your list — with no obligation on your part.

Write to...

Moore-Cottrell Subscription Agencies, Dept. Q-1, North Cohocton, New York 14868; or call us toll-free at 800-828-6301.

Moore-Cottrell

The Nation's Most Experienced
Periodical Subscription Service

NEW! LIBRARY SUPPLIES CATALOG

88
PAGES

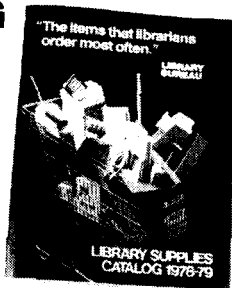
- CARDS
- TRAYS
- STEP STOOLS
- BOOK JACKET COVERS
- LABELS
- BOOK TRUCKS
- TAPE
- CANVASS BAGS
- BOOK POCKETS
- INTERLIBRARY LOAN FORMS
- CARD CATALOG CABINETS
- CABINETS FOR Filmstrips, Slides, Cassettes, Records, Tape Reels, Films
- MICROFILM AND MICROFICHE CABINETS

HUNDREDS OF OTHER ITEMS

For a free catalog, write to:

 **Library Bureau**

801 PARK AVE., HERKIMER, N. Y. 13350



PLACEMENT

"Positions Open" and "Positions Wanted" ads are \$2.00 per line; \$6.00 minimum. Current members of SLA may place a "Positions Wanted" ad at a special rate of \$1.50 per line; \$4.50 minimum.

In each membership year, each unemployed member will be allowed a maximum of two free "Positions Wanted" ads, each ad to be limited to 5 lines including mailing address (no blind box addresses), on a space available basis.

There is a minimum charge of \$11.00 for a "Market Place" ad of three lines or less; each additional line is \$4.00. There are approximately 45 characters and spaces to a line.

Copy for display ads must be received by the first of the month two months preceding the month of publication; copy for line ads must be received by the tenth.

Classified ads will not be accepted on a "run until cancelled" basis; twelve months is the maximum, unless renewed.

Special Libraries Association reserves the right to reject any advertisements which in any way refer to race, creed, color, age, or sex as conditions for employment.

* *

POSITIONS WANTED

MLS, BA (Chem)—Pos. in Chem. or other sci.-related library. Exp. with on-line searches, lib. automation, classif. construction. Chicago area only. C. Worster, 1566 Oak, Evanston, Ill. 60201; 312/793-3870, 312/328-6478.

POSITIONS OPEN

Head Librarian/Information Specialist, Industrial Bank of Kuwait (IBK) K.S.C., P.O. Box 3146, Safat, Kuwait. To plan, develop, organize, and coordinate information services and activities of the IBK Library. Responsible for the administrative and professional functions of the library. Areas of direct responsibility include manual and computerized systems, especially business and industrial references, literature searching, indexing, retrieval, and training of staff.

Qualifications: M.S. in Library and Information Science from an accredited graduate school. Holders of an M.B.A. or M.S. in related fields in addition to the degree in library science are preferred. A minimum of five years' experience in business or industrial libraries.

Conditions of Employment: Two-year contract, salary competitive depending upon experience and qualifications. Adequate housing and settlement allowance. Air travel, plus baggage and freight allowance, for appointee, spouse, and three children under 18, from place of origin and back upon appointment and termination. Annual 45-day paid vacation (round trip air tickets to place of origin for appointee and dependents mentioned above). Group life and health insurance. There is no income tax; currency is freely transferable.

Send full résumé and three letters of reference to: Dr. Fuad Abdullah, Industrial Bank of Kuwait, P.O. Box 3146, Safat, State of Kuwait.

Reference Librarian for Science and Technology—Texas A&M University Libraries (new vacancy). Rank and salary commensurate with qualifications and experience. Requires an ALA accredited M.L.S.+ academic background in the sciences, preferably physical sciences or engineering and/or equivalent experience; three years professional experience, preferably in an academic library. Duties include: providing general reference service with emphasis on Science and Technology Collection; assisting in collection development in science and technology. Position offers 10.5 month appointment with faculty rank. Available immediately. Contact Pamela Walton, Texas A&M University Libraries, College Station, Tex. 77843 (713/845-6111).

* *



PUBLICATIONS FROM UNITED NATIONS

STANDING ORDER

Libraries, organizations, or institutions usually find it more effective to place standing orders for recurrent titles, titles by category or all United Nations publications rather than to order single copies. By ordering once you can be sure of receiving the same automatic shipment of publications accorded to the official delegations to the United Nations.

SEND FOR OUR CATALOGUES, which give a complete description of the United Nations publishing programme and are available free of charge:

- United Nations Publications in Print
- Standing Order Service Brochure
- Microfiche Price List

UNITED NATIONS PUBLICATIONS
Room A-3315
New York, N.Y. 10017

UNITED NATIONS PUBLICATIONS
Palais des Nations
1211 Geneva 10, Switzerland

**We make
a little
go a long
way.
Give.**

 **Red Cross.
The Good
Neighbor.**

POSITIONS OPEN

Head, Biological Sciences Department—Shields Library, University of California, Davis. Responsible to the assistant university librarian for public services for the management of the Biological Sciences Department. Plans, coordinates, and directs the activities of the department, which include the following services: information services, on-line information retrieval, educational services (instructional) program, and liaison with the faculty in agriculture and the biological sciences. Coordinates development of agricultural and biological sciences collections that are housed in the Shields Library with the assistant university librarian for collections. Must have a graduate degree in librarianship (or its equivalent) from an ALA-accredited institution. Undergraduate and/or graduate training in a life sciences discipline is especially desirable, as is familiarity with on-line information retrieval techniques. Applicants should have at least 8 years of experience, which should include substantial work in biological sciences information services and collection development and at least 2 years experience in a supervisory capacity. Appointment will be made at the associate librarian rank, salary \$15,840 to \$22,788, dependent upon experience. Applicants should send résumés and names of four references to Wm. F. McCoy, Associate University Librarian, 108 Shields Library, University of California, Davis, CA 95616. Final filing date Apr 1, 1979.

Science Reference Librarians. Two reference positions available in new 7-story, 300,000 volume Science and Engineering Library. Assignments include reference, departmental liaison, collection development, some responsibility in a technical area. MLS required. Prefer science subject background and experience in science library. Faculty status, TIAA/CREF. Rank: Librarian 2. Salary: Dependent on experience. Positions open Jun 16, 1979. Send résumé and names of three references to Allene F. Schmitter, Director of Libraries, Washington State University, Pullman, WA 99164. Application review will begin Mar 1, 1979. WSU is an Equal Opportunity, Affirmative Action Employer.

* * *

Please mention *Special Libraries* when dealing with our advertisers.

THE MARKET PLACE

Ten Free Ballpoint Pens. If you're in acquisitions, we'll send you ten blue-ink ballpoint pens free . . . to introduce you to our free, efficient, indefatigable booksearch service. For free pens and no-obligation details, please write on letterhead. Bookfinders General, Inc. Penthouse C-3, 145 E. 27 St., New York, N.Y. 10016.

Learn About Tomorrow . . . Today! Send for free 72-page catalog of books, periodicals, tapes, and other information about the future. World Future Society, Dept. AK, 4916 St. Elmo Avenue, Washington, D.C. 20014.

U.S. Government Publications—Out-of-print. We buy, sell, and exchange. S. Ward, La Plata, Md. 20646. Wanted: Monthly Catalog before 1967.

Back Issue Periodicals—Scientific, Technical, Medical and Liberal Arts. Please submit want lists and lists of materials for sale or exchange. Prompt replies assured. G. H. Arrow Co., 4th & Brown Sts., Philadelphia, Pa. 19123.

Foreign Books and Periodicals—Specialty: Search Service. Albert J. Phiebig Inc., Box 352, White Plains, N.Y. 10602.

INDEX TO ADVERTISERS

American Chemical Society	4A
Chemical Abstracts Service.....	10A
Data Courier, Inc.	13A
Engineering Index	7A
Environment Information Center, Inc.....	2A
F. W. Faxon Company, Inc.....	11A
Gulf Publishing Company	6A
Highsmith Company.....	4A
Institute for Scientific Information	Cover II
Library Bureau	14A
Marquis Who's Who, Inc.	8A
Mechanical Engineering Publications, Ltd.	11A
Moore-Cottress Subscription Agencies	14A
Pergamon Press, Inc.	Cover IV
Science Media.....	Cover III
Special Libraries Association.....	1A, 12A
United Nations Publications, Inc.....	15A
University Microfilms International	5A

Instructions for Contributors

General Information

Special Libraries publishes material on all important subject areas and on all methods and techniques for "Putting Knowledge to Work." New and developing areas of librarianship, information science, and information technology are sought. Informative papers on the administration, organization and operation of special libraries and information centers are solicited. Scholarly reports of research in librarianship, documentation, education, and information science and technology are appropriate contributions. Bibliographies and bibliographic essays, discussions, and opinions that are intended to be authoritative or that reflect original research are also published. Professional standards, salary information, education, recruitment and public relations are other representative subjects for inclusion. Controversy is not shunned.

As the official journal of the Association, *Special Libraries* also publishes reports of business of the Association and its subunits, as well as news of its members and for its members.

Contributions are solicited from both members and non-members. All papers submitted are considered for publication. Papers are accepted with the understanding that they have not been published, submitted, or accepted for publication elsewhere. *Special Libraries* employs a reviewing procedure in which manuscripts are sent to two or three reviewers for comment. When all comments have been received, authors will be notified of acceptance, rejection, or need for revision of their manuscripts. The review procedure will usually require a minimum of eight weeks.

Types of Contributions. Three types of original contributions are considered for publication: full-length articles, brief reports or communications, and letters to the editor. New monographs and significant report publications relating specifically to library and information science are considered for critical review. Annotations of the periodical literature as well as annotations of new monographs and reports are published—especially those with particular pertinence for special libraries and information centers.

Editing. Manuscripts are edited primarily to improve the effectiveness of communication between the author and his readers. The most important goal is to eliminate ambiguities. In addition, improved sentence structure often permits the readers to absorb salient ideas more readily. If extensive editing is indicated by reviewers, with consequent possibility of altered meanings, manuscripts are returned to the author for correction and approval before type is set. Authors can make additional changes at this stage without incurring any printers' charges.

Proofs. Authors receive galley proofs with a maximum five-day allowance for corrections. One set of galley proofs or an equivalent is provided for each paper. Corrections must be marked on the galley, not on the manuscript. At this stage authors must keep alterations to a minimum; extensive author alterations will be charged to the author. Extensive alterations may also delay publication by several issues of the journal.

Manuscripts

Organize your material carefully, putting the significance of your paper or a statement of the problem first, and supporting details and arguments second. Make sure that the significance of your paper will be apparent to readers outside your immediate field of interest. Avoid overly specialized jargon. Readers will skip a paper which they do not understand.

For each proposed paper, one original and three copies (in English only) should be mailed to the Editor, *Special Libraries*, 235 Park Avenue South, New York 10003. The manuscript should be mailed *flat* in an envelope of suitable size. Graphic materials should be submitted with appropriate cardboard backing or other stiffening materials.

Style. Follow a good general style manual. The University of Chicago Press *Manual of Style*, the style manual of the American Institute of Physics, along with the American National Standards Institute (ANSI) Standard Z39.16-1972, among others, are appropriate.

Format. All contributions should be typewritten on white bond paper on one side only, leaving 1.25 inches (or 3 cm) of space around all margins of standard, letter-size (8.5 in. × 11 in.) paper. Double spacing must be used throughout, including the title page, tables, legends, and references. The first page of the manuscript should carry both the first and last names of all authors, the institutions or organizations with which the authors were affiliated at the time the work was done (present affiliation, if different, should be noted in a footnote), and a notation as to which author should receive the galleys for proofreading. All succeeding pages should carry the number of the page.

Title. Begin the title with a word useful in indexing and information retrieval. The title should be as brief, specific, and descriptive as possible.

Abstract. An informative abstract of 100 words or less must be included for full-length articles. The abstract should amplify the title but should not repeat the title or phrases in it. Qualifying words for terms used in the title may be used. However, the abstract should be complete in itself without reference to the paper or the literature cited. The abstract should be typed with double spacing on a separate sheet.

Acknowledgments. Credits for financial support, for materials and technical assistance or advice may be cited in a section headed "Acknowledgments," which should appear at the end of the text or as a footnote on the first page. General use of footnotes in the text should be avoided.

Illustrations. Finished artwork must be submitted to *Special Libraries*. Follow the style in current issues for layout and type faces in tables and figures. A table or figure should be constructed so as to be completely intelligible without further reference to the text. Lengthy tabulations of essentially similar data should be avoided.

Figures should be lettered in India ink. Charts drawn in India ink should be so executed throughout, with no typewritten material included. Letters and numbers appearing in figures should be distinct and large enough so that no character will be less than 2 mm high after reduction. A line 0.4 mm wide reproduces satisfactorily when reduced by one-half. Most figures should be redu-

cible to 15 picas (2.49 in.) in width. Graphs, charts, and photographs should be given consecutive figure numbers as they will appear in the text. Figure numbers and legends should not appear as part of the figure, but should be typed double spaced on a separate sheet of paper. Each figure should be marked *lightly* on the back with the figure number, author's name, complete address, and shortened title of the paper.

For figures, the originals with three clearly legible reproductions (to be sent to reviewers) should accompany the manuscript. In the case of photographs, four glossy prints are required, preferably 8 in. × 10 in.

References and Notes. Number all references to the literature and notes in a single sequence in the order in which they are cited in the text. Cite all references and notes but do not insert reference numbers in titles or abstracts.

Accuracy and adequacy of the references are the responsibility of the author. Therefore, literature cited should be checked carefully with the original publications. References to personal letters, abstracts of oral reports, and other unedited material may be included. However, the author should secure approval, in writing, from anyone cited as a source of an unpublished work. Be sure to provide full details on how such material may be obtained by others.

References to periodicals should be in the order: authors, article title, unabbreviated journal name, volume number, issue number, inclusive pagination, and date of publication.

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).

Full-Length Articles

Articles may range in length from about 1,000 words to a maximum of 5,000 words (up to 20 typed double spaced manuscript pages). Provide a title of one or two lines of up to 35 characters plus spaces per line.

Insert subheads at appropriate places in the text, averaging about one subhead for each two manuscript pages. Keep the subheads short (up to 35 characters plus spaces). Do not use more than one degree of subheads in an article. Provide a summary at the end of the article.

Write a brief author note, and include position title and address. In the author note, include information concerning meetings, symposia, etc., where the paper may have been presented orally. Also submit recent glossy black-and-white photographs of the authors.

Brief Communications

Short reports or communications will usually be less than 1,000 words in length (up to 4 typed double-spaced manuscript pages). List the authors on the last page of the text in the form of a signature and include a simple mailing address.



SCIENCE MEDIA

presents . . .

AN OUTSTANDING AUDIOVISUAL PROGRAM IN THE LIBRARY SCIENCE SERIES

A GUIDE TO CHEMICAL ABSTRACTS

Patricia J. Delks, M.L.S.

From AAAS, Science Books & Films, May 1978:

"This high-quality slide-tape presentation describes Chemical Abstracts clearly for the beginning or intermediate undergraduate chemistry student and is also suitable for students in related scientific disciplines. The author does an especially good job of explaining the new innovations in Chemical Abstracts which made their first appearance with the 9th collective index. The slides are of excellent quality, suitable for classroom projection or individual viewing on a small 2x hand viewer. Compared to another presentation published by the American Chemical Society on the use of Chemical Abstracts, this program is much shorter and less detailed, but of comparable quality and excellence. The two presentations could be used to complement each other at various stages of an instructional program. A "must" for all chemistry instructional programs."—Judith A. Douville

This outstanding program in the Library Sciences follows a parallel format to other programs in the series. Organization and history of the index structure are discussed first. Examination and use of the Index Guide and the various indexes are accomplished in an actual search on the subject, "firefly luminescence". A newspaper article pertaining to firefly luminescence has been included with the program materials for background information. Good search procedures are, of necessity, included in the discussion. The search concludes with an examination of an abstract pertaining to firefly luciferin. The structure and composition of the citation are discussed in detail. A series of questions (and answers) at the conclusion of the presentation provide additional reinforcement.

The materials were developed for both classroom use and auto-tutorial study and emphasize the practical use of this important reference work. As a consequence, the program will prove to be a valuable addition to the industrial library as well.

Program materials consist of a set of 43 visuals in 35mm slide format, audio cassette (approximately 25 minutes in length and pulsed with audible signals for manual slide advancement and 1000 Hz subaudible signals for automatic slide advance equipment), 8 page text and article reprint. Price: \$100.00

Other programs in the Library Science Series include:

A GUIDE TO BEILSTEINS HANDBUCH \$100.00
A GUIDE TO SEARCHING THE BIOLOGICAL LITERATURE \$165.00

Orders may be placed directly with Science Media, P.O. Box 910F, Boca Raton, Florida 33432. Phone: 305/391-0332. Prices are FOB, Boca Raton. Foreign Orders: Add \$15.00 to your order for airmail postage and handling. Remittances must accompany all foreign orders.

YOU'RE SPECIAL

And as a special library, you have special needs. Here are two ways we can help you to meet these needs.

ANY BRITISH BOOK IN PRINT

Any British book in print, except those published in U.S. editions, may be obtained through The British Book Centre. As official distributor for many British publishers, we stock some 100,000 books and maintain a special Import Order Service for titles for which U.S. rights have not been sold to other U.S. publishers. Among our new titles offered this season by The Centre are a number of reprints, reissues, and titles published abroad earlier this year but not published or distributed in the U.S. on a regular basis.

We are especially proud to announce that The British Book Centre is now the exclusive U.S. distributor of the world-renowned genealogical reference works published by *Burke's Peerage Limited*.

THE BRITISH BOOK CENTRE [BBC]
A Division of Pergamon Press, Inc.

YOUR ONE-STOP SOURCE FOR ALL SCIENTIFIC AND TECHNICAL BOOKS, ENCYCLOPEDIAS AND REFERENCE WORKS OF ALL PUBLISHERS

Briefly, this service consists of regular bi-weekly mailings, on 3 x 5 cards, with accurate advance information from more than 1,200 of the world's leading publishers, and learned as well as professional societies. These cards contain full bibliographic data, publication date, and cost in U.S. dollars. Short factual descriptions of the contents and special features are also classified into subject categories of the Universal Decimal Classification System for quick retrieval.

This systematic Advance Bibliographic and Information Service is available to Public, Special and University Libraries, Educational and Research Institutions, and Industrial Establishments with the ability to cover all your special and urgent needs.

MAXWELL SCIENTIFIC INTERNATIONAL [MSI]
A Division of Pergamon Press, Inc.

To place an order, or for further information on each of the above services, please write to us at the address below.



PERGAMON PRESS, INC.
Maxwell House, Fairview Park
Elmsford, New York 10523