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Special Libraries, March 1980

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March 1980, vol. 71, no. 3

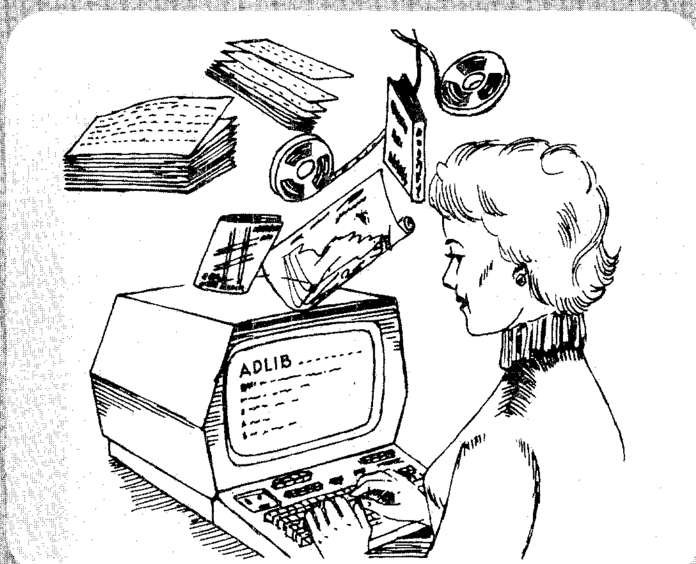
New Special Libraries

Sci-Tech Information Network

Freedom of Information

Zero Base Budgeting

An Automated Transportation Library



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At Age 70—is SLA Ready for the 1980s?

This statement by SLA President-Elect James B. Dodd is presented in relation to the dues increase to be voted on by the members at the Annual Business Meeting. SLA President Joseph M. Dagnese's statement appeared in the Feb 1980 issue of *Special Libraries.* A statement by SLA Executive Director David R. Bender will appear in the Apr 1980 issue.

You read in the last issue of *Special Libraries* the report on the White House Conference on Library and Information Services. In the same issue you also read about the proposed increase in our Association membership dues. Are those two reports related? They certainly are.

These are exciting times to be working in the library and information fields. Changes are occurring rapidly in our profession. The White House Conference is both symptom and cause of the changes. The problem for all library and information personnel, particularly for special librarians, is whether we will exercise any degree of control over the changes that will so drastically affect all of our jobs or whether we will be completely controlled by them.

The White House Conference was not an end in itself, nor did it occur in a vacuum. Neither do we manage our libraries and information programs in a vacuum. The activities, decisions, and changes that are taking place will affect every one of us on our jobs and in the ways we obtain and use information in our private lives whether we like it or not.

Professional and trade associations serve a number of purposes. In SLA we talk about member services. One of the most important member services that can be provided is to give the members the clout of collective action that is much more effective than a multitude of individual actions alone. Most effective, of course, is collective action in conjunction with individual actions.

Over the years, SLA has largely been a self-help organization—one of its great strengths, up to a point. I certainly do not want to espouse a membership attitude that exclusively implies, "Let the Association do it for us." But the Association has gained great strength and reaped many benefits in recent years by employing professionals from other fields to handle Association activities formerly handled by Association members who had neither the time nor frequently the experience to do them. This factor is quite visible in the areas of conference and exhibit planning and management, continuing education programs, and publications.

The do-it-yourself syndrome has caused members to adopt a strong introspective attitude toward what the Association could and should do. Our primary concerns have been how we could do our jobs better on a here-and-now, day-by-day basis. This attitude can be explained and justified, in part, by the independence of a large portion of SLA's members who are not directly dependent for their funding on political and bureaucratic realities except for those in their own organizations.

But now, with seeming suddenness, we find ourselves in the midst of the political arenas, both nationally and internationally. And while the current political climate and activities still do not directly affect the funding of many of our libraries, they certainly affect our operations. For one thing, many special libraries were pioneers in the utilization of the changing technologies of information handling. Those technologies are receiving close political scrutiny now that they are becoming more commonplace. SLA's productive involvement in the copyright law revision needs no further documentation here, but it was just the first of many very important pieces of federal legislation pertaining to information that have come along. Among them are the proposed National Library Act, revision of Title 44 affecting the Government Printing Office, the proposed National Periodicals Center, and the newly established U.S. Department of Education. Who knows what will be next. SLA cannot afford **not** to take an active role in the development of such legislation.

But this involvement in the legislative and political processes will require funds that the present level of Association budgeting cannot provide without substantial changes in direct-member services. SLA should have an official and permanent presence in Washington and in Ottawa. (We will have to continue our do-it-yourself efforts in the state and provincial capitals.) We ourselves should be proposing legislation and taking the initiative more frequently.

As we emerge more and more from the cocoon of introspective activities and move into more and more involvement with and control over the factors that affect our profession, are we and the Association capable of doing what needs to be done? We should be! Oklahoma State Representative Hannah Atkins, speaking to us at the Honolulu Conference last June, called SLA *a sleeping giant*. Do you realize that there are as many special libraries as there are public libraries and academic libraries combined?* We do have the potential for much more effective interaction with other activities and organizations in the information field and with other forces shaping the world of which information is such an important part.

To be able to exercise its potential more effectively the Association needs to be more financially independent. Conflict of interest must not discredit our participation in such activities as having our members testify before legislative committees or other organizations such as NCLIS; participating in standardization activities; international information organizations; governmental advisory bodies; and interorganizational endeavors. SLA should support these activities directly with much less dependence upon the individual member's employer, private grants, sponsoring organizations, the government agencies involved, or members' personal funds for travel and other related expenses.

I have said nothing about inflation and little about member services. Additional direct member services are needed. But, it should be remembered, whatever such services the membership desires cannot be funded by deficit budgeting and the use of reserves.

Easing the Burden

There is one direct member service we hope to provide which would *reduce* the cost of our members' overall professional expenditures and at the same time *increase* the Association's income.

As part of our growing external involvement, SLA will be working much closer than before with other information-related societies, not only on programs, but also on financial matters. You will be reading more about current negotiations authorized by the Board of Directors which should begin to bear fruit in a few months. At the continuing education courses being offered this June between the SLA and MLA conferences, SLA members will be able to register in the MLA courses at the MLA membership rate, and vice versa. Similar reciprocal arrangements are being sought with other organizations with which there is overlapping member interest in continuing education programs. Another topic under negotiation is the extension of reciprocal membership rates for registration at annual conferences and other meetings. Some discussion also concerns membership dues.

If these negotiations are successful, as I believe they will be, the results will more than offset the cost of the proposed increase in our membership dues.

I urge your support of the proposed increase which will be voted upon Jun 11, 1980, at the Association's Annual Business Meeting during the Conference in Washington, D.C.

If we wish to control our own professional destinies, we must be prepared to do so, intellectually, emotionally, and financially.

James B. Dodd
President-Elect, SLA

*The official breakdown is: 3,000 academic libraries, 8,307 public, 12,000 special, and 74,725 school libraries. These figures are taken from Conference on Networking for Networks / *Critical Issues in Cooperative Library Development*. Edited by Barbara Markuson and Blanche Woolls. Indiana Department of Public Instruction, 1979. p. 7.

LETTERS

Microfilm Conversion

Many libraries are undoubtedly considering, or have considered, microform conversion as at least a partial solution to the space crunch. "Looking Back At The Microfilm Decision" by Gloria J. Zamora and Martha C. Adamson [*SL* 70 (no. 4): 179-181 (Apr 79)] provides useful information on one library's use of microfilm as "a successful method of recovering shelf space. . . ."

It is gratifying that user satisfaction with microform conversion was at an acceptable level; however, I am concerned as to the cost of the space saved. The 696 running feet of shelving saved equals about 16 1/2 double-face sections with 14 standard 3-foot shelves. A double-face section occupies about 15 square feet. Therefore, the library saved about 250 square feet. The expenditure of $158,209 for the conversion results in an expenditure of about $630 for each square foot saved. (Some of the expenditure was to fill gaps in holdings, reducing the true conversion cost, but I presume not significantly. Likewise, the cost of maintaining the new space for ten years ($12,500) and the cost of shelving ($1,650) do not significantly affect the overall cost). The monies expended for conversion are about ten times the cost of constructing new space.

If building new space is not feasible, other more cost-effective ways to save space might be the conversion of existing space to compact storage or perhaps the movement of some lesser-used volumes to a remote storage site. For the amount of dollars saved, it would be possible to provide rapid paging access to such compact or remote collections, and/or pay for borrowing from other collections.

How many libraries can justify such a high cost of converting extensive bound volume holdings to microform?

Jack Slater
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The Authors' Reply

Jack Slater's comments are certainly sound if cost effectiveness is the sole criterion for choosing a space saving scheme. But the Air Force Weapons Lab Technical Library is a special library serving a large population of PhD physicists, chemists, and mathematicians accustomed to dashing into the library in mid-experiment.

Accessibility weighed heavily in our decision-making process. Of course, we would have preferred to add a new wing but when that choice was denied us, we felt that a shelving gain of 16% through microfilm acquisition was not insignificant. Since Mr. Slater is an academic librarian, he may not fully appreciate how important 696 running feet of saved shelving is in a library of 4300 running feet. Perhaps we should concede that this is a solution that is suitable only for the small special library.

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What Is a Good Article?

In the May/June 1979 issue [*SL* 70(nos. 5/6): 7A] Ron Coplen asked why *Special Libraries* is so dull and full of boring information? Perhaps, it is because articles which appear in the journal contain little useful information for the librarian who is primarily concerned with improving his or her professional image and job performance. Librarians have been told that a library is like a business. There are customers (patrons), expenses, inventories, and products or services. Any information that helps the librarian improve customer service and reduce expenses while maintaining high levels of inventory use and service quality is wanted.

Of the five articles in the May/June issue, only the article by Barbara Tiberio on the acquisition and exchange of free cartographic materials seems beneficial to the librarian concerned about doing a better job. . . . Are there other readers who share this opinion? What can be done? Perhaps there should be two SLA publications? One with emphasis on library skills, techniques, problem solving, and management and the other containing articles on educational philosophy, counting requests, and the organizational structure and functions of foreign libraries.

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(Letters contd.)

Dead Wrong

In his letter to the editor [*SL* 70(no. 7): 7A (July 79)], Robert Lane states that "Unfortunately, librarians are librarians, not writers." Statements like this are appalling since they assume that writing is no longer considered a basic skill. In addition, he is dead wrong about the writing abilities of librarians. Witness the article by Mildred Myers in the same issue to prove this point.

I do agree with Mr. Lane that the content of *Special Libraries* needs to be improved. He does not state, however, what is wrong with the content as it is today. It is my feeling that too many articles suffer from the "How We Do It Here (HWDIH) Syndrome." While articles like this are valuable, it is very easy to get carried away with them. What is wrong with them is that they add nothing or very little to the development and evolution of the literature. What is needed are philosophical, theoretical and pragmatical articles that use HWDIH as examples and not as the main purpose of the paper.

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Metropolitan Transportation Commission's Automated Data Library

Dian Gillmar

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■ The Metropolitan Transportation Commission Library collection consists of books and reports, statistics on computer tape or tabulations, maps, and in-house material such as minutes and resolutions. The Automated Data Library (ADLIB) is designed to make all information readily available to the Commission, the staff, and to other transportation agencies in the region. The data base design and the process of selecting an automated system to which it could be adapted are discussed. The costs of the automation project are outlined as well as guidelines for the implementation of the regional information network.

THE Metropolitan Transportation Commission (MTC) was created by the California State Legislature in 1970 to coordinate transportation planning in the Bay Area. This involved two activities: 1) the creation of a transportation plan, and 2) the allocation to transit districts in the Bay Area of the Transportation Development Act transit aid funds which originate from a ¼% retail sales tax.

Subsequent state legislation provided that MTC allocate revenues from state-owned toll bridges and 25% of the revenue from the Bay Area Rapid Transit (BART) sales tax to the other transit operators. In addition, MTC has the responsibility for collecting operating statistics from transit operators to insure more effective management.

The basis of the MTC library collection consists of externally generated reports, as well as those resulting from its own studies. The former consists of research reports, as well as transportation plans from other agencies and accompanying technical reports. In addition to the books and reports, there are other types of information which need to be processed and made accessible. For planners, statistics are one of the most important kinds of information. These statistics are often in the form of computer tabs or tapes and include demographic, economic, and social data, as well as travel data and transit operator data such as patronage and revenue figures. Maps are very important to the Commission's work. The region has been completely mapped environmentally and culturally, as well as in reference to transportation.

The Commission meets once a month and produces minutes which record its transactions. In addition, it is divided into Committees which carry on the day-to-day work of the Commission, and these also produce minutes. There are Commission resolutions which mandate internal policy. These resolutions—600 to date—are kept on file in the library.

Both the large quantity of relevant information and the need to make it more readily available to the MTC staff necessitated some form of automation. The Automated Data Library (ADLIB) was created with this in mind. Reports, maps, data codebooks describing computer tabs and tapes, and serials are placed in one file which is accessible by subject, author, or title.

MTC next investigated the use of the INQUIRE System. INQUIRE is marketed by Infodata Systems, Inc., but is available through Boeing Computer Services. A demonstration of INQUIRE was shown at Boeing, consisting of the manipulation of personnel files. It is always difficult to see something as complex as a bibliographic retrieval system in terms of name, department numbers, and vacation time. However, since INQUIRE is a very powerful system, MTC's programmer thought that it would have the flexibility to make it well suited for bibliographic use.

The author obtained from Boeing the names of special libraries that were using INQUIRE and found that there were only a half dozen. Three of the libraries were contacted and all felt that INQUIRE was a superior system for library applications. The libraries used the system through Infodata and depended on the programmers at Infodata to apply the system's capabilities to satisfy their needs. Since all three had found it difficult to communicate their automation needs to Infodata, the author was encouraged to work through the in-house programmer who had assisted in the original data base design and was familiar with translating bibliographic applications into a system design. A former Infodata representative on Boeing's staff was willing to work with the programmer free of charge to adapt the library's needs to INQUIRE.

Both the large quantity of relevant information and the need to make it more readily available to the MTC staff necessitated some form of automation.

As a regional transportation agency, MTC has the responsibility to coordinate its work with the cities and counties in the region, as well as with other agencies engaged in providing transportation services. These include the six transit districts and District 04 of the California Department of Transportation. Therefore, ADLIB was designed to make the information readily available, not only to the Commission and staff, but also to these other agencies. In addition, it was designed to include their information resources.

Since MTC has no computer, it was necessary to locate this capability outside the agency. Several possibilities were considered. The first was the use of the Varian minicomputer, which the Association of Bay Area Governments (ABAG)—a sister agency—had recently purchased. However, it was already heavily committed to handling ABAG's own data processing work.

In order to have a basis for comparison, two other possibilities were considered. One was to join the Research Libraries Information Network. However, this option was quickly rejected. The ADLIB data base is unique in containing citations for materials other than books and reports and, therefore,

Figure 1. Fields for ABAG/MTC Information Catalog-Reference File.

Library Description	Data Description	Search	Size No. of Characters	Comments
1. Call no. Number indicating location of a book on the shelf and distinguishing it from all others.	ID # or shorthand name.	X	16	
				2a-2d—Authority control maintained for both the personal and organization file.
2a. Author (Person)	Creator, person responsible for context.	X	6‡	Personal author indicated by numerical code.
2b. Author (Organization)		X	6‡	Organization shall be indicated by numerical code.
2c. Sponsor (Person or Organization).		X	6‡	
2d. Editor (Person or Organization).		X	6‡	
3. Title	Title		125	
4. Status (Preliminary, draft, final)			6	
5. Edition	Date (Year entered into present form or last date changed)		6	To include edition no.
6. Date (Year)	Date of original data creation (year)	4		
7. Physical description*	Physical form*	X	2	
8. Series statement	Overall study or large framework	X	6	Series title indicated by numerical code.
8a. Series statement no.	Number within overall study		25	
9. Location				
10. Notes	Description or short abstract; includes confidentiality of data		200	
11a. Subject code†		X	40‡	
11b. Keyword‡		X	40‡	Authority control maintained for proper names and places.
12. Serial Holding			16‡	

*See code lists.
†Refer to subject and keyword thesauri.
‡Each term.

would not be useful to RLIN users. ADLB, in turn, stood to gain very little from the information in RLIN because of the specialized nature of its collection. The main purpose was to make ADLIB information accessible to the staff and to other agencies in the nine-county area. A large bibliographic system such as RLIN did not appear to be the vehicle to use in accomplishing these ends.

The second possibility was to use the System Development Corporation's private pack service. One drawback was the $2,000–$5,000 fee to write the initial program. In addition, the service would only provide on-line search capability. With INQUIRE, the batch mode could be searched, thus saving quite a lot of money.

INQUIRE seemed to be the logical system to use. Since ADLIB had its own programmer, with whom Boeing was willing to work, there would be no costs associated with adapting ADLIB to INQUIRE. The decision was, therefore, made to use INQUIRE and to run a pilot program.

One hundred documents were cataloged and the information was keypunched onto cards. After the file was loaded and a few simple searches were made, it was felt that the system was appropriate for the library's needs.

As mentioned earlier, several months were spent designing the data base. The design of the record was determined, i.e., the fields that needed to be included and those that would be searched most frequently. This design was done independently of INQUIRE. As shown in Figure 1, there are two columns, one for Library Description and one for Data Description. Since the information for the data codebooks is slightly different than that for all of the other material, they are treated separately. Fields marked with an "x" will be searched most frequently. The types of material that will go into ADLIB (Figure 2), as well as a listing of the location codes (see Figure 3), are included in the record format. After the decision was made to use INQUIRE, the

Figure 2. Physical Description Codes.

M	MONOGRAPH
MS	MONOGRAPHIC SERIES
P	PERIODICAL
CC	CLIPPING COLLECTION
MP	MAP
PH	PHOTOGRAPHS
CT	COMPUTER TABULATIONS
MF	MICROFORMS
CB	CODEBOOK
DD	DATA DICTIONARY, DATA DESCRIPTION MATERIAL
S	SERIAL
R	RESOLUTION

Figure 3. Physical Location Codes.

MTC LIBRARY	ML
MTC DATA LIBRARY	MDL
MTC MAP LIBRARY	MML
ABAG LIBRARY	AL
ABAG DATA LIBRARY	ADL
ABAG MAP LIBRARY	AML
AC TRANSIT LIBRARY	ACL
BART LIBRARY	BAL
GGBHTD LIBRARY	GGL
S.F. MUNI LIBRARY	MUL
SAMTRANS LIBRARY	SML
SANTA CLARA TRANSIT DISTRICT LIBRARY	SCL

• •

record format was adapted to INQUIRE. The essential design remained the same (see Figure 4).*

As shown in Figure 4, first column, CALLOC consists of the call number and the location symbol. This field is broken into two subfields. When doing a search, the call number is automatically matched with the location symbol for easy access. In addition, the searcher may retrieve a call number directly without knowing the location of the document. The DUMMY field is a safe-

*Copies of authority lists, thesauri, citation sample and example of searches are available from the author.

Figure 4. Inquire Format.

Field Title	Field Description	Number of Characters	Number of Entries
CALLOC	F R	19	A
CALLNO	FK	16	
LOCATION	F	3	
AUTHOR	FP	6	A
TITL	V	125	
EDITION	F	6	
DATE	F	4	
PHYSDESC	FK	2	
SERIES	FP	6	
SERIESNO	F	25	
NOTES	V	200	
KEYWORD	FK	40	A
SUBJECT	FK	40	A
DUMMY	F	200	
SERHOLD	F	16	A
AUTHNAME (AUTHOR)	C	75	
SERINAME (SERIES)	C	75	
END		1200	

guard, in case another field is ever needed for additional information. The fields AUTHNAME and SERINAME are decode fields. These decode fields provide the capability to translate the numerical codes for author, and so on, into the name.

"F" and "V" in the second column refer to the number of characters in each field. "F" means fixed and indicates that space for the number of characters is maintained regardless of number used. "V" means that a field is of variable length. For example, TITLE can be up to 125 characters, but fewer characters will use less space. Conserving space is desirable in a bibliographical system.

The fields that represent search fields are indicated by "K", keyed fields, or "P," prefix key fields. The information in a keyed or prefix key field is extracted from the record and established as an index term. Fields that are not designated keyed fields can still be searched. They are searched sequentially. Search fields are assembled into selection criteria by logical connectors, "and," "or," and "and not."

The third column heading, "Number of Characters," indicates number of characters in the field. Under "Number of Entries" (4th column), the "A" indicates that these are repeating fields. There may be an unlimited number of entries in these fields, i.e., as many keywords may be used as are necessary. The fields AUTHNAME and SERINAME are decode fields. "C" indicates this.

A great deal of consideration was given to the design of the thesaurus. At first, the use of unlimited keywords was considered, but it was felt that it would be impossible to maintain control over such a list. The final decision was to use a two-level searching mechanism, which is described briefly in F. W. Lancaster's book, *Vocabulary Control for Information Retrieval.** The fields of planning and transportation are broken down into broad categories called subject codes. These are used in conjunction with an unlimited number of keywords taken from the document. There are 14 subject codes in the field of transportation and 86 in the field of planning, exclusive of transportation. In searching, the use of the subject

*Lancaster, F.W. / *Vocabulary Control for Information Retrieval.* Washington, D.C., Information Resources Press, 1972. 233 p.

codes gives context and the use of keywords gives specificity.

Special files which were considered necessary are:

1) An authority list. This lists all people, organizations, and series names with their numerical equivalents. Numbers were assigned to names to assist in standardizing entries. The list is sorted both alphabetically and numerically.
2) A shelf list.
3) Subject code listings, as well as a listing of all keywords alphabetically arranged.
4) A listing of all subject codes with the keywords that have been used in conjunction with them.

The most recent library acquisitions were indexed into the system first. It took six months to index and enter 2,500 citations. The next six months were spent entering the previously cataloged collection and indexing and entering citations for the maps, codebooks, and data dictionaries. The total number of citations is 5,000. The computer cost for entering this material averaged $1.74 per citation.

During the first year of operation, the monthly cost for using INQUIRE has averaged $785. This has included a $60 per month storage charge for an unlimited number of records, plus the cost of querying the file, as well as the development and maintenance charges. The average cost of a query has been between $2.50 and $3.00. Maintenance and development charges tended to be high once the file was expanded because, even though INQUIRE is a powerful system, it was not solely designed to handle bibliographic files, and there were numerous details to work out in the adaptation process. It is anticipated that future costs will average $500 per month. The total investment in the design of the system and the first year of use is estimated to be $30,000. The breakdown of costs is as follows: $10,000, computer time; $10,000, computer programmer; and $10,000, professional librarian.

Since INQUIRE is prohibitively expensive for certain processes, ADLIB is designing some of its own programs and running them through local computer facilities. These include: 1) sorting and printing of shelf lists and title listings; 2) preparation of thesauri; and 3) maintenance or authority lists.

It was soon evident that the initial commitment of management to setting up ADLIB was only a beginning. Once the initial loading was completed, it became imperative that the librarians keep up with incoming information and get it into the system as promptly as possible. In addition, they need to keep abreast of MTC's work to be certain that the material in the file is as relevant to the Commission's information needs as possible.

It became imperative that the librarians keep up with incoming information and get it into the system as promptly as possible.

The marketing effort involved in presenting ADLIB to the staff has been very important. The staff needed to be made aware that with a system such as ADLIB, all kinds of information (reports, maps, statistical files, and so on) can be brought together quickly and efficiently, before a project gets under way so that they can be as informed as possible. In this way, adequate time for research and data collection can also be provided for those information needs which ADLIB is not able to meet.

At the present time, ADLIB is being extended to serve the six major transit operators in the Bay Area. Of the six, one operator has a library which is inadequately indexed because of a shortage of staff. Three others have small research collections which are not indexed but which they would like to have accessible. The other two operators wished to be able to search ADLIB but did not have reason to input material into the file. With ADLIB, the Commission was in a position to offer four of the operators a vehicle for processing their information and to provide them with access to MTC's own collection. All of the operators could query the expanded file. Because the emphasis in transit operations has shifted from being strictly operational to more stress on planning and research, as a result of federal policy, the creation of an information network in the field of transportation with the operators as the first participants was especially timely.

An agreement was reached whereby ADLIB would furnish the six operators with a terminal, supervise the indexing, and assume the computer costs involved in developing and maintaining the data base. They in turn, would provide space and shelving, a part-time clerical person to index and update the file, and assume financial responsibility for querying the file.

A "tailor-made" automated information system is not an easy thing to put together. However, the library now has a system that can handle its unique information processing and retrieval needs, as well as one that can be made available to other agencies whose needs parallel its own.

Acknowledgement

Shirley Rodenborn, MTC's systems analyst, was able to cross professional boundaries and apply her technical knowledge to bibliographic work so that a regional information network could be created.

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Toward a Better Understanding Of New Special Libraries

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■ Research undertaken to explore and better define the phenomenon of the new special library is described. Growth rate, types of organizations that establish new special libraries, where they are located, and the specific pressures or events that spark establishment are documented. Factors relating to goals, management relations, management attitudes, users, economics, and politics are assessed in terms of their importance to the new special library in its first years of life. Conclusions are drawn regarding the role of SLA and its public relations, consultation, employment and education programs in fostering the establishment of successful new special libraries.

THE CONTINUING GROWTH in the existing number of special libraries has been a significant characteristic of the modern special library movement over the entire 60 years of its history. Even the influence of another, less pleasant, characteristic—the frequency with which special libraries go out of existence—does not diminish the vigor of the formation of new special libraries.

Despite our awareness of the new special library phenomenon and the important part it plays in the growth potential for special libraries as a whole, we actually *know* little about it. This is not to say we do not understand anything about how and why special libraries begin. Common sense, intuition, and years of experience have provided some implicit assumptions on which we draw when called upon to describe this phenomenon of growth. Intuition and common sense also tell us that this phenomenon is likely to continue, and that there is still a potential for growth in the number of special libraries.

Edward Strable raised the question of SLA's involvement in fostering the growth of new special libraries as one of the larger issues of the profession during his Special Libraries Association presidency in 1972–73 *(1)*. His discussion centered on these questions: Are we doing nearly enough to stimulate the establishment of new special libraries to serve the large segment of the population that does not have any special professional information services in their work-related lives? How do we attack the problem more effectively than we now are doing? Strable's questions drew a spectrum of response which ranged from examples of specific activities underway in certain Chapters to arguments against the continued proliferation of small, ineffectual company libraries *(2)*.

About two-and-a-half years ago Strable again raised these questions, addressed this time to the Illinois Chapter. He proposed that the Chapter initiate a special project to study the origins of new special libraries and the means by which they might be more effectively encouraged. The Committee on New Special Libraries (CONSL) was formed to undertake the project (see the Appendix for a listing of Committee members).

CONSL first examined the "lore" or empirical knowledge of new special libraries, surveying not only the professional literature for prior research and articles, but also the messages on the value of special libraries which SLA has directed to management through its publications and articles. CONSL then undertook a series of research projects designed to test this knowledge and to provide further insights on such questions as:

- How many new special libraries are there?
- What is the growth rate of new special libraries?
- What kinds of organizations do these new special libraries serve?
- What are the influences which operate to bring them into existence?
- What are the influences or factors at work during the early years of life that help the new special library become successfully established or that lead to its failure?
- Are there patterns of factors or common factors which can be identified and used to stimulate the establishment of new special libraries and ensure their success?

The Illinois Chapter area was used for the research. This decision was based both on convenience and on the wide spectrum of organizations found throughout the Chapter area.

Three studies, employing various research techniques, were conducted:

1) A census of new special libraries in the Illinois Chapter area, conducted by mail questionnaire;
2) In-depth interviews with librarians and managers from organizations that had successful new special libraries, and similar in-depth interviews with librarians who had been involved with new special libraries that had failed.
3) A study of selected critical factors in new special libraries, again studied by mail questionnaire.

This report synthesizes the results of CONSL's investigations, committee discussions, and conclusions.*

The Demography of New Special Libraries

While the primary purpose of the census of new special libraries was to identify such libraries for further research, the results of the census are of interest in themselves since they provide the basic dimensions of the universe of new special libraries in the area.

*The full report of this study, entitled *New Special Libraries: A Summary of Research*, is available from Special Libraries Association, ISBN 0-87111-271-X.

Fifty-six new special libraries were reported to have been established in the Illinois Chapter area in a period of just over five years, that is, between Jan 1, 1973 and Mar 1978. Measuring the rate of new library establishment over this period produces a 5-year growth rate of 27%, which is in the range suggested for somewhat earlier periods by Kruzas (25% in the five-year period 1963–68) and Woods (16.7% between 1964 and 1970) *(3)*.

The majority of new special libraries—48 or 86%—are located within the Chicago metropolitan area. Of these, two thirds are in the city; the one third in the suburbs correspond to the trend of organizations to locate outside the central city.

Not-for-profit organizations accounted for 40% of the new special libraries. This was influenced by the large number of health science libraries, although not-for-profit organizations in other subject areas also contributed to the total. In terms of broad subject area, business accounted for 19 new special libraries; science-technology, 16; the health sciences, 10; and law, 5 new special libraries. Six other subjects in the social sciences and humanities accounted for the remaining 6 new special libraries.

The Pre-Establishment Period

What situations and attitudes occur in organizations and lead to the establishment of a library? Part of CONSL's research was directed toward obtaining information about these influences.

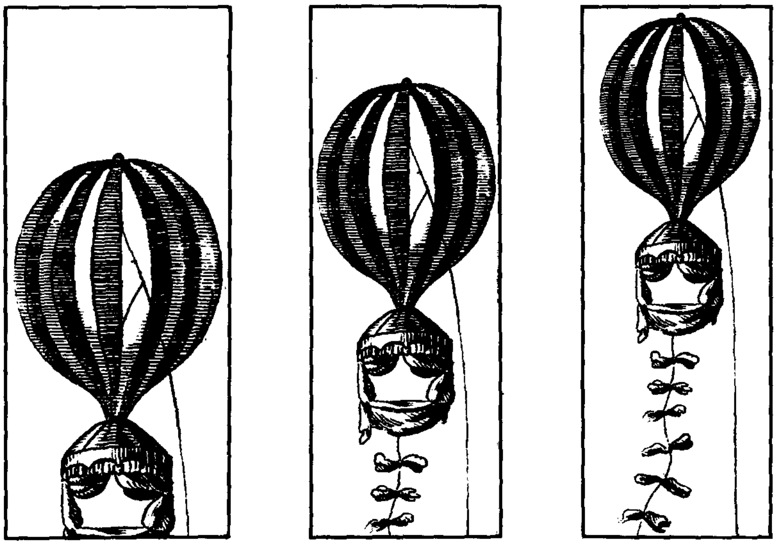
What kind of information resources existed in the organization before the librarian was hired? The need for information was well recognized. Over 80% of the librarians indicated that in the pre-establishment period their managements were aware that they needed information and that their information resources were poor. Just over two-thirds of the librarians indicated that employees were already using published materials.

In about one third of the organizations, there already was or had once been a library—either a former library now being revived, a library staffed by a clerk, or, in a few cases, division or departmental libraries which were being consolidated. In two thirds of the organizations, the librarians actually started the library, either from unorganized materials or from a collection in some stage of development (47.8% of the organizations), or from "scratch" (17.4%).

What primary reason did management have for establishing a special library? While 80.4% realized their information resources were poor or disorganized, the primary reasons for establishing a library were equally divided between a desire for organization of materials and a desire for information service. Although this response indicates that management was aware of its need for information and had perceived that it needed a library, only 13% of the librarians indicated that their management had a realistic picture of what a library could or should do for them.

Were there any specific pressures which transformed the library idea into action? Over 90% of the librarians were able to identify one or more specific pressures which led to the organization's decision. The two most frequently mentioned were pressure from an increased need for information resources (37.4%), and the pressure from professional standards which required a library (31.4%). Other specific pressures mentioned were the desire for economy or coordination (in the cases of the libraries which were consolidations or expansions of departmental libraries), and the availability of grant funds that could be applied to the establishment of a library.

One question of particular interest to CONSL was the possibility of a "trigger" to establishment. Given the presence of a quasi-library (a collection of materials more or less organized), and the impetus from the various pressures, what actually set the library planning process in motion? Eighty percent of



the librarians were able to identify a specific trigger event or person. For half of the libraries, the trigger was a person or persons who took an active interest in the idea. Thirty percent of the librarians identified an event as the trigger. While in these cases there undoubtedly was a person who took an active part, nevertheless, the identification of an event pinpoints an additional influence which, in combination with the other influences, may tip the balance toward establishment.

Most of the events arose from major organizational changes—physical moves, consolidations of several departments, or a reorganization of the company. In a few cases the library was planned as a component of the new organization and was established along with the opening of the organization's offices.

Where do these organizations turn for help in planning the library? In hiring the librarian? Actual contact with Illinois Chapter consultation or employment services was minimal. Only 17.3% of the organizations were familiar with or had used SLA publications or consultation, although the Illinois Chapter has an active consultation service. The first step for the majority of the organizations was to hire a librarian. Two-thirds of the librarians obtained their jobs in these new special libraries through nonlibrary-connected channels of communication. Word of mouth or personal contact accounted for 26.1% of the hirings. The other major sources were newspaper advertisements and employment agencies. Only one-third of the librarians were hired through library channels, with library school contacts accounting for most of the hirings. The Illinois Chapter employment service accounted for 8.7% of the hirings. Half of the librarians hired to establish the special libraries had previous professional experience in special library work; half did not.

Critical Factors in New Special Libraries

CONSL realized early in its work that the formation of a new special library is a continuing process and that the hiring of a librarian, which CONSL defined as the establishment of the library, is part of this process. The hiring of the librarian may make the new special library visible, but it does not necessarily make it viable. Since the purpose of encouraging the establishment of new special libraries is to encourage the spread of *successful* new special libraries, it is important to identify the the influences at work in the first few critical years of life, as well as those at work before the library is established.

The axiom that each special library is unique is as true of new special libraries as it is of long-established ones. CONSL developed an extensive list of factors that are potential influences on special library development, reflecting the many different situations in which new special libraries are found. Nevertheless, as research and discussions continued, certain of these factor became dominant and coalesced into areas of common concern: goals, management, the librarian, users, and economics. These considerations are important to all special libraries but they are particularly important to the new special library whose newness makes it particularly vulnerable.

The axiom that each special library is unique is as true of new special libraries as it is of long-established ones.

The interpretation which follows is synthesized from the in-depth group interviews with successful and failed libraries and from the critical factors study of new special libraries.

Goals and/or the goal-setting process are important to the new special library. However, the specific goal statement, policy, statement of purpose, job description, and so on, is not so important as the opportunity for continuing communication between management and the librarian as they engage in the process. Librarians should develop their own goals for the new special library. Most do and such individual goals reflect the personal commitment and initiative of the librarians. Only 40 to 65% of the new special libraries were engaged in some sort of goals process with management. Libraries less than three years old and libraries which were in shaky condition were even less likely to be involved in goal setting with management.

While goals, statements of purpose, policies, or job descriptions are not a critical factor—that is, their absence does not automatically doom the library—they are an important indicator of the communication and understanding between management and the librarian that are necessary for the new special library's success.

Management attitudes toward and expectations of the library are critical factors. Two aspects of management attitudes and expectations have already been described: ie., management's involvement in library goals, and the organization's familiarity with information service and expectations of the library's function.

Such factors as a stable organizational location, management-level position for the librarian, and job description are important indicators of management attitudes. Although just over 75% of the librarians indicated they held a management-level position, 13% indicated that their's was a clerical-level position. Almost 11% *did not know* how they were classified. Only half of the librarians had job descriptions. Less than half indicated that management recognized that a special library required undivided attention and did not expect the librarian or library staff to take on non-information service functions. About 75% of the librarians indicated there was a clear-cut chain of command from the library to a top executive. Almost as many, about 70%, indicated the library's organizational location was stable, that is, it had not been transferred to a succession of managers. In some cases, unclear chains of command or organizational reshuffling are symptoms of problems in the organization. Whether it is the organization or the library that is the problem, such dislocation and relocation can be a warning signal.

Another aspect of management's attitude toward the new special library is the question of the individuals or groups of individuals who are active supporters of the library. A very high percentage of the librarians, 95.5%, indicated they have at least one important executive who is a friend of the library. They considered having a "friend at the top" to be highly important. However, about three-fourths of the librarians also recognized that the library must have a sizeable group of users to survive. The older libraries were more likely to have acquired such a group than were the newer libraries, who had had less time to build a clientele.

Although a friend at the top is important, and such a person may be the trigger for the establishment of a new special library, the interviews with new special libraries that failed underlined the importance of having wider support. If the continued presence of the friend at the top is *the* critical factor in the life of the new special library, then the library is going to fail when that support is withdrawn.

A librarian who is assertive and can promote the library effectively is an important factor. The librarians in the new special libraries recognized that the factors which depended on their initiative—such as learning about the organization and its information needs, developing information services, and communicating with management and users—were highly important, and almost all the librarians indicated they were attempting to do these things. In part this highly positive response is due to respondent bias. But CONSL also observed that most of the librarians had a definite commitment to the success of their special library. Their effectiveness varied, however, according to the responsiveness of their management and the librarian's own expertise in knowing what message needed to get across.

Almost all of the librarians interviewed were able to identify their users and potential users by department or interest and were attracting users from all levels of management. Middle management had the slight edge in providing users, but the most important management level varied from organization to organization. In some, lower management or general staff levels were the most important users; in others, top management was.

Two aspects of economics were considered: the economic environment of the organization as a whole, and the specific support of the library. Financial problems can be an early-warning signal of cutbacks that may affect the new special library or sometimes the critical factor in promulgating the demise of the new special library. Many librarians lacked a sensitivity to the economic climate in which their organization operated. Although the more experienced special librarians recognize the importance of the organization's financial status, the relatively inexperienced librarians in new special libraries are not yet attuned to this strong influence upon the library.

The librarians were able to respond more clearly to the library's own economic condition in terms of adequate space, budget, and staff. Seventy percent of the new special libraries had adequate funds, although many did not have formal budgets. Sixty percent had adequate space. Only 41.3% of the new special libraries had adequate professional and clerical staff.

Conclusion

The formation of new special libraries is a phenomenon which occurs with little direct influence or assistance from the special library profession. Thus, while organizations may be aware of their need for better information resources and conclude that they need a library, they are not likely to have a realistic understanding of how such a library should function or of the resources that must be committed to it. The action the organization takes to establish its library is most likely to be the hiring of a librarian. Since the librarian of the new special library is likely to lack experience in special librarianship, the establishment of a new special library becomes a process of trial and error, for both the organization and the librarian.

While there seem to be no cookbook formulas for encouraging the establishment of new special libraries, certain needs and influences recur and are identifiable. CONSL proposes that a goal of Special Libraries Association should be the establishment of successful new special libraries. This can best be accomplished by acknowledging the needs of librarians *and* management. To achieve this goal, SLA should reach out more actively to management decision-makers with a message on special libraries more pertinent to these times. The need for information, for better information resources, and for organization and coordination of materials—all traditional selling points—are generally accepted within organizations. The message that needs to be conveyed centers on improving management's perceptions of the role and status of the library in the organization and on the librarian as a professional information specialist.

message. In addition, a more viable Consultation Service is needed with a larger pool of consultants and more visibility. Visibility could be enhanced by publicizing the Service, not only directly to management but also to public libraries, trade associations, library schools, and other intermediary contact points where organizations seek assistance in establishing their libraries.

The Illinois Chapter's increasing size has made informal exchange of information a formidable task. It has been recommended that the Chapter look into more formal means of providing interaction among its members. Finally, the Chapter Education Committee might design future programs geared to the needs of librarians in new special libraries. CONSL's research indicates that such programs could draw a small but fairly steady supply of participants.

The Illinois Chapter project was envisioned as a model or pilot study. It is hoped that disseminating the results will not only foster discussion of its findings and the philosophies underlying its conclusions but also encourage similar studies to confirm or extend its work. At a time when information and

SLA should reach out more actively to management decision makers with a message on special libraries more pertinent to these times.

Similarly, SLA should reach out more actively to assist inexperienced librarians in new special libraries. Many new librarians do seek help by joining SLA, by using the Chapters' consultation services, and by contacting other special librarians, but these contacts are usually for specific purposes and are limited in terms of the time spent and the amount of information exchanged.

CONSL made a number of specific recommendations to the Illinois Chapter, including continued promotion of the special library idea via exhibits and articles but with a "new, improved"

information management is becoming increasingly important and the competition among methods of information management is rising, the development of new special libraries requires greater attention; their success reflects advantageously on all special libraries and their failure reflects negatively. Successful new special libraries contribute to total information resources once they become established and able to engage in cooperative programs. It is in all our interests to develop effective programs for sharing expertise in order to enhance their chances for success.

Appendix. Illinois Chapter Committee on New Special Libraries

The members of the Illinois Chapter Committee on New Special Libraries (CONSL) were Janet L. Ahrensfeld, library director, Blue Cross and Blue Shield Associations; Eva Brown, interlibary cooperation coordinator, Chicago Library System; William S. Budington, executive director and librarian, The John Crerar Library; Lorraine Ciboch, head, Information Services, ITR Biomedical Research; Richard A. Davis, associate professor, Graduate School of Library Science, Rosary College; Jane Kelsey, assistant librarian, Northern Trust Company; and Peggy A. Sullivan, assistant commissioner, Extension Services, Chicago Public Library. Edward G. Strable, manager, Information Services, J. Walter Thompson Company, was CONSL chairman, (1977/78). Elin B. Christianson, library consultant, was chairman (1978/79).

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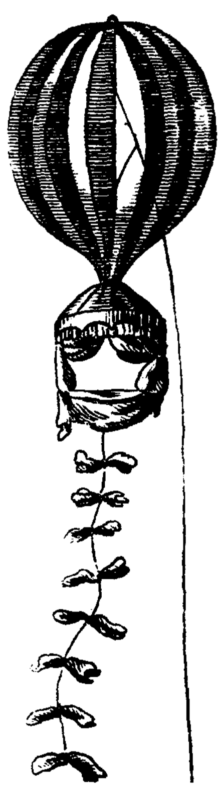

Japanese Information Network and Bibliographic Control

Scientific and Technical Literature

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■ The recent history and state-of-the-art of Japanese information activities is explored. Details are presented on the comprehensive national plan that Japan has developed, and which is currently being implemented, to ensure the smooth flow of scientific and technical information.

The volume of scientific and technical publications produced in Japan (including monographs, periodicals, and technical reports) is discussed. Monographs and technical reports are covered briefly. Current periodicals are discussed in more depth, including information on issuing institutions, subject areas, language of publication, and accessibility to Japanese and Western researchers.

IN THE YEARS following World War II, Japan has made a concentrated national effort to apply science and technology to achieve economic growth. The success of this effort is obvious—Japan is now an economic power and has earned an important place in the world economic structure.

Investment in research in Japan has been steadily increasing in recent years. Japanese corporations account for the major portion of these expenditures, followed by universities and research institutes. It is interesting to note that in Japan about 60% of the total R & D funds come from the private sector, whereas in the United States only about one-third of the R & D funds come from industry (the rest is supported by government funding of defense, space, and nuclear projects). Thus, Japanese industry has a comparative advantage of directing R & D efforts more toward consumer and industrial markets and improving its commercial competitiveness both internally and abroad. The number of people involved in research efforts has also been steadily increasing. Japan now boasts the third largest research labor force in the world (behind the United States and the Soviet Union).

It follows that a research effort of this size would be accompanied by a documentation effort of equal magnitude. In an attempt to define the dimensions of Japanese scientific and technical research documentation, a special project group was formed in the General Motors Research Laboratories Library. The findings of this group were then substantiated during a visit to Japan.

The first step in the project was to contact individuals within the United States and Canada to see what, if anything, other groups or individuals knew about the publication and dissemination of Japanese scientific and technical literature. Over 60 people were contacted in four major groups: 1) individuals employed by the United States government or quasi-governmental agencies; 2) individuals employed by foreign governments; 3) librarians or information specialists employed by private industry in the United States; and 4) university librarians whose libraries maintain Japanese literature collections. The general impression among those contacted was that, although a vast amount of scientific and technical literature is being published in Japan, there is not a great deal of effort in the United States (or the Western world) to provide access to it, mainly because of the language problem. It did not take long for the project group to realize that not only was the Research Library staff relatively uninformed about Japanese publications, but the same lack of good information was evident in most of the scientific and technical communities in the United States.

After these contacts were made, an in-depth study of Japanese scientific and technical literature was conducted in an attempt to define and understand the size and scope of the information network and Japanese bibliographic control. The study took a two-pronged approach: one part was devoted to attempting to examine and understand the Japanese information network; the second part involved an extensive analysis of Japanese scientific and technical publications (including monographs, periodicals, and technical reports).

Japanese Scientific and Technical Information Network

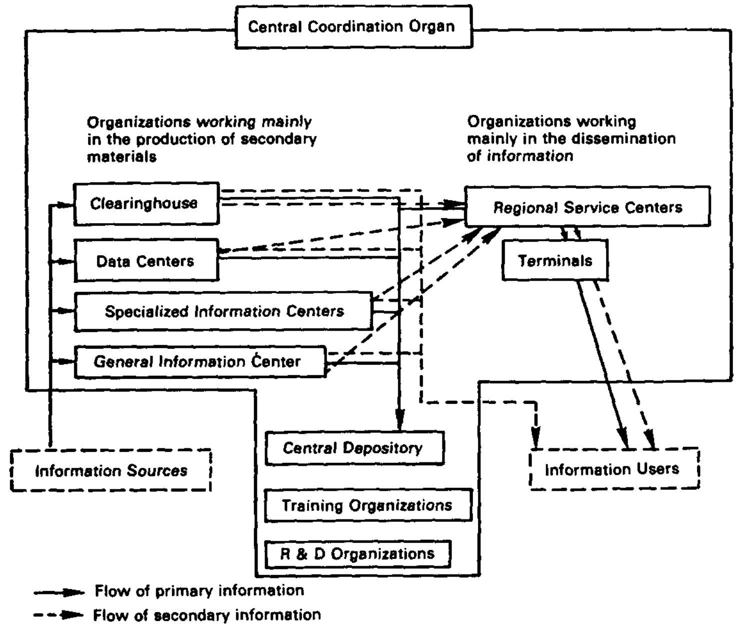
The Japanese have developed a comprehensive national plan to ensure the smooth flow of scientific and technical information, thus creating a solid base for Japanese activities in the area of science and technology. In October 1969, the Council for Science and Technology, in response to an inquiry from the Prime Minister, submitted a report in which a plan for a National Information System for Science and Technology (NIST) was proposed. This NIST plan was designed to strengthen the functions of existing information centers and to establish new centers, as well as to coordinate these services to create an efficient information network.

Another report, prepared in August 1974 by the Consultative Committee for Scientific and Technological Information, was designed to make NIST more concrete. According to this report, the NIST plan involves five basic areas: 1) information activities should be comprehensive and involve long-range planning; 2) NIST should be implemented as a national project and include cooperation among all related organizations; 3) various user needs should be met exactly; 4) close coordination with other information systems should be planned; and 5) encouragement should be given to cooperation with international information organizations. An implementation chart for the plan is shown in Figure 1.

Features of the NIST Plan

A central coordination organ would be established to coordinate activities of the centers which contribute to the program. The functions of the general

Figure 1. Organization of NIST Elements.



From: Suzuki, Herihachiro, "National plans for library/information services and the National Diet Library," Library and Information Science, No. 14, 1976, p. 8.

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information center would include responsibility for acquiring and processing the world's scientific and technological literature and for photocopying and translating this material, and would form the core of NIST. The Japan Information Center of Science and Technology (JICST), which will be discussed later, is being upgraded to fulfill these requirements. Specialized information centers would collect and process information in specific subject fields—there will eventually be 20 such centers. Data centers would collect and store numerical data derived from various experiments and observations in scientific research in such areas as atomic energy, marine science, medical information, disaster prevention, energy, and so on. Regional service centers would be responsible for disseminating information in regional areas, such as cities, prefectures, and industrial complexes. The clearinghouse would collect and disseminate information on research topics, on-going research, and so on. Its main function would be to act as a referral center for scientific and technical information. The central depository would store information collected by the various centers, which could not be stored by them due to space limitations. Because of the impact of the NIST plan on the reference services provided by libraries, training facilities for librarians and information specialists would also be provided as part of the NIST implementation plan.

Japan Information Center of Science and Technology

Since the activities of the Japan Information Center of Science and Technology (JICST) are the most advanced of the NIST implementation plans, it is important to understand its functions and activities to round out the picture of the Japanese information network.

JICST was created by law in 1957 to:

1) collect worldwide scientific information comprehensively and to process it systematically; 2) disseminate information rapidly and appropriately to organizations and individuals, regularly and upon request; and 3) offer other far-reaching services to encourage the scientific documentation efforts of organizations and to assist them in the solution of complex problems.

Presently, JICST collects almost 10,000 foreign and domestic journals as well as technical reports, conference presentations, and patents. These publications are extracted, processed, and abstracted by over 5,000 scientists and engineers who are actively engaged in scientific and technical research throughout Japan. The results of their work, plus input from the JICST in-house staff, go into the JICST system.

JICST issues 15 hardcopy publications. The largest of these, *Current Bibliography on Science and Technology,* consists of different series in various subject areas such as physics, mechanical, electrical and civil engineering, earth science and metallurgy, environmental pollution, and energy. Each series has its own publication schedule, usually monthly or semimonthly. The contents of *Current Bibliography* is also stored on magnetic tape and is available in on-line and batch-mode for SDI's and retrospective searches.

JICST provides computerized access to *Chemical Abstracts* and MEDLARS from 1974 to date. There are plans to add data bases from INSPEC, ISI, and NTIS to the JICST system in the future. JICST also provides a table of contents reproduction service, translation and copying services, and training workshops.

In addition to JICST services, many companies in Japan have enhanced their coverage of the literature by creating their own computerized systems to access their company's publications, as well as other foreign data bases of special interest to them, such as INSPEC or SAE papers.

This overview gives a general idea of the information network that is being built in Japan, its coverage of both foreign and domestic documents, and Japan's access and dissemination efforts with regard to scientific and technical literature.

Japanese Research Publications

In the second portion of the study, an attempt was made to gain an understanding of the size and scope of the Japanese research documentation efforts and their accessibility to scientists and researchers in the West.

When the study began, two major difficulties were immediately encountered. The first was the vastness of the Japanese publishing effort. Japan boasts the third largest publishing conglomeration in the world. One author noted in an article on the Japanese publishing effort that "being allowed to report on the Japan publishing scene is a bewildering honor—something like owning a small trenching tool and laying hands on the blue print for the Grand Canyon" *(1).* In 1977 alone, over 3,000 Japanese publishers produced and distributed over 960 million copies of books with a value of approximately 4.37 billion dollars, as well as over two and one-half billion copies of magazines with a sale price of approximately 3.7 billion dollars. One can easily realize that evaluating this literature is no small task!

The second difficulty is the complexity of the Japanese language. Japanese is written in a combination of three orthographies (Chinese and two syllabic scripts), and has a syntactic structure radically different from English. Although the pre-war number of Chinese-Japanese characters in use was far more than are currently allowed by law, the number of characters needed to produce an average edition of a Japanese newspaper is estimated to be about 4,000. The Japanese government has designated a list of standard characters which number 1,850. Characters in actual use, however, exceed this number due to the fact that personal, place, and other proper names are not included in the standard list. These 1,850 characters alone require a tremendous effort to learn and master.

This language barrier may be one reason why Western researchers have not fully recognized the extent and quality of Japanese research efforts—a situation very simular to Western perception of Russian scientific literature prior to the launching of Sputnik.

Analysis of Bibliographic Control of Japanese Scientific and Technical Information Monographs

Near-universal literacy was achieved in Japan soon after 1900. Since libraries in Japan play a relatively minor role, the Japanese purchase, rather than borrow, their reading material. In 1977, approximately 650 million volumes of books were purchased by Japanese consumers, which amounts to an average purchase of about six books by every man, woman, and child in Japan.

Monographs tend to play the secondary role of summarizing research in the areas of science and technology. Since timeliness of information was an important objective of the study, much more emphasis was placed on analysis and evaluation of periodical literature.

Periodical Analysis Methodology

An attempt was made to create as comprehensive a listing as possible of current Japanese scientific and technical periodical titles, with complete bibliographic information (i.e. Japanese title, translated title, publisher, beginning date, language of publication, and subject area designation).

Titles were collected from the *Directory of Japanese Scientific Periodicals*, published by the National Diet Library in 1974; *Wazasshi Mokuroku 1975* (Catalogue of Japanese Periodicals), published by the National Diet Library in 1976; *Wazasshi Mokuroku Tsuiroku, January 1976–December 1977* (Catalogue of Japanese Periodicals: Supplement), published by the National Diet Library in 1978; *Ulrich's International Periodical Directory*, 17th ed., 1977–1978; *Catalogue of Japanese Periodicals '78*, published by

Table 1. Japanese Periodical Titles Surveyed by Western Indexing and Abstracting Publications.

Title	Number of Japanese Titles	Total Number of Titles Indexed
API Abstracts	7 (4.5%)	154
Applied Mechanics Reviews	57 (5.4%)	1060
APTIC	27 (46.6%)	58
Automobile Abstracts	16 (4.6%)	348
Bibliography of Agriculture	486 (7.5%)	6500
Biological Abstracts	430 (5.2%)	8312
Ceramic Abstracts	9 (2.3%)	400
Chemical Abstracts	1401 (10.0%)	14000
Copper Extracts	37 (8.6%)	432
Engineering Index	105 (5.2%)	2022
Excerpta Medica	226 (5.0%)	4536
Index Medicus	102 (3.4%)	3000
INSPEC (includes Computer & Control Abstracts, Electrical & Electronics Abstracts, and Physics Abstracts)	185 (9.3%)	2000
International Aerospace Abstracts	37 (3.6%)	1026
ISMEC Bulletin	10 (3.4%)	294
Mathematical Reviews	122 (8.0%)	1524
Metals Abstracts	40 (5.7%)	701
Pollution Abstracts	7 (2.5%)	278
RAPRA Abstracts	9 (3.4%)	264
Science Citation Index	80 (2.9%)	2717
World Aluminum Abstracts	112 (10.3%)	1089
TOTAL	3505 (6.9%)	50715

Number of Japanese titles (excluding duplicates) = 1729

Maruzen Company, Ltd.; *Current Japanese Periodicals for '78*, published by the Japan Publications Trading Company, Ltd.; *Shuppan Nenkan 1978* (Publishing Yearbook 1978); *Chikuji Kankobutsu Shozo Mokuroku, September 30, 1976*, (Index to Periodical Holdings, as of September 30, 1976), published by the Japan Information Center of Science and Technology in 1976; and from various Western indexing and abstracting services which include Japanese periodicals in their coverage. The titles of the publications of these services are shown in Table 1, along with the number of Japanese periodical titles they survey and a comparison of the number to their total periodical coverage.

Titles were collected only in the areas of science and technology (titles in the areas of humanities, social science, economics, and so forth were eliminated). Titles which had ceased publication as of August 1978 were dropped. Titles which appeared in more than one source were combined to avoid duplicate listings. The result of this survey was a file of 9,112 separate Japanese scientific and technical periodical titles. These titles were classified by issuing institution, language of publication, subject area, and whether they are indexed or not indexed by Japanese or Western indexing services. This information was then used for comparison and cross-tabulation. The study report presents the results of this analysis in depth, but for the purposes of this paper, only the highlights are discussed.

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Figure 2. Total Japanese Scientific and Technical Periodicals by Issuing Institution.

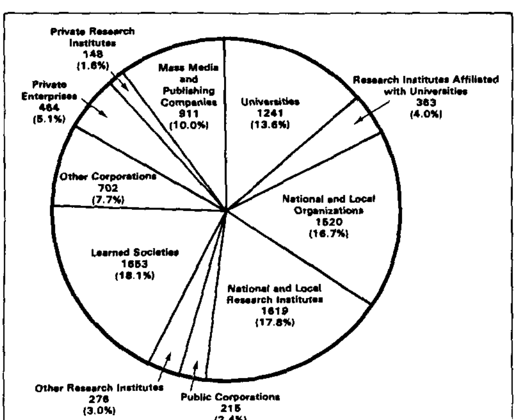
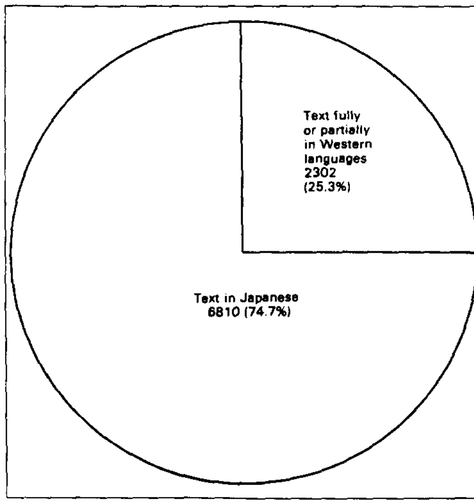


Figure 3. Total Japanese Scientific and Technical Periodicals by Language.



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Periodical Analysis Results

Figure 2 shows that almost two-thirds of Japanese scientific and technical periodicals are published by four groups: learned societies, national and local research institutes, national and local organizations, and universities.

A language analysis of the total 9,112 titles indicates that one-quarter are published fully or partially in Western languages, with three-fourths published in Japanese (see Figure 3). The largest portion of the periodicals are published in the applied sciences (44.9%) with agricultural, medical, and natural sciences contributing in descending order (see Figure 4).

When these titles were evaluated as to whether they were picked up by Western indexing and abstracting sources, the findings showed that only 19% of the Japanese scientific and technical periodicals are covered by Western sources, with 81% not covered (see

Figure 4. Total Japanese Scientific and Technical Periodicals by Subject.

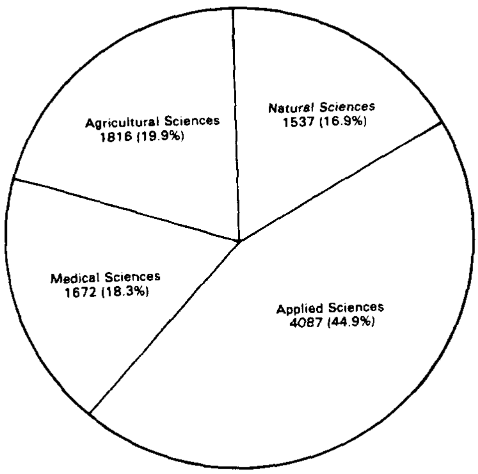


Figure 5. Japanese Scientific and Technical Periodicals Indexed and Not Indexed by Western Sources.

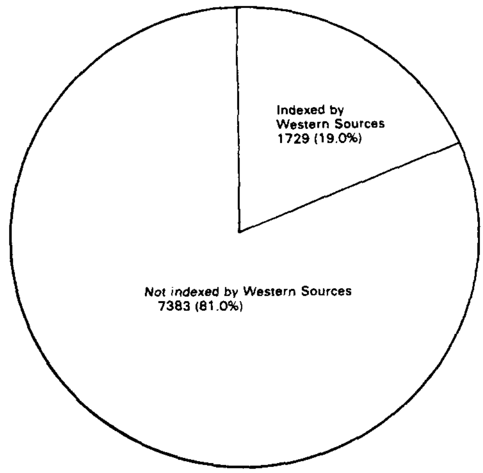
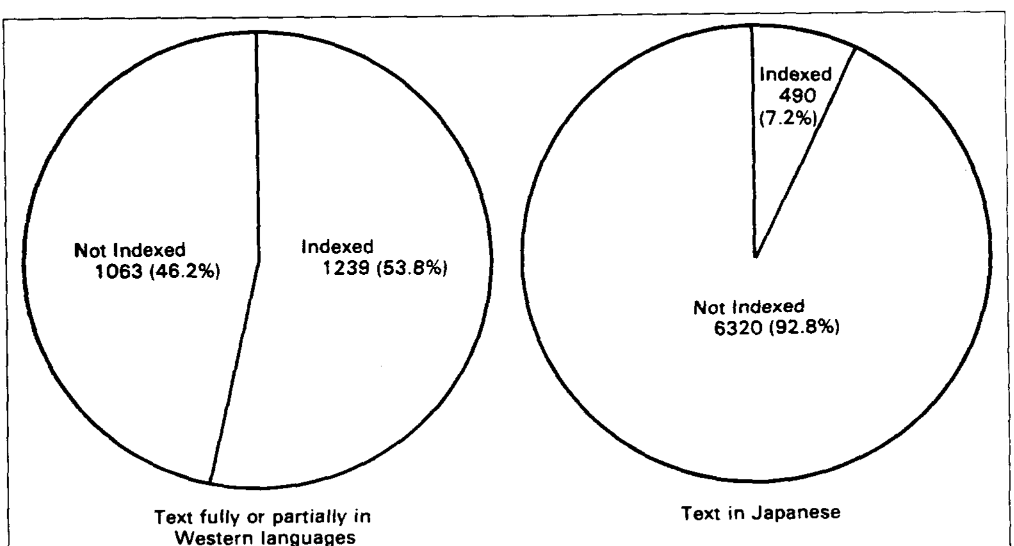


Figure 5); about 70% of the indexed titles are written fully or partially in Western languages and about 30% are written in Japanese.

A language analysis (shown in Figure 6) of the total 9,112 periodical titles surveyed shows that of those titles written fully or partially in Western languages, just over one-half (53.8%) are indexed by Western sources, with 46.2% not covered. Of those periodicals written in Japanese, only 7.2% are covered by Western sources, with 92.8% not indexed.

An analysis of the total number of titles to determine Western source coverage of the periodicals by subject (see Figure 7), shows 26.2% in the natural sciences indexed by Western sources and 73.8% not indexed; in the applied

Figure 6. Japanese Scientific and Technical Periodicals by Language: Indexed or Not Indexed by Western Sources.



sciences, 14% are indexed and 86% are not; in the medical sciences, 25% are indexed and 75% are not; and in the area of agricultural sciences, 18.4% of the titles are indexed, and 81.6% are not indexed.

Conclusions

If one accepts the hypothesis that Japanese scientific and technical periodical literature is virtually inaccessible to Western researchers and scientists unless it is indexed or abstracted by a Western indexing and abstracting service, and applies the results of the study, one arrives at some rather startling conclusions. Less than 20% of the Japanese scientific and technical periodical literature is covered by the Western indexes and abstracts. About one-quarter of Japan's periodical literature is written in Western languages, yet only about one-half of that literature is available to Western researchers through the indexes and abstracts. Of the 75% that is written in Japanese, *only* 7% is covered by the indexes and abstracts. In the area of applied sciences, where the Japanese are expending their greatest level of effort, only 14% of the literature is available to Western researchers and scientists through the indexes and abstracts.

It would appear, from the results of the study, that Western researchers and scientists are severely handicapped in accessing Japanese scientific and technical literature. This handicap must somehow be overcome if Western researchers are to cooperate with Japanese researchers in areas of technological advancement.

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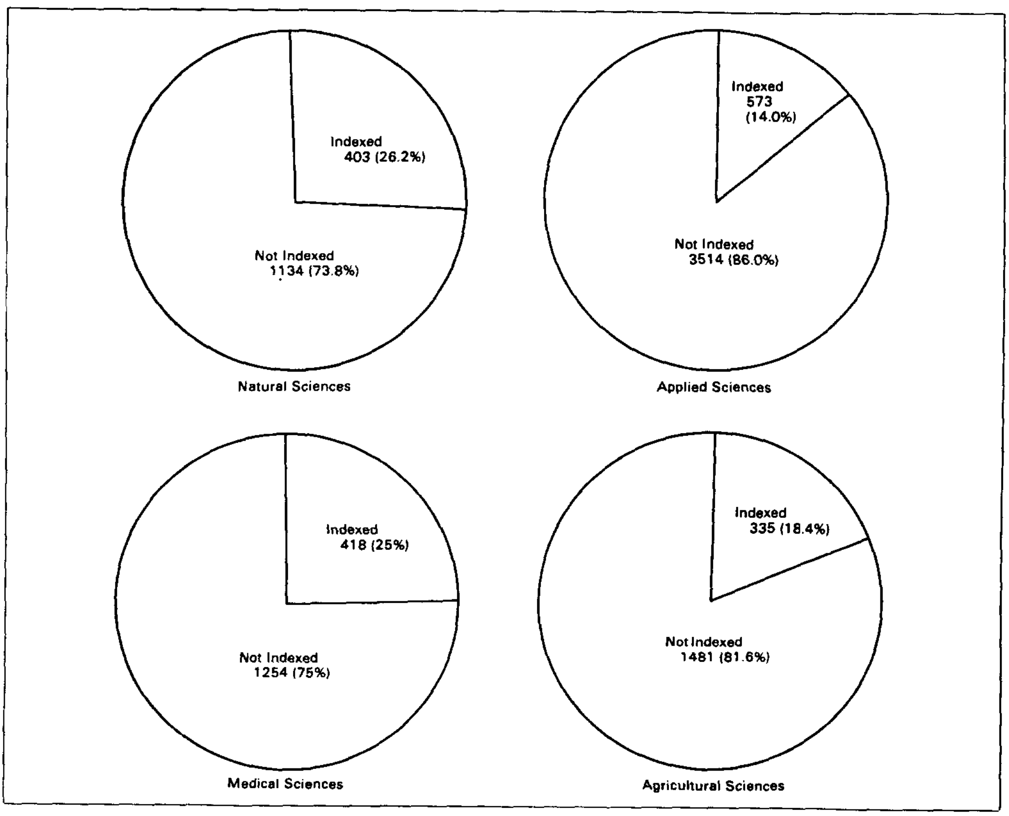
Figure 7. Japanese Scientific and Technical Periodicals by Subject: Indexed or Not Indexed by Western Sources.



Technical Report Literature

Technical reports in Japan appear to be published mainly as products of research conducted at research institutes. It appears that the majority of the technical report literature becomes the property of the sponsoring body (either governmental or corporate). Since there is no central source for gathering or disseminating technical reports in Japan (i.e. no group which is the equivalent to the National Technical Information Service (NTIS) in the United States), and no abstracting or indexing service which comprehensively covers them, analysis of the quality and quantity of this type of literature is difficult.

In a two-year study conducted under the auspices of the National University Libraries Council beginning in 1974, Japanese researchers indicated that technical reports are valuable sources of current information, yet very difficult to obtain, even after they are identified. *(2)*

Summary

Although a vast amount of effort is expended in Japan in publishing scientific and technical literature, there has not been, with few exceptions, a comparable effort, either internally or externally, toward providing bibliographical access to it. Moreover, increased bibliographic control of the Japanese scientific and technical information would aid greatly in improving the intra-Japanese exchange of information.

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Freedom of Information Act

Exceptional Opportunity for the Special Librarian

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The Freedom of Information Act (FOIA) in 1966 established the rights of private citizens to obtain information from the federal government and the obligations of the government to provide it. Amendments to FOIA in 1975 served to further emphasize the desire of Congress to compel more frequent and rapid disclosure of information by an apparently reluctant bureaucracy. Since the government is a vigorous and ubiquitous collector of vast amounts of data on American socio-economic life, it stands as a potential treasure-house of information. Procedures for obtaining access to federal documents under the provisions of FOIA and an overview of creative uses of the Act to obtain valuable information are presented.

IN 1966, Congress enacted the Freedom of Information Act (FOIA). Its purpose was to solve a particular problem: the tendency of federal officials and agencies to restrict public access to government information and documents. The concept of "freedom of information" had not previously been recognized in federal law. Until 1967, public access to documents held by the executive branch of the federal government was controlled by a "need to know" policy, derived from a 1789 housekeeping statute authorizing agency directors to prescribe regulations regarding the custody, preservation and use of records and papers. A provision of the 1946 Administrative Procedure Act indicated that matters of official record should be made available to the public on a "need to know" basis; but also stated that an agency could restrict access to its documents "for good cause found" or "in the public interest."

The federal bureaucracy had become conditioned to a policy of official secrecy by the experiences of World War II and the subsequent Cold War period. The selective and sometimes destructive use of internal government information for witch hunts by Senator

Joseph McCarthy—one of the most vociferous critics of government secrecy—and the efforts by the Eisenhower and Kennedy administrations to reduce the Executive workforce, encouraged the federal bureaucracy to resist having its activities and operations disclosed to the public, the press, or to other government entities. The prevailing law tolerated this state of affairs, offering no clear procedure for gaining access to government information. Then, in 1966, the "need to know" policy was reversed.

The passage of the Freedom of Information Act established the rights of private citizens to obtain information from the government and the duty of the government, in many cases, to provide it. As stated in the Attorney General's 1967 memorandum, the act is based upon the theory that "a democracy works best when the people have all the information that the security of the nation permits" *(1)*. However, a careful and thorough reading of this memorandum suggests that the senior officials of the Justice Department entertained a less-than-enthusiastic and rather restrictive view of the new law. Subsequent practices in many agencies mirrored this feeling, leading Congress to amend the Freedom of Information Act in 1975 to compel more frequent and rapid disclosure.

Since that time, a significant number of papers have been issued describing legal challenges to non-disclosure *(2–5)*; the administrative practices surrounding the law *(6–8)*; avenues open to prevent disclosure of government-held information *(9–11)*; and proposed amendments to prevent allegedly unintended applications of the law that have become customary practices *(12,15)*. To the author's knowledge, there have been no papers published guiding the information specialist through the vast array of available government data and the means to access it for the benefit of individual organizations.

The FOIA regulations have generated tens of thousands of requests each year for information from various agencies of the executive branch *(16)*. Used skillfully, FOIA offers management a potential tool to gain strategic competitive advantages.

Types of Information Generally Made Available

Under the Freedom of Information Act the following information must be published in the *Federal Register* by each federal agency:

1) Central and field office locations, staff organization, and methods whereby the public can secure information;
2) The general methods by which its functions are channeled and determined;
3) Rules of procedure and forms involved for requests;
4) Policy statements and substantive rulings of general applicability.

In addition, each agency must make the following information available to the public:

1) All final opinions (concurring and dissenting) and all orders made in adjudication of cases;
2) Those statements of policy and opinion informally adopted by the agency and not published in the *Federal Register*;
3) Administrative staff manuals and instructions to staff members that affect any member of the public. Here identifying details may be deleted to protect individual privacy;
4) All other records, except those expressly exempted by the law, upon request and within published rules for time, place, and fee;
5) Agency proceedings.

Exemptions from Disclosure

Specifically exempted from disclosure are nine categories of information:

1) Agency personnel and medical records;
2) Trade secrets;
3) Inter- and intra-agency memoranda;
4) Investigatory files for law enforcement purposes;
5) Classified national defense and foreign relations secrets;
6) Records specifically forbidden from disclosure by some other law;
7) Exclusively internal management matters;
8) Bank examination records;
9) Certain mineral geology information.

Attempts by corporations to obtain union registration data in certification of bargaining agent actions before the National Labor Relations Board have been denied *(13)*. This data has been held as "confidential commercial" information in three federal court districts and upheld on appeal in the New York district *(14)*.

Congress' original intent in designing the Freedom of Information Act was to encourage and permit the general public to monitor governmental decision-making. The legislative history of FOIA indicates that its authors did not want it to be a vehicle for competitors or members of the public to delve into sensitive company files *(15)*. The drafters of this legislation particularly envisioned the frequent application of its principles by members of the news media. However, agencies report only rare utilization of FOIA by these individuals *(17,18)*. Far more commonly, FOIA has been employed by private industry to require the federal government to facilitate competitive snooping. This is to be expected considering that agencies of the federal government have functioned for several decades as ubiquitous collectors of data on virtually all facets of American life, including corporate life, and since FOIA administrative procedures are intended to create an inherent agency bias in favor of disclosure. As one prominent Washington, D.C. attorney remarked: "The opportunities for gaining information about your competitor and his products are limited only by your initiative" *(19)*.

Creative Uses of FOIC

With a little creativity, special libraries can also access information and documents that might be of benefit to their organizations. The following are prime examples of information that have been successfully extracted from the government under the Freedom of Information Act:

1) Company facility inspections conducted by any one of hundreds of individual agencies (sought either by the company itself *or* its competitors) *(18)*;
2) Affirmative action plans, equal employment opportunity forms and compliance review reports *(13)*;
3) Audit reports pertaining to allowability of costs incurred by a government contractor *(15)*;
4) Operational manuals and compliance policy documents prepared in any agency *(13)*;
5) Administrative enforcement records compiled by any agency *(13)*;
6) Internal Revenue Service (IRS) instructions to its staff, all final opinions and orders made in adjudication of cases, and IRS policy interpretations employed within the agency *(20,21)*;
7) Scientific and technical grant applications made to federal agencies, whether they have been approved, rejected or remain pending *(21,22)*;
8) Federal Trade Commission investigational data in such areas as restraint of trade, impact of advertising on specific markets, and so on *(18)*;
9) Virtually all scientific research data developed by the federal government directly or under grants, subject to national security considertions *(24)*, plus a considerable body of data submitted by private industry to various agencies, subject to "trade secret" interpretations *(25,26)*;
10) A potential alternative to conventional criminal discovery procedures *(27)*;
11) Personal files on individuals, held by virtually every federal agency *(4)*.

Through its inspection and decision-making activities, the government plays a judgmental and regulatory role in the business world. Most business organizations, therefore, are vitally interested in data relevant to this activity, eg., site inspection reports, orders and final decisions in individual cases (whether made public or not), data upon which agency decisions were made, and operational manuals for various agency functions. One can readily visualize the gold mine of information, both governmental and privately submitted, that rests in this area.

Before FOIA became effective, the government functioned like a restrictive library, revealing only a small volume of its total data, usually through the mechanism of published documents and reports. FOIA has now transformed our government into a more open library with few "closed stacks." In the light of these developments, it is worthwhile to examine procedures for applying the Freedom of Information Act to specific problems special librarians may encounter.

Procedural Access to Federal Documents

The first step is to develop an approach for establishing awareness and identification characteristics of potentially relevant federal documents. Systematic review of the *Federal Register*, trade publications, the *Congressional Record*, and various government reports is essential. Although some corporations have established offices in Washington with explicit FOIA monitoring responsibilities, most organizations presently appear to be availing themselves of the services of one or more members of the vast FOIA "cottage industry" that has sprung up in the Capitol. These groups scan, on a daily basis, all publically available new information, reporting those items of potential interest to their clients. Items identified through this process or which come to attention through any other mechanism, may be requested under FOIA.

The general procedure for filing a FOIA request is as follows. In the Code of Federal Regulations (CFR), usually at the beginning of the regulations for every agency or department, there is a section devoted to public access to the documents of the agency. This prescribes the procedures to obtain information from that agency. The person making the inquiry is required to file a request that "reasonably describes" the desired information.

Usually, the envelope containing the request should be labeled "Freedom of Information Request." The reason for this is that there is a statutory time limit placed upon FOIA requests. The agency has ten days to inform the applicant whether or not it will comply with the request. In exceptional circumstances, the agency may be given an additional ten days to answer. The label clearly expedites transferral of the request to the proper office.

If the request will be met, access to the records is not to be obstructed by cost. Although agency fees will vary, ten cents per page has been the average charge for copying, while FOIA search fees start at under five dollars per hour. Congress expressly insisted that agencies recover only the direct costs of search and duplication, not including examination or review of records. Congress also specifically required each agency to make available for public inspection and copying a current index identifying information to facilitate public requests.

Making an Appeal

The speed of reply in providing the actual information requested varies with the agency and the complexity of the request that has been made. Generally, an FOI inquiry will be handled in a timely manner, ranging from a matter of days to a few weeks. If a request is denied, it may be appealed to the agency head who, in turn, has 20 days to reply.

The enforcement provisions of the Act are focused upon the time frame for reply. If an agency does not reply within the statutory length of time, or if the request has been denied, administrative remedies may be considered exhausted. The next recourse is to appeal to the district court. Filing complaints under FOI can be expensive, although the court has the latitude to assess attorney's fees and court costs if the suit succeeds. Initially, it may be preferable to restate the request, indicating an intention to pursue the matter in court, if necessary. The Justice Department is less likely to defend an agency in an FOIA suit with each passing year as its backlog grows. Sometimes a more assertive approach will succeed after a first failure.

Value of Information Obtained Under FOIA

The primary value of information obtained under FOIA tends to be strategic rather than tactical. In the first place, the time requirement for actually obtaining the information may be several weeks (or even several months). Secondly, most governmental information gathering tends to be retrospective, focusing upon the past. Thus the time lags in the system tend to restrict the use of FOIA-derived information primarily to long-range strategic planning and actions. Examples of this type of material might be agency operations manuals or tabulations of administrative decisions. These might lead to significant insights into current agency philosophy or modus operandi. Similarly, data obtained from a competitor's data submission to the government may offer valuable information on his capacity, employee training, or even design specification from a federal contract.

A great deal of valuable information can be derived from the government, particularly if one's needs can be anticipated months in advance. In these situations, the opportunity for intelligence gathering is vast. Every information professional could do well to become acquainted with the provisions of FOIA and the means to use it for competitive advantage.

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Zero Base Budgeting in a University Library

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■ The budgeting methodology followed at one Canadian university faced with making budget cuts to achieve a balanced budget is summarized. The tasks involved in organizing the budget submission for the Business Library decision component are described. The major results of the budget process are given, as well as some of the problems encountered, the benefits, and the drawbacks. The implications of zero base budgeting for libraries are pointed out.

EARLY IN 1975, all non-academic departments at McMaster University were asked to prepare a zero base budget for 1975/76. Reams of paper, forms, and instructions accompanied the request. The university administration wanted to achieve a balanced budget within two years in a time of great inflationary pressures. The administration was not satisfied with the traditional across-the-board method of reduction and decided to introduce a new method of budgeting. It was felt that rather than forcing all units to lower their level of service, low priority units should be reduced or discontinued altogether. Zero base budgeting provided a way to identify areas of greater and lesser importance to the university. The administration also felt that some savings would result from the search for more efficient and effective alternatives to present practices, a major part of the zero base budgeting process.

Methodology

The methodology at McMaster involved two basic steps: establishing decision components, and then ranking these components. The administrator of each department or area ranked the decision components in his or her area of responsibility. The submissions then

Ms. Hayton describes the practical applications of the budgeting system discussed in Anne G. Sarndal's article, "Zero Base Budgeting," *SL* 70 (no. 12): 527–532 (Dec 1979).

went for review to one of the eight task forces set up under the President's Budget Advisory Committee (PBAC). Each task force reviewed the submissions and ultimately consolidated the rankings at the university-wide level for the President. A more detailed description of how the process was carried out at McMaster can be found in the article by John A. MacFarlane in *CA Magazine.** What follows is a description of what was involved in preparing the submission for one decision component in the library.

Decision components were defined as a service, function, program, or project which was predominantly independent of other activities. The library staff pored over the list of components, but finally emerged with a University Library system made up of 43 decision components. For the most part, components were along departmental or section lines. The supervisor of each unit was largely responsible for preparing the submission, though there were many opportunities to obtain help and input from colleagues, supervisors, and employees. There were a lot of meetings held that month!

Each decision component package had to include the following:

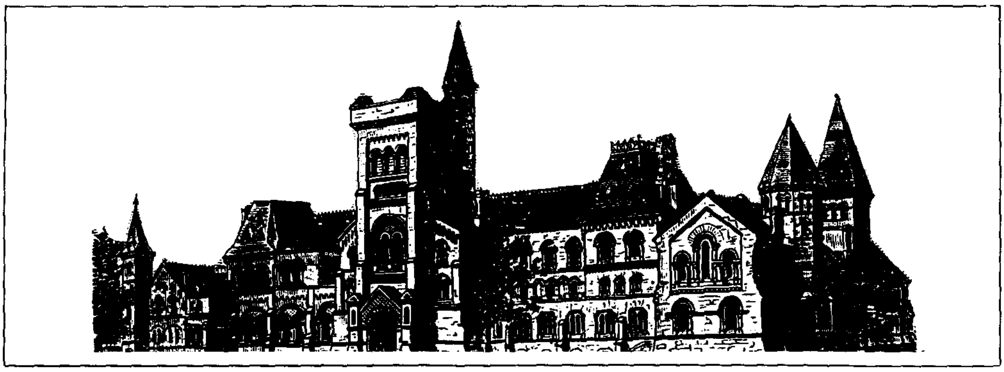
1) A general description of the component including its objectives, the needs it fulfilled, and its short- and long-term goals.
2) The operational and legal considerations and reasons for the unit's existence, the support given to other units on the campus, and university policies which affected its operation.
3) The current methods of operation including a detailed description of the activities and functions carried out.
4) The volumes and workload, quantitative measures if possible, which justified the current staffing and funding levels.
5) The sources of input and direction of output.
6) The benefits to the department, the library, the university, and the community.
7) Any evaluations by clients on the effectiveness of the unit.
8) The consequences of reduction or denial of funds, the impact on the library, the university and the community.
9) Any alternatives to present practice, either policies or systems or levels of effort, including the implications and the impact.

The Business Library

The Business Library was a branch of the main Humanities and Social Sciences Library. It had opened the previous July and had not yet been in operation a full year at the time the budget was prepared. The library was established as a working collection to support the curriculum of the Faculty of Business. It had a large reserve collection of 5,500 books and articles; a circulating core collection of 3,000 books (increasing by 1,000 annually); current issues of 300 major business and economic journals; a small number of government publications; and a reference collection that included extensive company, industry, and subject files.

At the time of the budget, the library was staffed by one professional librarian and five clerical assistants. Four of the clerks were responsible for circulation, security, shelving, and filing. They worked rotating shifts, since the library's policy was to have full-time staff members on duty during opening hours (8 a.m. to midnight daily). The main shifts worked were 8 a.m. to 4 p.m., and 4 p.m. to midnight, seven days a week. In addition, Monday through Friday one staff member worked from noon to 8 p.m. Part of the time during this latter shift was spent assisting in the main library. Part-time student assistants worked at night and on the weekends, relieving the regular staff member for breaks and meals. The

*MacFarlane, John A./Zero Base Budgeting in Action. *CA Magazine* 109:28–32 (Dec 1976).



fifth clerk processed reserve material, opened and sorted the mail, typed and carried out all the other behind-the-scenes work. Acquisitions and cataloging were carried out centrally in the University Library system.

The Decision Component

The Business Library was one decision component in the final submission, but its operation (in the sections on current methods of operation, and volumes and workload) was broken down into seven mini-components: administration and planning; reference and information service; book selection and collection development; circulation and security; reserve material processing; shelving, filing and book stack maintenance; and assistance to other departments. The current methods of operation were described in a considerable amount of detail, for the budget was addressed to administrative officers of the university who might have little detailed knowledge of the library's operation. For example, instead of just referring to reserve materials, it was first stated that "to allow maximum accessibility to heavily used materials, books and articles on course reading lists are placed on two-hour reserve."

The section on volumes and workload took a considerable amount of time to complete, though the library was fortunate to already have many statistics on its operation. Until this budget was prepared, many staff members resented all the statistical record keeping. This budget indicated which statistics were most, as well as least, useful and indicated some statistics which should be kept. Among the statistics supplied were: the number of students and faculty members served; enrollment projections; reference questions answered; hours of reference service provided; the number of files maintained; the number of items on reserve; the materials processed for reserve; the books and periodicals ordered; the size and makeup of the collection; and the number of current issues of periodicals received. In the Business Library the time spent on each function was calculated in full-time equivalents (FTE). A rough time-analysis was carried out for a week or two in order that it could be said, for instance, that the book selection and collection development function took 0.35 librarians and 0.20 clerks. Naturally, in a small unit many of the operations were performed by less than one FTE. Thus, eliminating an operation would not necessarily eliminate a position. However, there could be other operations which needed more help—either in the same decision component or in another component.

It should be pointed out that there is some difficulty in quantifying workloads in a public service situation. For example, as mentioned, it was the library's policy to have a permanent staff member on duty at all times when the library was open. If there were 200 circulation transactions on an average day, it did not follow that the clerk could only carry out 12.5 transactions

per hour. Rather, it had to be pointed out in the submission that the circulation desk/exit point was manned for 16 hours every day, or a total of 112 hours per week, the equivalent of 3.2 clerks.

Similarly with reference service, if the decision was made to provide service at certain hours, then that was how many hours a librarian was needed at the reference desk, and that would indicate how many librarians were needed to man the desk. That is not to say that the hours should not be reduced if the demand for the service was low at certain times.

Even a section as simple as "benefits" required considerable thought and imagination to come up with all of the benefits that the library or service provided. Many staff members had never thought of all the benefits provided to the library, the university, the faculty, staff, students, and the community. The major benefit was considered to be that all the materials which supported the curriculum of the Faculty of Business were together in one location, and that a librarian with expertise in the subject field was available to provide reference and information service. The business librarian was able to carry out considerably more collection development work than the faculty members had been able to do. It was also a benefit to other reference areas in the library system to have someone to call on for specialized questions. Other libraries and business people in the area made use of the librarian's expertise and knowledge. These were just some of the benefits outlined in the submission.

Though there had been no user surveys done by the Business Library, letters of support from the dean of business and the M.B.A. Students Association were included with the submission. The request for evaluations did get everyone thinking about carrying out user surveys.

The section on consequences of reduction or denial of funds was relatively easy (though somewhat heartbreaking) to prepare. Because so much of the Business Library's budget was for staff (acquisitions funds were budgeted separately), it was obvious that any reduction in funding would result in a reduction in staff and, consequently, a reduction in opening hours. It was pointed out that if weekend hours were halved, one clerical position could be eliminated (see alternative 4 on page 174). Loss of more than one staff member would inevitably mean a drastic reduction in hours and would meet strong opposition from the library's users. A complete termination of funding would necessitate the closure of the Business Library. However, closure would increase the workload in other parts of the library considerably, a statement that was explained in some detail.

Alternatives

Table 1 summarizes the four alternatives which were prepared. Each alternative had to be explained or justified and the implications noted. The financial differences among them occur mainly in the salaries budget and will be discussed in more detail. Note that the budget for "other expenses" remained almost the same for each alternative. It was arrived at by itemizing and detailing the expenditures planned for the year in each account. To arrive at the budget for binding and repair, for instance, an estimate was made of the number of books that would need repair or rebinding and this figure was multiplied by the average cost. Similarly, the equipment which needed to be purchased was itemized, a rationale for purchase given, and an estimate of the cost of each item.

Alternative 1

The first alternative essentially represented a standfast budget. The net saving was achieved by planning for small economies in the area of "other expenses."

Alternative 2

All units of the library were asked by the university administration to prepare an alternative on the consequences of operating from 9 a.m. to 5 p.m. weekdays. Of course this was not a realistic alternative but one which would indicate the resources needed to keep the libraries open 16 hours a day.

It was felt that although total use of the Business Library would be reduced by the shorter hours, there would be more concentrated use during open hours than during the comparable time period when the library was open longer hours. Consequently, the budget was based on a reduction of the circulation staff from four members to two and on the elimination of part-time assistants.

Alternative 3

By proposing a change in the composition of the staff, the third alternative represented a change in emphasis from collection access to reference assistance. The business librarian felt it was desirable to offer more reference assistance during the day, as well as some evenings, thus providing a level of service comparable to that provided in the main library. The proposal was made to reduce weekend hours (to 8 hours on both Saturday and Sunday) and to close at 10 or 11 p.m. on weekdays, thereby eliminating the need for one of the circulation clerks. This would allow the library to upgrade one of the circulation clerk positions to a reference assistant

Table 1. Zero Base Budget Alternatives for the Business Library.

	Actual Budget 1974/75	Proposed Budget Alternatives* 1975/76			
		1	2	3	4
Salaries					
Librarian	$10,000	$10,000	$10,000	$10,000	$10,000
Clerks					
General	6,000	6,000	6,000	6,000	6,000
Circulation	24,000	24,000	12,000	18,000	18,000
Reference assistant	—	—	—	8,000	—
Part-time assistants†	3,000	3,000	—	1,200	1,800
Other Expenses‡					
Binding and repair	400	400	400	400	400
Equipment	500	300	300	300	300
Photocopying	200	150	150	150	150
Printing	300	250	250	350	250
Supplies and stationery	400	300	300	300	300
Total Budget	**44,800**	**44,400**	**29,400**	**44,700**	**37,200**

*Figures are for illustrative purposes only. An inflationary factor was added to each item by the university administration.

†The amount allocated for part-time assistants is based on a pay rate of $2.50 per hour, 48 weeks of the year.

‡The entire acquisitions fund, including that part allocated for the Business Library, was a separate decision component.

position, at a relatively small, net additional cost.

The elimination of one circulation clerk would cause some difficulties in covering the circulation desk on two afternoon shifts a week; however, the business librarian and the reference assistant could assist at those times. This proposal reduced the number of hours of part-time assistance needed each week.

The budget for printing was increased in this alternative because it was felt that more orientation materials, bibliographies, and guides to the library would be prepared with the additional reference help. Objections to the reduction in hours could be met by pointing out that, in fact, service would be increased.

Alternative 4

The final alternative represented a decrease in the level of service. The same reduction in hours as detailed in alternative 3 was proposed but without the addition of a reference assistant. This alternative required a few more hours of part-time assistance than did alternative 3 in order to relieve the regular staff member during the two evenings when there would be no one working the noon to 8 p.m. shift.

It was pointed out that implementation of this alternative would result in protests from the library's users, the magnitude of which could not readily be determined. The library did have statistics showing the lower level of use late at night and on the weekends which could be used to justify the reduction in hours.

Ranking

Ranking of the University Library's decision components was done initially by the library administration. Ranking was then reviewed and adjusted by the task forces, as noted earlier. A ranking number of from 1 to 6 was applied to each decision component. A rank of 1 indicated a component that was essential to the operation of the university, while a rank of 6 indicated one that was not necessary in the operation of the university. The Business Library was assigned a rank of 2, indicating that its absence would seriously impair university operations.

Results

The Business Library's budget remained virtually unchanged except for small reductions in areas such as printing, supplies and photocopying (alternative 1). The university administration was unwilling to force a reduction in opening hours in the libraries on campus and, therefore, severe budget cuts were not made.

In other areas across the university, about 65 support staff positions were eliminated. Although there was a net decrease in staff, some areas which were suffering under a very heavy workload were recommended for staff increases. In addition, the university achieved a balanced budget in one year rather than the targeted two years.

Benefits and Drawbacks

The process of zero base budgeting drew mixed reactions. In the University Library, as a whole, some staff members felt that it had been a valuable exercise and worth the time taken, but most felt that it had been too long and costly a procedure for the results achieved. Though every book and article about zero base budgeting stresses that it is a lengthy process, no one was prepared for the amount of time and effort it required. The university administration felt that the time spent was a significant drawback of this budgeting process.

One real benefit for the University Library was that the budgeting process provided senior university administrators with a detailed look at the operation of the University Library. Possibly for the first time, university administrators were able to understand why it took upwards of 160 staff members to operate the libraries, and to see exactly what services they were getting for their money. From the University Library's viewpoint, this reason alone could justify the budget submissions.

A similar benefit, derived by the Business Library, was that senior library administrators had their first detailed look at the operation of the library. This was particularly important because of the physical isolation of the Business Library to the rest of the campus.

In many cases this benefit was not perceived by the staff members who worked long hours over their submissions. The nature of the process and the enormity of work faced by the task forces meant that there was little or no feedback at the decision component level.

The university administration felt that in addition to the knowledge gained about all the departments, the process was of benefit to all managers in helping them manage their departments more efficiently and effectively. Managers were forced to examine closely and justify what their departments were doing. Many managers learned for the first time exactly what resources were put into each function performed. Since the Business Library had been in operation less than a year, and much time had recently been spent determining the functions to be performed and the number of staff required, this benefit was not particularly relevant.

The university administration felt that the section on alternatives could have been improved in most submissions across the university. Within the University Library, everyone had the most difficulty with this section. For several reasons few alternative methods were proposed. One reason was the size and complexity of the decision components and the amount of work that went into explaining the operations and functions within the units. It is possible that if the components had been functions rather than administrative units, more alternatives might have been found. However, this approach,

would have proved much more difficult to prepare since so many functions would have cut across administrative units. As a result, most decision components in the library tended to concentrate on different levels of service. Again, because the Business Library was a relatively new unit, alternative levels of effort were more applicable than alternative methods.

Implications for Libraries

Librarians should prepare for similar experiences within their organization by keeping abreast of developments which are likely to affect them. It would be impossible to have an in-depth knowledge of all types of budgeting processes, but it is possible to have a basic understanding of several methods of budgeting. As far as zero base budgeting is concerned, there are two obvious ways in which to prepare, both of which would be useful no matter what type of budgeting is used. The first is to keep better and more meaningful statistics, and the second is to know how the library staff's time is allocated. Keeping better statistics may seem obvious, yet many libraries keep minimal statistics (or even none at all). It is also surprising how many library managers do not fully realize how much staff time is allocated to various functions and services. Now is the time to find out. Perhaps now is also the time to look at or think about the library's objectives and how closely the staff's activities follow these objectives.

Finally, it should be pointed out that zero base budgeting need not be imposed. It is a management technique and, as such, can be used to look at an organization and its objectives. It can help decide how best to meet those objectives with the resources available, regardless of whether those resources are increasing or decreasing.

Summary

Zero base budgeting was used at McMaster University at a time when the university was faced with making cuts in order to achieve a balanced budget.

The University Library system was composed of forty-three separate decision components of which the Business Library was one. The Business Library was divided into seven mini-components in the descriptive part of the submission. The budgeting process pointed out the need to keep a great many statistics on the library's functions and services, as well as the need for time allocations for all staff members.

The cost reductions achieved across the university were carried out with as much awareness of their impact as possible. While the process had several benefits, the amount of time spent was considered a significant drawback.

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Elise Hayton was business librarian from 1973 to 1977 and is now coordinator of circulation services, Mills Memorial Library, McMaster University, Hamilton, Ontario, Canada.

sla news

The 1980 SLA Annual Business Meeting Jun 11, 1980

As required by Article VII, Section 3 of the Association's bylaws, notice is hereby given that the Annual Business Meeting of Special Libraries Association will be held at 8:30 a.m. on Wednesday, Jun 11, 1980, at the International Ballroom, Washington Hilton Hotel, Washington, D.C., during the Association's 71st Annual Conference.

Concerned about YOUR Association?

Suggest a Possible Candidate to Your Nominating Committee

The Nominating Committee for Spring 1981 Elections requests YOUR assistance in its search for the best qualified candidates to represent YOU as future officers of YOUR Association. This means that YOU, as a member of the Association, must be concerned with the caliber and abilities of the officers who will be leading YOUR Association. We need YOUR recommendations for those members who are most knowledgeable of all phases of Association activity, who have shown a dedication to the goals of the Association, who are representative of its diversified professional interests and various geographical areas, and who would be willing and able to accept nomination.

Candidates are needed for the offices of President-Elect, Chairman-Elect of the Chapter Cabinet, Chairman-Elect of the Division Cabinet, and two Directors.

Please submit your suggested names by letter with a brief note giving qualifications. Contact a member of the Committee whom you know best or the Chairman of the Nominating Committee, Mary Lou Kovacic. This must be done prior to the Washington Conference, Jun 7-12, 1980.

Mary Lou Stursa
Ruth C. Smith
M. "Jims" Murphy
Hugo W. "Bill" Jones
Mary Lou Kovacic, Chairman

Proposed Dues Increase

On Oct 25, 1979, the Board of Directors approved a motion that the necessary steps be initiated to submit a dues increase to the membership at the Annual Business Meeting, June 1980, with an effective date of Jan 1, 1981, and that the increases be $15.00 for Members and Associate Members (proposed $55.00), $4.00 for Student Members (proposed $12.00), and $50.00 for Sustaining Members (proposed $250.00), and that the dues for Retired Members, Sponsors, and Patrons remain at their present levels of $10.00, $500.00, and $1,000.00 respectively.

The formula for determining fees for extra Chapter and Division affiliations will also be discussed at the 1980 Annual Business Meeting. All members have the privilege of affiliating with one Chapter and one Division at no additional charge. In actions taken by the members present and voting at the 1963 Annual Business Meeting, the fee for each *extra* Chapter and Division affiliation was set at 20% of the annual dues for a Member. At the 1971 Annual Business Meeting the formula was modified to set the fee at 30% of the annual dues for a Member for each *extra* Division affiliation above two.

If the proposed annual dues increase for 1981 is approved, fees under the current formula for each extra Chapter and the first two extra Division affiliations will be $11.00, and $16.50 for each extra Division affiliation above two.

THE REALITIES OF THE 80s CHALLENGING THE INDIVIDUAL

Special Libraries Association 71st Annual Conference Washington, D.C., June 7–12, 1980.

THE 80s HAVE ARRIVED. The Big-Brother-Is-Watching-You syndrome is almost upon us, yet it does not seem as foreboding as it once did. Machines no longer awe us. They may frustrate us, but we have accepted the challenge of frustration as routine. What are the challenges to ourselves? What are the realities of the 80s and how do they affect us? This is the theme of the 71st Annual Conference. What better place to explore the human side of information processing than in a city that represents a sense of history, yet stands on the threshold of the future.

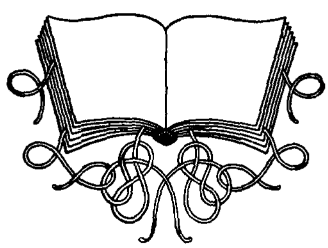
Washington, D.C., is a city that challenges and entices the individual. The challenges lie in a variety of things to do and places to visit. The enticement is its history, its architecture, and its beauty. There is something for everybody. Moments of history are conjured up in symbols like Watergate and the Lincoln Memorial. The contrast in architecture is epitomized by the buildings surrounding the Mall. One delights in seeing the "old red castle," the original Smithsonian building, and the sparkling, stark lines of the National Gallery of Art's East Building. A day could easily vanish "doing" the National Air and Space Museum. Eighteen years have passed since the Annual Conference was held in Washington. The U.S. laws that have been enacted since then and the events that have transpired have affected our lives and our work. High technology has drawn us closer together internationally. The variety that Washington provides in the old and the new makes it a perfect location for an international conference.

The individual's challenge starts with deciding which continuing education course to attend on Saturday and Sunday. Some members will be involved on Sunday in Chapter and Division Cabinet meetings. New registrants will have a conference orientation program, providing an excellent opportunity to get acquainted and to understand the

Conference structure. Sunday afternoon will be a time to enjoy the Exhibitors' Reception planned in the Exhibit Area. Continuing in the enjoyment vein will be the scholarship event Sunday evening.

The first Plenary session starts early Monday morning with the official welcome to Washington and remarks made by Joseph Dagnese, the Association president. Highlighting the program will be the keynote address by Edward Cornish, president of the World Future Society and editor of the magazine *Futurist*. He will talk on "The 1980s: A Decade of Crisis and Opportunity."

"Management Goals and the Information Professional" is the theme of Plenary Session II, later on Monday morning. Professor Stanley J. Shapiro, dean, Faculty of Management and professor of marketing, McGill University challenges us with a talk on "Marketing and the Information Professional—Odd Couple or Meaningful Relationship." Next will come Barbara M. Robinson, chief of library programs, the Metropolitan Washington Council of Governments, and executive secretary for the Council for Computerized Library Networks, who will speak on that important timely subject, "The Role of Special Librarians in the Emerging National Network."



Tuesday the challenge will focus on "Our Development for the Future," the theme of Plenary Session III. Patricia W. Berger, chief, Library and Information Services Division, U.S. National Bureau of Standards, will tell us how to manage revolutions; that is, coping with evolving information technologies. To aid us further will be Carlos A. Cuadra, president, Cuadra Associates, Inc., speaking on "Continuing Education in Technology—Key to Professional Survival." Plenary Session IV will follow on Tuesday with the theme, "Information on the U.S. Federal Level in the 1980's." It will be moderated by Andrew A. Aines, who is in the Office of the Deputy Director for Research & Development of the U.S. Department of Defense. Three speakers will discuss three important facets of information available from Washington. Robert Chartrand from the Congressional Research Service of the Library of Congress will tell us how Congress uses information and how it influences national information policy. Carl LaBarre, superintendent of documents, U.S. Government Printing Office, will inform us of recent and expected developments in government publications and document distribution. The third musketeer, naturally, has to be Melvin S. Day, director, National Technical Information Service. He will tell us how governmental data bases are made. Many of us who work day to day with the services these agencies provide realize what complexities and challenges are in the processing of the information and the handling of documents.

No information-oriented conference would be complete without involving the Library of Congress. A Conference-Wide Reception will be held on Monday evening at the Library of Congress. Also on the relaxing side will be an additional reception in the Exhibits Area on Tuesday evening, where hot and cold canapes will be served.

Besides the Plenary sessions, Division programs are being organized. Many of the Divisions are planning joint programs and are drawing on the plethora of speakers and agencies available in the area. The schedule field trip of possibilities is endless and could range from The Chesapeake & Ohio Canal National Historic Park to NASA's Goddard Space Flight Center. Other challenges to the individual include a selection of contributed papers and a poster session. Unique ideas presented in a novel way form the basis of the poster session. Those who prefer to sit while listening to a speaker may benefit from a contributed paper.

A variety of programs and a variety of events have been prepared to help you cope with the start of the 80s. The information-packed resources available in Washington, D.C. and the surrounding area make it an ideal location to challenge you as a participant in the 71st Annual Conference.

Evelyn W. Armstrong
Jean Z. Davenport
Virginia Carter Hills
Marjorie Judah
Laurence Walton, chairman
Washington, D.C. Conference
Program Committee

SLA Conference Sites

SLA Conferences are city-wide requiring more than 50,000 square feet of exhibit space, 40 meeting rooms for concurrent sessions and adjacent seating for 2,000 persons for large meetings such as General Sessions and formal opening/closing ceremonies. A minimum of 2,500 sleeping rooms within walking distance of the exhibit area is a requirement we now face in 1980; more will be needed as time goes on. Due to the drastic increase in petroleum products, shuttle buses are an extraordinary expense we should try to eliminate.

Transportation

Good major transportation systems with service from all major metropolitan centers of the United States and Canada are required to promote good attendance by a majority of members. This must include air, rail, bus and car access so that all budgets can be accommodated.

Weighing Costs

When considering sites, we weigh all costs including sleeping rooms, food, local transportation, entertainment, local labor costs for exhibits, meeting room set-ups and audiovisual equipment, printing, photography, and temporary personnel. Some cities have a Convention Bureau that is so well funded it can offer us registration personnel at no cost based on registration figures. Other cities have low budgets and we have to pay for everything! If the cities under consideration are adjacent, these costs are carefully weighed. Should the city be a very popular site, drawing unusually large numbers of registrants, the cost for temps may prove minimal due to higher registration income. Being able to offer the benefits of the Annual Conference to a greater portion of the membership is a serious consideration.

Another priority is the availability of commercial and industrial facilities, research centers, hospitals, and universities and other sites of interest for further learning and study tours.

Recommended Sites

For the years 1986–1989 the above issues were balanced against the availability of space, the number of years which have elapsed since we last met in the particular geographical area, and invitations from local chapters. The following recommendations will be made to the Board of Directors for review and action at the 1980 Annual Conference.

- June 7–13, 1986
  Boston, Massachusetts
- June 6–12, 1987
  Anaheim, California or
  Los Angeles, California
- June 10–16, 1988
  Denver, Colorado or
- June 25–30, 1988
  Minneapolis, Minnesota
- June 10–15, 1989
  New York City (set by Board action 1/80)

1986

For 1986, we cannot offer a choice of sites since four out of five cities on both the East and West coasts could not confirm the necessary facilities due to commitments by other large associations.

Special Libraries Association has held three previous Conferences in Boston in 1935, 1946 and 1972. We really hit the big time in 1972 when 2,265 persons registered for the Boston Conference.

Prudential Center, in the heart of downtown Boston, offers a major hotel chain connected to an excellent convention center. The two facilities offer a combination of meeting rooms and exhibit areas well within our future needs. The density of hotel properties assures sufficient sleeping rooms.

1987

Our last West Coast Conference was June 1971 in San Francisco. We are asking the Board of Directors to decide between Los Angeles and Anaheim for 1987.

Los Angeles has a convention center in the downtown area which is about 7–10 blocks from the nearest hotels. Meeting room space is limited by the percentage of exhibit space rented so meetings would probably have to be spread out into several hotels.

Anaheim's Convention Center is a core of meeting space/exhibit space in which sleeping rooms are a maximum ten-minute walk away.

1988

This year offers us the choice of returning to Denver. The combination of the existing exhibition hall and new and former hotels assures a good combination of meetings and exhibits. Hotels are 7–11 blocks from the hall. A "people mover," now under construction, is expected to be completed by 1981.

Minneapolis has a downtown convention center about five blocks from the nearest hotel. Transportation such as shuttle buses would be needed on the weekend and after 6:00 p.m. on week-days when the city-operated bus is not operating. Earlier dates in June are not available due to an annual show that reserves the hall well in advance.

1989

At the Winter Meeting in San Antonio, January 1980, the Board of Directors approved a five year rotation to New York City. The city is available for June 1989, but no decisions have been made on hotels or convention center.

Transportation Washington '80

Air Transportation Center

A special, nationwide, toll-free telephone number has been reserved by Special Libraries Association with Eastern Airline for your use in planning your air travel to Washington, D.C., and the 1980 Conference.

Just call this number, *toll-free:*

1-800-327-1295.

(Florida residents only: 1-800-432-1217)

This Air Transportation Center is now open Monday through Friday for the SLA Conference during the following hours:

Eastern Time Zone	9:00 a.m.–5:30 p.m.
Central Time Zone	8:00 a.m.–4:30 p.m.
Mountain Time Zone	7:00 a.m.–3:30 p.m.
Pacific Time Zone	6:00 a.m.–2:30 p.m.

You can call this special number no matter where you live in the continental U.S.—even if you live in an area not served by Eastern. The SLA Conference agents at the Air Transportation Center will be happy to make your reservations on any airline serving Washington.

Eastern and other airlines serving Washington offer discount fares which can save you from 30–50% off normal coach fares. *Seats sold at discount fares are limited in quantity on each flight and may not be available on every flight, so it is important for you to make your reservations early. Call the Air Transportation Center NOW and tell them that you're planning to attend the SLA Conference. Ask about Super-Saver, Excursion, or Group 10 fare qualifications.

*Fares and rules governing discount fares are subject to change. The coordinators at the SLA Air Tranportation Center will work out the lowest fare for you.

* *

SLA Employment Clearing House at Conference

The SLA Employment Clearing House will be available to SLA members and to employers registered at the Conference in Washington, D.C. The Clearing House will be open:

Sun/Jun 8 (12:00 noon-4:00 p.m.);
Mon/Jun 9 (8:00 a.m.-3:30 p.m.);
Tue/Jun 10 (8:00 a.m.-3:30 p.m.);
Wed/Jun 11 (11:00 a.m.-3:30 p.m.).

Résumé forms for members can be obtained from the Membership Department, Special Libraries Association, 235 Park Avenue South, New York, N.Y. 10003. The completed résumé forms must be returned by May 9. The Clearing House will arrange interviews at the Conference.

Employers with vacancies may request "Job Opening" forms from the same address as above; the deadline for their submission is May 23. Job descriptions for the vacancies will be posted at the Clearing House.

Guide Offers

SLA's Information Service has received a good many user guides and other promotional pieces in response to the request for contributions published in the November 1979 *Special Libraries.* Two contributors have offered to send copies of their guides to interested librarians.

The Brooklyn Public Library's Business Library will send its guide on receipt of a stamped, self-addressed legal-sized envelope. Write to Brooklyn Public Library, Business Library, 280 Cadman Plaza West, Brooklyn, New York 11201.

For a copy of *Guide to Research at The Historic New Orleans Collection,* send your request, with 54¢ in stamps, to The Historic New Orleans Collection, Library, 533 Royal Street, New Orleans, Louisiana 70130.

Errata

The 1979 SLA Salary Survey published in the Dec. 1979 issue of *SL* listed an incorrect page reference on p. 562. The second paragraph, comparing the salaries of female and male SLA members according to number of persons supervised and years of experience, should have stated, "See p. 580 and p. 583."

The Rocky Mountain Chapter news on p. 496 of the Nov 1979 issue listed the wrong price and address for the *Specialized Library Resources of Colorado,* 4th ed. The correct price is $10.00 for SLA members; $13.00 for nonmembers. Checks and orders should be sent to: SLA Rocky Mountain Chapter, c/o James W. Carter, 5950 McIntyre St., Golden, Colo. 80401.

Government Relations Update

New Bulk Mailing Postal Regulations — New regulations affecting mail preparation by bulk mailers will go into effect on Feb 3, 1980. Among other changes, these rules will revise destinations requiring packages and mail sacks, as well as minimum quantities of mail requiring mail sacks, to be presorted. Second-class, controlled circulation, third-class, fourth-class bound printed matter, and library rate categories will all be affected. To help mailers phase in these changes, the Postal Service has issued a detailed explanation of the new regulations. This document is available for inspection at local post offices, or it can be ordered from the Government Printing Office in Washington, D.C. 20240, for 70¢.

Telidon (Two-Way TV Services in Canada) — The Government of Canada, Department of Communications has supplied the Manitoba Telephone System with 19 user terminals and 6 information provider terminals for a major field trial using Telidon technology.

Telidon is a two-way television system developed by the Department's Communications Research Center, near Ottawa. Telidon users will be able to use a key pad or key board to retrieve information from computer data banks for display on modified television sets. The information, in written or graphic form, can be delivered over various media such as fiber optics, telephone, or cable lines. Telidon can be used in a wide variety of applications, ranging from specialized business services to mass market services for home users.

National Commission on the Scientific and Technological Implications of Information Technology in Education (H.R. 4326) — To carry out the purposes of this Act, there would be established a commission to study the scientific and technological implications of information technology. The Bill states:

- Developing information-based society should be improved, with emphasis on achieving widespread development of computer skills;
- Computer-based techniques should be applied to the learning processes at all levels of education.

The twelve member one-year Presidentially-appointed Commission shall conduct studies that include:

1) A forecast of changes in information technology during the period from 1981 to 2000, with emphasis on the effect of such technology on education and lifestyles;
2) A forecast of the need for individuals with computer skills during the period from 1981 to 2000, with emphasis on the need in the service sector of the Nation's economy for individuals skilled in information processing;
3) A forecast of the effect of increased use of computers in education on school financing and local taxation during the period from 1981 to 2000;
4) An investigation of incentives for increasing private sector involvement in the research and development, demonstration, dissemination, and utilization of computers for education purposes; and
5) An investigation of the costs and benefits of alternative methods of training teachers in the use and application of information technologies and computer-based instructional materials.

Copyright—Five Year Review (The following is from the Copyright Law Implementation Committee.)

A. Subsection 108(i) of the new copyright law requires the Register of Copyrights every five years to submit to the Congress "... a report setting forth the extent to which this section has achieved the intended statutory balancing of the rights of creators, and the needs of users. The report should also describe any problems that may have arisen, and present legislative or other recommendations, if warranted." The first report was due January 1, 1983. Barbara Ringer, the current Register of Copyrights, has decided to have "regional meetings" in 1980 which would be open to any person desiring to comment on this matter. The first meeting [was] ... scheduled in Chicago on Jan 19, 1980, in connection with the ALA Mid-Winter Meeting.

B. The committee believes the great majority of special librarians have found the provisions of the new copyright law relating to library photocopying to be acceptable. The committee is aware of no widespread discontent with the law. The committee believes that the provisions of the new law preserving the right of fair use are an essential element of this attitude.
The committee is aware of some disagreement with the manner in which the CONTU guidelines are being interpreted. However, as a practical matter, this has not posed any significant burden on librarians.

C. In view of the foregoing, it is the basic position of the committee at this time that the copyright law needs no revision, no further reports by any legislative committee and no new "guidelines."

D. Based on past experience the committee believes that certain of the publishers, probably lead by the AAP, will do everything possible to cause the five year report to demonstrate a need for restrictions on library photocopying including, specifically, restrictions on the right of fair use. This most probably will take the form of a demand for congressional hearings leading to congressional committee reports which will narrow the definition of fair use or establish new "guidelines."

E. Whether the publishers will attend the regional meetings is unknown. It is assumed, however, they will be present and will utilize the same for the purpose indicated.

F. The committee determined that a representative of SLA should be present at each of the regional meetings prepared to state the SLA position.

The *Federal Register* of Dec 17, 1979, lists eight questions on which the Copyright Office is interested in receiving comments:

1) To what extent has Section 108 changed library procedures? Has there been any significant effect on users' and librarians' access to information?
2) To what extent has Section 108 affected established patterns in the publishing industry and the relationship between authors, libraries, and library users?
3) Depending upon the type of library involved, describe the effect, if any, of Section 108 upon the type and amount of copying performed by the library on its own behalf or on behalf of users. To what extent have publishers and authors experienced a change in the number of requests from libraries to reproduce works since the present law went into effect?
4) In what manner has the establishment of the Copyright Clearance Center affected your experience under Section 108? (The intent of this question is to elicit responses from publishers and authors on the one hand and libraries and library users on the other.)
5) Describe the impact, if any, that Section 108 has had upon the replication of nonprint materials, including the ability of libraries to reproduce phonorecords and audiovisual works dealing with news. In response to this question describe any problems which have been encountered as the result of the narrower exemptions for nonprint materials under Section 108.
6) How has the CONTU "rule of five" worked in practice? How should periodicals more than five-years-old be treated?
7) What is your opinion of the relationship between Section 107 ("fair use") and Section 108 ("reproduction by libraries and archives")?

8) If problems do exist, can they be resolved without resort to legislative amendment? If so, what are the problems, and how could they best be resolved? If not, what changes should be made in the law?

William S. Budington, executive director and librarian, The John Crerar Library, was selected to testify on behalf of SLA.

Higher Education Act (HR 5192) — The Senate Education, Arts and Humanities Subcommittee began markup of its Higher Education Act extension bill in February. The House passed its bill, HR 5192, on Nov 7 by a vote of 385 to 15 without major amendment to Title II library programs.

SLA has continued to take an active role in promoting the National Periodical Center (Title II-D). On Dec 3, 1979, a letter expressing SLA's position and the Sep 20, 1979 testimony prepared by Joseph M. Dagnese was sent to the 15 members of the Senate Committee on Labor and Human Resources. To date five Senators have responded by sharing their views with us. It is too early to determine their position. In addition to the letters, six members were asked to inform their Senators as to what the National Periodical Center could mean for their libraries.

National Library of Medicine Regulations — The Nov 21 *Federal Register* contained a notice (pp. 66852-3) of a decision to develop amended regulations for the programs of the National Library of Medicine. The major change contemplated would permit the Regional Medical Library Network to recover part or all of the costs for the provision of photocopies of biomedical materials. For further information, contact Kenneth Carney, Acting Executive Officer, NLM, Bethesda, MD 20209 (301/496-6491).

Budget, FY 1981 — The Office of Management and Budget has restored cuts recommended by the Department of Health, Education and Welfare in the school library and public library programs, while reducing certain other increases requested by HEW. The OMB totals for library resources are a decided improvement over the HEW request, and would equal last year's funding except for a zero figure for the Higher Education Act II-B library training and demonstration program. As reported by *Education Daily* on Dec 12, the figures are shown below. The outcome of the HEW appeals to OMB is not yet known.

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Budget FY 1981.

	FY 1980 Appropriation	HEW's 1981 Request to OMB	OMB Allowance	HEW Appeal to OMB
ESEA				
IV-B school libs.	$171,000,000*	$ 90,000,000*	$171,000,000*	
IV-D guidance	18,000,000*	18,000,000*	18,000,000*	
HEA				
II-A college libs.	4,988,000	4,988,000	4,988,000	
II-B training, demo.	1,000,000	-0-	-0-	+3,000,000
II-C research libs.	6,000,000	12,000,000	6,000,000	+2,000,000
LSCA				
I public libs.	62,500,000	56,900,000	62,500,000	
III interlib. coop.	5,000,000	15,600,000	5,000,000	+10,000,000
TOTALS:	$268,488,000	$197,488,000	$267,488,000	

*Advance Funded Program

White House Conference on Small Business — The national Conference represents the culmination of a two-year process. The initial phase was a series of meetings held in 57 major cities across the country, during which more than 25,000 participants began focusing on the issues of concern to the small business community. This fall, 10 regional caucuses were held so that the elected delegate would have an opportunity to further define the issues to be addressed during the national Conference. From Jan 13–17, 1980, the delegates deliberated on the issues and outlined their recommendations on policy affecting the future of small business.

Persons interested in sharing their views on how libraries can serve small businesses should write Michael K. Casey, Director, White House Conference on Small Business, 730 Jackson Place, Washington, D.C. 20006 (202/456-7146).

To Amend the Internal Revenue Code of 1954 to Treat as Public Charities Certain Organizations which Operate Libraries (S.1094) — This legislative bill has not been reported out of the Senate Committee on Finance. David Kautter, Senator Danforth's Legislative Assistant, has indicated that the bill is still under study and that Danforth is waiting for Representative Gephardt to move on his bill. Therefore, SLA's position has not been officially expressed as authorized by the Board (M.068-10/79).

Congressional Regulatory Review Act of 1979 (S.2042) — The bill would establish a procedure for congressional review of all proposed agency and departmental rules and regulations. Thus preventing personnel of the various governmental agencies from writing rules and regulations which are contrary to the intent of the law.

Small Business Development Centers (S.918) — Title II, Sec. 21 of the Act authorizes the Administration to make grants (including contracts and cooperative agreements) to any State government or any agency thereof, any regional entity, any State-chartered development, credit or finance corporation, any public or private institution of higher education, including but not limited to any landgrant college or university, any college or school of business, engineering, commerce, or agriculture, community college or junior college, or to any entity formed by two or more of the above entities (herein referred to as "applicants") to assist in establishing small business development centers and to any such body for: small business oriented employment or natural resources development programs; studies, research, and counseling concerning the managing, financing, and operation of small business enterprises; delivery or distribution of such services and analysts who can refer small business concerns to available experts.

Arts & Humanities (S.1386) — This bill is seeking authorization for funds through Fiscal Year 1985 for the National Endowment for the Arts, National Endowment for the Humanities, and the Institute for Museum Services.

Museum Services (S.1429) — This bill is seeking authorization for funds through Fiscal Year 1982 for programs under the Museum Services Act.

Department of Education — On Nov 30, 1979, the Senate held hearings on the nomination of Shirley Mount Hufstedler to be the Secretary of Education. Following lengthy testimony, a vote of 81 Yeas, 2 Nays, and 17 Not Voting confirmed Judge Hufstedler's nomination. On Dec 13, 1979, President Dagnese sent Secretary Hufstedler a letter expressing SLA's best wishes.

David R. Bender
Executive Director
SLA

45th IFLA Congress and Council Meetings

After the ethnic informality of the Central European mountain resort of Strebské Pleso in Czechoslovakia's High Tatra and after coping with Cedok's bureaucratic red tape in 1978, it was quite a switch and a real pleasure for IFLA members to meet in Copenhagen for the 45th Congress and Council Meeting, Aug 27-Sep 1, 1979. This was the third time in IFLA's 50-year history that the Congress was held in Denmark. The first, in 1952, was attended by 68 librarians from 53 leading library associations in 25 countries. Seventeen years later, in 1969, the number of countries represented had increased to 51, and 467 conferees—the highest number up to that time—attended IFLA's second Copenhagen Conference. A new record was reached in 1979, with more than 1,200 participants from 72 countries attending. The following report is a compilation of the contributions of M. Noël Balke (National Gallery of Canada), Maria Calderisi (National Library of Canada), David K. Carrington (Geography and Map Division, Library of Congress), Margaret Cressaty, Josephine Riss Fang (School of Library Science, Simmons College), Elizabeth Morrissett (Auraria Libraries, Colo.), Mary Murphy (Defense Mapping Agency, Hydrographic/Topographic Center, Washington, D.C.), and Clara Steuermann (Arnold Schoenberg Institute, University of Southern California).

SLA members pose in front of Conference site. (l. to r.): Pat Moholdt, Eric Spicer, Vivian D. Hewitt, Dave Bender and Ruth C. Smith.

Paris of the North

Heavy rains and cool temperatures greeted some conferees upon arrival, but when the skies cleared and the sun shone, they began to appreciate the charming atmosphere of the city described as wearing Europe's crown and being the "Paris of the North." When not attending IFLA meetings, they strolled about the enchanting Tivoli Gardens, (the fireworks each midnight were spectacularly beautiful!), walked the length of the city's famous Strøget, already world-renowned as a pedestrian shopping street with shopping arcades and elegant stores offering a great variety of things in Danish design; fell in love with Europe's favorite girl friend, the Little Mermaid; feasted on the great Danish specialty, smørrebrød—open sandwiches, or sampled from the cold table the high point of Danish food culture, det store kolde bord—a buffet arrangement with a large variety of hot and cold fish and meat dishes; took boat trips; and visited museums and castles while thoroughly enjoying themselves in Hans Christian Anderson's fairytale land.

Danish Hospitality

The Congress, superbly organized by the Danish Library Association in cooperation with the Ministry of Culture, the University of Copenhagen, and the IFLA Secretariat, met at the Royal School of Librarianship and the University of Copenhagen. Passes for the inner zones of the public bus service in Copenhagen were provided each registrant free-of-charge. This was a boon since single fares cost approximately 60¢. In addition, hikes between the Royal School of Librarianship and the University became taxing and tiring after the thrill of the first hike.

Between the Plenary Sessions, the Congress theme "Library Legislation," carried out in many of the 8 Divisions, 28 Sections and Working Group meetings (there were approximately 181 meetings), was of particular interest to the host country, Denmark.

A Danish Governmental Library Commission, which had been working for three years to formulate a national policy on libraries and information, submitted its final report to Denmark's Minister of Cultural Affairs a few months prior to the IFLA Congress.

The Section on National Libraries dealt with legal deposit while the Sections on Public Libraries and Children's Libraries concentrated on public library legislation. However, topics did vary in other Sections and ranged from the technique for the provision of Braille and talking books to the blind to the standardization of union lists of serials.

A commercial exhibition providing information from international sources, included publishers, library equipment producers, and suppliers of audiovisual materials. The United States Publishers Group, USA, had a strategically located booth that provided newly appointed SLA Executive Director, Dr. David Bender, a spot for high visibility.

On Saturday, Aug 25, the Coordinating Boards of the various Divisions met in working sessions. Sunday, Aug 26, was the start of Standing Committee meetings of Sections. These, too, were working sessions where substantive matters, policies and issues were discussed.

Plenary Sessions

The Congress was officially opened on Monday, Aug 27 at the Tivoli Concert Hall in the presence of Her Majesty Queen Margrethe II. The principal speaker was Niels Matthiasen, Danish Minister of Cultural Affairs. The Chairman of the Danish Library Association, Karl Johan Mortensen addressed the audience which included, in addition to register persons, members of the diplomatic corps, a large number dignitaries, organizations and associations which had rendered their support to make the Congress possible.

In his presidential remarks, Preben Kirkegaard noted that "We are in a political era where IFLA's flagship UAP, Universal Availability of Publications, is a realistic possibility. In fact IFLA is UAP, that is Universal Availability of Persons from all over the world with a steady and stubborn devotion to one thought: knowledge allows man to emancipate and create free nations—to live life."

He also remarked: "One of the motives for our wish to hold this Congress here in Denmark can be found in the selected theme, Library Legislation. Denmark was one of the first European countries where financial government support to libraries gradually developed into a special Act of Parliament, passed in 1920 and followed by sets of regulations which could be applied by the individual municipal authorities. And during the following years Danish library legislation has been revised by Parliament several times in order to extend and develop library service in all parts of the country and adapt it to the changing structures of modern society. The Danish library system therefore offers an interesting example of a model of library service based exclusively on public economic support from the Government and from the local authorities. All over the world there is a trend in library development towards more and more public financing and less and less support from private or semi-private sources. It is therefore of the utmost importance for librarians to study and discuss the legal aspects of our work."

As with any conference, there were some meetings and papers which were more

Members of the Standing Committee of the Social Sciences Section, including Dave Bender who attended as an official observer.

interesting than others. One could suit one's taste from the smørrebrød of meetings scheduled—bibliographic control and union catalogue of early 15–17th century printed books in Cyrillic and Glagolitic types; the National Library of Canada's authority file system; the problems of the music-student vis-a-vis copyright; European social science data infrastructure: potential links to the library sector; or Optimierungsverfahren für die Veröffentlichung von bibliothekarischen Forshungsergebnissen and many, many more.

Two plenary sessions dealt with the general theme. Speakers were S.C. Nwoye, Librarian, University Library, University of Nigeria, Nsukka and O. Perch Nielsen, Permanent Under-Secretary, Ministry of Cultural Affairs, Denmark who detailed "A Constitution of Danish Libraries."

The second plenary session was organized by the International Association of Law Libraries and dealt with copyright and photocopying.

Elections

The election for the president and four members of the IFLA Executive Board took place at the Council session. Through its International Relations Officer, American Library Association (ALA) took the initiative in calling a caucus meeting of U.S. voting delegates on Sunday night, Aug 26. One purpose of the meeting was "to coordinate the U.S. vote and distribute the necessary IFLA membership certificates for those U.S. institutional members of IFLA not having a voting delegate at Copenhagen." Approximately 40 persons attended including SLA Executive Director, David Bender and SLA members Pat Moholdt, Elizabeth Stone, and Vivian D. Hewitt.

Events of the past year made it impossible for SLA to schedule its own caucus meeting. However, it is hoped that such a meeting will be arranged at future IFLA meetings lest world-wide librarians continue to lump all U.S. library associations into one bag. Positions taken by ALA are not always in accord with those of other U.S. library associations belonging to and attending IFLA meetings. There needs to be a restructuring of the way in which the American presence is coordinated; for example, a rotation among the associations of the chairmanship of the U.S. delegation.

There were five candidates for the office of president: Else Granheim of Norway, Esko Hakli of Finland, Peter Havard-Williams of the United Kingdom, D.R. Kalia of India, and Guy Sylvestre of Canada.

Becoming the first woman president of IFLA and the second successive Scandinavian president, Else Granheim, director of the Norwegian Directorate for Public and School Libraries in Oslo, won over Guy Sylvestre by a vote of 219 to 214—a mere 5-vote margin.

There were twelve candidates for the five vacancies on the Executive Board. Joseph Soosai, Rubber Research Institute of Malaysia, Kuala Lumpur, who attended SLA's conference in Honolulu, was elected to become the first member of the Board from a developing country. The African continent had two candidates from Nigeria who cancelled each other out. They have now become aware of the process of log-rolling, so that future elections may see a second member on the Executive Board from a developing country. By the log-rolling process and corridor caucussing, the U.S. contingent was successful in getting most of its endorsed candidates elected, notably Jean E. Lowrie, a past president of ALA and current chairman of its International Relations Committee. In addition to Dr. Lowrie, the other candidates elected to the Executive Board were: Marie-Louise Bussuat, Bibliothèque Nationale, Paris; Richard Fifoot, Librarian, Bodley, Oxford; and Gotthard Ruckl, Berlin.

Dues Increase

To support its professional program and to counteract inflation, IFLA's Board had proposed a dues increase. An increase of approximately $50 in minimum dues for national association, institutional, and affiliate members from developed countries was passed. The minimum dues for such national association members will now be approximately $200. Other membership dues remained unchanged.

Special Libraries Division

In its open general meeting on Wednesday, Aug 29, the Special Libraries Division, in conjunction with the Section on Official Publications, Division of Collections, presented a professional program. The theme was "Public Access to Governmental Information In Special Fields." The speakers were: Melvin S. Day, director, National Technical Information Service, U.S.A. who, in his paper, "Major U.S. Government Systems: A Summary," described methods of increasing the availability of government information; Genevieve Boisard, Chef, Département des Publications Officielles, Bibliothèque Nationale, Paris, surveyed "The Situation in France" in her paper.

At the Division's business meeting, a special tribute was given to the late Dr. Frank E. McKenna. Reports of Sections and Round Tables were made. Dr. Otto Simmler, member, IFLA Section of Administrative Libraries, Vienna, was elected chairman of the Special Libraries Division.

Social Sciences Section

The program for the Section of the Social Sciences was concentrated on Tuesday, Aug 28. The theme was "Data Bases in the Field of Social Sciences." There was also a demonstration and practice of SCANP (Scandinavian Periodicals Index in Economics and Business) and SCIMP (Scandinavian Index of Management Periodicals).

At the Standing Committee meeting on Sunday, Aug 26, it was noted that two issues of the newsletter had been published, with issue no. 2 devoted to a "World List of Audiovisual User Education Materials in Economics and Business" by Birgitta Janson.

Dr. David Bender was an invited observer to the Section's second meeting. Derek Clarke from England and Kyllikki Ruokonen, Finland were re-elected chairman and secretary respectively of the Section. The Section plans to have a program session in Manilla, and Vivian D. Hewitt has agreed to coordinate the session for the Section.

The professional concerns of the Section were submitted to Council for consideration. It was suggested that the Section on Cataloging should pay special regard to problems of the bibliographical control of data bases; when ISBD (NBM) is revised the description of data bases should be made more detailed.

Working Group on Conflict Resolution and Peace Information

It was wonderful to have such a good first meeting of the working party at the IFLA Conference in Copenhagen. Members from Finland, Poland, and the United States were there with handouts to share. In addition, two officers of the Social Sciences Libraries Section were present to give help and advice, and interested persons from Italy, France, and Germany asked for information and ways to cooperate.

In view of the scarcity of funds for peace research groups, especially for travel expenses, the working party has been operating as a "correspondence committee." The group was formed in 1978, after permission was granted by the Social Science Libraries Section at the 44th IFLA Congress in Czechoslovakia to establish a Working Party on Conflict Management and Peace Information for a three-year development period. The working party consisted of members from Lebanon, Finland, Malawi, Poland, Kenya, Hungary, Sweden, and the United States. Elizabeth Morrisset was chosen chairman *pro tem.*

All members present at the Copenhagen meeting expressed their willingness to share institutional productions in the form of acquisitions lists and publications of the research groups. The Stockholm International Peace Research Institute and the Peace Research Institute (Oslo) International of Norway were similarly cooperative. Persons interested in establishing exchange arrangements may write to the chairman of the working party for a list of addresses. At this time, a system of trading has not been worked out; individual institutions must, therefore, set up their own exchange arrangements.

There is no reason to expect that peace and conflict study libraries will be better able to send representatives to future meetings. This was, however, an important year in which to begin. This past summer, the U.S.S.R. established a peace research institute and, in October, the U.S. Congress funded a study commission to evaluate the feasibility of the U.S. Peace Academy. This makes the international exchange of information on peace research all the more necessary.

The working group will be meeting again at the IFLA conferences sceduled to be held in Manila (1980), Leipzig (1981), and Montreal (1982). It is hoped that librarians in these regions will be able to attend.

Exchange of Publications Section

Among the highlights of the meetings of the Exchange of Publications Section was the scholarly paper presented by Frans Vanwijngaerden, head of the Service des Échanges Internationaux, Bibliothèque Royale, Albert Ier, Brussels. He illustrated the value of exchange by citing these statistics: in 1975, the Library of Congress received 489,893 items on exchange; in 1977, the British Library received 440,345 items; the Lenin State Library receives sixty percent of its foreign books, eighty-eight percent of its serials, and eighty-two percent of its periodicals; and forty percent of its total acquisitions is received by the Bibliotheque Royal Albert Ier on exchange.

The ethics and obligations of established libraries to help beginning libraries was stressed. However, it was pointed out that many developing countries are not poor and have libraries comparable to those in the so-called "developed" countries. It is, therefore, essential to develop individual programs to fit the needs of the given country. Exchange programs should be planned and organized. Lack of trained personnel, poor telephone and mail service, and insufficient external currency are among the major problems.

Another topic was "Rising Book Prices and the Exchange of Publications," pre-

Wilhelmina Van De Waal, John Wolter and Mary Murphy attend Monday reception.

sented by Maria Razumovsky of the Osterreichische Nationalbibliothek, Vienna. Her report was based on a questionnaire drafted at the IFLA Congress in Brussels. Fifty-nine of the eighty-four libraries to which it was sent replied. No libraries in Canada or the United States replied. Only two libraries answered that they had no exchange partners; however, no library replied that no material was being received on exchange. The largest category received by exchange was current periodicals—fifty-two percent; the next largest was official publications—thirty-five percent. Libraries in Eastern Europe had the most exchange agreements. Twenty libraries replied that rising book prices would make exchange agreements more essential, while only two said that exchange would be less important. There were various comments on the cost of handling, storing, and distributing material on exchange.

Denmark's Institute for International Exchange

Rita Ejlersen of the Danmarks Institute for International Udveksling (IDE) spoke on "The Economic Aspect of the Exchange of Publications: A Case Study." This was based on a ten month performance time-study on duplicate monographs. It is similar to studies made by the Gift and Exchange Section of the British Library, Boston Spa, and by The Universal Serials and Book Exchange, Inc., (USBE), Washington, D. C. However, the methods, scope, salaries, and so forth differ, so that absolute comparison is impossible.

The IDE is an excellent example of a national centralized exchange where all duplicates are received and cataloged. Lists from libraries abroad are distributed. When the libraries have made their selections from the foreign lists the requests are processed by the IDE and statistics kept as the items requested are received. Three years ago a questionnaire was sent to 325 exchange partners. Ninety percent replied indicating their fields of interest.

Rita Ejlersen presented a detailed study of the phases of the exchange procedures: acquisition, classification, selection, cataloging, arrangement, allocation, and so on. Approximately twenty lists of an average of 600 titles each are issued each year. Appeals from libraries in developing countries and those that have suffered some disaster are filled as much as possible.

Music Round Table

The Music Round Table held its open meeting on Aug 31. Twenty persons from eleven countries were present, among them a representative from the U.S.S.R. and one from the World Intellectual Property Organization. Forrest Alter, head, Art, Music & Drama Department, Flin Public Library, spoke on "The Role of Sound Recordings in Library Collections." He briefly but thoroughly outlined acquisition procedures and selection tools, the multiplicity of users' needs, listening facilities, the care and storage of recordings and tapes, and access to the material. Ruth Watanabe, head of the Sibley Music Library at the Eastman School of Music, University of Rochester, spoke on "Copyright and the Research Library." Her emphasis was on the doctrine of fair use in the revised U.S. copyright law and its implications for graduate music students in the preparation of dissertations and other papers. She covered four points in relation to fair use: 1) copying for research purposes, 2) interlibrary lending, 3) quotation by scholars from copyrighted sources, and 4) copying for use of materials in seminars and classrooms. The lively discussion which followed each paper was evidence of the timeliness of the topics and the need for such information.

At an executive session held later the same day, two main topics were discussed: a change of name and terms of reference for the Round Table, and a programme for Manila. Henceforth, the group will be called the Round Table for Music in Libraries, and the revised terms of reference will read as follows:

1) To promote the establishment, growth and use of music libraries and of music collections in general libraries;
2) To encourage the collection of music and musical literature in libraries;
3) To assist the general librarian by providing a forum for the discussion of problems concerning music materials; and
4) To act as a link between the general library community and the music library members by drawing upon the expertise of music librarians to meet the needs of general librarians.

For the Manila program, it was agreed that a double session of three hours be given jointly with the Audio-Visual Media Round Table on the importance of audiovisual materials as documents of cultural heritage: their collection, organization, dissemination, use and conservation. The plan is to

invite librarians, audiovisual specialists, ethnologists, and others from the general area of Australia, New Zealand, Hawaii and the Philippines, as well as experts from other countries, to participate. We believe that the first IFLA meeting to take place outside of Europe and North America is a fine opportunity to present a program of particular interest to Third World countries.

The Executive Committee named four new members to the Round Table and re-elected Clara Steuermann, chair, and Maria Calderisi, secretary, for a further period of two years.

Art Librarians' Round Table

The Art Librarians' Round Table had a very busy program in Copenhagen, with five meetings scheduled. Attendance varied from 15 to 20 and included representatives from all the Scandinavian countries as well as Holland, France, Germany, the U.S., and the U.S.S.R. Wolfgang and Doris Freitage and Patricia Boil served as U.S. representatives and Melva Dwyer, Peter Anthony, Mary Williamson, and Noël Balke represented Canada. Sunday's schedule included an informal meeting during the morning registration period at the University, followed by a reception at the Museum of Decorative Arts to welcome delegates. On Monday morning, voting delegates had to rush from the Council Meeting at the Library School, where elections were held for IFLA President, to a joint meeting of the Audio-Visual Working Group and the Art Librarians' Round Table.

At this joint meeting, a paper was presented by John Matthews, Arlis, U.K., on audiovisual materials in art libraries. In the discussion that followed it became obvious that the audiovisual and art librarians each took a different approach to the problems of housing, cataloging, the use of audiovisual materials, and even the scope and quality of the materials themselves. The Audio-Visual Working Group was from the Public Libraries Division, and it was this group that had had the major input into national and international proposals for handling audiovisual materials. As the bibliographic control of these materials was recognized to be of equal importance to both groups, it was suggested that there be more cooperation in the future in dealing with the problems posed by audiovisual materials in libraries. The art librarians were invited to contribute a chapter on the use of audiovisual materials in art libraries to the forthcoming publication "AV in Action," a series of case studies to be published by the Audio-Visual Working Group.

On Tuesday morning, a visit to the Library of the Museum of Decorative Arts was followed by a meeting which modified the terms of reference of the Round Table. The terms of reference adopted were:

- To promote the development, use, and good management of art library collections and services;
- To provide an international forum for the free exchange of ideas, information, and materials among art librarians;
- To encourage the activities of national and regional societies of art librarians;
- To undertake or assist in cooperative projects of benefit to art libraries worldwide.

At the business meeting held at the University on Tuesday afternoon, the chairman, Jacqueline Viaux of the Bibliothèque Forney, Paris, reported on the work undertaken in the previous year. The product of this work, the *Directory of Art Libraries in Europe or Libraries with Important Art Holdings: A Preliminary List,* (IFLA Round Table of Art Librarians, 1979), is available from John Matthews, Library, Bristol Polytechnic, Bristol, U.K., at a price of £3 plus postage. Sonia French, editor of *Art Libraries Journal,* stated that the journal would publish articles concerning art librarianship and news of art library activities throughout the world. She appealed for input from the countries represented at the Round Table. This was followed by discussion of three papers: "The Activities of the History of Art," by Sven Sandström, Institute of Art History, Lund, Sweden; "Some Proposals for Action," by Melva J. Dwyer, Fine Arts Library Division, U.B.C., Vancouver, Canada; "The Problem of the Artifact Subject: Limits of the Art Library," by Trevor Fawcett, Library of the University of East Anglia, Norwich, U.K.

Sven Sandström described work being done in different countries in creating union lists, either in data banks or on microfiche, of the art works held in different museums. He spoke of the need for a similar effort to be made to list holdings of artists' archives. Melva Dwyer focused on some points of concern to art librarians about which some action might be taken—such as the poor quality of the bindings of many art publications, the variations in color standards of microfiche, the theft from libraries of art books and of prints from books. It was suggested that letters be sent to editors of art journals asking them to require their reviewers to pay more attention to the physical make-up of the book — its dimensions, binding, and the quality of the reproductions—and that every art librarian should let the editors of library journals know when they come across poor quality fiche, and ask that this information be published to warn acquisition librarians in general libraries as well as other art librarians. Thefts of valuable art books should also be listed to warn dealers and librarians.

There was considerable discussion of

Some of the attendees at a Geography and Map Section meeting.

Trevor Fawcett's paper on the problems of overlapping subject areas — art with archaeology, design, urbanism, applied art, anthropology. The conclusion was reached that because of the many types of art library, the only practical solution would be to include in the art library collection all subjects required by the clientele of the particular library.

Wednesday's meeting was devoted to the directory project—how to pay for the part already published and how to produce the preliminary list for Asia in time for the Manila conference in 1980. The questionnaire and covering letter for the latter had already been translated into Chinese, Japanese, and Arabic by the librarian of the Oriental Arts Museum in Paris. Preparation of the second edition of the European directory was also to be undertaken, over the next two years, with the aim of publishing it in time for the Leipzig Conference in 1981.

The librarians met at the Academy of Art on Friday morning for a tour of the library. Their final business meeting dealt with the election of officers and the programmes for the Manila and Leipzig Conferences. Vera Kadon of the Victoria and Albert Museum replaced Noël Balke as secretary of the Round Table, and Jacqueline Viaux announced that while she hoped to get to Manila, this would be her last conference as chairman. She was thanked for her devoted efforts in working for the establishment of the Round Table. Her reply was "Ne m'applaudissez pas, mais travaillez!"

Geography and Map Libraries Section

Five official meetings of the Geography and Map Libraries Section were held. Section activities began Sunday, Aug 26 with Section Chairman Dr. Helen Wallis convening the first of two Standing Committee meetings. This first meeting was essentially administrative in nature, dealing with financial reports, the chairman's Annual Report, and reports by the chairmen of the several Working Groups. Monique Pelletier, Standing Committee member representing the Bibliothèque Nationale, Paris, reported on the status of the *Bibliographie Cartographique Internationale* which, unfortunately, ceased publication with the 1975 issue (published in 1979).

On Aug 28, Section members and observers plus invited guests gathered for the first of three Professional Meetings. William C. Roselle, director of libraries, University of Wisconsin-Milwaukee was the principle speaker at this meeting. In his presentation entitled "Moving a Map Library," he recounted the events surrounding the acquisition and relocation of the priceless cartographic collections of the American Geographical Society by the University of Wisconsin. His talk was illustrated with several hundred 35mm color slides. The following speakers, Dr. John A. Wolter, chairman, and David K. Carrington, secretary, World Directory of Map Collections Working Group, conducted a lengthy planning session on the second edition of the now out-of-print World Directory of Map Collections. It is anticipated that the new edition will carry a 1981 imprint.

The second Professional Meeting, convened the afternoon of Aug 28, discussed the Section's medium- and long-term programs. Each Working Group chairman was asked to present a report of current activities and accomplishments in addition to long-term project goals. The Section now has six on-going projects:

- The second edition of the *World Directory of Map Collections.*

- *A Glossary of Cartographic Terms.* Anna Kozlova, chairman of the Working Group on the Glossary of Cartographic Terms, was not at the meeting in Copenhagen. Hans Van de Waal reported that he had received from her 90 pages of terms in English, but without definitions. It was agreed that the Working Group should cooperate with the International Cartographic Association and perhaps contribute to a revision of the Multilingual Dictionary published by the ICA rather than issuing a separate glossary.

• *UNIMARC.* Hugo Stibbe, chairman of this Working Group has been working with Henrietta Avram of the library of Congress and Dorothy Anderson of IFLA. UNIMARC for maps should be published by the next meeting.

• *Physical Planning of Map Libraries.* At the 1978 meeting of IFLA, Mr. Roselle was asked to prepare a feasibility study on the establishment of a Working Group on the Physical Planning of Map Libraries. He now proposed the establishment of a Working Group on Geography and Map Library Equipment and Space Management in the Geography and Map Section of IFLA. His report listed specific facilities and items of equipment that should be considered and recommended the preparation and publication of an illustrated handbook on geography and map library equipment and facilities. The proposed Working Group was established with Mr. Roselle as chairman.

• *Liaison.* The Geography and Map Section has felt the need for cooperation and liaison with other international organizations, especially in the field of cartography. IFLA Headquarters had indicated that liaison activities with other international organizations should be at a level higher than the Section, but the Geography and Map Section feels the need for contacts on the working level. Now IFLA has authorized the Section to nominate a person to handle liaison activities as a representative, not of the Section but of IFLA to other international cartographic organizations, close contact to be maintained with IFLA Headquarters and the Geography and Map Section.

• *Seminar and Manual on Map Curatorship.* A seminar for map curators with special reference to developing countries is being planned for 1981 in Utrecht, the Netherlands.

The third Section Professional Meeting, took place Friday, Aug 31, and was devoted to detailed planning for the seminar on the training of map librarians. A manual to accompany the lectures will be written. The manual will contain some ten chapters with topics ranging in scope from "Management and Staff Training" to "National and International Organizations" and "The Map Librarian and His Public." The manual will contain an exhaustive bibliography and an index, with particular reference to terms and abbreviations.

A second Standing Committee meeting, the final open meeting, was held to elect officers, take care of unfinished business, and plan for the 1980 IFLA Conference in Manila. Hans Van de Waal was elected to serve as IFLA international liaison with other cartographic organizations.

On Wednesday, Aug 29, Standing Committee members and observers toured the Scan Globe Factory in Havdrup, where they were shown all operations in the construction of a globe from design to packaging. Following the tour members attended a special luncheon given by the senior officers of the firm.

Section on Library Schools and Other Training Aspects

Along with the Section on Library Theory and Research, and the Round Table of Editors of Library Journals, this Section belongs to the Division of Education and Research. Its Standing Committee conducted two closed business meetings and four open meetings in Copenhagen and is considered one of the most active Sections of IFLA. At the theme meeting on "Library Legislation and Management," A.A. Bousso (Senegal) and A. Abramov (U.S.S.R.) presented papers on library legislation in relation to library education. A successful meeting on "Library Education in Denmark" was organized by S. Fjeldborg at the Royal Danish School of Librarianship. Members of the faculty presenting reports: Axel Anderson gave an overview of the programme; Annelise Mork Pejtersen discussed her research on classification of fiction; and Poul Timmerman spoke of his research on librarian-user relations in reference service. The ensuing discussions with Danish colleagues were very fruitful and participants welcomed this opportunity for professional information exchange.

Another open meeting offered three group discussions under group leaders Philip Whiteman (on library education and its relations to library practitioner), Wilfred Saunders (on research in library schools), and Ben Rugaas (on field experience and continuing education). The results of these discussions were later presented at a general meeting.

In 1977 the Section had formed a Working Group on Equivalence of Qualifications with Josephine Fang as chairman. Progress on this project was discussed, particularly the preparation of a questionnaire which will be sent out to library schools worldwide to gather data for the compilation of a reference work.

Another project deals with a "Model Curriculum" and its chairman, Ben Rugaas, recommended that W. Saunders' "Guidelines for Curriculum Development in Information Studies" (UNESCO, PGI/78/WS/27) be adopted by the Standing Committee.

A draft recommendation by the IFLA Children's Libraries Section on the education and training of children's librarians was discussed and comments invited.

The Section plans to present speakers for the IFLA Program in Manila and is finalizing the program for a pre-seminar on "Library Education Programmes in Developing Countries with Special Reference to Asia" to be held August 11-17, 1980 with financial support from UNESCO.

The current chairman of the Standing Committee, Hans-Peter Geh (Federal Republic of Germany) and the secretary, Ben Rugaas (Norway) were re-elected for another two-year period. J. Hajdusek (Czechoslovakia) submitted his resignation. As new members, Teodora Topalova (Bulgaria) and Adolfo Rodriguez (Mexico) joined the Standing Committee.

Section on Conservation

The IFLA Section on Conservation is of recent origin. The first meeting took place in Brussels in 1977. At that time, the conservation of library collections was set as the Section's foremost priority. At this year's conference, that goal was eloquently expressed in a paper titled, "Principles for the Conservation and Restoration of Collections in Libraries." Dr. Helmut Bansa, Section Chairman, is presently involved in collecting information for a survey of materials used for restoration work. The proposed program for the next few years includes ambitious projects, beginning with "consciousness-raising" through education in library schools, defining the "state of the art" and initiating research programs, and exchange of information on an international basis. The chairman announced that the IFLA meeting in 1983 in Munich would be followed by a meeting of restorers from the world over. Norman Shaffer of the Library of Congress has been invited to become a member of the Standing Committee.

Cultural Events

The Danish Organizing Committee, under the chairmanship of Johannes Daugbjerg provided the Congress attendees with a superlative round of cultural events: A reception by the Danish Minister of Cultural Affairs, Mr. Niels Matthiasen at the Christiansborg Palace where, as a special gesture, Her Majesty the Queen opened the Royal reception rooms and most graciously permitted that a special exhibition of rare and precious books from the private reference library be made open to the guests; receptions by the City of Copenhagen and the Municipality of Frederiksberg at their respective town halls where a cold buffet was served; and finally, a night at the Battlet. Additional entertainment included a free, private performance by The Royal Theatre and The Royal Danish Ballet's performance of Giselle.

Tours

Thursday, Aug 30 was Tour Day. Choices made in advance included: half-day excursions to welfare institutions, the Royal Castle, or the Copenhagen City tours; whole-day excursions to North Zealand or Mid Zealand; and a number of study tours to various types of libraries and places of historic and cultural interest.

Future Meetings

An invitation from the Kenya Library Association to host the 1984 meeting was warmly received. Nairobi, Kenya would thus become the site of the first IFLA conference on the African continent. Next year, meeting for the first time in a developing country, the congress will take place in Manila, Philippines, Aug 18-23, 1980. Future council meetings and conferences are slated for Leipzig (1981), Montreal (1982), and Munich (1983).

(80-011) **Online Review.** v. 3 (no. 3) (Sep 1979). Single issue $15.00.

Special issue on online cataloging, with articles on: University of Toronto Library Automation Systems, British Library Automated Information Service (BLAISE), OCLC, RLG's Research Libraries Information Network, Washington Library Network. Published by Learned Information, The Anderson House, Stokes Rd., Medford, N.J. 08055.

(80-012) **The Health Administrator's Library.** Solomon, Linda, ed. Ottawa, Canadian Hospital Association, 1978. 144p. $10.00. ISBN 0-919100-15-5. Plus 1st supplement, 1979. 110p. $7.00. ISBN 0-919100-17-1. Both books, $15.00.

Bibliography of materials available in the Canadian Hospital Association Library: books, journals, audio-cassettes, films. Arranged by subject, with author and title indexes. Available from: Circulation and Sales Department, Canadian Hospital Association, Suite 800, 410 Laurier Ave. West, Ottawa, Ontario K1R 7T6.

(80-013) **Information: Reports and Bibliographies.** v. 8 (no. 4–5) (1979).

Issue on computer-assisted instruction in the education of reference librarians, containing two articles by Thomas Slavens and Carl F. Orgren. Their research was supported in part by SLA Research Grant-in-Aid No. 75-01. Published by Science Associates/International, 1841 Broadway, New York, N.Y. 10023.

(80-014) **Special Collections: SPEC Kit 57.** Washington, Systems and Procedures Exchange Center, Association of Research Libraries, 1979. 117p. $7.50 to ARL members and SPEC subscribers; $15.00 to all others.

Compilation of documents on special collections (rare books, manuscripts, archives, and author/subject collections), from academic libraries. Documents include collection development and use policies, pieces on facilities and housing, and on fostering support and use. Available from: SPEC, Office of Management Studies, Association of Research Libraries, 1527 New Hampshire Ave., N.W., Washington, D.C. 20036.

(80-015) **Survival Strategies for Library Managers.** Curzon, Susan. In *Wilson Library Bulletin* 54 (no. 4): 224–29 (Dec 1979).

Strategies for preventing or softening the impact of budget cuts. Intended for public libraries but containing some ideas (developing a power base, using public relations techniques, making contingency plans), which are more generally applicable.

(80-016) **Sign Systems for Libraries.** Pollet, Dorothy, and Peter C. Haskell, comps. & eds. New York, Bowker, 1979. 271p. $24.95. LC 79-11138, ISBN 0-8352-1149-5.

The theory and practice of designing effective sign systems for guiding users around the library. Many illustrations.

(80-017) **Job Mobility of Men and Women Librarians and How It Affects Career Advancement.** Braunagel, Judith Schiek. In *American Libraries* 10 (no. 11): 643–47 (Dec 1979).

Report of a research study, arguing that differences in salary and position between men and women librarians are not attributable (as is often assumed) either to differences in job mobility or to differences in reasons for changing jobs.

(80-018) **Cutting Library Costs: Increasing Productivity and Raising Revenues.** Brown, Eleanor Frances. Metuchen, N.J., Scarecrow, 1979. 264p. $12.50. LC 79-19448, ISBN 0-8108-1250-9.

Practical guide to saving time and money and increasing productivity. Includes: how to plan for a cost reduction program; how to save money in specific library functions, such as technical services and reference.

(80-019) **Information Guides: A Survey of Subject Guides to Sources of Information Produced by Library and Information Services in the United Kingdom.** Taylor, P. J. London, British Library Research and Development Dept., 1978. 106p. $12.00. (BL Research & Development Report no. 5440). ISBN 0-905984-22-6; ISSN 0308-2385.

The characteristics studied include subjects, coverage, style, format, and design. Appendices list published information guides and producers of guides, and give examples of actual guides. Available from: Publications, The British Library, Research and Development Dept., Sheraton House, Great Chapel St., London W1V 4BH.

(80-020) **Who's Who in Continuing Education: Human Resources in Continuing Library-Information-Media Education.** CLENE, comp. New York, K. G. Saur, 1979. 304p. $30.00. ISBN 0-89664-024-8.

Directory of persons available to lead workshops, plan staff development programs, and so on. Each entry gives name, affiliation, education, professional activities, area of expertise, references. Indexes by area of expertise and locality.

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Recent Practices in Map Libraries **Geography and Map Division.** 40p. 1971 *ISBN 0-87111-204-3-A*	Sold Out	~~4.50~~	2.25
Guide to Metallurgical Information, 2d ed. **Eleanor B. Gibson and Elizabeth W. Tapia, eds.** 240p.1965 *ISBN 0-87111-164-0-A*	Sold Out	~~8.00~~	4.00
The Changing Role of the Special Librarian in Industry, Business and Government **Janice Ladendorf.** 30p. 1973 *ISBN 0-87111-219-1-A*		~~4.50~~	2.25
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