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# SPECIAL LIBRARIES

*Official Journal of the Special Libraries Association*

VOLUME 35

February 1944

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What About Postwar Planning?  
*William G. Gordon, Jr.*

Postwar Planning for the University and for the Special Library  
*Dr. R. A. Miller*

Motion Picture Research Departments  
*Eleanore E. Wilkins*

An All-French Library in New York  
*Denise Montel*

New Guides and Aids to Public Documents, 1942-43  
(Continued)  
*Jerome K. Wilcox*

The National Membership Committee of S. L. A.

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# WHAT ABOUT POSTWAR PLANNING?<sup>1</sup>

By WILLIAM C. GORDON, JR.

Market Analyst, Research Department, The Curtis Publishing Company,  
Philadelphia, Pennsylvania.

EVERYONE is familiar with the epidemic now sweeping the country called "postwar planning". In many respects, it is a good thing because it is helping to expunge from the business system a great deal of complacency and certain archaic notions that have dominated heretofore. But postwar planning also has its insidious aspects. With apologies to the medical profession, I should like to approach the subject from the standpoint of a diagnostician, pointing out some of the good features and some of the bad; highlighting some of the benefits and calling attention to some of the problems that may ultimately give the patient a relapse.

## DIAGNOSIS OF POSTWAR PLANNING

Postwar planning deserves and should receive the encouragement and active support of every individual who believes in an American economy based on private enterprise and not one controlled by a federal bureaucracy. We have much to be thankful for in the fact that the majority of American business leaders refuse to leave postwar developments to chance as we did, to a greater or less degree, in the last war. If time permitted, one could cite innumerable instances of tangible results already achieved, ranging from blueprints of new industries and products to elaborate but sound merchandising plans designed to promote a better national standard of living. Postwar planning should not be discredited by

congenital calamity howlers and misguided patriots who persist in telling us the war will be long and tough, and who assert it is short of treason to even think about postwar planning. Neither should postwar planning be used as a vehicle to transport public thinking into unrealistic, pink-tinged clouds of fancy nor as an opiate to lull us into the belief that the future leaves nothing about which to worry. A good deal of the publicity given to postwar planning is ridiculous and fantastic. Too often the consuming public has been led to expect "too much, too soon" after V-Day.

Let me illustrate my point. The vice-president of a large company, engaged in manufacturing heat control equipment, recently made the statement that 1,300,000 new homes would be built each year for at least ten years after victory. Personally, I doubt the accuracy of this statement not because the construction industry couldn't produce this many new homes nor because we never built this many in any previous year, but because there are too many obstacles that must be overcome or modified before such a goal can be achieved. Such questions as the availability of home sites, real estate taxes, ability to finance down payments, high building costs, restrictions on rental values and a host of others, represent a few of the problems that complicate this postwar dream.

On the same theme of potential outlook for housing, a publication devoted to the discussion of postwar planning ac-

<sup>1</sup> Talk presented before Special Libraries Council of Philadelphia, Pa., January 7, 1944.

tivities stated: "Population has been increasing. High wartime marriage rates will bring a large number of new families into the housing market. Changes in the technique of construction and in the tastes of people have made many existing houses obsolete. We are promised a revolutionary low-cost home that makes its own weather, washes its own dishes, and dusts its own rooms."

Suppose we analyze these statements for a moment. By implication, at least, they are intended to convey the impression that there is practically no limit to the number of houses to be built after the war. There isn't anything very startling about the fact that population is increasing. Simple reference to Census statistics will show there has been a steady increase in our population for the last 150 years. Yet, in spite of this fact, some of the worst years the building industry ever experienced occurred when population was reaching new highs. Babies do not build houses. While marriages create new family units, this is no absolute guarantee of a housing boom; marriages merely furnish the potential springboard whereby the natural urge to own a home may find expression. Certainly many houses are obsolete but that doesn't necessarily mean their owners will scrap or trade them in like an automobile just because someone bobs up with new-fangled ideas. Why? For two reasons: The sentimental one that people become attached to their homes, and the economic one that it generally costs too much to buy a new one. The house that makes its own weather, washes its own dishes and dusts its own rooms is only an intriguing way of calling attention to air conditioning, mechanical dishwashers and driers, and air purifying devices—items which were on the market when war put a stop to their production. optimism.

For some time after the war it is likely that most of what we buy, will look and perform very much as those we bought before the war. For one thing, industry has been too busy on war work to develop and produce many new designs and improvements that have been tested for their marketability. Research on consumer goods was virtually halted by the war and industry will be primarily concerned with the task of supplying the everyday items to worry very much about the necessity for revolutionary changes in the immediate postwar stages. To be sure, there will be some new products and new designs but industry knows, from experience, that people's ideas and acceptance of new gadgets do not change rapidly. The automobile you buy in 194x will look about the same as the old 1941 model. For a while, at least, the air won't be filled with helicopters as some would have us believe. Our radios will look and act much as they do now. In short, whatever changes take place—and they will take place undoubtedly—are probably going to be evolutionary rather than revolutionary in character.

Certain market students in our national capitol have gone way out on the proverbial economic limb in an endeavor to predict what postwar markets will look like and amount to. It is a very pretty picture and one to give joy to even the most timid and harassed business executive. I have no particular quarrel with either their methods or their conclusions for they have taken Mr. Business Man up on the mountain top, so to speak, and have shown him the universe, if not Utopia. It is possible, however, that these same forecasts have been influenced to a large extent by the magnitude of our production machine and that the accelerated tempo of war times has colored the estimates almost to the point of over-



## HAZARDS OF POSTWAR PLANNING

Let me outline briefly a few of the hazards to the obstacle course which business men must run before they can achieve these markets and the problems which they must take into consideration in all of their postwar planning. You will soon see that postwar planning is no bed of roses.

1. With all of our ability for mass production—accelerated by the war—we have not yet developed to a high state in this country a system of mass distribution that can *consistently* absorb all the products of industry. Unless, and until, we solve this difficult problem and strike an effective balance between the production and distribution branches of our economy, we can hope for, but probably not achieve, permanent prosperity. It is encouraging to note that increasing emphasis is being placed on marketing and marketing research in the postwar planning activities of business generally. Recognition of the problem and its relative importance is a long step toward its solution.
2. We lack a national policy for maintaining high postwar employment. Efforts, for the most part, are largely haphazard, individualistic and, to a certain degree, selfish. So far as can be determined, there has not yet come from any over-all planning group or activity a national policy for the problem of full employment. Here again, considerable emphasis is being placed on this factor and out of the maze of plans we may some day find the answer.
3. So far there has been no well-defined, central policy developed by our federal government on such vital subjects as:
  - (a) The termination and quick settlement of war contracts.
  - (b) The disposition of government war surpluses.
  - (c) The disposition of government owned plants and machinery.
  - (d) The reconversion of industry to peacetime pursuits.
  - (e) The postwar tax structure.
  - (f) The rate of military and war plant demobilization of personnel.
  - (g) The types of financing that will be permitted in the postwar era.
  - (h) The degree to which wartime controls will be maintained, and for how long.
  - (i) The probable extent of governmental competition with industry.

—And many others too numerous to mention.
4. The problem is further complicated by the fact that there is no apparent unity of agreement between the two major parties or between the executive and legislative branches of the government whereby such an acceptable central policy could be developed.
5. It has been estimated that cessation of war activity may cut off as much as one hundred billion dollars from the national income. The psychological impact of this body blow to the American pocketbook could be tremendous. This raises some doubt as to the degree which the backlog of savings accumulated by the public during wartimes represents real potential purchasing power.
6. Large-scale shifts in population have resulted from, and have been accelerated by, the war. No one knows for sure how permanent some of these shifts may become. Nevertheless, among other things, it poses problems in distribution for business in terms of:
  - (a) Establishment of accurate sales quotas.
  - (b) Organization of sales forces.
  - (c) Allocation of advertising.
  - (d) Changes in consumer tastes.



7. Business must also face the prospect of postwar changes in transportation methods. Use of the airplane as a transport vehicle is almost sure to increase. Usually great economic changes have followed in the footsteps of major transportation developments. As a result of this development, broader decentralization of markets may be anticipated, necessitating relocation of plants and distribution outlets with all of the expense these adjustments necessarily involve.
8. Technological and labor saving developments brought on by the war will probably augment the employment problem, as will the presence of women in industry on a much larger scale than ever before. These things raise acute personal questions that must be faced and solved.

—These are but a few of the many unknowns to which business will fall heir in the postwar period.

Finally, certain aspects of postwar planning methods, as conducted to date, seem to carry a rather grave risk.

1. Some governmental and industrial leaders have been guilty of encouraging false optimism about the speed of our postwar recovery. The innumerable problems connected with the re-conversion and retooling of plants and the realignment of our economy for peacetime activity may retard the recovery. Many defense workers must adjust themselves to new tasks and surroundings and, during the transition period, some may even have to use up substantially all of their accumulated savings for normal living expenses, thereby materially cutting down potential purchasing power in other directions.
2. There seems to be an over-emphasis upon plans and measures for employ-

ment to the possible neglect or subordination of other phases of postwar planning, particularly in the field of distribution. There is a tendency on the part of many concerns to try and out-do the other fellow on the subject of employment without proper appraisal as to the impact of their individual actions on integral parts of the industrial machine.

3. There are indications that emphasis on regional or community planning has overshadowed cooperative planning within and by each industry. In other words, planning has largely been horizontal and geographical in character rather than vertical or of an industry nature. It requires no great stretch of the imagination to see that if Company A decides that it will make more of the component parts comprising its own products, that this policy may have severe repercussions on those who formerly performed this function for it. Unless companies can indulge in more cooperative planning within their own industries, business may fall into the same error for which government has been so freely criticized; namely, that failure to observe and take into consideration the possible effect of individual actions on the delicate and inter-related facets of our economy may throw the whole economic machine out of gear.
4. Finally, it seems that insufficient consideration or weight has been given to the position of small business in postwar planning.

What is needed in postwar planning is greater coordination and cooperative action by industry. Individualism and independence of action should give way to emphasis of environmental aspects where-in an objective approach takes precedence over purely selfish motives.

# POSTWAR PLANNING FOR THE UNIVERSITY AND FOR THE SPECIAL LIBRARY<sup>1</sup>

By DR. R. A. MILLER

Director of Libraries, Indiana University, Bloomington, Indiana

**M**Y remarks on postwar planning are not the outgrowth of my reading on the subject. What I have to say is mainly the result of some thinking which, I am sure, better people have thought before and to more purpose. I shall first mention some of the events taking place at Indiana University with regard to postwar planning and then I shall hazard a few guesses as to how some aspects of the postwar world may affect the special library.

Is postwar planning different from the planning we had five or six years ago, the type that was established on national and state scale? As I remember state planning boards and their voluminous reports, every aspect and part of the state were surveyed and a chart recommended for the future. Those boards must have known what they wanted, and I suspect that they had fair knowledge of what the next five years were going to bring. Their plans had a future look and many of them assumed the continuance of the New Deal for indeed there appeared little prospect that the New Deal would be upset. But now that there is little chance that it can survive, and with planning on a national scale by a government agency discouraged by Congress, what of the future?

It might appear that planning must necessarily be much the same for all

groups and for different times. However, it is apparent that postwar planning will be different in one essential from our plans of five years ago, although the future is not clear. Postwar planning is likely to range all the way from a carefully charted plan of what is hoped for, to random and vague speculations about the future. The Chairman of our University Committee on Postwar Planning for the institution reports that the one thing on which his Committee is agreed and recognizes above all others, is the fog which surrounds postwar planning. Further, he suggests that the one consideration which most impresses the Committee is the necessity for a plan that will be so adaptable as to meet almost any development. I wish to state, however, that planning the effect of an unknown future upon an institution, is likely to be less satisfactory than planning for an industry, or a business, where experience and research can serve as a guide for the future.

To speak for a moment regarding education, I should like to call to your attention a striking and disturbing problem. In a way this war is peculiar, for two conflicting philosophies are involved. First, we are fighting for the preservation of things of the mind, for the preservation of our cultural and spiritual heritage. Not only do we fight for the spirit, we are ourselves spiritually and emotionally moved in our efforts. And yet the war

<sup>1</sup> Resumé of talk given before the Indiana Chapter of Special Libraries Association, November 17, 1943.

is being waged in mechanical ways, far removed from the spirit, and being waged very efficiently. The combatants consider themselves to be highly skilled workmen and have proven well their efficiency. Isn't it strange that the things of the mind for which we fight should be decided in battles of mechanical application? Or, perhaps, not so strange if we say that the spiritual provides the will and the intelligence to use machines to an end more important than mechanics. And yet there is conflict inherent in all this.

Will this conflict be decided following the war in favor of the mechanical or in favor of the cultural? This question affects not only the university but the secondary school as well. Consider the tremendous training program of the army which has produced countless technicians. Should the educators have prepared more boys than they did for mechanical and technical work? Will they, therefore, after the war provide larger programs for specific training? What of the liberal arts function of the college and university? We are fighting for what is represented in this function. Should the liberal curricula be enlarged, too? Which? Or where should the line be drawn? This is part of the fog, the necessity for the adaptable plan in education.

The war thus raises a difficult question. The Army has raised another, quite indirectly. Apparently the schools and colleges have not brought forth the right kind of educational product, not, at least, the kind that can wage war and take part in our mechanical world. Because the army has returned many boys with secondary and higher education to the schools, it is clear that we have failed to give proper training in mechanics, in mathematics, in the elements of scientific training and in the English language. The effect of this indirect criticism and

its answer can be foreseen with more certainty. There will be changes in secondary and higher curricula with more emphasis on the fundamentals—mathematics, English, basic science.

Another question of great importance to the university concerns the supply of professional men and women in the many ranks of civilian service. The shortage of doctors, dentists, teachers and theoretical scientists is critical. Selective service operates against the deferment of young men in these fields, essential though they would seem to be for the physical and educational well-being of our citizens. Studies will be made to determine the number of professional men and women needed in every line and the university will plan to provide for them within its facilities. The vexing problem of knowing whether there is a shortage of engineers and technicians (with so many men being trained in allied lines by army and navy) will trouble all land grant colleges.

We know for certain that there will be a great change and increase in our student body after the war. A recent bill introduced in Congress and certain to become law in some form provides that any member of the armed forces with a service record of six months and over, and who proves himself capable, may be supplied with funds for one year's schooling at any college, university or technical school of his choosing. Of the boys who attend one year, a small number who have proved especially capable may continue for as long as three more years at government expense. Estimates of the number of men who can and will avail themselves of this privilege run over one million. We know that Indiana cannot accommodate more than 7,500 students, or not more than 1,000 over its highest civilian enrollment. Providing for this increase includes considerations on the size

of teaching personnel, housing and other services, including the library.

Although problems of the future when the boys have all come back are far away, one of these has been brought forth many times, and it is possible that, growing out of the government plan for providing education for ex-service men, it may soon be revived. Should the government provide for the education of all worthy young people? Economic barriers still prevent higher education for many of our best boys and girls. This leads me to a personal speculation. I believe that a relaxation of federal control is coming in all fields, including education and I look to the state to take up the relaxed controls. I look for the state to provide for its better young citizens the means to the best education within its borders. The time may not be too far distant when state legislatures will provide many fellowships for deserving students.

All of us have learned much from the war. At the University we have undertaken new techniques and new teaching problems. We have offered through our extension service, direct teaching in skills for industrial workers. We have learned from the army program that languages can be taught effectively and speedily by intensive methods not related to our traditional pedagogy. We have used more audio-visual aids than ever before. All of these may have a bearing upon special libraries.

The special training of industrial workers may continue to be a service per-

formed by universities for industrial and commercial concerns. There is every likelihood that these training programs will be carried forward on company grounds and in company buildings. The satisfaction of the book needs of these classes may become a growing part of the special library's program. I know in several instances that it has already. Special libraries may almost become classroom libraries.

I believe that some, perhaps many, special libraries may find that they are no longer service agencies within the industry or company. The unique values that reside in each special library spill out beyond the building walls. To research functions, the supply of instructional materials will be added. The library is the logical place to center the literature of the company, the advertising and the visual aids and devices which are sure to be much improved and used following the war.

The part that the special library will play in the postwar plans of the company it serves is so obvious that it needs no retelling. Opportunity awaits every special librarian in the accumulation of data upon which studies of distribution, marketing, new geographical areas and advertising will be based. The postwar world is a challenge to every business, to every enterprise. This is the changing world about which we have read. It is here now. It will be here after the war. No librarian of intelligence can fail to find his part to play.

*Let the best thinking win, no matter where it comes from. Leaders must not only have good ideas, but must also have a good ear for ideas.*

RAYMOND RUBICAM.

# MOTION PICTURE RESEARCH DEPARTMENTS

By ELEANORE E. WILKINS

Assistant, Reference Department, Carnegie Library of Pittsburgh,  
Pittsburgh, Pennsylvania

OF the millions of moviegoers in this nation of entertainment lovers, probably a very small percentage is aware of the amount of preparation and research which goes into the production of motion pictures. Occasional publicity by the studio may bring it to the fore but ordinarily there is little emphasis on this phase of the industry.

Nevertheless, research is one of the most important of studio activities and the major companies maintain research libraries well staffed with trained personnel. Such departments were instituted as needed and have grown in size and complexity as the industry has grown.

Extensive research for individual productions became necessary for a number of reasons. One is the immense popularity of motion pictures—the mere fact that millions of people see each picture. Any error in background, costume or language is certain to be detected by quite a large number of spectators and equally certain to precipitate a storm of protest. To prevent such eruptions more than a quarter million questions are referred to research departments each year.<sup>1</sup> So thorough is their work that very few errors creep into final productions and, more often than not, the public is in error when they point out mistakes. For example, many English people wrote in to say that they had never seen the type of telephone used in *What Every Woman*

*Knows*. They did not know it had been bought in England and imported from there.<sup>2</sup>

Another factor which has necessitated a greater amount of reference work is the steady improvement in the types of pictures, especially since the advent of sound and the improvements in the medium, such as color photography. Historical and social dramas require accurate background. Many books and plays are translated to the screen and the picture makers must fulfill the demands imposed by the background of the original and in some cases supply details unnecessary in a novel but imperative in a visual presentation. Barret Kiesling, in his book *Talking Pictures*, points out “when one recreates past or present life on the screen it is necessary that he have reasonably logical background against which characters may play.”<sup>3</sup>

Probably the most important function of research is to secure the dramatic effect of the picture. Mr. Kiesling states the problem very clearly as follows: “It has been established that the background of a photoplay must support and advance the action of the foreground, but that it must never be obtrusive. Any error in detail easily recognized by a theatregoer would destroy the seemingly effortless building toward a climax, which is particularly essential in a photoplay.”<sup>4</sup>

<sup>2</sup> *Ibid.* p. 85.

<sup>3</sup> *Ibid.* p. 81.

<sup>4</sup> *Ibid.* p. 83.

<sup>1</sup> Kiesling, B. C. *Talking Pictures*. p. 83.

## DEFINITION AND HISTORY

To secure this authenticity of detail and to prevent errors are the duties of the research department. This is a reference library which serves a studio in the production of its motion pictures, supplying information on any required subject speedily and accurately. Above all, it must be supplied. Such a department serves every other in the studio, including the art, make-up, costume, technical and property departments.

The magnitude of its work may be better appreciated through a consideration of the procedure of production. After the head of the studio decides to use a story or idea the scenario and legal departments settle the terms and the story is registered with the Hays office. A producer is assigned to it and he in turn assigns a writer to make the "treatment" or adaptation, which may take from two weeks to two years. A director is assigned and the actual production proceeds, involving the casting, art, costume, property, camera, make-up, music and cutting departments.<sup>5</sup>

Customarily a member of the research department is assigned to the picture as soon as the treatment is completed; but the staff may be consulted at any time by writers looking for ideas or wanting details for developing the adaptation. Sometimes the department spends several years collecting material. During production the librarians are at the call of anyone working on the picture at all times and for almost anything.

It is evident even from such a brief resumé of the services and the speed of service needed by the studio why research libraries were instituted. The first department was started by Bessie McGaffey at Paramount Famous-Lasky Studio about 1914. This newspaper woman, originally

a play writer for Jesse Lasky, went to work for C. B. De Mille at Paramount in 1914. Studio workers began bringing questions to her and gradually a library developed under her direction.<sup>6</sup> Another pioneer effort in the field was that by LeRoy Armstrong at Universal Studio in 1916.<sup>7</sup>

Today there are nine studio libraries among the California companies plus that of the Academy of Motion Picture Arts and Sciences, which serves them all. Their sizes range from about ten thousand volumes to about fifteen thousand. Their growth is indicated by that of the department at Twentieth Century-Fox Studio, which grew from a library of five thousand volumes in 1926 to one of fifteen thousand in 1941.<sup>8</sup>

## ORGANIZATION AND RESOURCES

The organization and resources of these libraries are naturally determined by the demands made upon them for speed and accuracy in filling highly diverse requests. Says Mr. Bruce of Metro-Goldwyn-Mayer: "A library of reference tools must be built up that is complete even beyond the average public library's understanding of the term. We can never discard old encyclopedias, year-books, catalogs or indexes. The older, the better! Duplication in indexes never worries us. We must build up our collection of old magazines, dictionaries in foreign languages, and university textbooks in a great variety of subjects."<sup>9</sup>

One thing to remember when discussing the resources of film research libraries is their policy of securing whatever material is needed, whether they have it in their own collection or not. When neces-

<sup>5</sup> Richardson, F. C. in *Wilson Library Bulletin*. v. 13, no. 9. p. 589-590.

<sup>6</sup> Carter, M. D. in *Library Journal*. v. 64, p. 405.  
Percey, H. G. in *Special Libraries*. v. 21, no. 7. p. 256.

<sup>7</sup> Fitzpatrick, B. L. in *Special Libraries*. v. 17, no. 6. p. 245.

<sup>8</sup> Ingleton, George in *Special Libraries*. v. 17, no. 6. p. 244. *Special Library Resources*. p. 14.

<sup>9</sup> Bruce, R. R. in *Special Libraries*. v. 30, no. 9. p. 291-2.

sary, they get material from other libraries, public or private, experts in special subjects or, if the need is great enough and a book is available, by purchase.<sup>10</sup> Film research library collections are similar to any other reference collection, except that the emphasis is on pictorial matter and that some unusual materials are needed.

Standard reference books are, of course, of primary importance. Indexes to periodicals and to individual magazines, the *Costume Index*, encyclopedias, almanacs, trade catalogs, military regulations of various countries, city and telephone directories are examples of important tools. Books much used are those on English customs, such as Traill; costume books, such as Racinet's *Le Costume Historique*; travel material, such as Valentine's manuals on New York.<sup>11</sup> Representative collections are: Paramount Pictures, 12,638 volumes; Twentieth-Century-Fox Studio, 15,000 volumes; Metro-Goldwyn-Mayer Studios, 16,000 volumes.<sup>12</sup>

Periodicals, especially the illustrated ones, are very important parts of these libraries. Nineteenth century illustrated magazines, such as *Punch* or *Gleason's Pictorial*, are treasured by film librarians as indispensable sources of information for period pictures. Most of the departments subscribe to about a hundred magazines. Of these, some are bound: 34 at Twentieth Century-Fox, 10 at Metro-Goldwyn-Mayer; some are kept on file and thoroughly analyzed; and others are clipped.<sup>12</sup> At Metro-Goldwyn-Mayer all magazines are carefully indexed, particularly for pictures, since printed indexes list articles rather than pictures, which are needed in motion picture work.<sup>13</sup>

Huge files of clippings are kept. Metro-Goldwyn-Mayer's department has 88 drawers; Twentieth Century-Fox, 128; Paramount, 123.<sup>14</sup> These clippings, taken from magazines and newspapers, are mounted or kept in large folders and arranged alphabetically by specific subject and by country.<sup>15</sup>

Since the cinema is a pictorial art, pictures are an extremely important part of the research library. Large files and indexes of pictures are maintained. For example, Metro-Goldwyn-Mayer's library contains some 500,000 mounted pictures, gathered from magazines and newspapers, background shots taken by cameramen on location, pictures taken by photographers commissioned by studio agents all over the world. Mr. Bruce describes their treatment as follows: "Every item in the picture collection must be accurately dated and given a fully explanatory caption. The source of the picture must also be shown. Numerous duplicates are necessary since three or four different workers are sure to need the same picture when production work is actively under way. This duplication makes continuous discarding also a necessity."<sup>16</sup> The arrangement of pictures is similar to that of clippings, that is, by specific headings for subject and country.

A great variety of material not found in an ordinary reference collection is kept on file in a motion picture research library. Metro-Goldwyn-Mayer has a collection of license plates of the 48 states from 1928 to date.<sup>17</sup> Postcards are an important source of pictures in all libraries. "Insert material", which is used for close-ups, consists of menus, licenses, ticket stubs, telegrams, bills, gathered from all over the world by anyone the librarian can persuade to help her.<sup>18</sup>

<sup>10</sup> From Miss Breskin's letter. See Bibliography and Acknowledgments.

<sup>11</sup> *Special Library Resources*. p. 14.

<sup>12</sup> Figures from *Special Library Resources*. pp. 14, 16, 19.

<sup>13</sup> See note 10.

<sup>14</sup> See note 12.

<sup>15</sup> Richardson, F. C. op. cit. p. 591.

<sup>16</sup> Bruce, R. R. op. cit. p. 292.

<sup>17</sup> *Special Library Resources*. p. 16.

<sup>18</sup> Percey, H. G. op. cit. p. 256.



Another type of material used is motion picture film. These film libraries are an excellent source of information on twentieth century manners and customs. Most of these collections go back to the San Francisco fire of 1906. One studio has sixty million feet of film, half from newsreels, half from location shots.<sup>19</sup>

Subjects emphasized in studio research libraries are costume, travel, history, manners and customs, architecture and interior decoration. Various departments have particular specialties: Twentieth Century-Fox, European War 1914-18 and travel; Metro-Goldwyn-Mayer, military and police costume, India, China, New York City, North American Indians, prisons and penitentiaries; Paramount, file of insert material.<sup>20</sup>

#### PROCEDURES IN PRODUCTION

The production activities of studio librarians bring them into contact with nearly all other departments and workers engaged on any particular picture. As pointed out above, assistance is given to writers in the early "idea" and "treatment" work on the story by supplying material of all kinds on the subject—fiction, biography, travel, drama, history.<sup>21</sup> The head of the department and his assistant read all the scripts in order to be familiar with them and then assign to the picture the staff member best equipped to handle it; this librarian works on the picture throughout production, often assuming the status of a technical advisor.<sup>22</sup> Mr. Bruce says librarians are "more and more frequently called upon to act as 'technical advisors' on productions for which they are especially well equipped by background or training. In these cases, the research worker goes right to

the set and stays with the company during the filming of the story."<sup>23</sup>

The librarian may have a year or more in which to do the preparatory work for a picture; in that case he makes a thorough study of the costume, architecture and decoration of the period and takes complete bibliographical notes.<sup>24</sup>

All sources are checked for material, which is obtained by either borrowing or buying. After the studio collection, local libraries, other research departments, libraries elsewhere in the United States and abroad, historical societies, companies and experts in pertinent lines are consulted. For *Juarez* a library of 200 volumes, mostly in Spanish, was rented until pictures and needed information could be obtained from it.<sup>25</sup>

Such material covers any phase of the production in which accuracy and authenticity is necessary. For historical pictures this entails a great deal of research into language, customs, costume, architecture, history—anything about the life of the period which might be touched upon in the story or the background. For modern settings authenticity is not as difficult to achieve but care must be taken in the use of names of streets, towns and people; these must always be either fictitious or their use permitted by a waiver signed by the person of that name.<sup>26</sup>

Notes are taken from all sources, books, magazines, newspapers and typed for the use of production workers. Similarly, photographs are taken from contemporary sources of all types and from the picture collection. Two sets of data and photographs are gathered into production books. Some departments compile these immediately; others keep the material in a vertical file until the picture is finished. In either case the production

<sup>19</sup> Kiesling, B. C. op. cit. p. 49.

<sup>20</sup> *Special Library Resources*. pp. 14, 16.

<sup>21</sup> Percy, H. G. in *Special Libraries*. v. 17, no. 6.

p. 243.

<sup>22</sup> Carter, M. D. op. cit. p. 406.

<sup>23</sup> Bruce, R. R. op. cit. p. 293.

<sup>24</sup> *Ibid.*

<sup>25</sup> Carter, M. D. op. cit. p. 406.

<sup>26</sup> Kiesling, B. C. op. cit. p. 86-7.

book is added to the library's collection. These materials are used whenever necessary by anyone working on the picture.<sup>27</sup>

Some idea of the extent of such research work may be given by these figures: for *Reap the Wild Wind* 444 books, 77 periodicals and 8,111 photographic prints were used;<sup>28</sup> for *Union Pacific* 6,400 photographs and 400 books were needed; and *Marie Antoinette* had a bibliography of 1,500 items.<sup>29</sup> Details for *Alexander Graham Bell* included descriptions of Bell's associates, Hubbard and Sanders, an account of boarding-house life in the 1870's, technical data on Bell's work with the deaf and dumb, prices of food in Boston at the time, and pictures of the interiors of homes and railway stations.<sup>30</sup>

#### USE OF OUTSIDE RESOURCES

Sources outside the department are extensively used. There is much cooperation between studios in this phase of their work. Dr. Carter of the University of Southern California declares, "all research departments of studios that belong to the Academy of Motion Picture Arts and Sciences exchange material among themselves. They are now [May 1939] forming a group for mutual benefit and cooperation . . . they now hope to be able to exchange techniques and knowledges."<sup>31</sup>

Other libraries are also used and it is imperative that the motion picture research worker know the local resources. Mr. Bruce says, "we must know the libraries, general and special, of our community, their resources, rules and the extent to which we may use their collections. We must have memberships in

associations that extend library privileges."<sup>32</sup>

The Huntington Library and the university libraries of southern California are excellent sources. Los Angeles Public Library has a large picture collection and grants unlimited borrowing privileges on a corporation card to companies with libraries of their own.<sup>33</sup> New York Public Library, the Library of Congress, the British Museum and the Bibliothèque Nationale have been of service also.<sup>34</sup> Libraries and museums in various parts of the country provide material for pictures dealing with their locale or specialty; for example, those in Springfield, Illinois, supplied materials for *Young Mr. Lincoln*.<sup>35</sup>

The film research librarian must also be able to contact quickly specialists in particular fields. To illustrate—army and navy officers of twenty countries can be reached and brought to any studio in an hour.<sup>36</sup>

#### PERSONNEL

Relatively few people are engaged in this type of library work. Mr. Bruce, writing in 1939, declared that "there are only fifty people permanently employed in motion picture research work in the entire world and the staff turnover is practically minus."<sup>37</sup> Staffs are small; Metro-Goldwyn-Mayer has the largest with sixteen, of which eleven are professional librarians.<sup>38</sup>

However, these staffs are composed of well trained workers, although the idea of employing qualified librarians developed rather slowly. Now, the general requirements are: a good college education, with a major in English or history; a good background in art history and ap-

27 Richardson, F. C. op. cit. p. 590.

Bruce, R. R. op. cit. p. 292-3.

Carter, M. D. op. cit. p. 406.

28 Percey, H. G. in *Wilson Library Bulletin*. v. 16, no. 4. p. 315.

29 Carter, M. D. op. cit. p. 406.

30 Richardson, F. C. op. cit. p. 590.

31 Carter, M. D. op. cit. p. 407.

32 Bruce, R. R. op. cit. p. 291-2.

33 Caldwell, Gladys, in *A. L. A. Bulletin*. v. 19. p. 271.

34 Carter, M. D. op. cit. p. 404.

35 Richardson, F. C. op. cit. p. 592.

36 Kiesling, B. C. op. cit. p. 86.

37 Bruce, R. R. op. cit. p. 293.

38 *Special Library Resources*. p. 16.

preciation; a reading knowledge of French and German; a good library school training; and reference experience in a public or college library.<sup>39</sup> Good health, a sense of humor, flexibility of temperament, the ability to work without a fixed routine, a willingness to accept responsibility and a flare for research are desirable qualities.<sup>40</sup>

This is probably one of the most fascinating types of library work. Miss Richardson of Twentieth Century-Fox Studio explains its attractions: "Not only is the motion picture world itself glamorous, but a librarian's work in it is in some ways ideal. She is constantly delving into something new and engrossing, and there is great satisfaction in seeing her work come to life on the screen."<sup>41</sup>

#### IMPORTANCE OF FILM RESEARCH LIBRARIES

This is a relatively new but most interesting field for librarians. A well organized research department has become an integral part of the modern motion picture studio. In his excellent appreciation of motion picture research departments Mr. Kiesling has this to say: "Without a capable and specially trained research department, no sound attempt at the authentic reproduction of manners, customs and actual environment of other periods could be achieved. It is impossible to overestimate the importance to motion picture making of correct and accurate research. It is one of the most vital activities in a studio."<sup>42</sup>

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<sup>39</sup> Bruce, R. R. op. cit. p. 293-4.

<sup>40</sup> Ibid.

<sup>41</sup> Richardson, F. C. op. cit. p. 592.

<sup>42</sup> Kiesling, B. C. op. cit. p. 90.

# AN ALL-FRENCH LIBRARY IN NEW YORK<sup>1</sup>

By DENISE MONTEL

Librarian, French Institute in the United States, New York, N. Y.

THREE years before World War I, in 1911, a meeting was held in Paris, at the Ministry of Public Instruction and Fine Arts. It was attended by distinguished citizens of both France and the United States, prominent in university circles as well as in the field of the arts, science and commerce. It was then and there decided to found for the benefit of American citizens an educational institution whose aim should be to disseminate a wider knowledge of France, her language, her literature, history and philosophy, her science and her arts, to foster the historic ties of friendship between France and the United States and to perpetuate the good relations existing between the two republics.

Those Americans who thought that France had been giving and was still ready to give to the world something that was worth popularizing among their fellow countrymen, also endowed the Institute from the start with a character that very few institutions of that sort possess. The following paragraph written in 1924, by the then President of the Institute could with no less truth be written by our present President: "It is worthy of note that the French Institute has never accepted a money subsidy from a foreign government nor from its representative or any of its official or unofficial bodies, whether as direct payments or even as money prizes, but has met its entire expenses by gifts from generous contribu-

tors who have wished to help the cause of education in the United States and preserve the independent and strictly disinterested character of the Institute's work, thus rendering it immune to attacks which can be directed against certain societies for being existing instruments of political propaganda directed from foreign countries and receiving subsidies from abroad."

## THE INSTITUTE

The first home of the Institute was in Nassau Street, New York, N. Y. Here it began to function. Lectures in French, the long famous "Mardis de l'Institut" given by eminent Frenchmen on literature, science, art and subjects of timely interest; concerts of French music; loan exhibition of noteworthy examples of every branch of French art; distribution of prizes in public and private schools to encourage proficiency in French; awards of medals at exhibitions and in the art trades for French Art applied to American industry; publication of the *Moniteur Franco-américain*, an illustrated monthly magazine bringing the message of the Institute to all parts of the United States; a library with a reading room where the latest French books and periodicals were available—such were the main activities of the French Institute. A name forever associated with the Institute, that of Mr. McDougall Hawkes, goes back to those early years. He was the founder of the Institute and its first President. His untiring devotion and generosity never ceased to the day of his death in 1929. The crowning achievement of Mr.

<sup>1</sup> Talk given before the New York Chapter of Special Libraries Association held at the French Institute, October 28, 1943.

Hawkes's presidency was the acquisition of the Institute's own home. This occurred in 1926, by means of gifts and subscriptions. The Institute moved in its present quarters in that year. Six years later, under the leadership of Mr. Ormond G. Smith, the second President, these quarters were greatly expanded by his generous gift of a second building adjacent to the first and harmonious with it in style, though somewhat taller. The whole is a copy of one of the most charming private mansions of the XVIII century, situated in Bordeaux. Another benefactor worthy of note is John Sanford Saltus who established a foundation for the Institute lectures.

Then came the depression and the Institute suffered the fate of all such organizations. Lean years loomed dark ahead and the fine tree grown so strong and rich had to be pruned. The Institute had to curtail some of its activities, especially in the domain of fine arts. It put the emphasis thereafter, on the more strictly educational aspects of its work. Among these, lectures, receptions, luncheons, benefit performances, exhibits still hold a considerable place.

The last two exhibits held last year, are of particular interest to librarians and bibliophiles. The first one showed the art of the beautifully illustrated and beautifully bound book in which France was preeminent in recent years; the other showed in a simple but rather impressive exhibit the French books published in Canada and in the United States in the last few years and especially since the 1940 armistice. In it were represented the considerable product of several publishing houses which had sprung up in this country almost immediately after the armistice; also the newspapers and magazines that had been founded here. Had the exhibit included Latin America as

well, we should have had an even greater volume of printed material, much of it of high quality. As it was, it was a reminder that the torch of French civilization though smothered temporarily in the homeland is being held aloft with firmness and brilliance on this side of the Atlantic.

Some of you may be interested in or feel the need for further information on the subject of those French publications. If so I shall only be too glad to answer questions.<sup>1</sup>

#### THE LIBRARY AND ITS COLLECTIONS

The Library was started as soon as the Institute was founded and it has grown to be 40,000 strong in volumes, which makes it, at least so far as we know, the first all-French library in this country.

It is a *circulating* library and although it is at present cut off from its natural base of supply, it continues to thrive. The circulation figures for November 1943 show an increase of more than 50 per cent over the same month of last year, and of 100 per cent over November 1940. It is a remarkable fact that even in the darkest days of 1940 the trend upwards was uninterrupted. Books are circulated to members all over the United States through a mailing service which was started two years ago, and which is developing satisfactorily.

#### *Whom does the Library serve?*

Many people coming here for the first time think that one has to be French or at least American or French to be a member. I recently took a little census of our readers and I found that besides American and French members and of course Belgian and Swiss, we have Italians, Russians, Austrians, Scandinavians, Czechs, Chinese and even Germans.

Perhaps more interesting still is a cen-

<sup>1</sup> This is of course extended to readers of SPECIAL LIBRARIES.

sus of the membership by occupation. Thus viewed, our readers fall into several categories: the largest group are laymen, many of them well-known in the professions, in business and in society. Then come teachers of French in American schools. This group has spurred forward in the last two years by the recent arrival of a considerable number of French university professors, most of whom are now on the faculty of the newly created French University in New York. The student bodies of the Lycée français and of the American colleges are a privileged class among our clientele, in that we permit them to consult the library irrespective of whether they are or are not members. Finally there is the great number of French refugees who are happy to find in their new home an atmosphere reminiscent of their native land as well as books in their own language.

The refugees have moreover brought to the Institute an entirely new category of readers: their children. Among the hidden treasures of the Library, I found, when I took charge, a small collection of juvenile literature. Reorganized and made accessible it is now perhaps the most active of our shelves and the delight of our younger members.

*Are we entirely closed to non-members?* No. We do answer simple reference questions over the telephone, by mail and orally. But our staff resources are such that we feel that we can do little more than to give a sort of sample of what we are able to do for our members.

The *collections* of the Library, while general in nature and stressing the cultural side, remind one of the fact that it was originally meant to be a Museum library. The size, the extent and the choice of the section on art, particularly on French art, is unusual when compared with the total number of books. Worthy

of note is a collection of art sales catalogs from 1840 to 1935, a *Histoire illustrée de la gravure en France, des origines au XIXe s.* by François Courbin. Also a collection of valuable prints which it is hoped to render available to the public soon. Some 3,000 slides lend an added interest to the value of the Library.

Among the rare and valuable books should be mentioned the monumental *Description de l'Égypte*, ordered by Napoleon I, or rather by General Bonaparte during the Egyptian campaign and an original copy of the *Encyclopédie* of Diderot and d'Alembert. Other rare items include several bound volumes of newspapers published in Paris during the siege of 1870; a collection of book plates, autographs and numerous other items.

The Library collections are regularly increased by purchases and gifts. The latter have always been numerous and valuable. The most important of all was Mr. McDougall Hawkes's entire library, a collection of expensive and fundamental works, many of them beautifully bound, which he bequeathed to us and which were incorporated in our collections. The John Sanford Saltus Collection of books about Louis XVII, which has been kept separately, should also be mentioned.

Nor does the normal flow of gifts seem to have been dried up by the war. Even as recently as this past summer some interesting old cook books have been presented to us; and only this fall an important gift of some 300 volumes came to us. It includes La Harpe's famous *Cours de Littérature*, a milestone in the teaching of literature.

*On what financial foundation does the library rest?* Here again, I must mention Mr. McDougall Hawkes, who established a trust fund for the maintenance of the Library. Other trust funds exist for our periodical subscriptions and for

buying books. And of course, whenever necessary, a certain portion of the regular resources of the Institute is allocated to the Library.

About the *organization* of the library, I shall say very little since there is really nothing unusual about it. The Dewey system was adopted from the start, and the catalog is the ordinary dictionary catalog found in most American libraries. We use L. C. cards as much as possible, and I find that, thanks either to the foreign copyright or to the cooperating libraries, we can secure about the same proportion of cards as do libraries of similar type which have only English books. The Cutter numbers have not been used and the catalog is in English, two features, which while meaning less work for the classifier and the cataloger are not entirely satisfactory but could not be

changed without a considerable outlay of time and money. The Library has also a vertical and clipping file.

#### CONCLUSION

Such are the main points I wanted to bring to your attention. I hope that in doing this I have conveyed to you the usefulness of the function which the French Institute and its Library are performing in these times of unparalleled distress for the country which it is their aim to interpret to the American public.

The French have a saying: "C'est dans le malheur que l'on reconnaît ses vrais amis". France needs at present all her true friends, and in this great country, the existence of such an institution which offers the possibility of grouping those friends in a body, and of speaking without any trace of personal interest, is of paramount importance.

## NEW GUIDES AND AIDS TO PUBLIC DOCUMENTS, 1942-43

By JEROME K. WILCOX

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(Continued from the January 1944 issue)

### STATE GUIDES

50. Alabama. University. Bureau of public administration. *A handbook of Alabama state agencies*. University, 1942. 203 p.

For each agency gives legal basis, date of creation, authorization, organization, method of financing, duties and status.

51. California. State department of education. *Administrative agencies of California state government*. Bulletin no. 1—Sacramento, 1942—

"Emphasis in these studies has been placed on the services rendered by the departments rather than upon details of organization".

Contents: no. 1, The Department of agriculture. February 1942. 20 p. illus.—no. 2, The Department of motor vehicles. March 1942. 25 p. illus.—no. 3, The Department of public health. October 1942. 22 p. illus.

52. California. University. Bureau of public administration. *State councils of defense*. December 1942. Berkeley, [1943] 38 p. tables. (1943 Legislative problems no. 1) (mim.)
53. California. University. Bureau of public administration. *State organization for postwar planning*, by Dorothy C. Tompkins . . . April 1943. Berkeley, 1943. 16 p. (1943 Legislative problems no. 4)



54. Council of state governments. *The Book of the states, 1943-1944*. Volume V. Chicago, 1943. 508 p. front. (map) illus. ports.  
A new edition of the standard reference book for the 48 states.
55. Council of state governments. *Securities regulation in the 48 states*, by Jacob Murray Edelman . . . July 1942. Chicago, 1942. 57 p., tables (BX-227) (processed)  
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Issued by the Louisiana Historical records survey. Service division. Work projects administration.  
Included territorial and state publications.
58. Illinois. Legislative council. Research department. *Directory of state officers*. Springfield, 1942. 34 p. (Publication no. 46, April 1942) (mim.)  
Gives name of chiefs of all divisions of departments and president, director or chairman as well as members of boards and commissions. Also gives address or location of each.
59. Kentucky. University. College of commerce. Bureau of business research. *The state auditor*, by James W. Martin, Robert L. Sawyer, and S. Marie Fraser. Lexington, 1943. 75 p. tables (1 folded) (Bulletin v. III, no. 1, December 1942)  
Appendix I, Audit officials and their functions in several states, p. 71.
60. Maine. State library. *Check list of state of Maine publications received by the Maine State library, January—September 1941—*[List number no. 1]—Augusta, 1941—(mim.)  
[no. 1] covers period January—September 1941; [no. 2], October—December 1941; no. 3, January—March 1942.
61. Maryland. Legislative council. Research division. *Filing and publication of administrative rules and regulations* . . . submitted October 1942, by Charles Mindel. Baltimore, 1942. 30 p. (Research report no. 15) (processed)  
Includes summaries of publications in Maryland and other states.
62. Minnesota. Department of administration. Division of administrative management and research. *State publications: a field for war curtailment*. October 20, 1942. St. Paul, 1942. 66 p. tables. (processed)
63. National association of state libraries. *Supplement check list of legislative journals of the states of the United States of America*, compiled by William S. Jenkins. Boston, 1943. 107 p.  
"The Supplement lists four classes of legislative journals: printed journals for sessions marked 'not found' in the Check list and now located; journals of sessions held since publication of the Check list; journals in manuscript, for individual sessions where printed copies cannot be found and for periods when they were not published; and contemporaneous reports of the proceedings of sessions published in newspapers where the original manuscript is not extant."
64. New York. Executive department. Division of commerce. *Handbook of war agencies* . . . 1943 edition. Albany, 1943. 163 p. (Publication no. 4 (Revised))  
Cover title: *War agencies of United States and New York state* . . .  
For each agency gives date established, authority, war functions, organization, headquarters office and local offices.  
Earlier editions issued as Bulletin no. 47, May 1942 and Publication no. 4, September 1942.
65. Oklahoma. Planning and resources board. *Organization of Oklahoma state government, 1942*. According to general functions and major responsibilities. Oklahoma City, 1942. 54 p. + folded chart. (mim.)

66. Pennsylvania. Department of property and supplies. Bureau of publications. *List of state publications no. 3*. January 1943. Harrisburg, 1943. 24 p.
67. Rhode Island. State planning board. *Report on research resources in Rhode Island*, compiled from data assembled from survey made of state departments, municipalities, educational institutions and industrial organizations. September 15, 1939. Rhode Island, 1939. 23 p. (mim.)
68. Schaffter, Dorothy. *State housing agencies*. New York, Columbia University press, 1942. 808 p.  
Contents: I, Introduction.—II, Massachusetts.—III, California.—IV, New York.—V, Ohio.—VI, Delaware.—VII, New Jersey.—VIII, Illinois.—IX, Indiana.—X, Georgia.—XI, Pennsylvania.—XII, Inactive housing agencies in eleven states.—XIII, Summary and conclusions.—Bibliography (p. 689-783).—Index.
69. U. S. Department of agriculture. Consumers' counsel division. *Inspection and control of weights and measures in the United States . . .* [by] George W. Hervey and Reign S. Hadsell. Issued May 1942. Washington, D. C., 1942. 86 p. tables, charts. (Consumers' counsel series. Publication no. 7)  
Includes Summary of federal laws and regulations (p. 11-19) and Administrative organizations, by states (p. 26-36).
70. U. S. Department of labor. Division of labor standards. *Outline of state agencies administering labor laws*. Washington, D. C., 1941. 186 p. (Bulletin no. 49)  
Loose-leaf.
71. U. S. Library of Congress. Division of aeronautics. *Check list of state aeronautical publications*. Washington, D. C., 1942. 14 p. (mim.)
72. U. S. Library of Congress. Legislative reference service. *State law index*. Sources of information on state legislation. Recent publications, a selected list . . . November 1942. Washington, D. C., 1942. 56 p. (State legislation 1941-1942. Summaries of laws currently received in the Library of Congress, no. 19) (mim.)  
Serves as a continuation of the State law index. Special reports on the same subject.  
Contents: pt. I, General.—pt. II, Official lists of bills, digests of laws, newspaper reviews, etc.—pt. III, articles, books, etc. (particular subjects).
73. U. S. National resources planning board. *State planning*. June 1942. Washington, D. C., 1942. 134 p., maps.  
Contents: Planning boards and commissions.—Appendix A, State legislation on planning, zoning, and platting.—Appendix BG, State conservation legislation.
74. U. S. National resources planning board. Library. *Bibliography of reports of state, territorial and regional planning agencies*. January 1942. Washington, D. C., 1942. 28 p. (mim.)  
Includes publications issued since March 1938 and supplements those listed in *The future of state planning* issued by the U. S. National resources committee.
75. Washington. Secretary of state. *Washington state government*. Second edition. September 1942. Olympia, 1942. 87 p. illus. charts. (mim.)  
First edition published in December 1940.  
Gives the history of each department, board or commission with a descriptive account of the organization and function of each.
76. [West Virginia. Department of archives and history. Library] *Checklist of West Virginia state documents*, February 1, 1942—June 1, 1942—Charleston, 1942—(mim.)  
To be issued henceforth quarterly.

#### FOREIGN GUIDES

- 77A. Australia. Prime Minister's department. *The Federal guide*. A handbook on the organization and functions of Commonwealth government departments and special war-time authorities. June 1943. Canberra, L. F. Johnston, commonwealth government printer, 1943. 200 p.  
Contents: Governor-General and Federal executive council.—The Parliament.—The Government.—Departments of state.—Administration of acts.—War-time boards, committees, etc.—Index to functions and activities of departments.—Index of names.
- 77B. British information services. *Two guides to British government publications* prepared by H. M. Stationery office. 1. Notes on official publications. 2. Indexes

- and bibliographical publications of H. M. Stationery office. N. Y., 1942. 26, 7 p.
- An offset edition combining under one cover two very useful and out-of-print publications. *H. M. Stationery office guide*. Part IV. Notes on official publications. 1937; and *Indexes and bibliographical publications of H. M. Stationery office*. 1939.
78. British information services. Sales department. *Civil defense*. British official publications . . . January 1—June 30, 1943. New York, 1943. 11 p. (mim.)  
Revised from time to time.
79. British information services. Sales department. Ministry of information. *List of publications*. [July 31, 1943] New York, 1943. 4 p. (mim.)  
Revised from time to time.
80. Cabeen, Mrs. Violet Abbott. *Publications of the European governments in exile and of groups of their nationals in North America and Great Britain*. Chicago, A. L. A., 1942. p. 91-110. (In Wilcox, J. K. *Public documents and World War II*, p. 91-110)
81. Canada. Department of munitions and supply. Publicity branch. *The industrial front*, Volume 1-3. Ottawa, 1942-1943.  
Volume 1 issued January 1, 1942; Volume 2 revised to July 1, 1942; Supplement to Volume 2 issued October 1942; Volume 3 revised to January 1, 1943.  
"A summary . . . covering the steps taken by Canada since 1939 to provide munitions and to mobilize industry for war purposes".
82. Canada. Director of public information. *Directory of principal war organizations in Canada*. A guide to the executive, administrative and advisory committees, agencies and other organizations. January 15, 1942. Ottawa, 1942. 43 p.  
Gives authority for establishment of agency, purpose and directory.
83. Dalgoutte, W. C. *Official British documents on civilian defense and British war efforts: their acquisition and distribution*. Chicago, A. L. A., 1942. p. 75-85. (In Wilcox, J. K., ed. *Public documents and World War II*, p. 75-85)
84. Foreign press in Britain. (In *Free Europe*, London. v. 6, no. 74, September 11, 1942. p. 93-94)  
Contents: A, Press of the Allies.—B, Press of free movements.
85. Mexico. Secretaria de la economia nacional. Direccion general de estadistica. *Bibliografia Mexicana de estadistica*. Mexico City [1942-1943] 2 v.  
Contents: Tomo I. A, Generalidades.—B, Teoria y aplicaciones metodologicas.—C, Demografia.—D, Estadistica social.—E, Estadistica economia.—F, Estadistica administrativa.—G, Geografia.  
Tomo II. H, Historia.—I, Linguistica.—J, Publicaciones periodicas.—K, Cartografia.—L, Titulos complementarios.—Indice geografico.  
Official Mexican government publications are included throughout, particularly in Volume I.
86. Scanlon, Helen Lawrence, comp. *European governments in exile*. Revised January 25, 1943. Washington, D. C., 1943. 24 p. (Carnegie endowment for international peace. Library. Memoranda series no. 3)  
For each gives organization, personnel, activities, official publications and post-war reconstruction.  
Originally issued in mimeographed form, January 15, 1942.
87. Tod, Dorothea D. *A list of author headings for British government departments*. Toronto, 1942. 37 p. (University of Toronto studies, History and economic series, v. VIII)
88. U. S. Library of Congress. Census library project. *Recent censuses in European countries. A preliminary list*. November 1942. Washington, D. C., 1942. 49 p.  
Arranged alphabetically by country recording census data mostly 1930 to 1940.
89. U. S. Library of Congress. Consultant service. *Guide to the official population data and vital statistics of Sweden*, compiled by Edward P. Hutchinson. Washington, D. C., 1942. 72 p. (mim.)  
Contents: A, The organization of official publication.—B, Contents of major groups of publications.—C, List of series.—D, Subject guide.
90. U. S. Library of Congress. Division of documents. *Official publications of present-day Germany. Government, corporate organizations and National socialist party. With an outline of the governmental structure of Germany*, by Otto Neuberger. Washington, D. C., 1942. 130 p.  
Sources for administrative structure ex-

tend through the middle of 1941, and for bibliographical data through June 1942.

The list includes publications of the legislative body, the ministries and their subordinate units, and the highest independent administrative authorities; the gazettes of the Länder and Reichsgaue,

the occupied territories; and publications of the corporate organizations and the Nationalist socialist party.

91. Wilcox, Jerome K. *Official war publications of Canada*. Chicago, A. L. A., 1942. p. 86-90. (In Wilcox, J. K., ed. *Public documents and World War II*, p. 86-90)

## THE NATIONAL MEMBERSHIP COMMITTEE OF S. L. A.

**T**HE National Membership Committee has set February as the month to concentrate on expanding the ranks of the Association and to bring to prospective members the advantages of being a part of Special Libraries Association.

Incentive awards will be presented to local Chapters and other members of the Committee who are responsible for the greatest individual effort and return on increased membership.

Members of Special Libraries Association are active from Canada to Latin America and from Great Britain to Aus-

tralia. We are building our professional integrity upon a broad secure foundation, using facts as weapons toward victory and preserving knowledge for use in the postwar world.

Special Libraries Association is alert in gathering information and is generous in cooperation with seekers of knowledge. Those who are engaged in the pursuit of special knowledge will find membership in the Association an open door to hidden resources.

An application blank appears on page 69 of this issue for circulation among prospective members.

JANE BREWER, *Chairman*

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## EVENTS and PUBLICATIONS

WHERE IS THE MONEY COMING FROM? (New York, N. Y., The Twentieth Century Fund, 1943. 179p. \$1) is the third of six reports on postwar problems being made by Stuart Chase for the Twentieth Century Fund. It deals with the question of how we are going to pay the costs of war, the expenses of the transition period and the financial prosperity of postwar America.

\* \* \*

MILITARY PSYCHOLOGY (New York, N. Y., Harper, 1943. 395p. \$3), by Norman C. Meier, discusses the common ground on which military affairs and psychology meet, emphasizing the fact that much of military psychology is social and personnel psychology applied to military needs.

\* \* \*

POSTWAR PLANS OF THE UNITED NATIONS (New York, N. Y., The Twentieth Century Fund, 1943. 320p. \$2.50), by Lewis L. Lorwin, is an objective survey of proposals and programs for postwar reconstruction within the various United Nations.

\* \* \*

In view of the scientific character of modern life and the extent to which our civilization depends on electricity, M. M. Samuels, in POWER UNLEASHED (New York, N. Y., Dorset House, 1943. 300p. \$3.50), has interpreted the development and technical characteristics of electricity in popular language, thus enabling the layman to better understand the civilization of which he is a part.

\* \* \*

SEVENTY YEARS OF LIFE AND LABOR (New York, N. Y., Dutton, c1925. 629p. \$5), an autobiography by Samuel Gompers, has been reissued in one volume with a new introduction by Matthew Woll.

\* \* \*

The Directory of Directors Company, 461 Eighth Avenue, New York, N. Y., announces that it will not publish a 1944 edition of the DIRECTORY OF DIRECTORS IN THE CITY OF NEW YORK. A few copies of the 1943 edition are still available at \$25 a copy. Upon completion of the sale of this issue, there will be no Directories available except for the 1941 edition until the 1945 book appears.

The American Standards Association has now approved a revision of an American Standard approved in 1935, under the new title, REFERENCE DATA AND ARRANGEMENT OF PERIODICALS (Z39.1-1943). Copies are available from the Association at 20 cents. Miss Ruth McG. Lane, Vail Librarian, Massachusetts Institute of Technology, Cambridge, Massachusetts, was the representative from Special Libraries Association on the committee which prepared the new standard. The recommendations presented represent agreement between publishers and libraries on such points as uniform location of information about the periodical and other technicalities.

\* \* \*

The New York Academy of Sciences (New York 24, N. Y., Central Park West at 79th Street), announces the publication of SULFONAMIDES, by Colin M. MacLeod, Paul H. Bell, Henry Irving Kohn, J. S. Lockwood, Richard O. Roblin, Jr., James A. Shannon and H. B. van Dyke, Volume XLIV, Article 5, pp. 445-538, *Annals of The New York Academy of Sciences* Price \$1.25.

\* \* \*

THE DUDEN PICTORIAL ENCYCLOPEDIA (31 East 10th St., New York, N. Y., G. E. Stechert & Co., 1943. 2600p. \$20) includes pictures of more than 30,000 objects and actions grouped by subject and translated into English, French, German, Italian and Spanish.

\* \* \*

The Fuel Engineering Division, Appalachian Coals, Inc., Cincinnati, Ohio, has issued a FUEL ENGINEERING DATA manual (1943) with many descriptive illustrations and information to assist those interested in fuels or heating.

The same organization has sponsored the publication of a GENERAL INDEX OF FUEL ENGINEERING CONFERENCES, FIRST THROUGH TWENTY-SIXTH (86p. 1943), to facilitate the use of the bound volumes of proceedings. ACI publications are sent free to libraries on request.

\* \* \*

A GLOSSARY OF BUSINESS SPANISH, ACCORDING TO ARGENTINE USAGE can be obtained gratis from the First National Bank of Boston. (1943. 90p.)

SURVEY AND DIRECTORY OF MARKETING RESEARCH AGENCIES IN NEW YORK CITY, by Ernest S. Bradford, has just been issued and is available for \$1 from the City College, Bureau of Business Research, 17 Lexington Avenue, New York, N. Y. It contains names and addresses of about 50 independent agencies which do market research on assignment as the major part of their business and describes the title of research done. Every business library will find it a valuable source list.

\* \* \*

The Library of Congress will henceforth publish a part of its Annual Report in quarterly instead of annual form for the convenience of members of Congress, officers of government and the scholarly world generally. The new *Quarterly Journal of Current Acquisitions*, the first issue of which appeared in November, will describe the more important additions to the Library's collections during each three-month period.

\* \* \*

The DICTIONARY OF AMERICAN HISTORY, containing 6,425 separate articles, is now ready in 6 volumes. Each specific event, trend or policy in the American past can be found quickly and easily. (New York, N. Y., Scribner's, 1943. Price?.)

\* \* \*

HANDBOOK OF PRIVATE SCHOOLS, 27th edition (11 Beacon St., Boston, Mass., Porter Sargent, 1943. 1,024p. \$6) is a valuable guide for parents and teachers.

\* \* \*

A method for indexing names by placing transposed words in parentheses is discussed by Miss A. L. Moore in a 35-page pamphlet entitled PAREN-INDEX SYSTEM, COMPLETE NAME INDEXING. (New Haven, Conn., Yale University Press, 1943. \$1.)

\* \* \*

In their MANUAL OF FOREIGN DIALECTS FOR RADIO, STAGE AND SCREEN (New York, N. Y., Ziff-Davis, 1943. 416p. \$6) Lewis and Marguerite Herman bring to the dramatic student and coach, the producer and director, the writer and actor their first reliable textbook and comprehensive reference source devoted exclusively to the true reproduction of the thirty principal foreign dialects.

\* \* \*

MANAGERIAL CONTROL THROUGH INTERNAL AUDITING (New York, N. Y., Brock and Wallston, 1943. 97p. \$1.50), by Victor Z. Brink, is

a brief but concise presentation of a relatively modern development in the broad field of accountancy and business management.

\* \* \*

#### Bibliographies:

ARMY BIBLIOGRAPHY. (Published in *Wilson Library Bulletin*, December 1943, Section 1, pp. 318-319).

COMPREHENSIVE BIBLIOGRAPHY ON ACCOUNTING. (In J. K. Lasser, ed., *Handbook of Accounting Methods*, pp. 1217-1331). Van Nostrand, 1943. \$10.

DRY BOX PURIFICATION OF GAS. Compiled by Gilbert E. Seil. In his *Gas Chemists' Manual of Dry Box Purification of Gas*. (New York, N. Y., American Gas Association, 1943, pp. 103-284). Annotated.

FIRST SELECTION OF ENGINEERING WORKS. Compiled by Paul S. Ballance. (Published in *Library Journal*, November 15, 1943, pp. 932-933).

FOUR FREEDOMS. Compiled by Leisa Bronson. (Washington 6, D. C., Mayflower Hotel, Democratic National Committee, 1943. 47p.). Annotated.

GLUED-LAMINATED LUMBER CONSTRUCTION. Published in *Mechanical Engineering*, December 1943, pp. 912-913).

HISTORY OF SCIENCE; SECOND SUPPLEMENT; PART I, GENERAL SCIENCE. Compiled by Reginald B. Gordon. (Chicago, Ill., The John Crerar Library, 1942, 12p.)

HISTORY OF SCIENCE; SECOND SUPPLEMENT, PART II, MATHEMATICS. Compiled by Reginald B. Gordon. (Chicago, Ill., The John Crerar Library, 1943, 19p.)

PENICILLIN. Compiled by Winthrop Chemical Company. (170 Varick Street, New York 13, N. Y., 1943) Annotated.

POSTWAR PLANNING AIDS FOR LIBRARIANS. (Published in *S. L. A. Financial Group Bulletin*, November 1943, pp. 4-5).

REFERENCES ON PLANNING WITH EMPHASIS ON CITY PLANNING. Compiled by Katherine McNamara. (Cambridge, Mass., Library of the Departments of Landscape Architecture and Regional Planning, Harvard University, 1943, 9p.)

URBAN RECONSTRUCTION. (Published in *Journal of Land and Public Utility Economics*, August 1943, pp. 368-369).

WARTIME BUDGETS FOR LARGE CITIES. Compiled by M. Margaret Kehl. (New York, N. Y., Municipal Reference Library, 1943, 2p.)



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## FEBRUARY FORECASTS OF Forthcoming Books

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*(Where the publisher has supplied the price and a brief description of the book, these have been included.)*

**CLOUDS AND WEATHER PHENOMENA**, by C. J. P. Cave. Macmillan. \$1.75. "This beautiful little book, now for some time unobtainable, has been revised and brought up to date. It contains forty-two magnificent photographs of clouds of various formations, and a short descriptive text covering clouds, sunsets, rainbows, mirages and the appearance of the sun and moon."

**ELECTRICAL CRAFTS**, by William H. Johnson and Louis V. Newkirk. Macmillan. \$2.50. "This is the finest elementary instruction that exists in such phases of electrical work as: electricity and magnetism, working with current electricity, electrical communication, radio, lighting with electricity, fluorescent and decorative lighting, electrical power, electrical heating."

**EXPERIMENT AND THEORY IN PHYSICS**, by Max Born. Macmillan. \$1.00. "Discusses the division of opinion between the extreme experimentalists, and the movement, of which Milne and Eddington are exponents, which claims that to the mind trained in mathematics and epistemology the laws of Nature are manifest without appeal to experiment."

**FUNDAMENTALS OF VIBRATION STUDY**, by R. G. Manley. Wiley. \$2.75. "For the engineer and designer, an introduction, logically developed, to basic vibration theory. Does not require a previous knowledge of advanced mathematics."

**HOW TO PASS RADIO LICENSE EXAMINATIONS**, by C. E. Drew. Wiley. Probable price \$3.00. "The 1944 edition of the well-known question and answer book for amateur radio operators, radio telephone and telegraph operators."

**INDUSTRIAL MANAGEMENT**, by Asa S. Knowles and Robert D. Thomson. Macmillan. \$5.00. "The whole book is eminently practical, up to date and useful to anyone concerned with industrial management today."

**PLASTIC WORKING OF METALS AND NON-METALLIC MATERIALS IN PRESSES**, by E. V. Crane. Wiley. Probable price \$5.00. "This third edition discusses how and why plastics and metals move and are moved, the plan-

ing operations, dies and molds, illustrations of tools, equipment and methods."

**PRACTICAL PSYCHOLOGY**, by Frederick K. Berrien. Macmillan. Probable price \$4.00. "Equally excellent as a second-year text for regular college psychology, a basic text for psychology courses required in the Navy V-12 program and in the AST pre-medical program, or for the layman, this new book surveys the principal problems and outstanding findings in the field of practical psychology."

**PROTECTIVE AND DECORATIVE COATINGS, VOL. IV, SPECIAL STUDIES**, edited by J. J. Mattiello. Wiley. Probable price \$5.00. "Wetting and grinding principles, properties of the manufactured product, microscopy, emulsions, high-vacuum technology, ultraviolet absorption studies."

**ROSE'S FOUNDATIONS OF NUTRITION**, fourth edition revised by Grace MacLeod and Clara M. Taylor. Macmillan. Probable price \$3.75. "A veritable gold mine of information, one of the best and simplest expositions in the English language, this text has now been brought up to date by two of Professor Rose's co-workers."

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### **THE DAHLS**

**Stamford, Conn.**

**RUSSIA AND THE UNITED STATES**, by Pitirim A. Sorokin. Dutton. \$3.00. "Professor Sorokin, a Russian himself, Chairman of the Department of Sociology at Harvard University, has made a deep study of Russian racial make-up, ideals, socio-political institutions, religious thought and character. He believes that America and Russia have been traveling in the same direction and that now their destinies have been joined by this war. Through their combined influence they are in a position to create a world-wide peace."

**SPHEROGRAPHICAL NAVIGATION**, by Brouwer, Keator and McMillan. Macmillan. \$5.00. "A manual on a new system of celestial navigation which gives directly and visually the latitude and longitude of the observer, by the simple plotting of observed altitudes on the Sphere."

**WORK METHODS MANUAL**, by R. M. Barnes. Wiley. Probable price \$1.75. "A brief book on the fundamentals of good work methods for foremen, supervisors and workers. Includes a full discussion of process charts, man and machine charts, and operation analysis."

**YOU AND YOUR CONGRESS**, by Volta Torrey. Morrow. \$2.50. "Volta Torrey frankly declares his book to be propoganda (a) for *better* Congressmen, (b) for reform of the electoral system toward a government that is representative in fact as well as theory."

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## Announcements

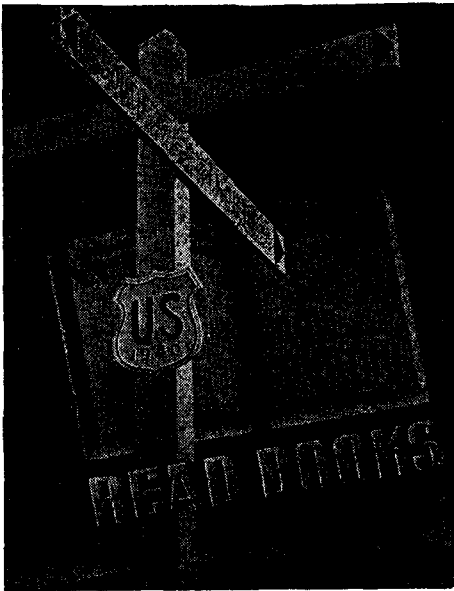
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### A 1944 Convention?

An official and enthusiastic invitation has been received from the Philadelphia Council to hold the 1944 Special Libraries Association Convention in Philadelphia.

Each Chapter was asked early in January to have a meeting on the question of holding a Convention in 1944 and to notify the President of the reaction of their members so that the S. L. A. Executive Board could make an early decision regarding the matter. All Chapters have not been heard from as we go to press but the majority of those that have replied are in favor of a Conference this year.

The members of the Science-Technology Group are particularly eager that a Conference be held. They feel that this year especially an annual meeting would be of vital importance to them in their work. They are so interested



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in meeting this year that they are talking of holding a gathering of their own if no national Conference is held.

#### Foreign Maps Needed by U. S. Army

The U. S. Army is making an urgent appeal for gifts or the loan of material published by foreign governments or institutions on areas outside continental United States. These include plans (street guides) of cities, towns, villages and harbors; topographical or geological maps (1:1,000,000 or larger), set maps, aerial photos, road maps and atlases; guide books (merely submit title, publisher, date); dictionaries, encyclopedias, lexicons, yearbooks; and census reports.

What is *not* wanted are maps of the United States and British governments, National Geographic Society, domestic maps and small-scale maps.

Anyone who can comply with this request should communicate with the San Francisco Library Branch, Army Map Service, Corps of Engineers, U. S. Army, 74 New Montgomery Street, Room 540, San Francisco 5, California.

#### University of Chicago, Graduate Library School Fellowships

The Graduate Library School of the University of Chicago will offer three fellowships of \$1,000 each for the 1944-45 academic year. The fellowships are for advanced study leading to the M. A. and Ph. D. degrees, and are in addition to several scholarship awards to be made for study leading to the Bachelor of Library Science degree.

The following attainments are required of applicants for fellowships:

- (a) Possession of a Bachelor's degree equivalent to that conferred by leading colleges and universities.
- (b) Completion of at least one year in an accredited library school.
- (c) At least one year of library experience under approved conditions.

Special consideration will be given to publications and manuscripts showing ability to conduct original studies.

Forms to be used in making application for admission, and for fellowships, may be obtained by writing the Graduate Library School, The University of Chicago, Chicago 37, Illinois. Applications must be in the hands of the Dean of the Graduate Library School on or before March 10, 1944.

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The American Library Association's Committee on Aid to Libraries in War Areas has inaugurated a gift campaign for important American scientific and scholarly materials to be held in this country until distribution to foreign research centers is possible. The cooperation of interested individuals and institutions in the collection of this material will be sincerely appreciated now by the Committee and in the future by the foreign libraries and scholars benefiting from this activity.

The Committee is interested in acquiring and will attempt to furnish storage space for:

1. Odd numbers and complete volumes of any of the war-time issues (1937 to date) of a selected list of periodicals (over 300 titles).
2. Complete or almost complete volumes, either bound or unbound in good condition, of the pre-war issues of the major publications.

Though the major concern of the Committee at the present time is with journal material, it should be remembered that book material will also be needed, and that another appeal will be made later.

Report of journals should be directed to:

Dorothy J. Comins, Executive Assistant,  
Committee on Aid to Libraries in War  
Areas,

Library of Congress Annex, Study 251,  
Washington 25, D. C.

These reports need by no means be copy-by-copy checking of holdings, but should indicate titles and at least a rough evidence of quantities and years involved. Instructions for forwarding to a depository within easy shipping distance will be furnished as proposed gifts are acknowledged.

The A. L. A. Headquarters Library has a copy of the list of periodicals desired and of a short list of preferred technical journals.

**British Special Libraries Association**

The issue of *Nature* for October 23, 1943, gives an interesting and complete account of the eighteenth annual conference of the Association of Special Libraries and Information Bureaux (ASLIB). The conference was held on September 18 and 19, in London, and had a larger attendance than in 1942. The report on the year's work was presented at the annual general meeting. An increase in membership was recorded, and the report referred to the

project for a Union Catalogue of Periodicals in British Libraries, the Index to Translations, to the use made of the location indexes to current copies of European periodicals, etc. Program sessions included addresses and papers such as, "Information Services for the Scientist," by Mr. J. G. Crowther; a Symposium on the International Rehabilitation of Special Library Services; "The British Museum as a Special Library," by Mr. F. C. Francis; a description of the organization of American Photographic Information Services in Great Britain, by Major Irving J. Newman; and a discussion on the co-ordination of abstracting.

#### Miss Rankin Speaks Before National Associations

Miss Rebecca B. Rankin, Librarian of the Municipal Reference Library of New York and Chairman of the Mayor's Municipal Archives Committee, spoke at the luncheon meeting of the American Historical Association and the Society of American Archivists which was held at the Columbia Faculty Club on December 29, 1943. From the following excerpts of Miss Rankin's talk, "Archives of New York City" the steps taken by the City of New York for the preservation of historical records are clearly outlined—

"Librarians, historians and researchers in New York City have been aware for years of the importance of the proper preservation of public records as source materials; but the city officials seem never to have been educated to this fact nor has continued publicity and personal persuasion brought the city officials to any action toward an archival or public records agency. . . .

"Strangely enough through all the years, the custody and maintenance of public records of the city is *everybody's* business and hence it is *nobody's* business. . . .

"These facts which were brought to the attention of Mayor LaGuardia convinced him of the necessity of centralizing authority for the care of public records and the accumulation of city administrative departments' files. Hence on December 5, 1939 he appointed a Committee of five members; the Municipal Reference Librarian serving as chairman. . . .

"The Committee began its work by making a survey of the quantities of records which were stored and where located. It then strongly recommended the establishment of a central municipal archives to care for the city's official records; the purchase or construction of a

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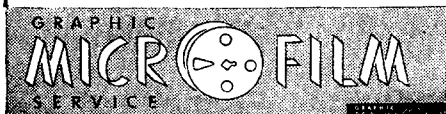
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### Information Wanted

If anyone has made a study of indexes to specifications, the sources and frequency, Miss Frances Christeson, Librarian, Aerojet Engineering Corporation, 285 W. Colorado St., Pasadena 1, California, would very much appreciate any information which may be available, both for government specifications and for the ones issued by other than government agencies.

### In *Who's Who*

An impressive sketch of Carrie Maude Jones, Librarian of the National Association of Real Estate Boards, Chicago, Illinois, appears in the October 1943 *Supplement to Who's Who in America*.

### Miss Ruth G. Nichols Retires

Miss Ruth G. Nichols, who has long been active in S. L. A. affairs, has retired as Librarian of the Federal Reserve Bank of Chicago. Her present address is 3213 Avenue Q, Galveston, Texas.

Miss Joan L. Holland, Assistant Librarian at the Federal Reserve Bank of Chicago, succeeds Miss Nichols.

### Miss Beatrice Howell Married

Miss Beatrice Howell, Librarian of the Insurance Exchange, Montreal, Canada, was married on October 8, 1943, to Mr. Frederick Wallace Monroe Brown of the Bank of Montreal. Miss Howell not only was a former President of the Montreal Chapter but also was Chairman for several years of the national Duplicate Exchange Service.

### Holiday Greetings from North Africa

From Major Harry C. Bauer, Headquarters, 98th Bomb Group, APO 683, c/o Postmaster, New York, comes a greeting for the holiday season to all his S. L. A. friends. In his letter Major Bauer suggests three books as being not only too good to miss, but as giving their readers an excellent idea of what he is experiencing. They are: *Eye Witness: from Madrid to Tripoli*, by Hank Gorrell and Alan Moorehead's two books, *Mediterranean Front* and *Year of Battle*.

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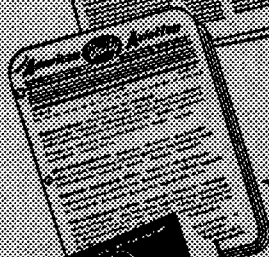
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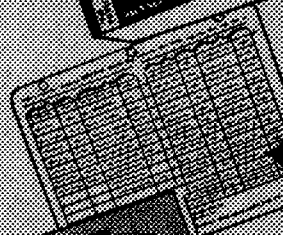
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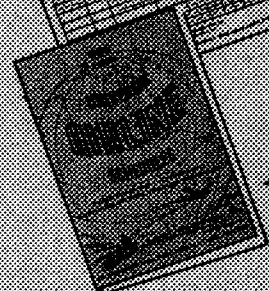
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