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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 45

DECEMBER 1954

NUMBER 10

The Impact of Documentation
on the Research Library

Louis Canter

Newspaper Libraries
Current Trends

Eddie Weems

Special Classifications—Committee Report

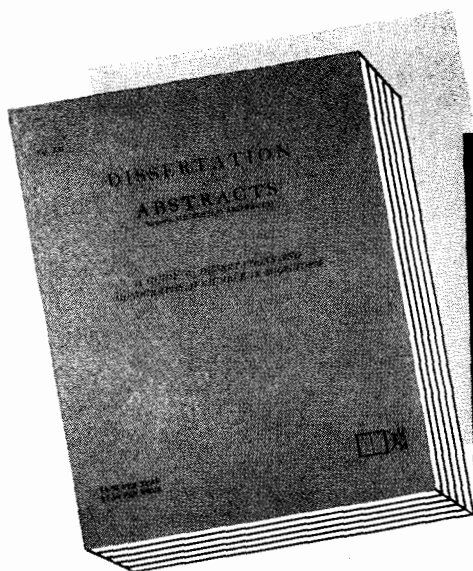
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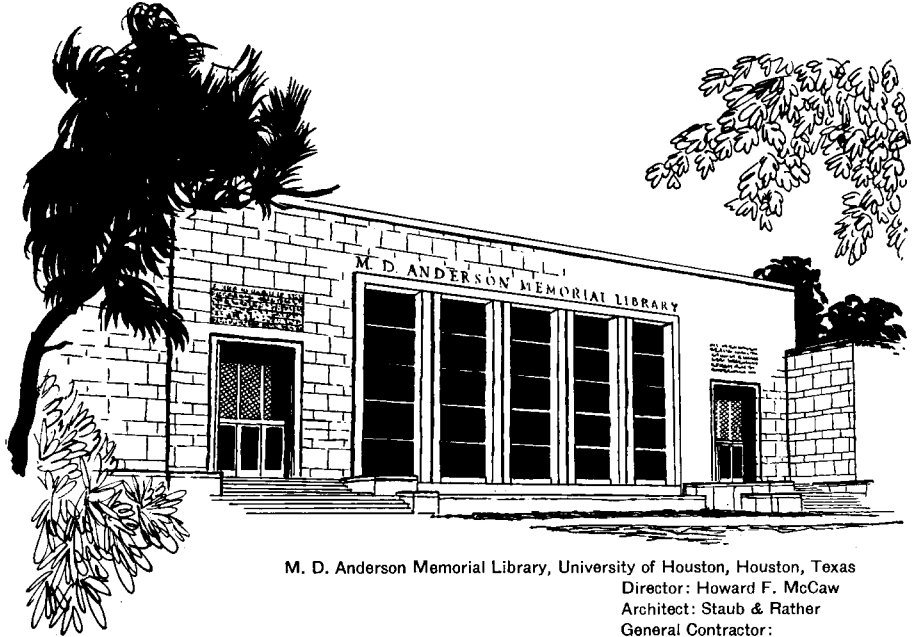
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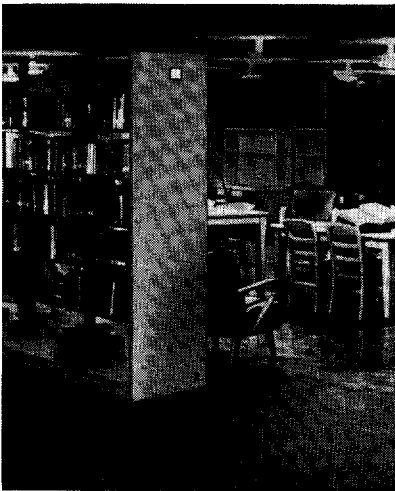
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The Impact of Documentation on the Research Library*

LOUIS CANTER

*Librarian, The Johns Hopkins University, Applied Physics Laboratory,
Silver Spring, Maryland***

WE ARE ALL FAMILIAR with the great size and rapid growth of technical report literature in the past dozen years. It has been estimated that these research reports, mainly a phenomenon of government-sponsored research, are being issued at the rate of about seventy-five thousand a year.¹

Each research library, obviously, is concerned with these documents only when they relate to the work of its own organization. But even with this limitation, research libraries are adding these reports to their collections at the rate of several thousands annually.

In my own organization, The Johns Hopkins University Applied Physics Laboratory, for example, our reports acquisitions number some five thousand titles a year, with our total collection currently amounting to over forty thousand separate titles. And the size of our reports collection is a modest one when we consider the libraries of several of the large government research laboratories whose document holdings number in the hundreds of thousands.²

When we add to this document activity the knowledge that at least fifty per cent of all unpublished government research reports issued come under the category of military security classified information,³ and that the classified holdings of some research libraries range as high as eighty per cent of their total

collection⁴ (all of which are subject to military security regulations that restrict their availability),⁵ the adept handling of these research reports becomes a very challenging task indeed. These documents in order to be of value must be processed in a systematic and expeditious manner so as to be readily available for dissemination to the library's clientele.

A research organization, such as my own, also produces reports and often the task of distributing these reports is given to the librarian to administer. It is usually assumed that the existence of these internal reports will also be recorded in a systematic and expeditious manner so that they will be readily available for purposes of reference and future distribution.

To this entire range of document activity—from the creation of recorded knowledge to its publication, dissemination, storage, organization, and use—the name of documentation has been applied.⁶

There are some individuals engaged in technical information activities who would limit the scope of the above definition of documentation by not including the production or distribution of documents, stating that these activities necessarily fall within the province of the publishing field; and there are others who would claim that the remaining functions—those of acquisition, storage, organization and use—properly fall within the field of special librarianship. And there are still others who would argue that it is the area in which these two fields overlap that should rightfully be designated as the realm of documentation.⁷

* Based on an address presented at a meeting of the Connecticut Valley Chapter, Special Libraries Association, in Hartford, Connecticut, on November 19, 1953.

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However, whether we limit our definition or not, whether we propose to look upon documentation as simply a word, a trend, a movement or a new vocation, the fact remains that documentation is still very much with us.

Report literature, at first was handled by the research librarian with varying degrees of success. It was soon discovered that these documents did not lend themselves easily to being identified as conventional library materials; nor did these documents easily respond to the treatment afforded by the Dewey Decimal or Library of Congress classification systems; nor were the available subject heading lists sufficiently comprehensive or sufficiently up-to-date for the very specific indexing that these documents required.

Re-Evaluation

Furthermore, when these technical reports first made their impact in great numbers on the research library, and users of these reports first made their impatient demands for this material, it became very apparent to the research librarian that a sudden shift in emphasis had occurred. The materials that had once been considered ephemeral, that had been relegated to the vertical file collection, usually without the detailed processing accorded to books and periodicals, now required more precise and more thorough and more immediate bibliographic organization than library materials had ever received before. It was inevitable that a re-evaluation of the traditional methods of librarianship should occur. Mortimer Taube described this situation very graphically at the Special Libraries Association annual meeting in 1952.⁸

The new literature revealed itself to be different in several ways. One peculiarity was that these documents arrived in the library in great numbers and in many cases without their being requested. Being placed on an organization's mailing list in order to have its research reports sent to you as soon as issued was, and continues to be, a primary method of acquiring this type of

information. While it is sometimes difficult to be put on an organization's documents mailing list, it is also true that it is often impossible to be taken off.

Another peculiarity of these research reports is that they are for the most part available free, yet when they are not received automatically, and are needed, they are frequently quite difficult to obtain. These documents are not usually found listed in the standard periodical indexes; there is no union list of documents that can be consulted, nor a work comparable to the *Cumulative Book Index* or *Books in Print* when report identification is needed for ordering purposes. Several organizations, however, publish indexes of their reports, and while their listings of unclassified reports are easily obtainable, their listings of classified documents, if they exist at all, are available only through military channels on an approved "need-to-know" basis.

A further peculiarity of these reports is that since they are for the most part issued by the Department of Defense agencies and their contractors, it is sometimes difficult to determine their precise origin. This is true especially when the names of the military agency or agencies, the contractor, and possibly the subcontractor to a prime contractor, all appear on the cover of the report to receive credit for the work accomplished and, in so far as the librarian is concerned, to complicate determination of its origin. There is also the other extreme where a report is received with no originating agency identification on it whatsoever.

Occasionally instructions are given inside the report on where to write for additional copies. This important item of information is not usually found in a bibliographic reference to the report itself and quite often further delays its acquisition. The difficulties and frustrations encountered in obtaining research reports are numerous.

When the housing of these reports had to be considered, it was discovered that it was necessary to depart from

conventional library shelving and make use of lock-type filing cabinets or fire-proof vault rooms with shelves. Some libraries, however, have managed to arrange the unclassified reports that are issued in a uniform series on their regular library shelves. In other cases, in order to comply with security regulations for highly classified material, even separate and more rigidly secured collections have to be maintained apart from the regular report collection itself. Since these document collections are not usually conducive to browsing, nor in many organizations would it be permitted, often all classified and unclassified reports are stored together in one collection in order to simplify and make uniform the filing process.

Arrangement

The arrangement of these reports varies from organization to organization. The two most popular methods of filing are (1) by source or originating agency of the document, and (2) by consecutive accession or serial number.

In my own organization, we house our collection in five-drawer lock-type filing cabinets and file the documents by accession number. It was not always thus. Up to two and one-half years ago our reports, then numbering some twenty-five thousand titles were filed by source. Because this method began to break down under the size of our collection and the demands made upon it, we instituted an intensive conversion program and within six months had our collection changed over to its present accession number filing arrangement.

The advantages that had been anticipated under the new filing system were more than realized. Immediately many of the problems that had plagued us under the source arrangement were eliminated. Under the new system no previous knowledge or experience is necessary in order to file correctly our great variety of incoming documents. They are simply filed in accession number sequence.

Formerly under the "source" method,

a decision had to be made as to the originator of each document before it could be filed. This decision was often difficult to make, but once made had to be adhered to each time the document was returned to the files and also each time another document was received from the same source. Among other things, in deciding where to file a document, one had to be constantly careful to distinguish contractors from their military sponsors as the issuing agency; not to confuse one agency with another where names were very similar; and to be on the watch for changes in the name of an organization, especially the military, so that their reports would still be filed together. Such problems as these were eliminated entirely by serial number filing.

Another advantage is that maximum use is made of our space. Each cabinet is filled to capacity and new reports are added on to the end of our collection. There is no need to allocate expansion space within the filing cabinets for the anticipated arrival of future reports as was necessary before. Not only do we eliminate "dead space" under our accession number filing system, but also we no longer have to shift reports from one cabinet to another in order to make room for material to be added within the collection.

Serial number filing has led to an easier method for our laboratory personnel to request reports as well as an easier method for our filing these requests. Since consecutive serial numbers are carried on our accessions lists, requests come in simply using these numbers for identification of the reports desired, and we can withdraw them directly from our files.

Under the former method, requests were made entirely by giving source and description of the report, and this information usually had to be checked in the card catalog for accuracy before searching the files. Aside from requiring the expenditure of less effort on the part of the requester of a document, our new method of serial number identi-

fication almost completely eliminates any possibility of security compromise.

We found that the chief disadvantage of serial number filing is that reports issued in series, i.e., progress reports, etc., are scattered throughout the collection instead of being kept together as would be the case if filed by source. However, if the reports are needed in this manner, they can be withdrawn from the files after obtaining the accession numbers from the card catalog. This normally results in only a slight delay.

It should also be mentioned that our internal reports, i.e., those produced by the Applied Physics Laboratory, continue to be filed in report number arrangement in separate five-drawer filing cabinets for the various series of reports that we issue. By taking an active part in the production of the Applied Physics Laboratory's reports, we try to insure compliance with some of our cataloging needs, such as having a report number assigned to every report, using the same title on the cover that is on the title page, and listing information necessary for bibliographic identification.

Our reports collection, seventy-five per cent of which consists of classified reports, is set up apart from our regular technical library of published books and periodicals. Each has its own staff and maintains separate catalogs and bibliographic aids. However, both are integrated administratively and operationally since they are under the direction of the same supervisor. Close cooperation is maintained in order to avoid unnecessary duplication in the handling of unclassified literature and in rendering reference service.

Some libraries vary this practice and house their unclassified reports together with their books and periodicals, still maintaining, however, a separate catalog and a separate storage area for their classified reports. Under this arrangement some integration of library services is achieved by using the same personnel for handling and processing both types of literature.

Another practice is to separate the reports files into two collections, one containing unclassified and confidential documents (which often represents the large majority of the reports received), and the other, smaller collection, containing only those documents classified secret.

Thus the requirements dictated by security regulations and security controls and the necessary compartmentalization of classified reports collections have greatly altered the physical appearance as well as the functions of the research library.

It did not take long to discover that the descriptive cataloging of these research reports called for further departures from conventional library practice. New elements of identification such as issuing agency, contracting agency, report number, contract number, and security classification appeared to be of major cataloging importance; and, while the usual entries of title, individual author, date, and so on, were also necessary, it was found that the thorough bibliographic information and collation entries normally used for example, on the Library of Congress cards, were not required.

Subject Headings

It was also discovered that the general subject headings that were customarily assigned to books and periodicals were inadequate for the indexing of research reports. A more intensive subject approach was demanded by the users of this material. There was early recognition of this shortcoming by the larger research libraries, and detailed subject heading lists on technical subjects began to appear.

In 1947 the Office of Technical Services of the Department of Commerce published its *Subject Headings for Technical Libraries*, which was based on an earlier work issued in 1946 by the Office of Research and Inventions of the U. S. Navy.

The Technical Information Division of the Library of Congress in 1952 is-

sued the third edition of its *List of Subject Headings*.

Special Libraries Association has recognized this need and has made available subject heading lists for aviation, chemistry, and aeronautical engineering.

Since these subject heading lists are rarely slanted toward the exact needs of a research library, and since there is no subject heading list that is kept sufficiently up-to-date to include the additions and the rapid changes in the terminology of science and technology, many research libraries have had to prepare their own lists of subject headings. In 1952 my own reports library, for example, issued a subject heading list for guided missiles, because many libraries of organizations engaged in similar work voiced a need for such a list. We are making this publication available without charge to all who request it.⁹

The difficult task of assigning subject headings to reports and the variety of methods in use have recently come in for a great deal of discussion by librarians and documentalists, and a new concept of indexing has appeared known as the "Uniterm system of coordinate indexing." This system, developed by a private organization called Documentation, Inc., is still in the experimental stage.¹⁰

There has also been some attempt made to standardize the format of the catalog cards prepared for technical reports and to advocate the use of uniform forms of entry. The Armed Services Technical Information Agency has been a major force in this movement, with the Atomic Energy Commission, National Advisory Committee for Aeronautics, Naval Research Laboratory, The Johns Hopkins University Applied Physics Laboratory, and several other organizations, preparing their cards to conform in general to the standards recommended.¹¹

The Armed Services Technical Information Agency also makes available to the military agencies and their contractors, printed cards for both classi-

fied and unclassified reports that have been issued by other sources. These cards, unfortunately, usually do arrive too late to save most libraries the initial cataloging chores required in order to make their acquisitions immediately available.

Some organizations, however, are beginning to issue cards with their reports, and, if sufficient uniformity of cataloging practices is ever achieved, this trend, which is strongly encouraged by the Department of Defense, should bring about a reduction in the time and effort expended in cataloging as well as in its cost.

Distribution

Making these documents available to the research personnel of its organization is a major responsibility of the technical library. In my own organization this is accomplished largely by issuing separate classified and unclassified reports accessions lists, which are, in effect, reproductions of our catalog cards and each of which contains a detailed index to the items listed. We also perform automatic routing of reports by subject interests, and we circulate library accessions bulletins received from other organizations.

In addition to these activities, our documents library is responsible for the internal and external distribution of approximately five thousand copies per month of reports originated by the Applied Physics Laboratory. Classified receipts have to be prepared for many of these documents and complete records must be kept for accountability purposes as required by security regulations.

No description of the documentation functions that are being performed by research libraries in this country can be complete without mentioning the very active part played by the documentation centers.

Soon after the end of World War II, these huge documentation centers were established to give assistance in the acquisition and dissemination of research reports. In July 1946 the Office of Technical Services of the Department of

Commerce was created for the purpose of collecting and disseminating unclassified and declassified scientific and technical reports on wartime research as well as the technical documents captured in enemy countries. Later, in 1950, its functions were redefined to make it also a clearing house for unclassified technical information useful to American industry and business.¹²

In the year 1945 we observed the formation of the Air Documents Division of the Air Force in Dayton, Ohio, to continue the work that it had begun in London in 1944 under the name of the Air Documents Research Center. It had undertaken the task of organizing and cataloging some fifteen hundred tons of captured documents and reports of air-technical interest. In 1948 this organization expanded its services to all of the military agencies and their contractors and also changed its name to Central Air Documents Office, well known to many of us as CADO.¹³

In 1946 we saw the establishment of the Science and Technology Project in the Library of Congress under contract to the Office of Naval Research for central documents cataloging and bibliographic services. Three years later, the name of this project was changed to Navy Research Section, and in 1951 it became the Technical Information Division of the Library of Congress.¹⁴

And then, in May 1951 a merger was officially brought about between the Central Air Documents Office in Dayton and the Technical Information Division of the Library of Congress to give the Department of Defense a unified technical information service. This new documentation center has been named the Armed Services Technical Information Agency, or as we have come to call it, ASTIA. Its avowed mission is to "collect, index, catalog, and provide storage for scientific and technical reports of the military departments and their contractors, and reports from certain other sources; prepare and distribute digests and abstracts of the reports; and provide bibli-

ographical and reference services and copies of the reports on either a loan or a retention basis."¹⁵

Of course, we have also come to know of other large documentation centers such as the Technical Information Service of the Atomic Energy Commission, and the Division of Research Information of the National Advisory Committee for Aeronautics. All of these great documentation activities have proved invaluable at times in providing copies of reports and other bibliographic assistance when called upon to do so. They have also encouraged experimentation in documentation methodology and have been leaders in the search for mechanical and electronic aids to bibliographic organization.

Professional Discussion

Several meetings, most of them sponsored by professional associations and certain interested government agencies, have been held in recent years to discuss problems and report progress in the documentation field. These meetings have been attended not only by special librarians but in even greater numbers by a host of individuals employed in a wide variety of related pursuits.

The subject of these meetings—the production, administration, and use of technical reports—has engaged the attention of such persons as technical information officers, subject literature specialists, security officers, technical reports editors, engineering writers, publication supervisors, electronic scientists, and others who call themselves simply documentalists. Out of this universal interest and cooperative effort should come new and better ways of bibliographic organization, and very likely, also the introduction of new mechanical and electronic devices to assist in handling and sorting the great volume of material available.

A joint attack on the problems presented by the new report literature undoubtedly will effect a reassessment of the basic tenets of established library

systems. Working on the assumption that it is technology that has got the library into its present predicament, the belief is that only technology offers any promise of getting the library out again.

New Techniques

The claim is that libraries are using roughly the same techniques today that they have been using for the past fifty years; that librarians tend to be over-conservative and normally resist drastic changes in their methods.¹⁶

While this may be an oversimplification of the case and does not take into account economic factors and other considerations, there appears to be a real danger, however, in our assuming an attitude of indifference and lack of cooperation with the actions taking place in documentation circles. If we oppose the adoption of new methods simply on the grounds that they are foreign to accepted library procedures and have not been taught in the library schools; or if we fail to encourage experimentation in the development of new concepts of library practice; then we run a real risk of having the role of the special librarian becoming a subordinate one in the handling of technical information. This warning has already come to us in the words of Jesse Shera when he said: ". . . recent history suggests that the present chaotic and uncoordinated proliferation of these related activities (documentation and special librarianship) will increase rather than diminish unless a persistent and determined effort is made toward reunification. Yet, if the same status quo is allowed to persist, the profession of librarianship will not only lose control of its very substance, but it will deteriorate into a simple custodial operation."¹⁷

Conclusion

If it is true that the age of documentation is upon us, then its impact upon the special library offers us a challenge. I think we should make a real effort to understand this challenge.

Perhaps we shall discover, after all is said and done, that documentation is nothing more than simply one of the many activities that we have come to identify as "special" in special librarianship.

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NEWSPAPER LIBRARIES

Current Trends

EDDIE WEEMS

Journalism Instructor, Baylor University, Waco, Texas

The writer of this article holds the Master of Journalism degree from the University of Texas and the Master of Arts degree in library science from Florida State University, and has had editorial experience on three Texas daily newspapers.

Mr. Weems, in addition to his work as instructor of journalism, is first catalog assistant in the main library at Baylor University.

As a part of his Master's paper, "A Study of American Newspaper Libraries," written at the Florida State University Library School, Mr. Weems queried thirty-six newspaper librarians across the country on personnel, budgets, organization, resources, and problems of their libraries. The librarians were also asked to note any outstanding trends in newspaper libraries today. This article discusses those trends.

QUESTIONNAIRES returned by librarians of nineteen of the largest newspapers in all sections of the country indicate that morgues and libraries are lively as never before, and a continuing trend to an even more active future is foreseen.

Participating Newspaper Libraries

Not only have morgues been improved, and in many cases dignified by the title, "newspaper library," but there are more of them in existence today. This is due largely to four general trends, state the nineteen librarians, who represent the *Atlanta Journal and Constitution*, *Baltimore Sun*, *Birmingham News*, *Chicago Daily News*, *Christian Science Monitor*, *Denver Post*, *Deseret News* and *Telegram* of Salt Lake City, *Houston Chronicle*, *Kansas City Star*, *Los Angeles Times*, *Louisville Courier-Journal*, *Miami Herald*, *Milwaukee Journal*, *Minneapolis Star and Tribune*, *New York Herald Tribune*, *New York Times*, *Providence Journal*, *San Francisco Chronicle*, and *Washington Post*.

These four trends may be enumerated as follows:

1. Making a comprehensive information center for the use of public and newspaper staff alike out of what was the morgue. Eight of the librarians mention this as the most significant trend among newspaper libraries today.
2. Giving better service with more modern methods, such as a more efficient filing system and the use of microfilm. Seven librarians note this trend.
3. Winning recognition from management of the value of an efficient newspaper library. Three think this development is significant enough to mention.
4. Employing young people to train in newspaper library work instead of "retiring" elderly newsmen to a position in the library. One librarian mentions this change as particularly noticeable among newspaper libraries.

Romeo Carraro of the *Los Angeles Times* states that he believes the most significant change in newspaper libraries in the past decade to be service to the general public. Newspaper libraries

were founded, of course, for the use of the staff, but they tend to serve the public more and more—in answering questions by mail and by telephone, by writing question-and-answer columns, and, in some cases, by interlibrary loans. Service to the public may also utilize other media. For example, the *Milwaukee Journal* library as early as January 1927, had a radio program on which it answered questions from *Journal* readers.

Library Service

Newspaper libraries are serving the staff more, too.

"Our library," states Librarian Thelma Weber of the *San Francisco Chronicle*, "is called upon for more information by staff members than ever before. Probably it is because they have found we are becoming better able to provide it than in the past."

Jack Burness, librarian of the *Washington Post*, gives another reason for increased usage of the library. More interpretive writing, he declares, has made it necessary for newsmen to obtain background information. The newspaper library is the place for that.

The *Birmingham News'* J. F. Rothermel joins Miss Weber and Mr. Burness in reporting a noticeable increase in usage of the newspaper's information center by reporters. Just how great this usage may grow is seen in the estimate by Chief Librarian Chester M. Lewis of the *New York Times* that his library has 400 users daily from among the staff.

William H. Schiela of the *Milwaukee Journal* believes that better service is the outstanding change in newspaper libraries, particularly through improved methods of "classifying and filing, so that items may be obtained in moments."

Lorena Jones of the *Denver Post* also notes better filing methods and an improved system of cross-references, important factors in providing better and faster library service.

Ralph Shoemaker of the *Louisville*

Courier-Journal states that a significant trend is "microfilming of bound files in order to conserve space and preserve the records of the fast-deteriorating paper, especially that used during World War I and after."

"The future," he adds, "holds forth microfilming of clipping files and photograph files, and methods to supply these materials, not only on film but actual prints, in the quickest time possible."

Mr. Shoemaker is also one of the three librarians who mention the growing recognition of the value of newspaper libraries by the management.

"In the past decade," he declares, "many publishers have realized the value of a newspaper library to its organization, thereby creating many new libraries on papers that never had one."

The *Baltimore Sun's* Clement G. Vitek seconds that with this statement: "The recognition is more widespread that the library is a necessity, not a luxury, and that it makes money by saving money. It is not a non-producer."

Charles A. Brown III of the *Minneapolis Star and Tribune* sees as most important, the trend to "hiring younger people to train in newspaper library work instead of retiring old reporters, copyreaders, telegraph editors, and the like to the libraries."

Conclusion

Both journalism and library schools evidently would be wise to take a second look at Mr. Brown's statement, because training for newspaper librarianship is neglected by both. This shows up in probably the most significant finding from the nineteen returned questionnaires: There is a continuing shortage of qualified prospective newspaper library employees. Fifteen of the nineteen librarians report they have difficulty in hiring qualified personnel.

Considering these trends, it would seem that the rare individual who has had journalism and library schooling or experience, or a desire for them, could do worse than go to the morgue for a lively job.

President's Message

THE 1955 BUDGET

Each year at the fall Executive Board meeting, the Finance Committee presents a budget for the following year. This Committee prepares the annual budget by including current continuing expenses such as Headquarters' salaries and expenses, the publication cost of SPECIAL LIBRARIES and TECHNICAL BOOK REVIEW INDEX, allotments to chapters and divisions, requests from committees and projects approved by the Executive Board and the membership.

This fall, the Finance Committee presented a deficit budget, i.e., a budget that anticipates annual expenditures in excess of anticipated receipts. During the October Executive Board meeting, expenditures of over \$91,000 were approved while income for 1955 is estimated at only \$87,000, leaving an estimated deficit of \$4,175. Of this amount, \$2,450, is not a continuing expense, but the additional \$1,725 may recur in succeeding years.

The Association has approximately \$10,000 in a savings account over and above the amount needed for present operations. With annual expenditures of around \$2,000 over estimated income, this account would be exhausted in five years. This does not mean that the Association will be bankrupt, but it does mean that expenses must be reduced or income increased within the next five years or it will be necessary to draw upon the Reserve Fund.

The table following indicates a breakdown of our receipts and expenditures as included in the 1955 budget.

BUDGET 1955		
<i>Income:</i>	<i>Dollars</i>	<i>Per Cent</i>
Dues	\$ 58,000	64
SPECIAL LIBRARIES	13,150	14
TBRI	9,000	10
Miscellaneous	7,000	8
	<hr/>	
	87,150	
*Excess of expenses over income	4,175	4
	<hr/>	
<i>Total</i>	\$ 91,325	100
<i>Expenses:</i>		
Allocation to:		
Chapters	\$ 7,000	8
Divisions	2,900	3
Committees	4,225	5
General Operations	45,710	50
SPECIAL LIBRARIES	21,105	23
TBRI	6,500	7
Miscellaneous	3,885	4
	<hr/>	
<i>Total</i>	\$ 91,325	100

* To come out of money previously accumulated.

Your Executive Board has to use its own judgment in deciding how the Association's money should be spent unless it has the opinions of the members as to the services and projects they think most important. Won't each of you please write to the Executive Board, individually or collectively, and indicate your wishes as to how the Association dollar should be spent. Please remember these are not only your dollars but the dollars of others as well.

GRETCHEN D. LITTLE, *President*

SLA Committee on Special Classifications

SPECIAL REPORT

Prepared for the Committee by

ALLEN KENT

Principal Documentation Engineer, Battelle Memorial Institute, Columbus, Ohio

A SPECIAL PROJECT initiated in 1953 has been conducted by the Committee on Special Classifications and has been concerned with studying the machine literature-searching methods now under development by James W. Perry and associates at Battelle Memorial Institute. Particular attention is being directed at determining the relationship between the present *ASM-SLA Metallurgical Literature Classification* and the developing system.

The link between various searching systems is the terminology used to characterize important aspects of subject matter. Therefore, attention has been given to the terminology of the ASM-SLA classification, with a view to providing semantic codes for the terms so that the basis is laid for the interchange of processed literature between manual and mechanized systems. A corollary benefit would be to permit the relatively simple conversion of a rapidly growing manual system into a specially designed mechanized system.

The types of files prepared so far are described and the plans for continuing aspects of the project are outlined.

The aid of SLA members in collecting specialized terminology and definitions in fields other than metallurgy will be enlisted. Contacts have already been established in the fields of automotive engineering and in ordnance.

A special project was initiated by the committee early in 1953 to study in detail the machine literature methods under development by James W. Perry and his associates. Since a machine system based on these methods was slated for installation and test at Battelle Memorial Institute, particular attention was directed to determining the compatibility of the developing system with the existing ASM-SLA classification of metallurgical literature.

The entire committee took part in the project. The working group consisted of: Mrs. Marjorie R. Hyslop, American Society for Metals; Frederica M. Weitlauf, Timken Roller Bearing Company; Mr. W. W. Howell, *Chemical Abstracts*; Stewart J. Stockett, Battelle Memorial Institute; and Allen Kent, Battelle Memorial Institute. In June 1954, Mrs. Louise

H. Clickner, U. S. Bureau of the Census, joined the group as chairman.

Classification Project

The ASM-SLA classification was designed to serve three purposes:¹

1. To provide a logical and practical breakdown of the entire field of metallurgy which could have universal applications in classifying and indexing the literature.
2. To serve as a guide for a punched-card filing system that could be used by metallurgists or librarians for collections of data.
3. To be used as a pattern for classifying and coding the abstracts published in *ASM Review of Metal Literature*.

Many of the better known classification systems, such as the Dewey Decimal, Universal Decimal, the Library of Congress cataloging system, and others were designed to accommodate all fields of science and technology. Two adverse effects in a specialized field such as metallurgy resulted:

1. Subjects of particular interest to metallurgists are difficult to collect and to organize, since these are scattered among a wide variety of other subjects of relatively little importance to metallurgists.
2. The subdivisions of the more general classification systems do not provide sufficient specificity in many literature searches by metallurgists.

To help alleviate this situation, a punched-card information-storage system was designed to permit the multi-dimensional analysis of metallurgical subject matter.² The ASM-SLA classification was designed primarily for use with a manually operated punched-card system. The upper limit for such a system is considered to be about 10,000 items.

The limitations are imposed by two restrictions:

1. By the limited number of holes on these cards, which by restricting the number of index entries that can be punched in any one card, places a ceiling on the resolving power of a hand-sorted punched-card system.

2. By the dissatisfaction arising from too many manual needling and sorting manipulations.⁸

The possibilities have been studied for broadening the scope of the classification so that it could serve as an international standard for the classification and indexing of metallurgical literature and so that collections containing hundreds of thousands of references could be controlled in a practical manner. The goal is the design of a literature system that could eventually be integrated into a larger mechanized metallurgical information center, and that, at the same time, could be utilized in more limited systems on a practical basis. Such coordination of techniques and purposes was felt to be practical.

Machine Literature Searching Project⁴

Advances in methods for generating technical knowledge have for many years far outstripped advances in methods for utilizing recorded knowledge. Recently, however, new equipment and techniques have been developed to expedite and to facilitate the recall and correlation of technical knowledge prematurely embalmed in publications and similar records.

Competitive-minded organizations have become increasingly aware that research efficiency requires that the most effective methods be used in the research library. This has provided the impetus to studies in novel information-handling techniques.

The possibility of using a mechanized device to obtain information from a file in the field of chemistry was first brought to the attention of research workers in 1945.⁵ This work of Cox, Bailey, and Casey demonstrated the usefulness and indicated the limitations of hand-sorted, marginally-punched cards in the handling of scientific and technical literature.

Preliminary experiments with automatic equipment for information searching showed that the key problems are:

1. The analysis of information for its essential features.
2. The expression of these features in some medium, e.g., punched cards, tape, film.⁶

In order to make explicit the meanings of terms used in an automatic system, these meanings must be recorded in the searching media in the form

of appropriate codes.⁷ Prerequisites for establishing such codes are the collection and analysis of the terminologies of the fields of interest. The terms thus become the building blocks in constructing the code system.⁸

Approximately 30,000 terms have been gathered and defined to date. Code development has been substantially completed for about 25 per cent of these terms.⁹

The design of new searching equipment has been proceeding concurrently with the development of the new methods for the indexing-abstracting of scientific and technical papers.^{4,7}

Searching Systems

The eventual size and complexity of technical files often cannot be predicted with a high degree of certainty when a new information collection is being started.¹⁰ Consequently, it is often not possible to determine which of many information retrieval systems will eventually be most advantageous, e.g., card catalogs, conventional classification systems, standard indexes, hand-sorted punched-card systems, "Uniterms," mechanized punched card, tape or film systems, etc.

In processing information for retrieval, the identification of important aspects of subject matter is a necessary preliminary to establishing any system for retrieving or correlating information. In order to be effective, this preliminary analysis must be conducted by subject matter specialists and it is an exacting, time-consuming, and expensive task. Therefore, it is important that the results of this analysis by specialists be presented in a form independent of the system chosen for storing the information. The purpose is to develop methodology so that converting from one system to another, e.g., manual to machine, may be accomplished mainly by clerical routines rather than requiring costly reanalysis of subject matter.

Such a procedure is in the later stages of design and development.⁴ Key words and notations selected by the subject

matter specialist may be organized in a manner useful immediately as an abstract. In addition to providing a summary of the subject matter, the abstracts present the results of analysis in a form which is convenient for the preparation of conventional classification systems, alphabetized indexes, etc.

The abstracts are so ordered that encoding procedures will enable them to be searched by automatic equipment.

The link between the various searching systems that may be used is the terminology used to characterize important aspects of subject matter.

Investigations of the Committee

In examining the terminology used to characterize important aspects of metallurgical literature, the following sections of the *ASM-SLA Metallurgical Literature Classification* were considered:

1. Processes and Properties Index
2. Materials Index
3. Common-Variables Index

One classification of terminology that was omitted from this preliminary investigation was the Element Index. The problems of handling the terms in this index are relatively minor, particularly because there are no semantic problems involved.

The objectives of this study were:

1. To determine the extent to which the terminology used in the present classification has been taken into account in the code dictionary of the mechanical indexing project at Battelle.
2. To analyze and to encode new terms found and to incorporate them into the code dictionary.
3. To establish procedures for acquiring new terms from cooperating organizations interested in the metals field and for incorporating these also into the code dictionary.
4. To establish procedures for acquiring new terms and their meanings from cooperating organizations in fields other than metallurgy and to incorporate these into the code dictionary.

The semantic code dictionary consists of scientific as well as general technical terms with their codes. These codes contain elements which represent aspects of meaning of the terms that are important from the point of view of searching.¹¹ The dictionary, in general,

does not contain terms such as chemical elements, whose encoding, because of the absence of semantic problems, may be carried through in a routine manner when required.

Methods of Study

The terms in the various portions of the ASM-SLA metallurgical classification were entered on index cards, one term to a card.

Although most of the terms are single words, certain combinations of two or more words are treated as units.¹² The general rule to follow in deciding whether to consider a combination of words as a unit or not is as follows:

If the definitions of the individual words of a combination cannot be combined to give a reasonably accurate definition of the special combination, then the combination of words should be considered as one term.

An example of a combination of words being considered as a single term is: TORCH BRAZING. Of course, the term: BRAZING is also an important aspect of subject matter and is also considered as a separate term.

Three files were prepared:

1. *Alphabetized according to the term.* The card includes the semantic code as derived from code dictionary. A designation is added to show from which portion of the ASM-SLA classification the term was taken. An example of a card from this file is reproduced here. (Explanatory text has been added in italics.)

ATOMIC WEIGHT (*Term*)

CAPI TAMO

(*Semantic code:*

CAPI = physical property

TAMA = atom, atomic)

P10h (*ASM-SLA Classification*)

This file would eventually form the basis for the English-to-code portion of the semantic code dictionary.

2. *Alphabetized according to semantic code.* The term and designation of *ASM-SLA Classification* are also included. An example from this file is:

CAPI TAMO (*Semantic Code*)

(*Terms*) (1) **Atomic structure M25**
(2) **Atom weight P10h**
(*ASM-SLA Classification*)

This file would eventually form the basis for the code-to-English semantic code dictionary.

3. *Arranged in the order of the ASM-SLA Classification system.* Also included are the terms with its semantic codes. An example is:

L17 (*ASM-SLA Classification*)

Electroplating (*Term*)

COVE LECE META

(*Semantic code:*
COVE = cover, protect
LECE = electrical
META = metal)

This file would eventually form the basis for converting a hand-sorted, punched-card system into a mechanized one.

Future Work

The following portions of the project remain to be completed:

1. The applicability of the codes assigned to the metallurgical terms are to be evaluated. This will be done in two stages. The first evaluation is qualitative and is determined from the meaning of the semantic codes assigned to the terms. The second evaluation will be more quantitative in nature and can be accomplished during test literature searches employing the semantic codes to determine the "resolving power" of the various elements of the codes.
2. Preliminary lists will be compiled for terms used exclusively in the field of metallurgy to provide a basis for their eventual encoding.
3. Supplementary lists will be compiled of terms whose metallurgical connotations will require the establishment of special codes for use in metallurgy.
4. As the new mechanized searching system develops at Battelle, the possibility of interchanging processed literature between manual and mechanized systems will be investigated.
5. Studies of the applicability of semantic codes to non-mechanized systems will be undertaken.

6. In order to expand the terminology-collecting phase to fields of interest other than metallurgy, contacts have been established with librarians in the fields of automotive engineering and ordnance. Further contacts in these and other fields will be actively solicited in the near future.

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William S. Budington, Associate Librarian, The John Crerar Library, Chicago; Mrs. Margaret H. Fuller, Librarian, American Iron and Steel Institute, New York City; Mrs. Marjorie O. Baker, Librarian, Baker & Company, Inc., Newark, New Jersey; Lois W. Brock, Research Librarian, The General Tire & Rubber Company, Akron, Ohio.

SLA METALS DIVISION MEETS IN CHICAGO

The sixth annual SLA exhibit at the National Metal Exposition and Congress of the American Society for Metals proved once more its popular appeal for the thousands who attended the exposition held at the International Amphitheater in Chicago, November 1-5, 1954.

Industrialists, scientists and researchers showed particular interest in the various bibliographies prepared by members of the Metals Division. Over twelve hundred copies were requested and distributed. The exhibit featured also a display of recent reference books.

Library reference service was available to registrants. There were many queries for information pertaining to the small metallurgical library, its organization, its maintenance and its functions.

By popular demand, the scheduled program of the Metals Division Fall Meeting at the Conrad Hilton Hotel, November 3-5, 1954, included a session devoted to discussion on the small metallurgical library. Mrs. Margaret H. Fuller, chairman of the SLA Metals Division, and librarian of American Iron and Steel Institute, presided. Three papers were presented: *How to Start a Small Metallurgical Library*, by Marjorie O. Baker, librarian, Baker & Company, Inc.; *The Paradoxical Trade Catalog*, by William S. Budington, associate librarian, The John Crerar Library; and *Handling Patents in a Small Technical Library*, by Lois W. Brock, research librarian, The General Tire & Rubber Company.

Elsie Ray, librarian of Anaconda Copper Mining Company, presided at the session on Economics and Marketing in the Metallurgical Field. Two papers were presented: *The Importance of Libraries in Market Research*, by Donald E. Stewart, manager, Data Section, Commercial Research Division, United States Steel Corporation; and *Sources of Information on the Nonferrous Metals*, by Irving Lipkowitz, assistant to the president of Reynolds Metals Company. An eight-page bibliography compiled by Marian Thompson, librarian, Commercial Research Division, United States Steel Corporation, was included in Mr. Stewart's paper.

The SLA Illinois Chapter took an active part in handling arrangements for the three-day meeting sponsored by the Metals Division, and it assisted also in the preparation and servicing of the SLA booth.

The Chapter extended its hospitality at a dinner meeting, November 3, at the Chicago Bar Association. Jo Ann Aufdenkamp, president of the Illinois Chapter, and librarian of the Federal Reserve Bank of Chicago, greeted the visitors and introduced the featured speaker, Walter A. Southern, librarian of Abbott Laboratories. Mr. Southern reviewed his recent experiences in Great Britain where he spent a year on a Fulbright scholarship.

The Fall Meeting opened with an all-day program at the John Crerar Library. Herman H. Henkle, librarian, discussed general policies and the Crerar Library program. Library staff members participated in a discussion of the library's services.

A field trip marked the close of the scheduled program. Inland Steel Company served as host and guide to SLA members who visited the Indiana Harbor Works and the Woodmar Research Laboratory and its new library. Visitors were privileged to see a steel plant in full operation. James W. Halley, assistant superintendent, Research and Development, Inland Steel Company, discussed *Research in the Steel Industry*, and a film on *The Making of Iron and Steel* was presented with commentary by J. de Navarre Macomb of the Inland Steel Company's public Relations Department in Chicago.

ADI ANNUAL MEETING

The Annual Meeting of the American Documentation Institute for 1954 was held in Cleveland, Ohio on November 4-5, 1954. Approximately four hundred registrants attended. Registrations included not only people from Cleveland but people from other parts of the United States and Canada.

Eugene B. Power, served as chairman of the Program Committee, assisted by Scott Adams, Robert Bray and Staffan Rosenborg. The Local Committee on Arrangements, under the chairmanship of Helen M. Focke, included Mary Frances Pinches, Mrs. Marjorie R. Hyslop, Milton Wright and Elizabeth Barrett.

This was the first meeting held away from Washington, D. C. and featured for the first time, papers volunteered or sponsored by members, rather than a program of solicited papers.

The General Session, Thursday morning, was opened by a welcoming speech from the President of the American Documentation Institute, Dr. Milton O. Lee. Dr. Lee, in the absence of Mr. Power, presided and introduced the speakers: Samuel A. Alexander, U. S. National Bureau of Standards, spoke on *Computing Machines and Documentation*; Elliott Crooks, Hogan Laboratories, discussed *Facsimile Systems as Aids to Research*; and Elmer Sharp, NACA Lewis Flight Propulsion Laboratory, ended the session with a talk on *Experiences with Automatic Digital Data Processing*.

Mr. A. A. Goldman, chairman of the Copyright Office, Library of Congress, opened the afternoon session with a paper entitled *The Photoduplication of Copyright Material*. The paper proved to be of considerable interest to the audience and a debate ensued.

Round-Table Sessions

Immediately after Mr. Goldman's paper the following Round-Table Sessions met simultaneously:

I. *Problems of Technical Writing*, Robert T. Hamlett, Sperry Gyroscope Company, presiding.

II. *Classification, its Importance, Recent Advances and Trends*, James W. Perry, Battelle Memorial Institute, presiding.

III. *A Program for Enriching American Library Resources*, Lester K. Born, Library of Congress, presiding.

These Round-Table Sessions included discussions on fourteen listed topics.

At the banquet, which was held Thursday evening, the conferees were welcomed to

Cleveland by Dr. John S. Millis, president, Western Reserve University and Dean Elmer Hutchisson, dean of the faculty, Case Institute of Technology. After the dinner, the first ADI Annual Award was presented *in absentia* to Dr. Atherton Seidell, an ADI founder. The guest speaker for the evening was Dr. Henri Polak, scientific attaché of the Netherlands Embassy, who spoke on *Machine Documentation in Europe* and illustrated the different systems with slides.

Business Meeting

The Friday morning session was devoted to twelve papers contributed by members and by sponsored nonmembers.

At the Annual Business Meeting the following decisions were reached:

1. To accept the new Constitution and By-Laws as revised with a few minor changes by the Council.
2. To affiliate with the American Association for the Advancement of Science.
3. To appoint the Editor as Business Manager also of *American Documentation*.

Officers elected for 1955 are: President-Elect: Joseph Hilsenrath, U. S. Bureau of Standards; Treasurer: Harold Oatfield, Charles Pfizer & Company; Council Members: Helen L. Brownson, National Science Foundation; Kenneth H. Fagerhaugh, Carnegie Institute of Technology; Karl F. Heumann, National Research Council; Lachlan F. MacRae, Defense Research Board, Ottawa, Canada.

At the general luncheon, David Stevens, Rockefeller Foundation, spoke on *The Role of the Foundation in Documentation*.

Scott Adams presided over the Friday afternoon General Sessions. Three papers were presented:

1. *Application of the Kodak Minicard System to the Problems of Documentation*, by J. W. Kuipers, Eastman Kodak Company.
2. *Implications of Xerography in Documentation* by George Mott, Haloid Corporation.
3. *The FID Meeting in Yugoslavia, 1954* by Douglas Bryant, Harvard College Library. Simultaneously with this session there was a Technical Writers and Editors Round-Table Meeting.

The new President, Scott Adams, closed the 1954 Annual Meeting with a request for suggestions from the members for a location for the 1955 meeting.

HELEN M. FRESKO, Secretary
American Documentation Institute

Chapter Highlights

Colorado

The Columbine Chapter now numbers over seventy members headed by Louis Schultheiss, chief circulation librarian, Mary Reed Library, University of Denver, as president.

A dinner meeting honoring SLA President Gretchen D. Little was held November 12 at the Albany Hotel in Denver.

Plans have been announced for the Annual Bosses' Dinner, January 21, 1955, at the Olin Hotel. James R. McCabe, chief of Current Records Division, General Services Administration, Denver Federal Center, will be the guest speaker. Mr. McCabe will discuss work simplification with particular application to office procedures and records.

The November issue of *The Columbine*, edited jointly by Kaye Mayer and Katherine Howard, notes the removal of the photographic collection of the United States Geological Survey from Washington to Denver Federal Center. It is now operating as a unit of the Geological Survey Library. Over 100,000 prints and negatives taken during the past seventy-five years by Survey geologists are included in the collection. These prints have been widely used to illustrate various texts and articles in newspapers and encyclopedias. Prints are available on request at low cost.

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Illinois

The Illinois Chapter *Informant*, November 1954, notes unanimous action taken at the meeting, November 3, extending an invitation to hold the Forty-ninth Annual Convention of Special Libraries Association in 1958, in Chicago.

The meeting was held jointly with SLA Metals Division members as a feature of the special three-day program held concurrently with the National Metal Exposition and Congress. A successful exhibit, the result of close cooperation between chapter and division, was shown at the Chicago International Amphitheater.

Another exhibit booth, sponsored and serviced by members of the SLA Science-Technology Division in Chicago was featured at the Eighth National Chemical Exposition at the Chicago Coliseum, October 12-15.

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Oak Ridge

The Oak Ridge Chapter has planned four meetings to be devoted to the "Evaluation of Library Services." William Jesse, director of libraries at the University of Tennessee, opened the series November 23, with a dis-

ussion on the various aspects to consider in evaluating library services. Future sessions will include discussion on the selection and maintenance of holdings; specific services frequently performed in special libraries in addition to the more conventional services obtaining in libraries generally; and, techniques in determining the effectiveness of library service as well as a consideration of the most effective use of statistics.

In addition, Program Chairman Paul E. Postell has planned a meeting in February to be held jointly with the Oak Ridge Technical Writers Association for the purpose of exploring the "areas of cooperation between the technical editor and the librarian in the preparation of technical reports."

A union catalog of technical books in Oak Ridge libraries is now in preparation under the chairmanship of Louise Markel.

Dr. Simone Schwind, editor, announces the Chapter's publications schedule for issuing bulletins: *Particles*, in November 1954 and March 1955; *Radiations*, a cumulative issue, to appear in June 1955. The first issue of *Radiations*, edited by Martha Anderson, appeared last June.

Chapter President Evelyn Levine in her opening message in the first issue of *Particles* pays tribute to the late Jack C. Morris, first president of the Oak Ridge Chapter, whose untimely death occurred in September.

Miss Levine in her president's message also emphasized the need for individual and collective action in furthering the professional status of the Association and the library profession.

* * *

Texas

President Martha Marshall, Baytown Technical Library, Humble Oil & Refining Company, has appointed Charles Zerwekh, Jr. as chairman of the Committee on Constitution and By-Laws to consider proposed revisions. Effie N. Birdwell is compiling the Chapter Manual. Miss Birdwell has requested former officers and committee members to prepare statements reviewing their official duties and functions in the past.

The first meeting of the 1954-55 season took place at the Dow Chemical Company's Research Center in Freeport, Tex., September 25.

Dr. E. R. Wright, director of the company's central laboratory in Freeport spoke on "What Management Expects of the Company Library." Dr. F. L. Taylor, director of the company's chemical library in Midland, Michigan, discussed "The Functions of a Large Industrial Library." The third distinguished speaker on the program was Dr. D. L. Shukar, consultant, Psychological Service Institute, Houston, who spoke on "Understanding Human Behavior."

Have you heard . . .

Drexel Scholarships

Three full tuition scholarships are being offered at the Drexel School of Library Science for the academic year 1955-56. These are available to students matriculating in the full-time course leading to the Master's degree. Applicants must be American citizens, who give evidence of high academic records at approved colleges or universities, and who have need for financial aid.

Applicants should apply to the Dean of the School of Library Science, Drexel Institute of Technology, 32nd and Chestnut Streets, Philadelphia 4, Pennsylvania before April 1, 1955. Scholarship information for foreign students will also be obtainable from the Dean.

Florida Assistantships

The University of Florida Libraries is offering three graduate assistantships in the academic year 1955-1956 for study leading to a master or doctoral degree in a subject field other than library science. Graduate assistants work approximately fifteen hours per week in the library, assisting in bibliographical research or library administration.

Stipend is \$1,200 for a nine-month period and holders of assistantships are exempt from out-of-state tuition fees. The deadline for filing formal application is March 31, 1955.

Inquiries are invited, especially from librarians or students in library schools who are interested in advanced work in subject fields. Applications should be made to: Director of Libraries, University of Florida, Gainesville, Florida.

Librarians Needed

The United States Civil Service Commission announces that there is still a need for librarians in various Federal agencies in Washington, D. C., and vicinity, for positions paying from \$3,410 to \$7,040 a year.

Applicants are required to take a written test and must have completed (a) a full four-year college course which included at least thirty semester hours of study in library science; or (b) four years of progressive experience in library work; or (c) one full year of professional library training in a library school plus three years of college study or three years of progressive experience in library work. In addition, for positions paying \$4,205 and up, applicants must have had experience in professional library work.

Further information and application forms may be obtained at many post offices throughout the country, or from the U. S. Civil Service Commission, Washington 25, D. C. Applications will be accepted by the Commission in Washington until further notice.

Receives Company Award

Alberta L. Brown, librarian of the Upjohn Company, is one of the 1954 William E. Upjohn Award winners. Sixteen years ago the first prizes were awarded according to a provision in the founder's will. The prize consists of a cash award accompanied by a bronze plaque bearing the likeness of Dr. William E. Upjohn, founder of The Upjohn Company, Kalamazoo, Michigan.

The prizes are awarded annually for special accomplishments to those employees who have contributed to the stability of the business by more than routine services.

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Philatelic Subject Headings

A list of "Subject Headings for Philatelic Libraries" has been compiled by Daniel W. Vooyo, editor of *Philatelic Literature Review*, official journal of the Philatelic Library Association.

The list, together with an introduction by Mr. Vooyo, appears in a recent issue of *Philatelic Literature Review*, vol. 54, no. 4, 1954, pages 62-73. The issue is available at 25 cents a copy from the editor, P. O. Box 300, Canajoharie, New York.

* * *

International Affairs

The Combined Book Exhibit presented an International Affairs Book Fair, November 15-20, 1954 at the Carnegie Endowment International Center.

An attractive showing of more than two thousand recent books on world affairs offered wide subject coverage of current international problems.

The comprehensive collection was selected from the catalogs of more than one hundred publishers, including The United Nations, Institutes of World Affairs, the university presses, and outstanding American publishing houses.

A special catalog prepared for the exhibit by Thomas J. McLaughlin, director of the Combined Book Exhibit, may be obtained on request by writing to Mr. Lee Ash, Librarian, Carnegie Endowment International Center, United Nations Plaza at 46th Street, New York City.

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Bibliographic Service

The Bibliographical Center for Research, Rocky Mountain Region (Denver Public Library, Denver 2, Colorado) offers bibliographical aid to special libraries with special problems.

The Bibliographic Center for Research will locate materials available in over fifty libra-

ries in the Rocky Mountain and Chicago areas, with nationwide coverage through circularization. Interlibrary loans are available throughout the United States and Canada. A fifteen-language translation service is offered at reasonable rates. Orders may be placed for microfilm and photostat reproductions. Special and rush orders are expedited through tele-type communication covering North America.

Membership cost information will be sent on request.

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Management Reference List

Methods and Problems of Delegation, a four-page list of books, pamphlets and articles published in this country and abroad and bearing on organizational and executive action for effective administration, may be obtained from the Industrial Relations Section, Princeton University, Princeton, New Jersey. The list is No. 59 (September 1954) in the series of Selected References. Copies are twenty cents each.

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Management Workshop

"Human Relations" will be the theme of the 1955 Utility Management Workshop, the unique executive development and training conference to be held by the Columbia University Department of Industrial and Management Engineering, May 15-27, 1955, at Arden House, Harriman, New York.

Approximately forty specially selected top-management executives will live together and work together to solve problems posed by the University staff and a corps of visiting experts. The industry participants will work in small "task force" groups applying their own experience and knowledge to the problems set forth.

The Workshop is under the direction of Professor Robert Teviot Livingston, author of *The Engineering of Organization and Management*, and director of education and commercial research of The Long Island Lighting Company. Participation in the Workshop is open to nominees from private utility, airline, railroad and transportation companies.

* * *

Bibliography Publisher

Societas Bibliographica, established recently in Geneva, will publish such important works as cannot be handled in the ordinary commercial market.

Theodore Besterman who heads this enterprise will issue shortly under the imprint of Societas Bibliographica the third edition of Mr. Besterman's *World Bibliography of Bibliographies*.

The editorial address of the Societas Bibliographica is 25 rue des Délices, Geneva, Switzerland; the business address, 8 rue Verdaine, Geneva.

Hawaii Elects Officers

~~SLA~~ member, Mrs. Jean Stevens, of the Hawaiian Pineapple Company library, heads the list of 1954-55 officers of the Hawaii Library Association, replacing Virginia Crozier (also of SLA).

Another SLA member, Mrs. Jean L. Debagh, HSPA Experiment Station library, serves as vice-president. Mrs. Dorothy McAlister of the University of Hawaii library is the new treasurer, and Irmgard Hormann, Library of Hawaii, serves as secretary.

Microtext Publisher

The University of Rochester micropublication service established in 1953 and known as the University of Rochester Press, has issued a new fall catalog listing about one hundred titles now available in opaque microtext. (Current emphasis is on out-of-print books and unpublished research materials in the fields of medicine and music.) The catalog includes material in the field of library science, a special series of twenty-four titles published for the Association of College and Reference Libraries, and eleven monographs covering Canadian history, economics, government, geology and geography.

Microtext publishing involves a photographic process which reproduces as many as fifty pages of an average book on a three-by-five-inch card. To be read, the cards must be placed in microcard reading machines which enlarge the reading matter to legible size.

John R. Russell, librarian, University of Rochester, is chairman of the University of Rochester Press which limits its publication to microtext only. This policy was established in an attempt to solve certain universal library and research problems such as saving space and obtaining materials that are ordinarily unavailable due to high costs or scarcity.

NMA Proceedings

Proceedings of the Third Annual Meeting of the National Microfilm Association held at Cleveland, Ohio, April 1-2, 1954 are now available.

The 125-page volume contains well illustrated articles by recognized authorities on Industrial Microfilming Procedures, New Photostat Apparatus to Enlarge and Process from Microfilm, Microprint Documents in Business and Industry, An Updated Look at Microfilming, Microfilm Enlarging Via Xerography, A New Approach to Some Microfilm Problems and other material.

A limited number of copies are available at \$3.00 per copy postpaid. Orders accompanied by remittance should be sent to The National Microfilm Association, 19 Lafayette Avenue, Hingham, Massachusetts, and will be filled in order of receipt so long as the supply lasts.

SLA Members in Print

Announcement of the election of Mrs. Vera Halloran and Arax Odabashian as chairman and secretary, respectively, of the New York Council of Advertising Agency Librarians appeared in the New York *Herald Tribune*, October 21, 1954.

Mrs. Halloran, librarian for J. M. Mathes, Inc., and Miss Odabashian, librarian for Cecil & Presbrey, Inc., are members of SLA's New York Chapter.

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The October 1954 issue of *Imperial Oil Review* (Canada) carries an illustrated article, "Ask Miss Miller," describing the work of Clara G. Miller as librarian of the Public Relations Department of Imperial Oil Limited in Toronto, Canada.

Miss Miller, a member of SLA's Toronto Chapter, is the sole Canadian member of the Executive Board of Special Libraries Association.

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Ernest F. Spitzer, librarian for Charles Pfizer & Company in Brooklyn, New York, is a contributor to the *Chemical Business Handbook* edited by John H. Perry (McGraw-Hill, 1954) and described in the August 14, 1954 issue of *Chemical Week*.

Mr. Spitzer, a member of SLA's New York Chapter, compiled with the late editor a table on the "Reference Index to Chemical and Related Market Research Data," which appears on pages 208-237 in the *Handbook*.

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Dr. Arch C. Gerlach, chief, Map Division, Library of Congress, summarizes in the *LC Information Bulletin*, October 11, 1954, the agreements and actions taken September 9-11 at the meeting in London of the Commission on the Classification of Geographic and Cartographic Publications. Dr. Gerlach was sent to London by the International Geographic Union as the United States member of the Commission.

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"One of the most complete collections of chemical literature in the world," the library of the Chemists' Club in New York, is described in a feature article, "Money in the Bank," published in *Chemical Week*, September 25, 1954. The title indicates the chemical industry's evaluation of the library service provided by Librarian Anne D. Duca and her staff.

A description of the library's holdings, its special files and its services, and photographs of Dr. Duca and of library staff members are included.

SLA Authors In Print

BARNARD, A. J., coauthor: Chemical purity—keystone of technological progress. *Industrial Laboratories*, vol. 5, no. 11, November 1954, p. 6-10.

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BETTS, ROBERT E.: Texas engineers library. *Library Journal*, vol. 79, no. 20, November 15, 1954, p. 2145-2148.

* * *

CAMPION, ELEANOR ESTE: Philadelphia bibliographical center and union catalogue. *The Catholic Library World*, vol. 26, no. 2, November 1954, p. 43-47.

* * *

GERLACH, ARCH C.: Marketing maps, their sources and uses. *Advances in Chemistry Series*, no. 10, 1954, p. 100-106.

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GRUBB, CELIANNA: How to reduce cataloging costs. *American Documentation*, vol. 5, no. 3, August 1954, p. 146-154.

* * *

HARPER, SHIRLEY F.: The Universal decimal classification. *American Documentation*, vol. 5, no. 4, October 1954, p. 195-213.

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MANLEY, MARIAN C.: Fifty years of business library service. *Library Journal*, vol. 79, no. 20, November 15, 1954, p. 2133-2138.

* * *

NEUMAN, RICHARD: Business library service moves South. *Library Journal*, vol. 79, no. 20, November 15, 1954, p.2143-2145.

* * *

ORNSEN, KATE C.: The Petroleum chemist's vernacular. *American Documentation*, vol. 5, no. 4, October 1954, p. 218-222.

* * *

RANDALL, G. E.: Practicality of coordinate indexing. *College and Research Libraries*, vol. 15, no. 4, October 1954, p. 417-419.

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RICHTER, ANNE J. and GOFF, MARIE S., compilers: Publishers and policies. *Library Journal*, vol. 79, no. 20, November 15, 1954, p. 2149-2152.

* * *

SPITZER, ERNEST F.: The French chemical literature and its use. *Advances in Chemistry Series*, no. 10, 1954, p. 487-493.

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TAUBE, MORTIMER: Comments on "Practicality of Coordinate Indexing" (G. E. Randall). *College and Research Libraries*, vol. 15, no. 4, October 1954, p. 419-420.

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TEMPLE, PHILLIPS: Copyright achievement. *The Catholic Library World*, vol. 26, no. 2, November 1954, p. 39-42.

Bibliographies

Leadership and Executive Development: A Bibliography, Industrial Relations Center Bulletin, No. 14, lists 417 entries under six subject headings: criteria of leadership, characteristics of leaders, executive jobs, selection of executives, training and development of executives, and summaries of the literature. The sixty-page bibliography is based on an extensive literature search. Most of the listings refer to articles in journals. The bibliography was prepared by Harland Fox, Scott D. Walton, Wayne F. Kirchner and Thomas A. Mahoney. Copies are available at \$1.50 each from the University of Minnesota Press, Minneapolis, Minnesota.

* * *

A Guide to Selected Readings in Records Management has just been issued by the Technical Information Service of the National Records Management Council, Inc., (50 East 42nd Street, New York 17).

The Council is the research, educational, advisory and installation service in records management. It is non-profit and was established in 1948 with the aid of a grant from the Rockefeller Foundation.

The bibliography covers the entire field of paperwork control. Copies of the 28-page guide may be purchased from the Council at \$2.85 per copy.

* * *

The Worker in American Fiction: An Annotated Bibliography (Bibliographic Contributions, No. 4, issued by the Institute of Labor and Industrial Relations, University of Illinois), lists 150 selected labor novels published between 1814 and 1953 which present fictional treatment of the worker and his problems in industrial America.

Virginia Prestridge, who has compiled the bibliography, describes the scope and the basis for selection in an excellent introduction. The entries are listed chronologically and author, title and subject indexes are included.

Copies are available at one dollar each from the Institute of Labor and Industrial Relations, University of Illinois, 704 South Sixth Street, Champaign, Illinois.

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Articles on American Literature, 1900-1950, compiled by Lewis Leary, is a revision and extension of the compilation published in 1947, *Articles on American Literature Appearing in Current Periodicals, 1920-1945*.

This comprehensive bibliography includes primarily an alphabetical listing by author, with entries under each also listed in alphabetical order by the contributor's name, followed by title and source. References listed include reviews and review articles of importance. A broad subject listing is given. The 437-page bound volume published by Duke University Press is available at \$7.50.

Obituaries

RALPH A. BEALS, director of the New York Public Library, died on October 14, 1954. Mr. Beals' innovations in library administration were based on modern business methods as adapted for use in the financial, personnel and community affairs of the library. A career in the field of education and experience in writing, editing and administrative research preceded his work as a professional librarian.

A member of SLA's New York Chapter, Mr. Beals took part in the official opening of SLA's convention in New York in 1952.

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SAMUEL WHITTEMORE BOGGS, librarian with the U. S. Department of State, died in September 1954.

Mr. Boggs, joint author of the SLA publication, *The Classification and Cataloging of Maps and Atlases* (1954), was a member of SLA's Washington, D. C. Chapter.

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ALICE J. HAINES, for thirty-seven years the supervising Government documents librarian at The California State Library, died on September 17, 1954.

Miss Haines was a member of SLA's San Francisco Bay Region Chapter.

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JACK C. MORRIS, librarian for the Oak Ridge National Library in Oak Ridge, Tennessee, died on September 23, 1954.

Mr. Morris, a former member of SLA's Cincinnati Chapter, was the first president of the recently formed SLA Oak Ridge Chapter.

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MRS. BERNA CARLSON TRICKETT, librarian at the Golden Gate College in San Francisco, California, died on October 9, 1954.

Mrs. Trickett was an active member of the San Francisco Bay Region Chapter. Among other offices, she served as the Chapter's president in 1950-51.

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MRS. ALICE HUDSON WITWTER, former chief of the Acquisitions Section, U. S. Department of Agriculture Library, died on September 16, 1954.

Mrs. Wittwer, who had been associated with various U. S. Department of Agriculture libraries since 1924, was an active member of SLA's Washington, D. C. Chapter. Her last office in the chapter was that of treasurer for the Science-Technology Group in 1953-1954.

Off the Press . . .

ADVERTISERS' ANNUAL—1955 NUMBER. Edited by *Eldridge Peterson*. New York: Printers' Ink, 1954. 516p. Paper, \$2.50.

New statistical and editorial material appears in the second edition of this useful reference tool for advertising and marketing information. Basic information brought up to date.

THE AIRCRAFT RECOGNITION MANUAL. By *C. H. Gibbs-Smith*. 2nd ed. rev. London: Putnam (John de Graff, New York) 1954. 239p. \$2.50.

Text and illustrations provide basic information for aircraft recognition.

THE APPLICATION OF RESULTS OF RESEARCH. Compiled and edited by *Vera Connell* in collaboration with the British Commonwealth Scientific Offices. New York: Academic Press, 1954. 212p. \$5.

Methods used in the British Commonwealth to publicize and employ the results of scientific advances in industry. Includes some information on measures taken in the United States.

BASIC STATISTICS OF FOOD AND AGRICULTURE. Paris: Organization for European Economic Cooperation (OEEC Mission, 2002 P Street, N.W., Washington 6, D. C.) 1954. 121p. Paper, \$1.50.

Tables cover member countries, U. S. and Canada. European production viewed against background of world production. French and English text.

CHECK LISTS OF SALES ESSENTIALS. 139 Lists Embracing More Than 2300 Points. Compiled by *Printers' Ink*, 1954. 238p. \$4.95. Aids in selling and sales management selected in part from past issues of *Printers' Ink*.

CONSUMER BEHAVIOR. The Dynamics of Consumer Reaction. Edited by *Lincoln H. Clark*. New York: New York University Press, 1954. 128p. \$4.

The first publication of the Committee for Research on Consumer Attitudes and Behavior. Exploratory studies on a variety of problems connected with consumer decision and choice.

THE DEAF AND THEIR PROBLEMS. A Study in Special Education. By *Kenneth W. Hodgson*. New York: Philosophical Library, 1954. 364p. \$6.

An introductory volume for those planning to teach or work with the deaf.

ELEMENTS OF MATHEMATICS FOR RADIO, TELEVISION AND ELECTRONICS. By *Bernhard Fischer* and *Herbert Jacobs*. New York: Macmillan, 1954. 569p. \$7.20.

ELEMENTS OF STATISTICS. By *H. C. Fryer*. New York: John Wiley, 1954. 262p. \$4.75. Application of statistics as a research tool.

FIFTY YEARS OF TECHNICAL ASSISTANCE. Some Administrative Experiences of U. S. Voluntary Agencies. By *Edwin A. Bock*. Chicago: Public Administration Clearing House (1313 East 60th Street) 1954. 65p. \$1.50.

GEORGIA. A Guide to Its Towns and Countryside. (American Guide Series) Edited by *George G. Leckie*. 2nd ed. rev. Atlanta, Ga.: Tupper & Love, 1954. 457p. \$6.

A revision of the original WPA volume published in 1940 and brought up to date.

HANDBOOK OF GRAPHIC PRESENTATION. By *Calvin F. Schmid*, New York: Ronald Press, 1954. 316p. \$6.

How to present statistical data by means of charts and graphs.

HOW TO ATTEND A CONFERENCE. How to Get More Out of All Kinds of Conferences. By *Dorothea F. Sullivan*. New York: Association Press, 1954. 61p. \$1.

MODERN CHEMICAL DISCOVERIES. By *Richard Clements*. New York: Dutton, 1954. 290p. \$5.

Authoritative and readable account by a British science journalist. Extensive discussion on industrial uses of atomic energy. Illustrated by drawings and photographs.

OUR NEIGHBOR WORLDS. By *V. A. Firsoff*. New York: Philosophical Library, 1954. 336p. \$6.

A survey of the solar system in which the author investigates possibilities of interplanetary travel. Explanation of mathematical terms appears in the appendix. Illustrated.

STATISTICS OF NATIONAL PRODUCT AND EXPENDITURE, 1938, 1947 TO 1952. Paris: Organization for European Economic Cooperation, 1954. 317p. Paper, \$2.

First complete survey of the OEEC member countries, U. S. and Canada. Includes data on national production, imports and exports, public and private consumption. Statistical tables compare economic developments of member nations.

THE TELEVISION COMMERCIAL. How to Create and Produce Effective TV Advertising. By *Harry Wayne McMahan*. New York: Hastings House, 1954. 175p. \$5.

TOXIC SOLVENTS. By *Ethel Browning*. London: Edward Arnold (available from St. Martin's Press, New York) 1953. 168p. \$4. Reviews the properties of toxic solvents and describes necessary precautions to be taken against them.

Books for Gift Giving

Books listed here have been selected from publications received recently. Check the titles for Christmas gift giving.

AMERICAN AUTOMOBILE ALBUM. By *William H. McGaughey*. New York: Dutton, 1954. 224p. \$6.

Photographs and lively text present a half century of American motoring.

ART AND INDUSTRY. The Principles of Industrial Design. By *Herbert Read*. New York: Horizon Press, 1954. 239p. \$6.

The first American edition of this English work which is a classic in its field. Revised, brought up to date, with new material on American production. Over 100 photographs illustrate the text.

ART OF ASIA. By *Helen Rubissow*. New York: Philosophical Library, 1954. 237p. \$6.

A survey of the art of each of the Asian countries from earliest times to the present. Illustrated.

THE ART OF PRIMITIVE PEOPLES. By *J. T. Hooper* and *C. A. Burland*. New York: Philosophical Library, 1954. 168p. \$7.50.

THE ART OF WOODTURNING. By *William W. Klenke*. Rev. ed. Peoria, Illinois: Chas. A. Bennett, 1954. 186p. \$3.85.

Instructions and projects in the art of woodturning for the homecraftsman. Illustrated by drawings and photographs.

BEST SEA STORIES FROM BLUEBOOK. Edited by *Horace Vondys*. New York: McBride, 1954. 359p. \$3.95.

A selection of fourteen stories which have appeared in the *Bluebook* magazine.

BUILDING AND SAILING MODEL BOATS. By *Walter A. Musciano*. New York: McBride, 1954. 192p. \$2.95.

For beginners and experts by an outstanding authority. Photographs and drawings.

THE CATHOLIC BOOKLIST 1954. Edited by *Sister Stella Maris, O.P.* St. Catharine, Kentucky: St. Catharine Junior College, 1954. 73p. Paper, 75 cents.

An annotated bibliography, for the most part Catholic in authorship or subject matter, chosen as a guide to the recreational and instructional reading of Catholics.

CHRISTMAS MAKE-IT BOOK. By *Barbara Baer*. New York: Hearthsides Press, 1954. 96p. \$1.98.

Money-saving ideas for making decorations, gifts and ornaments. Directions and illustrations.

CORNERSTONES OF CONFEDERATE COLLECTING. By *Richard Barksdale Harwell*. 2nd ed. Charlottesville: The University of Virginia Press, 1953. 35p. \$2.50.

A discussion of twenty titles considered basic to a collection of Confederate literature.

THE FOUR GOSPELS. Translated from the Greek by *E. V. Rieu*. Baltimore: Penguin Books, 1953. 250p. Cloth, \$1.95.

Includes an introductory essay in which the translator compares the Elizabethan English of the Authorized Version with the original.

GUN COLLECTORS' GUIDE (Old Guns for Profit). The Complete Guide to Antique Gun Collecting. By *Martin Rywell*. Harriman, Tennessee: Pioneer Press, 1954. 128p. Paper, \$1.50.

Includes historical and biographical material; also a dictionary of firearm terms.

HOLIDAY FLOWER ARRANGEMENTS. Edited by *Emma H. Cyphers*. New York: Hearthsides Press, 1954. 127p. \$2.95.

A practical guide on floral decorations for holidays and other occasions. Text is illustrated by 100 halftones.

IDEALS OF LIFE. An Introduction to Ethics and the Humanities with Readings. By *Millard Spencer Everett*. New York: John Wiley, 1954. 736p. \$5.

IN EVERY CORNER SING. By *Helen E. Platteicher*. Philadelphia: Muhlenberg Press, 1954. 214p. \$2.50.

Introduction to Christian hymnody. Background of both hymn writers and composers.

THE NATURAL HOUSE. By *Frank Lloyd Wright*. New York: Horizon Press, 1954. 223p. \$6.50.

Photographs, plans and drawings of moderate cost houses, including detailed description of the "Usonian Automatic," for owners who want to build themselves.

OLD TESTAMENTS IN MODERN RESEARCH. By *Herbert F. Hahn*. Philadelphia: Muhlenberg Press, 1954. 267p. \$4.

A study of modern trends in Bible studies.

180 GAMES FOR ONE PLAYER. How to Play 180 Games of All Kinds; Outdoor and Indoor; on Board, Table or Floor; with Pencil and Paper or in the Head; from Bounce Ball and One-man Fives to Cat's Cradle, Cryptographs and Carlton. Compiled by *J. B. Pick*. New York: Philosophical Library, 1954. 137p. \$3.75.

THE STORY OF THE FBI. The Official Picture History of the Federal Bureau of Investigation. By the Editors of *Look*. Introduction by *J. Edgar Hoover*. Rev. ed. New York: Dutton, 1954. 286p. \$3.95.

A history of the FBI written with the cooperation of the Bureau. Over 300 photographs.

SUN, SEA AND SKY. Weather in Our World and in Our Lives. By *Irving P. Krick* and *Roscoe Fleming*. Philadelphia: Lippincott, 1954. \$3.95.

A readable and authoritative account for the layman.

TIME COUNTS. The Story of the Calendar. By *Harold Watkins*. New York: Philosophical Library, 1954. 274p. \$4.75.

Discusses the various campaigns for revision of the Gregorian calendar. Lord Merthyr, chairman of the British Advisory Council of the World Calendar Association, contributes the foreword.

A TREASURY OF AMERICAN BALLADS: GAY, NAUGHTY, AND CLASSIC. Edited by *Charles O'Brien Kennedy*. New York: McBride, 1954. 398p. \$4.75.

A collection of familiar and forgotten ballads, arranged chronologically with introductory notes.

TREASURY OF PHILOSOPHY. Edited by *Dagobert D. Runes*. New York: Philosophical Library, 1955. 1280p. \$15.

Selections from 600 B.C. to the present.

THE UNIVERSAL PENMAN. Engraved by *George Bickham*. Foreword by *Philip Hofer*. New York: Dover. 212p. \$8.50.

A new facsimile edition on penmanship, flourishes and decorative borders reproduced from a 1743 English edition. Contains the original 212 plates. Useful to art directors, typographers and printers. May be reproduced without permission or royalty payment.

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CALENDAR

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Modern Language Association of America. New York City. Hotel Statler. 69th Annual Convention.

JANUARY 7, 1955

SLA Philadelphia Council. 30th Street Station Building, Penna. R. R. Mr. J. K. Murphy, manager of Community Relations, Penna. R. R., speaker. "The New Look in Public Relations."

JANUARY 12

SLA Connecticut Valley Chapter. Hartford. Marian E. Lucius, executive secretary, SLA, speaker.

JANUARY 21

SLA Colorado Chapter. Denver. Olin Hotel. Annual Bosses' Dinner. James R. McCabe, chief of Current Records Division, General Services Administration, Denver Federal Center, speaker. "Work Simplification."

JANUARY 30-FEBRUARY 5

American Library Association. Chicago. Edgewater Beach Hotel. Midwinter Meeting.

JANUARY 31

SLA Pittsburgh Chapter. Science-Technology Group. Mellon Institute Auditorium. Dr. Mortimer Taube, president, Documentation, Inc., speaker. "Coordinate Indexing—A New Method for an Old Process."

FEBRUARY 4

SLA Philadelphia Council. Philadelphia. Drexel Institute.

FEBRUARY 8

SLA Washington, D. C. Chapter with Science-Technology and Geography and Map Groups. Coolidge Auditorium.

FEBRUARY 21

SLA Pittsburgh Chapter. Royal York Apartment. James C. Smith, Postmaster, Pittsburgh, speaker. "Postal Rates, Regulations and Problems of Special Libraries."

MARCH 3-5

SLA Executive Board and Advisory Council Meeting. New Orleans. Jung Hotel.

MARCH 11

SLA Philadelphia Council. Philadelphia. Penn Sherwood Hotel. Dr. Raymond L. Zwemer, chief, Science Division, Library of Congress, speaker. "Hidden Treasures: The Little Known Resources of the Library of Congress."

MARCH 24-25

National Microfilm Association. Boston. Sheraton-Plaza Hotel. Fourth Annual Meeting.

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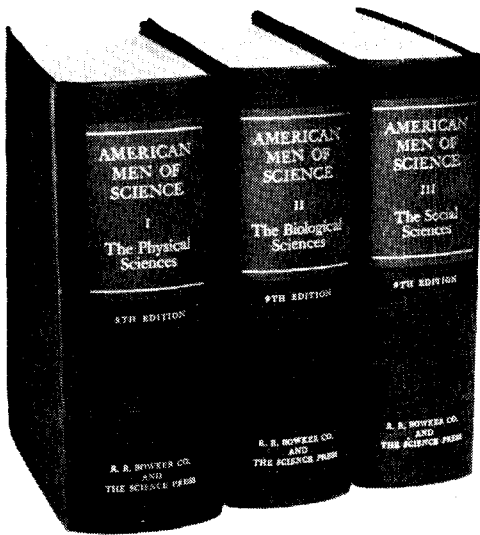
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