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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 45

MAY-JUNE 1954

NUMBER 5

Visual Instruction in the Use of
A Medical and Dental Library

Elizabeth Webb Cooper



Information Files
Disposal of Obsolete Material

Margaret K. Odell



Subject Headings
Selection and Use in "Readers' Guide"

Sarita Robinson



New Libraries in Cincinnati

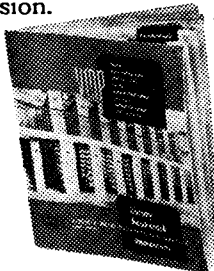
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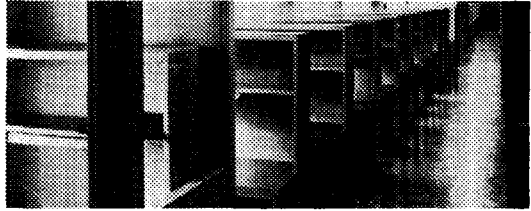
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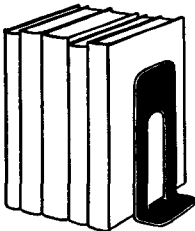
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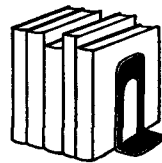
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Visual Instruction in the Use of A Medical and Dental Library

ELIZABETH WEBB COOPER

Order and Display Librarian, Medical Center Library, University of Alabama

THERE IS NO MORE gratifying experience to a medical librarian than that of leading the faltering steps of a newcomer to the library through the labyrinth of medical and dental literature until he can find his way alone. The success or failure of the modern doctor rests largely upon his ability to keep up with the vast amount of published literature on recent discoveries and new developments in his field. It is the responsibility of the librarian to see that students and doctors are properly instructed in the most efficient and convenient methods of doing this. The ideal of medical librarians is to provide this guidance for each new patron.

Such an ideal cannot be achieved without overcoming many difficulties. In the Medical Center Library we have developed a method of instruction which greatly minimizes the obstacles to be surmounted. We find the use of visual media in the form of booklets and charts to be an effective aid in the orientation of new patrons. This form of instruction was developed after careful consideration of the problems encountered in teaching the use of the library and its resources.

Problems

There are three main difficulties to be overcome in order to give each newcomer adequate orientation:

First, individual instruction, or some effective substitute for it, must be provided. Since the number of new patrons in most medical libraries is so large that the librarian can no longer give individual attention to each, new ways of teaching must be developed to overcome this handicap.

Second, the method of instruction used must be adjusted to the varied backgrounds of new patrons. There is a wide

difference in the bibliographic experience of new students, interns, residents, members of the house staff, professors, local physicians and visiting foreign doctors. All of these patrons must be given a varying amount of instruction in the use of the library.

Third, the instruction must be available at all times. Although a large number of new patrons come in at the beginning of the school term, others arrive later. There is, in fact, a steady influx of newcomers all through the year. It is impossible, therefore, to complete the period of orientation in any specific time.

Lecture Courses

In some medical libraries, steps have already been taken to overcome these difficulties. Lecture courses in bibliography are given in a large number of medical schools. The bibliographic tools are explained in great detail, the students are taken on tours of the library and given laboratory periods with written assignments for practice. In many libraries lectures on bibliography and tours of the library are given also to the interns, residents and any new professors who desire this instruction.

Such steps are a great help in solving the problem of adequate instruction in bibliography, but they are not without their imperfections. The bibliography course is given to the student usually in his freshman year, although he may not actually put it into practice to any extent until he reaches his junior or senior year. The time allotted in the course for the explanation of the bibliographic tools, such as the medical indexes and the card catalog, is rarely sufficient for the students to obtain a complete understanding of these instruments. This situation, which exists be-

cause of the complexities of a crowded curriculum, is usually one which can not be easily remedied. The librarian can do very little, therefore, except exert every effort to make the best of these unfavorable circumstances.

Mechanical Aids

In doing this, there are various mechanical aids which may be employed. Orientation by use of a motion picture such as the one prepared by Thomas E. Keys, *The Mayo Clinic Library—An Introduction to its Use*, is an excellent way of giving an introduction to new patrons. The use of lantern slides, however, is a less expensive and more widely-used method.

It is quite simple to take an individual, or a small group, to the card catalog and the index table, where the object of discussion may be seen, and the idiosyncrasies explained.

When the groups of newcomers are too large to make such a practice feasible, however, it is a tedious task to make the explanation of these intricate tools clear enough for the student to understand and remember what he has been told.

Lantern Slides

The handicap of being unable to give the instruction through actual use of the catalog and indexes can be overcome to a large extent through the use of lantern slides which present the tools almost as clearly as if they were at hand, and in some ways more effectively.

When this method is employed, the preparation and selection of the slides to be used should be done with much care. Their number should be limited to prevent the danger of boredom, and the photography should be expert so that the subject is perfectly clear.

If these procedures are successfully executed and the slides are then projected in a partially-lighted room where the students can see the instructor, the use of slides can be a most effective method of teaching. However, there will always be those students who are unable to grasp at first glance all that the instructor is telling them, and there

will also be those few who will either mentally or physically sleep through the lecture.

Booklets and Charts

In order to reach these students, and also to provide a simple review for those who might easily forget what the instructor has said, we have devised a system which preserves for permanent reference the main points discussed in the lecture.

Photographs are developed from the negatives made for the lantern slides which we use in our lecture on the indexes and the card catalog. These photographs, with an explanation of each, are mounted in the form of booklets and charts which may be conveniently employed for detailed instruction in the use of the items pictured.

Indexes

The booklet which was prepared as a guide to the use of medical and dental indexes in the Medical Center Library is mounted in a durable back and kept on the index table where it is readily available to those who need instruction. This booklet is composed of photographs of carefully selected sample pages from each of the indexes. The topics chosen as examples for study are underscored on the photographs and accompanied with a detailed explanation.

The subjects selected point out the various arrangements of each of the indexes. These differences and the particular advantages offered by the individual indexes, as well as the methods employed by each, are thoroughly explained. For example, in order to show the differences in the subject headings used in the four series of the *Index Catalogue of the Surgeon-General's Office* we have selected a subject and followed it through by using a photograph of a page from each of the four series. Details of the other indexes are covered in a similar manner. The explanations are brief and to the point, but no important detail is omitted.

Card Catalog

The booklet on the card catalog is similar to that on the indexes. The ex-

planation of this important tool is made vivid by enlarged photographs of sample cards of each type used in our catalog. A list of the information which may be found on the cards is given with references to each item on the examples photographed. The classification system is explained, the main rules for filing the cards are presented, and a list of the special files in the catalog, with a detailed account of each, is included.

During the period of student orientation we place above our card catalog a large chart which is composed of a brief outline, or summary, of the most important information given in the booklet on the card catalog. On this chart the photographs of the sample cards are enlarged even more than those used in the booklet and the explanation is lettered so that it may be easily read from a distance.

Newcomers who hesitate to ask questions about the simple functioning of the cataloging system, often remain in darkness about some important detail rather than expose their ignorance. The use of a chart explaining the operation of the catalog removes the necessity for questions which might cause embarrassment. The information is in plain view for anyone who wishes to read it.

Medical History

In addition to the booklets on the card catalog and the indexes, we have prepared similar booklets on the Alabama Medical Historical Collection and on cataloging the rare books. Our Historical Collection is composed almost entirely of gifts. When a doctor is considering making a gift of some historical item, we feel that he will be much more inclined to present it to our library if he understands how we take care of such material.

Our booklet on the Historical Collection explains each step in processing the material placed in this Collection for permanent preservation. The pages of the booklet are detachable so that they may be slipped out and mounted

on a chart similar to the one on the card catalog. This chart may be used as an exhibit at meetings of historical societies and similar organizations. Used either as a booklet, or an exhibit, it is a great help in explaining our Historical Collection to those interested in making donations and we believe it has been responsible for some of the gifts we have received since it was prepared.

The same thing is true in the case of rare books. The booklet, *Cataloging the Rare Book*, which is a detailed account of how we handle our Rare Book Collection, is also prepared in such a way that the pages may be detached and used as an exhibit. It, too, encourages our patrons to consider leaving their treasured rare books with us for proper storage and care.

Unless patrons are familiar with the many facilities offered by the library and are aware of the services it renders, no library can live up to its greatest possibilities. Through these instructional booklets the patrons of our library are continually reminded of the extensive resources offered and are thus stimulated to make use of the library's many services.

This visual method of instruction is also a good supplement to the courses in bibliography. It offers an excellent substitute for individual instruction. The freshmen students use the booklets as a means of reviewing the course before examination. The booklets also serve as a summary and review for the junior and senior students who may have forgotten what they learned in their freshman course in bibliography.

Students are not the only patrons to profit from this form of instruction. It offers a means of bridging the wide gaps which lie between the backgrounds of newcomers to the library, from the inexperienced intern to the polished, foreign, visiting physician. The booklets may be considered a kind of serve-yourself style of instruction by which information is placed on display so that the patron may take or leave as much of it as he sees fit.

Summary

In this manner we have, to some extent, overcome the three main difficulties in giving each newcomer adequate orientation in the library and the literature it contains.

1. Through the use of the booklets each newcomer may obtain the equivalent of individual instruction.

2. This instruction may be adjusted to his particular needs. He may spend as much, or as little time as he wishes in studying the booklets.

3. There is no limit to the period of orientation. Whether the newcomer arrives at the beginning of the school term or in the midst of the summer vacation period, the booklets are always on hand.

By using this method of visual instruction the librarian's influence may be extended so that every newcomer who wishes it will receive an orientation in medical or dental bibliography that will make him feel as much at home in the maze of medical and dental literature as he does with his daily newspaper. Who knows what a difference such a feeling of being at home may make in the success of the doctor's practice and in his contributions to the advancement of medical knowledge?

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- RUNGE, ELIZABETH D. "Teaching the use of the library." *Bull. M. Library A.* 20:14-15, July 1931.

CONVENTION EXTRAS

Sunday, May 16. MILDRED OELKE, chief, Wright-Patterson Technical Library, extends an invitation to SLA members to attend the open house in celebration of ARMED FORCES DAY at Wright-Patterson Air Force Base. The program will feature spectacular aerial demonstrations and a ground display of nineteen different planes used by the Air Force today.

Monday, May 17. The CINCINNATI COLLEGE OF PHARMACY will hold its annual open house. The American Pharmaceutical Association has sponsored this event annually for the past fifteen years.

Friday, May 21. LOUISVILLE DAY, the post-convention program in the heart of the blue grass country has been planned by Ralph Shoemaker, librarian, of *The Courier-Journal*, and by Mrs. Marian Veath, librarian of the Reynolds Metal Company.

LIBRARY TOURS. Special trips have been arranged to permit SLA visitors to see some of the outstanding libraries in the environs of Cincinnati. Included among the libraries scheduled to receive SLA members are: CHAMPION PAPER & FIBRE COMPANY, Hamilton, Ohio; NATIONAL CASH REGISTER COMPANY, Dayton, Ohio; PROCTER & GAMBLE COMPANY, Miami Valley.

A special invitation has been received from the KEENELAND ASSOCIATION TRACK RESEARCH LIBRARY at Keeneland Race Course, Lexington, Kentucky. The unique collection is devoted to thoroughbred horse racing and breeding.

INFORMATION FILES

A Method for Automatic Disposal of Obsolete Material

MARGARET K. ODELL

Research Analyst, Remington Rand Inc., Washington, D. C.

THE LIBRARY INFORMATION FILE, whether it is maintained in vertical cabinets, or in folders, or in binders on a divider-type, bracket stack, shelf file, contains all too frequently a large volume of obsolete and useless material. The retention of this material is due largely to the fact that the acquisition and processing of new library materials in the interest of serving the library's clientele takes precedence and leaves little time for reviewing and re-evaluating the library file contents.

Information files in special libraries may contain pamphlets, catalogs, clippings, magazines, reports, studies, projects, correspondence, etc. This information is gathered on the basis of its usefulness to the organization. Broadly speaking, material that is superseded or otherwise rendered obsolete, material that no longer reflects current company interests, may be considered to be without value. The retention of unused material adds to the cost of equipment and overhead.

Housing and Overhead

The fair average current cost of a steel cabinet is eighty dollars. The fair average cost per square foot of floor space (office space, not storage) is approximately two to four dollars (higher of course in large metropolitan areas where the cost may be double). A legal size cabinet requires three and one-half square feet of floor space and the aisle and open drawer, three square feet, when more than one battery of cabinets is used.

Therefore, in addition to the actual cost of the file cabinet one must reckon also the rental cost of added floor space, from seven to fourteen dollars

annually for a single legal size cabinet. Every file cabinet which houses valueless or infrequently used materials is an overhead cost.

Automatic Method

An automatic method for clearing files of obsolete material is far more effective than reviewing each item separately to determine its current and future value.

A plan should be adopted that provides for an elimination date signal at the time the material is filed so that removal is an established regular procedure operation rather than a decisional judgment operation by the librarian performed at infrequent and irregular intervals.

Appraisal

It takes time and more than one point of view to give proper consideration to the appraisal value of subject information. One should begin from the point of view of the users of the information in estimating the value of the material and the period of its usefulness.

One of the greatest factors in saving overhead expense is the proper classification and indexing for segregation of permanent value material from temporary value material and for grading materials according to their life value.

The "weeding out" (reading) method used for disposal of material in an information file, while apparently very simple, is very often a costly and inaccurate operation. When the weeding is delegated to one of the junior librarians, the lack of experience and knowledge of the value of the material to the organization or to the library users leads to unnecessary risks and to dubi-

ous decisions. When the weeding is assigned to a well-informed employee, the task of reading inactive material is considered less important than current operations and consequently is rarely executed.

An effective way to appraise the life value of file holdings is to mark material returned by borrowers with a preclassification symbol prior to replacing it in the collection. Each folder or each item may be marked "P" for PERMANENT, and "T" for TEMPORARY, with the number of years—1, 2, 3, 4—marked thereon. Obsolete information may be marked DESTROY and permanent inactive information marked TRANSFER.

It may even be possible to ask a user of special material to mark one folder or subject each day or each week until completion.

When filing current pre-classified material, previous material of the same type may be marked similarly. Following appraisal by the library staff, information considered obsolete may be submitted to the users for approval to destroy.

The system is flexible since users of the file may wish to reconsider the usefulness of the material at hand.

However, proper consideration of the appraisal value of file information should be made *before* filing takes place.

Consulting the Experts

Individuals acting upon, using, or creating information, are in a position to know the value to the organization of certain items of information. Executive management institutes many practices that are followed daily by all members of an organization. These are not necessarily in the nature of a task but may be a simple operation, such as signing one's initials on a communication to indicate that its contents have been noted by the individual.

Similarly, executives could issue instructions that every user of the library's information file material should mark each item with the appropriate

symbols to indicate his appraisal of its life value.

Situations may arise when one user marks a piece of information "T 2" and another uses the same information and values it as "T 5" and still another values it as "P". Each marks his appraisal on the material and the librarian then selects the longest period for retention so as to preserve useful material.

The librarian is alert to the need for control of high or careless evaluation by any user just as management controls the use of RUSH, URGENT, IMMEDIATE, in transacting daily business.

Preclassification

Preclassification for retention period prior to filing makes for a low-cost procedure providing prompt clearance of temporary value information and preservation of permanent value information. The librarian may assist in the preclassification marking at the time of distribution when a class of information has previously been appraised by the users. Information secured by the librarian for possible use and filed without distribution, should be pre-classified for retention period by the librarian who knows the requirements of the library clientele.

Cost and Savings

The cost of establishing the procedure and the savings effected may be summed up as follows:

- (a) the time of each user currently for marking the symbols "P" or "T2" or DESTROY on a piece of information
- (b) the time of the librarian for placing signals on the folder or binder for regular withdrawal
- (c) the preparation of a card record for an established regular chronological removal of information, index cards, cross reference sheets or cards from the files
- (d) the time of the librarian for removal of the information and the index cards

Distribution Control

The librarian receives or secures publications and other types of information for distribution to those requiring or using the information. The distribution may be the publication intact, a clipping from the publication, a reproduction of the information for multiple simultaneous distribution. Therefore a method is instituted for marking each copy to avoid filing permanently several copies of the same piece in the information file.

Disposal Control

An orderly procedure for segregating permanent and temporary value information after the papers have been marked "P" (PERMANENT) or "T" (TEMPORARY) at the point of creation or receipt for action or attention is established in the library to fit into the file arrangement maintained.

When the file is maintained under a numeric subject code arrangement with an alphabetic index for subjects and cross-references, the file material for each subject is signalled for quick removal at specific periods and the index cards are signalled at an upper corner of the card with the year for removal which corresponds with the notation on the material itself.

When the index has a small number of cards, one may remove the cards and "fan" them out watching for the date in the corner of the card.

When the index has a large number of cards, a card for disposal control is kept and the preclassification date and the file number and the paper identification (either a date or source or sub-subject) is entered on the card which is filed chronologically.

Colored Labels

When the file is maintained under a direct or group alphabetic subject arrangement, the folder for each subject is signalled with a distinctive colored shoulder label placed on the right edge of the tab of the folder with the year for removal. Once a year the librarian checks the file for the colored label

indicating the current year's disposal and removes the items so marked.

When the separate large-volume card index is used for cross-references, the cards, with the current year in the corner, may be removed by first arranging according to subject the material taken from the file to be used as a guide in removing the cards from the index file.

An alternate method is to prepare a disposal card for each subject and each cross-reference which can be a duplicate of the index cards.

Historical Information

A large part of every information file consists of management ideas or material used previously that brought results in the past. The material is marked PERMANENT but does not have active reference value. Inactive permanent material may be transferred to a storage file accessible when reference is required. The inactive permanent file must be maintained as a complete file under the same arrangement as the active file. The removal of the inactive permanent material may be accomplished by preparing a transfer card when the present file is appraised for life value. Thereafter use the subject transfer cards on a five-year interval plan for transferring inactive permanent material.

Microfilming

When a large volume of permanent inactive material is retained in original forms in a file in storage space, consideration should be given to the possibility and practicability of microfilm retention with a microdex for quick finding on the film.

Manhour Costs

The manhour costs of appraising the life value of a piece of information at the point of use before filing, and controlling its removal at the expiration of its life value, is more than offset by savings of equipment, floor space and the users' time in handling obsolete pieces of material filed with current live material.

Compare the manhour costs for a "weeding out" process with the risks taken when floor space forces action.

Small Libraries

The special library staff in many organizations is too small to prepare the index cards and cross-references for the subjects in magazines, catalogs, reports, pamphlets and other types of publications.

Clipping procedures could be established to reduce bulk but manhours are not available with a small staff.

The publications are retained in the original form for a one- to four-page item of interest, the quickest procedure

for immediate use.

Publications received on subscription, government publications, catalogs of manufacturers, etc., are filed by title or source without being indexed for specific items. Finding, therefore, becomes a searching operation when a request is made for an item in a publication but the issue date is not remembered.

Summary

Shortage of manhours results in waste of shelf and file cabinet space, floor space and slow service from the library, due to material not indexed, and to the retention of unnecessary, and obsolete information or unused material.

Guest Speakers in Cincinnati

Hugh W. Field



Fabian Bachrach

Hugh W. Field, vice president and general manager, Research and Development Department, The Atlantic Refining Company, will present the "Case History of a Centralized Abstracting Service" at the S-T Petroleum Section meeting, Wednesday afternoon, May 19.

Mr. Field will review the centralized abstracting service inaugurated recently by the Refining Division of the American Petroleum Institute. He will discuss the problems encountered, the contribution made by a sub-committee of librarians, details on cost and personnel, and how to avoid pitfalls in setting up such service.

Mr. Field served as chairman of the Committee on API Abstracts.

Verling M. Votaw



Verling M. Votaw, director of product research, Drug Products Division, The Procter & Gamble Company, will be the guest speaker at the S-T Pharmaceutical Section's seventh anniversary dinner, May 17.

Mr. Votaw is a recognized authority in his field and has been associated with The Procter & Gamble Company since 1926, when he received the A.M. degree from Indiana University. He holds a number of U. S. and foreign patents.

Mr. Votaw's paper bears the provocative title "Splitting Hairs." Its scope includes brief coverage of the general physiology of hair, hair as a clue to personality traits, and an entertaining history of hair preparations.

SUBJECT HEADINGS

*Their Selection and Use in "Readers' Guide"**

SARITA ROBINSON

Editor, Readers' Guide, The H. W. Wilson Company, New York, N. Y.

SUBJECT HEADINGS are used in the *Readers' Guide* to list and index articles in periodicals just as the library catalog lists and indexes the library's books.

The basic tool in this work is the Library of Congress *List of Subject Headings*. As a rule, if there is a subject in this list, that is the form we will use. However there are exceptions.

We try to keep our subjects alike from index to index of the Wilson publications, but this is not always possible. The specialized indexes have more specific subjects in their fields that are not needed in a general index such as *Readers' Guide*.

Industrial Arts Index, for instance, uses thirty subheads under INSURANCE COMPANIES; *Readers' Guide* does not need such a careful breakdown for its few articles on this subject. Also, the special indexes often use a form different from that suitable for a general index. *Education Index* uses the form SUPERVISION AND SUPERVISORS, perfectly intelligible in such a specialized index, but necessarily transformed to the form SCHOOL SUPERVISION AND SUPERVISORS in the *Readers' Guide*.

Selection

However, if I must select a subject for a new topic not as yet covered by the Library of Congress list, my first check is made to see if it is covered in one of our other indexes.

This year *Readers' Guide* has included several magazines in the agricultural field, a subject but poorly represented heretofore. *Country Gentleman* and *Farm Journal* have brought us many articles for which we had no adequate

subjects, and we have taken many from the *Agricultural Index*.

Nevertheless, an article appears occasionally for which we can find no adequate subject in the Library of Congress list or in the other indexes. Then we must formulate our own. Sometimes these are very simple, involving no more than the use of a term, verifiable in the dictionary, such as RECLUSES. Others may be new terms, not as yet in the dictionary, but verified elsewhere. We recently used HELIPORTS, not found in any dictionary, but listed in Special Library Association's *Aviation Subject Headings*.

If we cannot find a definition for a term or any authority for its use, we try to avoid using it for the time being. We can put the articles under a broader heading, or use titles or inverted titles to keep the material together until more is known about the subject.

We have recently had articles on a disease which appeared in Korea, called in the magazines, EPIDEMIC HEMORRHAGIC FEVER. But no medical dictionary gives a definition or authority for the name. So we have indexed these articles under the subject FEVER, with a cross reference from the specific name.

Deviations

I have said that we do not always use the Library of Congress form of heading. Sometimes this is a case of established usage, the cause for which has long been forgotten, as in our use of the form COLLEGES AND UNIVERSITIES as against the Library of Congress form of UNIVERSITIES AND COLLEGES.

Another reason is the Library of Congress shift from inverted to direct form of heading. Eventually we may catch up with them and change such subjects as CONCRETE, REINFORCED to REINFORCED CONCRETE, but as yet we have

* Based on a talk given at a meeting of the Publishing Group, SLA New York Chapter, at the offices of Look, Inc., New York City, March 1, 1954.

not done so. It involves a great deal of work to make such changes. I also wonder whether it is not an annoyance rather than a help to the user who is forced to follow such changes from issue to issue.

A third reason why we may differ from Library of Congress form, is that we may have had to establish the subject before its use by LC and the form, established later, may differ. We used the subject COMICS (BOOKS, STRIPS, ETC.) long before it was used elsewhere. The Library of Congress form, COMIC BOOKS, STRIPS, ETC., so nearly like it, does not seem to require a change in our form.

Subject Coverage

One of our major problems is to keep together articles treating of the same event, as they appear in various periodicals and from week to week. This is easy to do if there is a subject definitely covering the event.

Articles on the Taft-Hartley law will automatically arrange themselves together under our specific heading LABOR LAWS AND LEGISLATION—UNITED STATES—TAFT-HARTLEY LAW.

Not so simple are discussions of a complex question such as American military aid to Pakistan and India's reaction. Several subjects are involved, depending on the slant of the article. We try in such cases to keep them together under two or three, with added subjects as necessary.

There are two processes which help us here. One is that one indexer as a rule indexes the same magazine from week to week, and, in as far as possible, all magazines on the same subject. That is, one person indexes all magazines primarily on agriculture, another those on music, and so on. Also all indexing is revised by me, with this problem mainly in mind.

Current Events

Current events must be carefully considered. It is difficult to recognize at first, whether they warrant a subject of their own or not.

Several years ago we started the sub-

ject CORFU CHANNEL INCIDENT, 1946, for what appeared to be a serious incident between Great Britain and Albania, but the affair died down, and we collected only five or six articles under this subject, which we really did not need.

On the other hand, the subject IRANIAN-ANGLO OIL DISPUTE, 1951—has served us greatly to gather together the hundreds of articles written on this subject, and which might otherwise have been scattered under various subjects.

Specificity

How specific to make our subjects is always a question. Since we index many weekly magazines which carry articles on very specific topics, we cannot follow literally Mr. Haykin's rule, that "the subject should be as specific as the topic it is intended to cover." We would scatter related matter too greatly for best use. All articles on pie-making are indexed under PIE, whether they be limited to apple pie or mince pie; all articles on automobiles are put under the subject, AUTOMOBILES, and the titles will show the few limited to discussion of one make.

"See" References

Closely related to the question of specificity is that of "see" references. These serve the purpose of guiding the user from forms of a subject not used to the form used, as CELLOS. See VIOLONCELLOS, or from part of a compound subject to the form used, as DRAPERIES. See CURTAINS AND DRAPERIES, or from a specific subject to a more general subject used, as FAUCETS. See PLUMBING. With the indexing of short, specific articles, they are indispensable. Our only difficulty is to know where to stop making them, since obviously we cannot make them all.

Certain types of "see" references can be omitted without too much inconvenience to the user. If the subject is obvious, we can safely say the user will find the material, though possibly not on the first trial. If he looked under Ford automobiles and found nothing, would not the second trial be AUTOMO-

BILES? But if one looked for material under HOUSE OF REPRESENTATIVES and found nothing, could we expect the jump to be made unaided to our form UNITED STATES — CONGRESS — HOUSE OF REPRESENTATIVES? I think not and a "see" reference is a necessary guide here. In doubtful cases, the only safe thing to do is to make the reference.

Titles

Also related to this matter of specificity are titles of articles indexed. No reference librarian need be told how helpful titles can be in helping her select the material she needs, providing they do tell the content of the articles.

For example, under the subject IRON INDUSTRY AND TRADE—UNITED STATES, we have the two titles, *Can Baltimore hold its top spot*, and *Pig iron: capacity is growing*. Both of these are helpful in identifying the matter they contain.

Unfortunately many periodical titles or captions do not offer any help at all. In the weeklies they seem chosen more to catch the eye than to tell about the content. Two such we had recently were *Prayer Time* and *Two Way Stretch*. The first is an article on a railway accident in Pakistan, the second on taxation in the United States. We often add a phrase or word to these captions to help bring out the content, especially if our subject is a broad one. For instance we used the subject RAILROADS — ACCIDENTS for the article on the railway accident in Pakistan and to the title *Prayer Time*, we added, *in Pakistan*, thus more clearly bringing out which railway accident is described.

Dates

We find that adding the date of delivery to addresses is most helpful in identifying talks, especially of such men as Dulles, Eisenhower, Lodge, etc. These talks usually have no specific title and are given various titles when they are printed in different periodicals. We bring these various printings of one talk together into one entry, whether it is the complete speech or excerpts. The date is a short identification device which we find very helpful.

"See Also"

"See also" references, which guide the user to related material on a subject, also serve in various ways, though maybe not as vitally as the "see" references. One of these is to gather under the geographical heading (whether country, state, or city), the material related to it.

Take as an example New York state. In a recent four-month issue of the *Guide*, we had references to twelve cities or other geographical divisions of the state as well as the form reference, SEE ALSO SUBHEAD NEW YORK STATE UNDER: ARCHITECTURE, DOMESTIC; CRIME AND CRIMINALS; GARDENS; ROADS. Here were sixteen other subjects where material on some phase of New York state life could be found.

We have begun recently to make more "See also" references from subject to person, such as: PAINTING, MEXICAN. See also RIVERA, DIEGO; TAMAYA, RUFINO. In the issue which I consulted there was no entry under the subject PAINTING, MEXICAN, but no doubt there would be some material under these two name entries. The biographical approach is very popular in periodical articles and this is the method we use to connect the person to subject.

It may be mentioned here that, contrary to library practice and rules of cataloging, we allow the "See also" to stand, even when there are no entries under the subject referred from.

Basic Consideration

We who work on one index must try to think alike and to learn the framework of past usage and thinking into which our work must fit. We must know when to omit an article too trivial to be of value, but always to include even the short work that has value. We must learn to read or scan the articles, and quickly transform the gist of the matter into one or more subjects, consistent in all respects to what we or our co-worker did yesterday or six months ago, with similar material. And we must be thoroughly familiar with the vocabulary of the many thousands of our subject headings.

NEW LIBRARIES IN CINCINNATI

DOROTHY McNUTT

Science and Industry Department, Cincinnati Public Library, Cincinnati, Ohio

CINCINNATI'S industries, unlike those of so many other west and mid-west cities, thrive on roots implanted more than a century ago, and consequently the libraries associated with these industries were founded before the turn of the century.

Our Queen City, however, noted for her circumspection, sometimes termed serenity, has nevertheless been proud of her diversity in industry and although she has nurtured the old, she has not turned her back on the new. Those of us who call Cincinnati home are well aware of the impressive fact that we are in the center of a gigantic atomic activity program.

GENERAL ELECTRIC COMPANY

The General Electric Company's Evendale plant, the most recent and secret of all atomic enterprises, is closest to Cincinnati. This company, tremendous in scope, maintains several important libraries.

The AIRCRAFT NUCLEAR PROPULSION DEPARTMENT library was established in the spring of 1952. With its collection of more than a thousand books and scores of journals, this library, supervised by Mr. B. S. Robertson, is the center of highly technical research concerned with the application of atomic power to aircraft propulsion.

Another General Electric library established in 1950 to serve the company's AIRCRAFT GAS TURBINE DIVISION, is headed by Robert L. Wadland. Its holdings were described briefly in the March issue of SPECIAL LIBRARIES (page 119).

Mr. Wadland submits further that a wide range of queries is received in the library. These range from inquiries for single facts to requests for comprehensive reports. All the resources of the library are brought together to provide the means for locating and sharing the

results of scientific investigations. A large number of bibliographies are prepared here so that technicians may be assured of a good background of information before new projects are undertaken. A close association with public, industrial, military and professional agencies is maintained in order that old as well as new information may be immediately available to the General Electric research staff.

Besides publicizing all new literature by means of a semi-monthly publication entitled *Technical Information Title Announcements*, the library keeps AGT report files, indexes and catalogs all its holdings, and coordinates certain special activities. This includes responsibility for (a) obtaining translations of foreign language articles, (b) assigning serially-numbered laboratory notebooks, (c) maintaining special mail listings of controlled periodicals, and (d) purchasing company-paid subscription literature. As a special service, the library staff consults and advises on internal indexing and filing problems.

THE NATIONAL LEAD CO. OF OHIO

The library of the nearby National Lead Company of Ohio (Fernald Plant), another atom and related-subjects enterprise, has more than 1,700 volumes chiefly in the fields of chemistry and metallurgy. In addition there are in this collection approximately 17,000 technical reports, 10,000 reports on Microcards, and a file of more than 146 technical journals.

Inez C. O'Brien, head of the Department of Technical Information Service, under whose supervision the library has been placed, pointed out that her limited collection of back journals is being gradually filled with microfilm. The library has a microfilm reader, a storage cabinet, and two Microcard readers.

The Library of Congress classifica-

tion is used to catalog books and periodicals; the Atomic Energy Commission classification is used for reports. A weekly accessions list covering books, journals and reports is issued by the library to plant personnel. The library also provides extensive assistance to technical personnel making literature searches.

Photostat copies of journal articles are purchased upon request, and are obtained through the interlibrary loan service. The interlibrary loan service is of primary importance to this library, because of its limited number of back files of scientific journals.

PUBLIC HEALTH SERVICE SANITARY ENGINEERING CENTER

Another new library, SLA visitors in Cincinnati will want to visit, is the library tucked away in the new four-million dollar building which houses the Sanitary Engineering Center of the Public Health Service. Authorized by the 80th Congress in 1948, the center will be dedicated April 8 by Mrs. Oveta Hobby, Secretary of Health and Welfare.

The structure is located at Columbia Parkway and Grandin Road, about six miles east of downtown Cincinnati, overlooking the Little Miami River. It will be the heart of a vast research program designed to find the answers to such problems as cancer, polio, and heart disease.

It is significant that this is the only laboratory in the nation to attempt a coordinated study of the health significance of physical, chemical and biological forces in the environment. The center's officials have pointed out that dramatic population changes, growing industrialization, increasing use of atomic energy, and other factors in modern civilization are making it daily more important that the effects of the environment on the nation's health be understood, and that the nation develop and apply the necessary control techniques to assure a healthful environment for its population.

The library is under the direction of

Mrs. Esther Norton. It plays an important part in all the Center's activities, and assists in some of its present functions. These include the provision of training facilities and courses for health personnel in the operating procedures of sanitation and radiological health, as well as the dissemination of research and investigation findings through publications and technical consultations.

The library's services are essential to the entire staff in its studies on such various subjects as water-borne virus diseases, dangerous chemicals in the water supply and atmosphere, including the effects of atomic energy radiation hazards.



CINCINNATI PUBLIC LIBRARY

All special libraries in this area draw heavily upon the vast resources of the Cincinnati Public Library. The new building, incorporating modern functional design, provides two public service floors, four stack levels and an office and processing floor, the total area comprising 196,000 square feet.

Somewhat similar to the "Baltimore library plan," all public service floors are conceived as open space. Departmental separations are achieved through the use of movable book shelves. These divisions are low shelves on metal, A-shaped frames, quite different from conventional library furniture, states Carl Vitz, director of the Cincinnati Public Library.

A highlight of the convention will be the opening tea sponsored by the Cincinnati Public Library Board of Trustees and by the Staff Association. Visitors, may then tour the new library building.

Convention Program Notes

JOHN P. ALDEN, manager of technical information, Research and Development Department, Phillips Petroleum Company, will discuss the application of uniform library practices and the successful development of an indexing procedure which makes use of IBM cards and a number code.

CLIFFORD S. BROWN, library equipment and construction consultant, Hamilton Manufacturing Company, has had long experience as an engineering and development specialist on library work covering alterations and new buildings. His talk on "Basic Principles in the Design of Library Equipment" will be based on past practice and current trend.

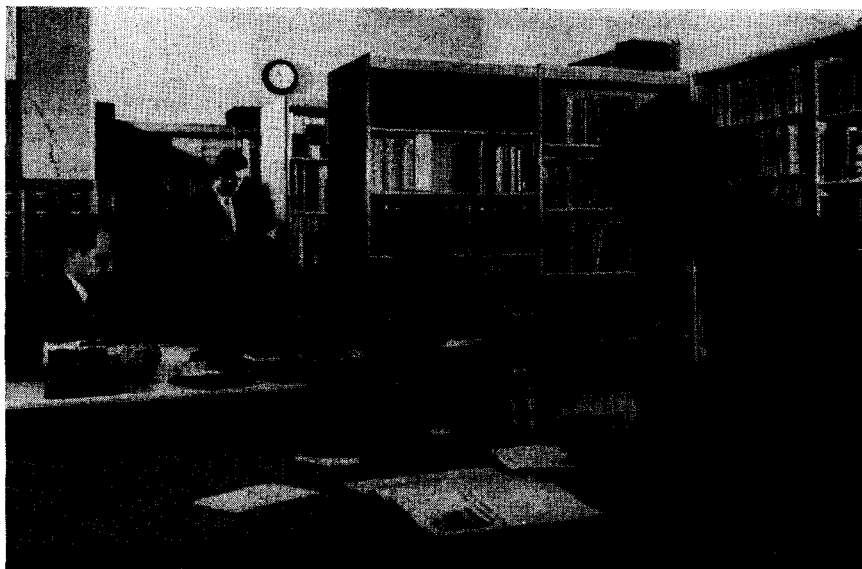
EDWARD D'ALLESANDRO, chief, Book Repair Division, Cleveland Public Library, received his B.S. in L.S. at Western Reserve University where he held the William Howard Brett Scholarship in 1938. Mr. D'Allesandro will discuss "Some Recent Developments in Economy Binding of Books and Other Materials."

CHARLES ZACHARY HARDWICK, vice president and manager, Refining and Marketing Department, The Ohio Oil Company, will discuss "Oil Prices and Competition" as a part of the special program planned by the S-T Petroleum Section, May 19. Mr. Hardwick has had extensive business experience in the petroleum industry.

KARL F. HEUMANN, director of the Chemical-Biological Coordination Center, National Research Council, will take part in the S-T Division session on Library Equipment, covering "What's New and Efficient in Equipment."

DR. FRANCES BRIGGS JENKINS, associate professor, University of Illinois Library School, is responsible for courses in library administration and in the literature and bibliography of science. She received a B.L.S. from the University of California Library School, and a Ph.D. in biochemistry from the University of Illinois. Dr. Jenkins will discuss "Current Reference Sources for Science Libraries."

Library, AGT Division, General Electric Company, Cincinnati, Ohio.





JOHN L. HALLENBECK



DANIEL MELCHER

The Publisher Meets the Librarian

Publishers and librarians will forgather in Cincinnati, Tuesday morning, May 18, to discuss what publishers can do to help special librarians. This outstanding meeting on the SLA Convention Program is sponsored by the Publishing Division. Widespread interest, cutting across all division interests, has led to active participation in this session by a number of SLA Divisions including: Advertising, Biological Sciences, Business, Financial, Insurance, Metals, Museum, Newspaper, Picture, and Science-Technology Divisions.

Mrs. Marie S. Goff, librarian, E. I. du Pont de Nemours & Company, will serve as moderator and will review briefly the panel discussion which took place at the SLA Convention in Toronto, Canada, June 26, 1953, when representatives from nine SLA Divisions commented on the complications arising frequently in the ordinary acquisition and use of publications. A summary of the discussion was published in the November 1953 issue of *SPECIAL LIBRARIES*, and reprints were sent to publishers.

The present meeting gives publishers the opportunity to present their side of the picture and to hold further discussion which may lead to solution of some, at least, of the current problems. Members of the discussion panel representing publishers include: Roy B. Eastin, executive assistant to the Public Printer, U. S. Government Printing Office; John Hallenbeck, circulation manager, *Life*; Sidney D. Kirkpatrick, vice president, McGraw-Hill Book Company, and editorial director of *Chemical Week*, and *Chemical Engineering*; Daniel Melcher, R. R. Bowker Company. SLA members speaking for librarians include: Mrs. Eileen Cunningham, librarian, School of Medicine, Vanderbilt University; Helen Loftus, assistant librarian, The Lilly Research Laboratories, Eli Lilly and Company; Mrs. Martha H. O'Leary, librarian, Benton & Bowles, Inc.; Winifred Sewell, librarian, Squibb Institute for Medical Research, E. H. Squibb & Sons.

BRIGADIER GENERAL DALE O. SMITH, director of education, Air University, Maxwell Air Force Base, Alabama, will present a paper on "The Need for Lay Study of Military Art and Science and How Libraries Can Help to Meet This Need." General Smith is a West Point graduate and saw active and distinguished service in World War II.

CHARLES PHELPS TAFT, guest speaker at the SLA Annual Banquet, is a leading tax and trial lawyer, a labor consultant, and a housing expert. He is a son of William Howard Taft, the 27th president of the U. S., and a brother of Robert A. Taft. Mr. Taft was born in Cincinnati and is one of its leading citizens.

Mailing Library Loans in "Laundry Kits"

Library loan service by mail presented a shipping container problem to the Memorial Library of the Texas Medical Association in Austin. This sprightly account describes the way in which a troublesome problem was approached and the resourceful way in which the problem was resolved. It may suggest to readers a similar solution for related problems. Pauline Duffield, librarian of the Texas Medical Memorial Library, sent this informal report which was prepared by members of the library staff.

THE OLD SAYING that necessity is the mother of invention certainly has proved itself once more.

The Memorial Library of the Texas Medical Association was established to serve the doctors of the state of Texas. Approximately seven thousand doctors have access to the library reference services and have the privilege of borrowing library materials. Regardless of where a doctor may be located, material requested is sent to him prepaid.

Inevitably, members of the library staff carrying out this mail-order reference service developed an acute awareness, scrutinizing all incoming paper cartons and appraising them for potential service as containers for library materials sent through the mail. Good boxes were highly prized.

The doctor receiving library material would in some instances save the box when it could be re-used. Generally, the box was consigned to the wastebasket. As a result, the office girl, the nurse, or the doctor, and occasionally all three, were forced to search frantically for anything that could be used to enclose material for its return to the library.

The results may be imagined: Where the effort is considered too great, leading to considerations of doing without or going elsewhere, and there are mounting complaints—time for action is at hand, and the Board of Trustees considered the problem.

If the ensuing discussion had been recorded, one might have heard:

"These packages leave the library in good shape, but where in a doctor's office do you expect to find all this paper and cord? The last time my nurse used adhesive tape! Something

just must be done! Isn't there some kind of box or kit that could be sent back and forth?"

"That reminds me. Do you remember at college those small kits we used to send our laundry home? All you had to do was to reverse the label on the kit. Couldn't we have something like that?"

"That's an idea! A small laundry kit—sturdy, no string to be tied and untied, neat, light-weight, the right size. Let's try it."

It was an excellent idea—the Board members were right. But where could we find a firm that would make a "laundry kit" in all the sizes that we would need, that would fill all the requirements, and at a reasonable price?

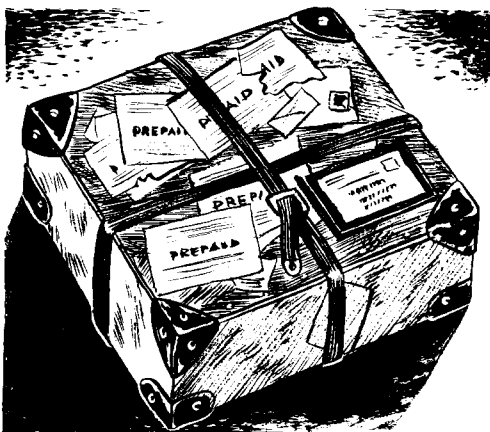
We began our search by selecting a shipping carton from our film library to help illustrate what we had in mind and set out on a tour of exploration. Our venture led us from a paper company, to a stationery supply house, to a box company, a printer, a packing firm, a luggage store, a luggage manufacturer and finally, to several manufacturers specializing in sample cases. One of these latter manufacturers was willing to take an order for a limited quantity in each size wanted.

We measured the largest journal in the library, and for a week, measured each package of material sent. We found that four sizes would meet our needs: 12 x 9 x 2½ inches; 12 x 9 x 1½ inches; 12 x 9 x 4 inches; and 11 x 8 x 4 inches. The boxes were made of heavy vulcanized fibre with metal corners, each box having two web straps with safety catches. An address holder on each box was found to be impractical and was discontinued after the first order. The

boxes weighed about one and three-quarter pounds each.

Our first order for forty-five kits was filled in two weeks. We now have 150 kits. In the six months that the kits have been used they have proved economical to use, with less wear and tear on the material which is coming back in better condition. The doctors find it more convenient to use the library facilities and members of the library staff find life more agreeable. Several of the doctors have asked us to order kits for them.

If these kits seem to offer the solution to your mailing problem and if any further information is wanted, this library will be glad to answer queries.



SLA President in Print

A biographical sketch of Mrs. Lucile L. Keck, SLA president, appeared in the March 1954 issue of *Current Biography*.

The article describes in some detail Mrs. Keck's activities in Special Libraries Association, her academic background and her professional achievements. A list of her contributions to professional publications is included.

Current Biography is available from The H. W. Wilson Company.

President's Message

My tour of visits of several Eastern chapters occupied the first two weeks of March.

Washington, D. C.

My first stop on March 4th was with the Washington, D. C. Chapter, where I shared the lime-light with Representative Rees of the House Committee on Post Office and the Civil Service and with the former executive secretary of SLA, Mrs. Kathleen B. Stebbins, who was a Washington visitor that day. It is always interesting to me as director of a public administration library, to visit the Washington scene, but as President of SLA I was privileged to include the TID service in my visits along with several libraries in my own field.

Baltimore

That evening I met with the Executive Board of the Baltimore Chapter. Several members of this Chapter had accepted the invitation of the Washington Chapter to attend the meeting there the previous night.

New Jersey

The New Jersey Chapter meeting at Plainfield on March 8th was very pleasant, and we had a lively discussion period after my talk.

New York

The New York Chapter meeting in the new building of the Carnegie Endowment for International Peace was notable for a talk on the American Library in Paris by the director, Dr. Ian Forbes Fraser. A tour of the Carnegie Endowment Library under the direction of its librarian, Mr. Lee Ash, followed the meeting. I spent an interesting morning at SLA Headquarters on Wednesday.

Montreal

In Montreal on March 12th I had a busy day, beginning with a tour of the McGill University Library and a lecture to the Library School students. There was a luncheon with the Chapter Executive Board and at dinner the Chapter meeting was held at Cercle Universitaire. I was happy to include this north-of-the-Border Chapter in the itinerary.

Michigan

On March 15th I made my last stand with the Michigan Chapter in Detroit, in a day which included visits to two libraries, an Executive Board and Advisory Council luncheon as guests of the Ford Motor Company Industrial Relations Division, a tour of the Ford Archives, and a dinner meeting of the Chapter. This Chapter already has its plans well organized for the 1955 Convention.

All the chapters I visited are engaged in various, useful projects; everywhere I was struck by the enthusiasm and liveliness with which they are undertaken. I welcome this opportunity to thank the members of these chapters for their hospitality and for the understanding and interest they displayed in general SLA problems.

LUCILE L. KECK

Chapter Highlights

Connecticut Valley

A presentation by Wilma Zimmerman on the benefits derived by the community from the Hartford Public Library's Business and Technical Branch, made use of the SLA visual aid, "Our Library," at the February meeting of the Chapter.

Robert S. Ake introduced the speaker and pointed out in connection with the presentation, that librarians must seek out opportunities for making known the services of their libraries, and that to do an effective job, librarians must learn to speak "fluently and forcefully."

* * *

Georgia

The Georgia Chapter's first year is a notable one for the excellence of its stimulating program schedule and its informative bulletin. There are thirty-three members in the Chapter at the present time. Newest additions to the membership list include librarians from South Carolina and from Tennessee.

Meetings have been scheduled at Emory University; at Lockheed Aircraft Corporation, Marietta, Georgia; and at Callaway Mills Company, La Grange, Georgia.

Volume one, number one of the Georgia Chapter Bulletin (Martha Jane K. Zachert, editor) featured an admirable symposium on "Special Services in Special Libraries" with contributions by Georgia Chapter members from six libraries.

"A Survey of Atlanta Business Libraries: Resources and Services," compiled by Linda M. Johnston, appeared in the February 1954 issue of the Bulletin.

* * *

Indiana

Slant, the Indiana Chapter Bulletin (Helen Loftus, editor) appears in a completely new and well-designed format, in line with the trend for improving the appearance and content of publications, noted throughout the Association.

The March issue of *Slant* includes a classic description of how special libraries are born: Evelyn B. Blue's account of "The Insurance Research and Review Library."

Members of the Indiana Chapter are co-operating with the local chapter of the American Society of Quality Control Engineers in the preparation of a bibliography on quality control of products listing all material available in this area.

* * *

Minnesota

Members of the Minnesota Chapter will be on the scene when the ALA Convention takes place in the Twin Cities, June 20-26, 1954. To facilitate planning, a current list of special

libraries in this area has been compiled by Russell J. Schunk, Minnesota State Director of Libraries.

Periodical Holdings and Subscriptions in Eight Minnesota Libraries, a 378-page union list that was two years in preparation, is now available for purchase.

Libraries participating in this joint effort included: James Jerome Hill Reference Library, St. Paul Public Library, Hamline University, Carleton College, Macalester College, St. Olaf College, The College of St. Catherine, and The College of St. Thomas.

Copies of the publication may be ordered at ten dollars each (plus postage) from:

Russell F. Barnes, Librarian
James Jerome Hill Reference Library
Fourth Street at Market
St. Paul 2, Minnesota

* * *

Montreal

A report by Enid Marrotte, chairman of the Union Serials List Committee, announces publication of the list covering the holdings of approximately sixty libraries in the Montreal area.

Members of the Montreal Chapter were asked to fill out and return questionnaires unsigned, filling in only the annual salary received and checking whether the title was librarian or assistant librarian. No further information was requested.

The survey was intended to furnish some basic salary figures which would be helpful both to employers and to librarians. Thirty-nine replies were received and tabulated in the February issue of the Bulletin.

* * *

Toronto

Copies of the "Directory of Special Libraries in the Toronto Region" are available at \$1.50 per copy (plus postage) from Mrs. K. E. Sutton, North American Life Assurance Company, 112 King Street West, Toronto 1, Canada.

There are now one hundred and thirty-two members in the Toronto Chapter.

A course on government publications will be given by Florence Murray at the six-week summer session offered by the University of Toronto Library School, July 5 to August 13. Miss Murray, a Chapter member, is a lecturer at the Library School.

* * *

Washington, D. C.

The personal touch was emphasized in the intensive month-long SLA membership campaign in Washington, D. C. A special committee of fourteen, headed by Paul Burnette, Army librarian, contacted 237 libraries in the Washington area. Each committee mem-

ber was responsible for finding one person in each of the seventeen libraries assigned to him, who would distribute membership literature and application blanks.

An estimated five hundred persons attending the American Congress of Surveying and Mapping in Washington, D. C. on March 22-24, viewed a display arranged by the Washington Chapter.

The newly published *Map Collections in the United States and Canada* was featured prominently. Mrs. Marie Goodman, chairman of the Map Resources Committee which compiled the directory, gave a paper at the Congress describing the Committee's work. Alfred C. Stiefel, staff engineer, Topographic Division, U. S. Geological Survey, then reviewed the potential uses of the map directory and discussed Mrs. Goodman's paper.

Two other newly published works on display were the Library of Congress' *Guide to Historical Cartography* and a compilation of federal and state law provisions penalizing the destruction of survey monuments issued by the Coast and Geodetic Survey Library.

National Archives, Library of Congress and SLA publications were used to illustrate how libraries can serve to maintain, evaluate, classify and provide sources of information needed by cartographers and surveyors.

The Professional Activities Committee of the Washington Chapter is considering various means for conserving valuable research materials in the event of a catastrophe such as an atomic bomb attack. One measure under discussion is the creation of "shadow" libraries. Selected libraries near the Washington area, but not within what might be considered the danger area, would be encouraged and assisted in developing their collections in specific subjects, so that they might serve as substitute libraries if the major research collections in Washington were destroyed.

With the cooperation of the National Council of Library Associations, the compilation of a bibliography of standard book lists for various subject fields is to be started. The compilation will indicate in what subject fields, basic lists of standard works are needed.

As a follow-up of the study conducted last year, another survey of binding costs will be conducted. The present study will cover federal government libraries only, and should reflect any changes in binding costs resulting from the use of the waiver privilege, by which federal libraries can now give their binding to commercial firms rather than to the Government Printing Office.

Another project of the Professional Activities Committee is to explore the possibility of a uniform statistical reporting system for government libraries.

IDAIR SMOOKLER, *Chairman*
Public Relations Committee

SLA Authors in Print

CORY, JOHN MACKENZIE: Library-sponsored group services. *ALA Bulletin*, vol. 48, no. 4, April 1954, p. 208-210.

DOW, ROBENA * * * and WALES, KATHERINE: Bibliography and current reference sources on Canada. *SLA Toronto Chapter Bulletin*, vol. 14, no. 11, February 1954, p. 12-15.

DOWNES, ROBERT B.: Are college and university librarians academic? *College and Research Libraries*, vol. 15, no. 1, January 1954, p. 9-14.

FERGUSON, ELIZABETH: * * * SLA's public relations clinic: our public relations problem and what we did about it. *Wilson Library Bulletin*, vol. 28, no. 7, March 1954, p. 566-568.

FRAREY, CARLYLE J., co-author: * * * Costs of expanding the card catalog of a large library. *College and Research Libraries*, vol. 15, no. 1, January 1954, p. 87-89.

HARWELL, WAYNE M.: * * * Notes on mailing a questionnaire. *Library Journal*, vol. 79, no. 5, March 1, 1954, p. 418-419.

HERNER, SAUL: * * * How scientists seek and obtain information. *Industrial and Engineering Chemistry*, vol. 46, no. 1, January 1954, p. 228-236.

HOWARD, PAUL: * * * Consequences of management surveys. *Library Trends*, vol. 2, no. 3, January 1954, p. 428-435.

LANCOUR, HAROLD: * * * Specialization in library education. *ALA Bulletin*, vol. 48, no. 3, March 1954, p. 132-133; 162.

SAVORD, RUTH and WASSON, DONALD, compilers: * * * A foreign service reading list. *The Foreign Service Journal: World Affairs*, January 1954. 24p.

SCHUNK, RUSSELL J., compiler: * * * Special libraries in the Twin Cities area. *SLA Minnesota Chapter News Notes*, vol. 11, no. 4, April 1954, supplement.

SHERA, JESSE H.: * * * Education for librarianship — an integrated approach. *ALA Bulletin*, vol. 48, no. 3, March 1954, p. 129-130; 169-173.

WILKINSON, WILLIAM A.: * * * Selected bibliographies of source material in Canadian education. *SLA Toronto Chapter Bulletin*, vol. 14, no. 11, February 1954, p. 8-12.

WOODS, BILL M. and FELLMAN, JEROME F., compilers: * * * New books. *SLA Bulletin of the Geography and Map Division*, no. 13, October 1953, p. 9-11.

Have you heard . . .

Librarian of Congress

Lawrence Quincy Mumford, director of the Cleveland Public Library, has been appointed as Librarian of Congress to succeed Dr. Luther H. Evans who resigned July 13, 1953 to become director general of UNESCO.

Mr. Mumford is a graduate of Duke University and received his B.S. in L.S. from Columbia University. He was on the New York Public Library staff for a number of years, serving as executive assistant and coordinator of the General Services Division prior to becoming assistant director of the Cleveland Public Library in 1945, and subsequently, director.

Mr. Mumford will be the eleventh Librarian of Congress.

* * *

MLA Annual Meeting

The Medical Library Association will hold its Fifty-third Annual Meeting, June 15-18, 1954, in Washington, D. C., with headquarters at the Hotel Statler. The Armed Forces Medical Library is the official host.

The program will include a panel discussion by embassy attachés on "The International Aspects of Medical Research." A symposium will be held on "Government Sponsorship of Medical Research."

"The Science Resources of the Library of Congress" will be discussed by Dr. Raymund L. Zwemmer, chief of the LC Science Division.

Dr. Detlev W. Bronk, president of the Rockefeller Institute of Medical Research, will be the guest speaker at the annual banquet, Friday evening, June 18.

The United States Book Exchange located in the Library of Congress, will hold open house Friday and Saturday, June 11-12, and also on Saturday, June 19.

* * *

New York Library Club

Mrs. Rose Z. Sellers, chief special services librarian at Brooklyn College Library, and chairman of the SLA New York Chapter Museum Group, has just been elected president of the New York Library Club. Mrs. Sellers assumes office in July, succeeding Helen E. Wessells, editor of the *Library Journal*.

Founded in 1885, the Club is one of the oldest associations of professional librarians in the country. A roster of its early officers includes such illustrious names as R. R. Bowker, Melvil Dewey, Mary Salome Cutter, Arthur E. Bostwick, John Cotton Dana, John Shaw Billings, Isadore Gilbert Mudge, and Jennie M. Flexner.

NMA Award

The National Microfilm Association's First Annual Award was presented to George L. McCarthy for his pioneer work and contribution to the microfilming industry.

Eugene B. Power, NMA president, announced the award at the 1954 convention of the National Microfilm Association held in Cleveland (Ohio) last month.

Mr. McCarthy is recognized as the inventor of modern microfilming. In the middle twenties, when he was an official of a New York bank, Mr. McCarthy invented and built the first microfilmer. Its purpose was to make a photographic record of checks in order to protect the bank against fraud. Many banks as well as other types of business now use photographic accounting record protection.

At the present time Mr. McCarthy is chairman of the Board of Recordak Corporation, a subsidiary of Eastman Kodak Company.

* * *

Documentation Institute

The Second Annual Institute on Logic and Machines in Organizing Information, to be held in Washington, D. C., June 2-4, 1954, has been announced by Documentation Incorporated.

The Institute is intended for librarians, information officers, intelligence analysts, engineers, documentalists, and others concerned with organizing data.

Registration should be made by May 15. The fee for the entire Institute is \$100.

* * *

International Organizations

BokstavsSignaturer för Internasjonale Organisasjoner og Foreninger Politiske Partier provides a list of abbreviations of the names of hundreds of organizations in various fields of international relations in all countries of the world. Both official and non-official bodies are noted as well as technical and non-technical groups.

Appended to the main list of 168 pages is a list of organizations whose official names can usually be noted in a foreign language different from the alphabetical series of the abbreviations, and adequate cross-references are made to the proper abbreviated form.

This compilation is a most unusual tool for the reference librarian and should be useful to libraries with any interest at all in foreign affairs. The mimeographed publication, issued by the Utenriksdepartementets Bibliotek of the Norwegian government, was published in Oslo, 1953.

Glass Technology

A *List of Subject Headings for Glass Technology*, just issued, has been compiled by three SLA members: Rita Brantlinger, librarian of the Pittsburgh Plate Glass Company, Glass Division Research Laboratories, Creighton, Pennsylvania; and Mrs. Catherine D. Mack, librarian, and Mrs. Norma P. H. Jenkins, assistant librarian, of the Corning Glass Works, Corning, New York.

The list is basically an integration of the card catalog headings used in the libraries of the Pittsburgh Plate Glass Company and Corning Glass Works. It has been issued in a preliminary edition in order to measure its effectiveness and usability as a library tool for subject headings pertaining to glass technology.

The unique fifty-page list is available on request from Miss Brantlinger.

* * *

Papermaking

"A Survey of Early Papermaking with Emphasis on Europe and the Fifteenth Century," is the title of No. 3 in the Kent State University Department of Library Science's series, *Aspects of Librarianship*. It was written by Robert K. Johnson who is chief of the Catalog Branch of the Air University Library at Maxwell Air Force Base in Alabama.

Copies are available without charge on request to Professor John M. Goudeau, Kent State University, Kent, Ohio.

* * *

Aptitude Test

An objective type test to determine aptitude for work as a cataloger and classifier of library materials has been developed by Dr. Thelma Eaton, associate professor, University of Illinois Library School, Urbana, Illinois. The test has been in preparation for several years and has been administered both to practicing catalogers and to students just entering the profession in order to establish achievement norms.

The cataloging aptitude test has been designed as an aid in counseling undergraduate students who may be interested in library work. It will also be helpful in counseling beginning library school students in choosing an area of specialization in library work.

Single copies for inspection are priced at 35 cents each and may be obtained from the Illini Union Bookstore, University of Illinois, Urbana, Illinois. Packets of ten copies are \$1.25.

Dr. Eaton, author of the cataloging aptitude test, has been a member of the faculty of the University of Illinois Library School since September 1949, teaching the courses in cataloging, classification, and history of printing. Prior to this appointment she had been Head of the Department of Library Science at Mississippi State College for Women.

Newspaper Checklist

NEGRO NEWSPAPERS ON MICROFILM. A Selected List. 1953. 8p. 15 cents. Available from Photoduplication Service, Library of Congress, Washington 25, D. C.

NEWSPAPERS ON MICROFILM. Compiled under direction of George A. Schweigmann, Jr. 2nd ed. 1953. 126p. \$2.25. Available from Card Division, Library of Congress, Washington 25, D. C.

POSTWAR FOREIGN NEWSPAPERS. A Union List. 1953. 231p. \$1.60. Available from Card Division, Library of Congress, Washington 25, D. C. Availability of foreign newspapers in American libraries; excludes Latin-American newspapers.

RUSSIAN, UKRAINIAN, AND BELORUSSIAN NEWSPAPERS 1917-1953. A Union List. Compiled by Paul L. Horecky. 1953. 218p. \$1.45. Available from Card Division, Library of Congress, Washington 25, D. C.

SELECTED LIST OF UNITED STATES NEWSPAPERS. Recommended for Preservation by the ALA Committee on Cooperative Microfilm Projects. Edited by the Union Catalog Division, Library of Congress. 1953. 92p. Available from Union Catalog Division, Library of Congress, Washington 25, D. C.

UNION LIST OF LATIN AMERICAN NEWSPAPERS IN LIBRARIES IN THE UNITED STATES. (Bibliographic Series No. 39.) Compiled by Arthur E. Gropp. 1953. 235p. \$1.50. Available from Pan American Union, Washington, D. C.

* * *

OEEC Publications

The Organisation for European Economic Co-Operation has announced that its publications, distributed formerly by the Columbia University Press, are now available from its Washington office.

Publications include studies on *The Use of Aircraft in Agriculture in the U.S.A.*; *Foreign Trade Zones in the U.S.A.*; *An International Comparison of National Products and the Purchasing Power of Currencies*; *The European Textile Industry in 1953*; *Sulphuric Acid and the Manufacture of Phosphatic Fertilizers*; *Boron Steels: Production and Use*.

A catalog listing all OEEC publications may be obtained by writing to:

OEEC Mission
Publications Office
2002 "P" Street, N.W.
Washington 6, D. C.

* * *

Nuclear Engineering

A selective bibliography of literature on nuclear engineering has been compiled by the members of the Western Cartridge Company's library staff: Melvin B. Morgan, Lola Lyons, and Verna Woodman.

CONVENTION CHECKLIST

Transportation

Cincinnati is served by eight railroads.

The Queen City is a major port for all principal airlines in the country.

A broad network of highways leads directly into the city making auto travel convenient and fast.

Headquarters

The Netherland Plaza is SLA Convention Headquarters. It is located in the heart of downtown Cincinnati.

Room rates are approximately \$7. to \$8. per day.

Meals are listed at \$2.50 to \$3.50.

Garage service is available in the hotel.

All meeting rooms, restaurants, the lobby and lounge, are air conditioned.

Convention Fees

Registration fee is set at \$6. for the entire convention. The daily fee is \$2.

The fee for the Annual Banquet is \$6. It will be held in the Hall of Mirrors.

Weather

"Cincinnati is pleasant in May. The weather is usually mild with lots of sunshine during the day." (Mrs. Dorothy McNutt, Convention Publicity Chairman).

Queen City Sights

Tyler Davidson Fountain
Taft Museum
Zoological Gardens
Art Museum
Cincinnati Public Library
Kidd's Book Store
Gourmet Restaurant
Carew Tower Observatory
Rookwood Pottery
University of Cincinnati
Botanical Gardens
Summer Opera

CONVENTION SPEAKERS

WILLIAM A. WILDHACK, chief, Office of Basic Instrumentation, National Bureau of Standards, and president, Instrument Society of America, will present a paper on "Instrumentation Literature, a Method for its Organization and Retrieval" at the S-T Engineering Section meeting, Wednesday afternoon, May 19.

BRIGADIER GENERAL PASCHAL M. STRONG, division engineer, Ohio River Division, is an outstanding authority on flood control and has had wide experience in many parts of the world as engineer in charge of a wide variety of construction programs. He has been decorated a number of times for distinguished service. General Strong will discuss "Flood Control as Practiced by the Corps of Engineers," at a meeting of the Geography and Map Division, Tuesday morning, May 18.

ARCHIVAL MANAGEMENT

Radcliffe College will conduct an intensive Institute on Historical and Archival Management, June 23-August 17, 1954, co-sponsored by the Department of History, Harvard University.

The Institute is open to college graduates and employees of departments of archives and historical societies. Students will study archival and historical resources and procedures, problems of preservation, care, analysis and use of materials, government and business records, and the uses of microfilm, microprint and other reproduction techniques.

The Institute will include field trips to archival and historical institutions and museums within a fifty-mile radius of Cambridge and will offer practical work with materials under study.

Earle W. Newton, editor of *American Heritage*, is director of the Institute.

Publications Received

Arts and Crafts

- THE BOOK OF ARTS AND CRAFTS. By *Marguerite Ickis* and *Reba Selden Esh*. New York: Association Press, 1954. 275p. \$4.95. How to make more than 1,000 useful things from low-cost materials.
- DESIGN FOR ARTISTS AND CRAFTSMEN. By *Louis Wolchonok*. New York: Dover, 1953. 207p. \$4.95.
- A DICTIONARY OF ANTIQUES. By *Sheila Stuart*. New York: John de Graff, 1953. 263p. \$5. Sections on furniture, silver, glass, porcelain, pewter.
- HANDBOOK OF EARLY AMERICAN ADVERTISING ART. Two Volumes. By *Clarence P. Hornung*. 2nd ed. rev. New York: Dover, 1953. \$17.50. Appears in two uniform volumes: Pictorial, 226p; Typographical and Ornamental, 248p. Price per volume, \$10.
- THE MODULOR. A Harmonious Measure to the Human Scale Universally Applicable to Architecture and Mechanics. By *Le Corbusier*. 2nd ed. Cambridge, Mass.: Harvard University Press, 1954. 243p. \$5.
- PEEPSHOW INTO PARADISE. A History of Children's Toys. By *Lesley Gordon*. New York: John de Graff, 1954. 264p. \$6.

Geography and History

- AMERICAN GEOGRAPHY. Inventory & Prospect. Edited by *Preston E. James* and *Clarence F. Jones*. Syracuse, N. Y.: Syracuse University Press, 1954. 590p. \$6. A progress report on the objectives and procedures of geographic research to date. Published for the Association of American Geographers.
- THE ANCIENT CITY OF ATHENS. Its Topography and Monuments. By *Ida Thallon Hill*. Cambridge: Harvard University Press, 1953. 258p. \$5.
- HARVARD GUIDE TO AMERICAN HISTORY. Edited by *Oscar Handlin* and others. Cambridge: Belknap Press (Harvard University Press) 1954. 689p. \$10. A comprehensive guide with emphasis on bibliography of the last forty years.

Law

- CODD'S LAST CASE AND OTHER MISLEADING CASES. Reported and edited by *A. P. Herbert*. London: Methuen (available from British Book Centre, New York) 1952. 152p. \$2.50. The British humorist views the law in a series of cases originally reported in *Punch*.
- INTRODUCTION TO EUROPEAN COMMERCIAL LAW. By *Frederick Wallach*. New York: Oceana Publications, 1953. 192p. \$6.
- STATE LAWS ON THE EMPLOYMENT OF WOMEN. By *Edith L. Fisch* and *Mortimer D. Schwartz*. Washington, D. C.: Scarecrow Press, 1953. 377p. \$7.50.

Public Speaking

- I AM HAPPY TO PRESENT. A Book of Introductions. Compiled by *Guy R. Lyle* and *Kevin Guinagh*. New York: H. W. Wilson, 1953. 265p. \$3. Introductions of noted personalities by other noted personalities.
- PRACTICAL PUBLIC SPEAKING. A Guide to Effective Communication. By *Eugene E. White* and *Clair R. Henderlinder*. New York: Macmillan, 1954. 365p. \$3.50.

Reference

- AMERICAN BOOK-PRICES CURRENT. A Record of Literary Properties Sold at Auction in the United States During the Season of 1952-1953. Vol. 59. Edited by *Edward Lazare*. Newark, N. J.: Antiquarian Bookman, 1953. 642p. \$15. Part I: Books. Part II: Autographs and Manuscripts. Part III: Broadsides. Part IV: Maps.
- BOOKMAN'S GUIDE TO AMERICANA. By *J. Norman Heard*. Washington, D. C.: Scarecrow Press, 1953. 496p. \$8.50. Lists the catalog prices of more than 6,000 out-of-print Americana titles. Fiction not included.
- ENCYCLOPEDIA OF ABERRATIONS. A Psychiatric Handbook. Edited by *Edward Podolsky*. New York: Philosophical Library, 1953. 550p. \$10.
- THE NEWSPAPER PRESS DIRECTORY AND ADVERTISERS' GUIDE 1954. London: Benn Bros. (available from John de Graff) 1954. 769p. \$8. Current information on newspapers and periodicals published in the United Kingdom, Ireland, and the British Dominion. Includes directories, annuals, year books and trade services.
- OCCUPATIONAL BOOKS: AN ANNOTATED BIBLIOGRAPHY. An Analysis of Recommended Occupational Books Published from 1946-1951. By *Sarah Splaver*. Washington, D. C.: Biblio Press, 1952. 135p. \$4.

Science-Technology

- CELLULOSE. The Chemical That Grows. By *Williams Haynes*. Garden City, N. Y.: Doubleday, 1953. 386p. \$4.
- ENGINEERING DRAWING. (College Outline Series) By *Josef V. Lombardo* and others. New York: Barnes & Noble, 1953. 432p. \$2.
- FATIGUE OF METALS. By *R. Cazaud*. New York: Philosophical Library, 1953. 334p. \$12.50.
- PLANT DISEASES. In Orchard, Nursery and Garden Crops. By *Ernest Gram* and *Anna Weber*. Edited and adapted by *R. W. G. Dennis*. New York: Philosophical Library, 1953. 618p. \$18.50.
- PLASTICS PROGRESS 1953. Papers and Discussions at the British Plastics Convention 1953. Edited by *Phillip Morgan*. London: Iliffe & Sons, 1953. 439p. \$12.50.

SCIENTIFIC, MEDICAL, AND TECHNICAL BOOKS PUBLISHED IN THE UNITED STATES OF AMERICA. A Selected List of Titles in Print with Annotations. Second Supplement, Books Published 1949-1952. Edited by R. R. Hawkins. Washington, D. C.: The National Research Council (available from R. R. Bowker Co.) 1953. 579p. \$10.

Statistics

- A GUIDE TO SALES QUOTA SETTING. By *John E. Ullmann*. New York: Chemonomics, 1952. 63p. \$3. Sales quota systems, types, purposes and application.
- AN INTRODUCTION TO LINEAR PROGRAMMING. By *W. W. Cooper*, *A. Henderson* and *A. Charnes*. New York: John Wiley, 1953. 74p. Paper, \$2.50.
- SAMPLING TECHNIQUES. By *William G. Cochran*. New York: John Wiley, 1953. 330p. \$6.50. A review of techniques that have proved useful in modern sample surveys.

Miscellaneous

- COLLEGE AND UNIVERSITY BUSINESS ADMINISTRATION. Vol. I. Compiled by the National Committee on the Preparation of a Manual in College and University Business Administration. Washington, D. C.: American Council on Education, 1952. 217p. \$4.50.
- COMMUNITY ORGANIZATION FOR NEIGHBORHOOD DEVELOPMENT—PAST AND PRESENT. By *Sidney Dillick*. New York: Woman's Press and William Morrow, 1953. 198p. \$4. Useful for social agencies and students. Includes bibliography.
- CULTURE AND PERSONALITY. By *John J. Honigmann*. New York: Harper, 1954. 499p. \$5. Integrates relevant materials from cultural anthropology, sociology, psychology, and psychiatry.
- EXCESS PROFITS TAXATION. By *Alfred G. Buehler* and others. Princeton, N. J.: Tax Institute, 1953. 183p. \$5. Symposium conducted by the Tax Institute.
- MARGINAL PUNCHED CARDS IN COLLEGE AND RESEARCH LIBRARIES. By *Howard F. McGaw*. Washington, D. C.: Scarecrow Press, 1952. 218p. \$4.50. A guide to Keysort edge-punched cards. Includes appendix with notes on other punched card systems; diagrams, photographs, bibliography.
- THE SHOCKING HISTORY OF ADVERTISING! By *E. S. Turner*. New York: Dutton, 1953. 351p. \$4.50. An entertaining account of advertising from the 17th century to the present.
- STUDIES IN BIBLIOGRAPHY. Papers of the Bibliographical Society of the University of Virginia. Vol. 6, 1954. Edited by *Fredson Bowers*. Charlottesville: Bibliographical Society of the University of Virginia, 1953. 288p. \$6. Another in the series of scholarly essays on a wide variety of literary interests.



FROM FOREIGN JOURNALS



KARL A. BAER

Les cahiers de documentation for November 1953 contains a detailed glossary of some 120 terms relating to furniture and equipment for libraries, documentation and research centers, etc. This information does not seem to be readily available elsewhere and is therefore of particular interest . . . Library education as we know it, is centered around the problems of organizing material and locating information. In the Netherlands, the course given to the prospective special librarian stresses the need of developing the ability to pass on information to the user. Accordingly, more hours are devoted to report writing techniques than to any other subject, with the sole exception of the Universal Decimal Classification (*Aslib Proceedings*, 1953, 5:276-285) . . . In Germany, the first special course in practical documentation and its tools took place at the Technical University at Darmstadt from 22 to 26 March. The formidable one-week program was keyed to the needs of the large industrial concern. Lectures and seminars were presented by some ten experts. It is notable that they were directed primarily to the subject specialist engaged in documentation work (*Nachrichten für Dokumentation*, 1953, 4:214-215) . . . Carl Björkholm, librarian of the Swedish Institute of Technology discusses scientific journals, their shortcomings and their unique contribution to research. Despite the lack of a discriminating appraisal of scientific materials and the pressures of "unscientific" advertisers, Mr. Björkholm concludes that the journals are a valuable and accessible source of information. Handling would be a problem if each of the many thousands of articles appearing annually in the journals had to be separately printed, distributed, cataloged and classified. "What we need," says Mr. Björkholm, "is a fifty years' moratorium in scientific research (*Svensk Tidshrift*, 1953, 50:559-571).

Letters to the Editor

The Biblio Press is preparing to publish an index of popular names associated with United States Government reports and committees which is now being compiled by a local librarian as a private project.

This is to request the cooperation and assistance of District of Columbia and other librarians in locating informal files or other material on the subject. As an example of the type of information we are seeking, the Department of the Army Library has in its Reference Branch an informal card file which includes such entries as "Brewster Report" and "Doolittle Board Report" with bibliographical citations.

Any suggestions of similar files and their availability for copying by a member of our staff would be appreciated greatly.

BARTON BLEDSOE, *Editor*
Biblio Press
1129 Vermont Ave., N.W.,
Washington 5, D. C.

* * *

The December 1953 issue of *SPECIAL LIBRARIES* carried a short item in which I described a movable bookstand used in one of our libraries. I expected some interest in further details about the stand, but I was amazed at the actual response. During the month or so following publication, 43 librarians wrote to me for more information. One of these requests came from Hawaii, five were from Canada, and two from England. I thought that you would be interested in knowing that *SPECIAL LIBRARIES* is read widely and promptly.

ELSE L. SCHULZE, *Librarian*
The Procter & Gamble Company
Cincinnati, Ohio

ED.—The March 1954 issue of *Aslib Information*, the monthly bulletin of the Association of Special Libraries & Information Bureaux (Great Britain), carries the following item: "Members may have seen an illustration of a movable bookstand produced for the Procter & Gamble Co. of Cincinnati, Ohio, which appeared on page 404 of the December,

1953, issue of *SPECIAL LIBRARIES*. The stand is designed to fit on to the front flange of metal shelving, and can be moved about to any part of the library. Books can thus be consulted at the shelves without fatigue. *Aslib* Library has acquired a blue-print of the bookstand, which may be borrowed by members interested in construction for their own use."

* * *

You are to be congratulated on the particularly fine February issue of *SPECIAL LIBRARIES*.

I hope we shall have more cost analyses in the future, as they are very useful in evaluating one's own library services.

Winifred Sewell's article on the *Squibb Abstract Bulletin* was especially thought-provoking. I am sure librarians reading her article will review their thinking on bibliographical services. Cooperation in special library services will have to move forward if the literature continues to grow at its present rate. Miss Sewell points out the cost of duplicated effort in one field alone as a million dollars. How long can special libraries afford to act as isolated units in finding and disseminating information?

MRS. LOIS B. WARREN, *Librarian*
Victor Chemical Works
Chicago Heights, Illinois

* * *

On January 6th our Administration building, which housed the library, was completely destroyed by fire. Only ten of our 6500 volumes were saved, being checked out at the time.

We are to start a new building soon, but unfortunately we do not have sufficient insurance to re-stock our library. For that reason we are asking if you would care to donate some books for our library.

We are "starting from scratch" and can use books on any subjects. Any consideration you are able to give us will certainly be appreciated.

MAYME ESTES, *Librarian*
Cisco Junior College
Cisco, Texas

ED.—SLA cooperation is solicited.

Halsey W. Wilson 1868 - 1954

Halsey W. Wilson, founder of The H. W. Wilson Company of New York, died at his home in Croton Heights, Westchester County, New York, March 1, 1954, after an illness of several months.

Mr. Wilson headed the 56-year old company bearing his name and was internationally renowned as a bibliographer. Publisher of more than twenty major indexing and reference services acclaimed as indispensable to research and scholarship in libraries, he was a pioneer in this field. Today, the *Cumulative Book Index* and the *Readers' Guide to Periodical Literature* are the familiar reference tools of every librarian.

The *Saturday Review* once had occasion to comment: "The name H. W. Wilson is to bibliography what Webster is to dictionaries, Bartlett to quotations."

Mr. Wilson was a familiar figure at SLA Conventions. Representatives of the Association were invited from time to time to sit unofficially with The Wilson Company's Board of Directors and were asked to advise on the improvement of services and the specific needs of librarians.

Special Libraries Association paid special honor to him at the convention in Washington, D. C. in 1948, on the fiftieth anniversary of the first Wilson publication.

In addition to his services to research, H. W. Wilson made several unique contributions to the field of publishing. One of the most notable is the plan he originated for saving and interfiling type for the "cumulative" indexes associated with his name.

Another unusual contribution is the "service basis" method of charge, which not only made possible the publications of hundreds of reference volumes, but made it financially possible for libraries on six continents to own them.

* * *

Marion Effie Potter, a director and the oldest employee of The H. W. Wilson Company, died June 3, 1953, at the age of 83.

Miss Potter joined the newly founded Wilson Company, then located in Minneapolis, Minnesota, in 1898. She was the first editor of a number of Wilson publications, including *Cumulative Book Index*, *Readers' Guide to Periodical Literature* and *Industrial Arts Index*. In 1952 she was made editor emeritus of the *Industrial Arts Index*, but she maintained her regular office schedule until the end.

Special recognition was given to her accomplishments by John L. Lawler in his book, *The H. W. Wilson Company: Half a Century of Bibliographic Publishing* (University of Minnesota Press, 1950).

Alfred Hafner 1866 - 1954

Alfred Hafner, who for many years headed the firm of G. E. Stechert & Co., forerunner of the Stechert-Hafner Company, booksellers and publishers, 31 East Tenth Street, New York City, died at his residence near Zurich, Switzerland, April 13, 1954.

Mr. Hafner was born in Switzerland and was educated in Frauenfeld and in Zurich. His activities in the book trade began here and were continued in Geneva where he acquired broad experience in this field. He became proficient also in a number of languages.

His association with the Stechert firm began in 1889, shortly after his arrival in the United States. In 1897, he became a partner of Gustav Stechert, founder of the firm, and following Mr. Stechert's death, became sole owner of the business.

In 1926, Alfred Hafner was joined by his two sons, Walter A. Hafner and Otto H. Hafner, and under his guidance and extraordinary organizational ability, G. E. Stechert & Co. attained pre-eminence in its unique field.

Alfred Hafner's awareness of the remarkable developments in industry, reflected in the establishment and growth of scientific and special library collections, led him to specialize in filling the need for scientific, technical and scholarly books and periodicals. He maintained branch offices in England, France, and Germany, as well as a number of agents throughout the world.

In 1946, the Stechert-Hafner organization was incorporated and took its present name. Alfred Hafner retired in 1949, turning over to his sons the control of the organization.

Special Libraries Association was particularly indebted to Alfred Hafner for his keen interest and his contributions to the special library field.

* * *

Alice R. Knight, research librarian of the Griswold-Eshleman Company of Cleveland, Ohio, died on October 28, 1953.

Miss Knight had served as secretary of the Cleveland Chapter and as chairman of the Public Relations Committee.

* * *

Jean Gilbert Maxwell, librarian at the Canadian Institute of International Affairs, died on August 30, 1953.

Miss Maxwell was an active member of the Toronto Chapter, having served as treasurer and chairman of the Membership Committee.

* * *

Sarah C. Wells, a special representative of the New York Life Insurance Company for thirty-four years, died on July 21, 1953.

Miss Wells was a member of SLA's New York Chapter.

CALENDAR

MAY 17-20

SLA Annual Convention. Cincinnati, Ohio. Netherland Plaza Hotel.

JUNE 7-12

U. S. Book Exchange Open House. Washington, D. C. Library of Congress.

JUNE 14-18

University of Chicago Graduate Library School. Chicago. Nineteenth Annual Conference.

JUNE 15-18

Medical Library Association. Washington, D. C. Statler Hotel. 53rd Annual Meeting.

JUNE 19-20

Library Building Institute. St. Paul, Minn. ALA Pre-conference.

JUNE 20-26

American Library Association. Minneapolis, Minn. National Conference.

JUNE 21-25

Canadian Library Association—Association Canadienne des Bibliothèques. Halifax, Nova Scotia. Nova Scotia Hotel. Annual Conference.

JUNE 21-25

The American Society for Engineering Education. Pittsburgh, Penna. Carnegie Institute of Technology. "Impact of Solid State Science on Engineering Materials."

JUNE 28 - JULY 1

American Association of Law Libraries. Miami, Florida. Annual Convention.

SEPTEMBER 13-17

IFLA. Yugoslavia. 20th Council Meeting.

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Library Schools for Foreign Students

A supplementary report tabulating additional information on study facilities in this country for foreign students in librarianship will appear in a forthcoming issue of SPECIAL LIBRARIES.

The report now in preparation will also revise and bring to date information in the original report by Gwendolyn Lloyd, published in the January 1954 issue of SPECIAL LIBRARIES (pages 7-11).

All accredited library schools are asked to cooperate by sending revisions and further information not later than July 1, 1954, to:

Miss Gwendolyn Lloyd

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—PROFESSOR D. F. FLEMING, *The Nation*

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Periodicals and Serials: Their Treatment in Special Libraries

By David Grenfell; foreword by E. M. R. Dittmas, 1953. 12s. 6d. (members 10s. 6d.)

Offprints from Journal of Documentation

Including *A Handlist of Psychology Periodicals in the Learned Libraries of Great Britain*: compiled by J. W. Scott and F. V. Smith, 1950. 2s. 6d.

Also *The Departmental Libraries of the University of Cambridge*: by D. W. Butcher, 1951. 2s.

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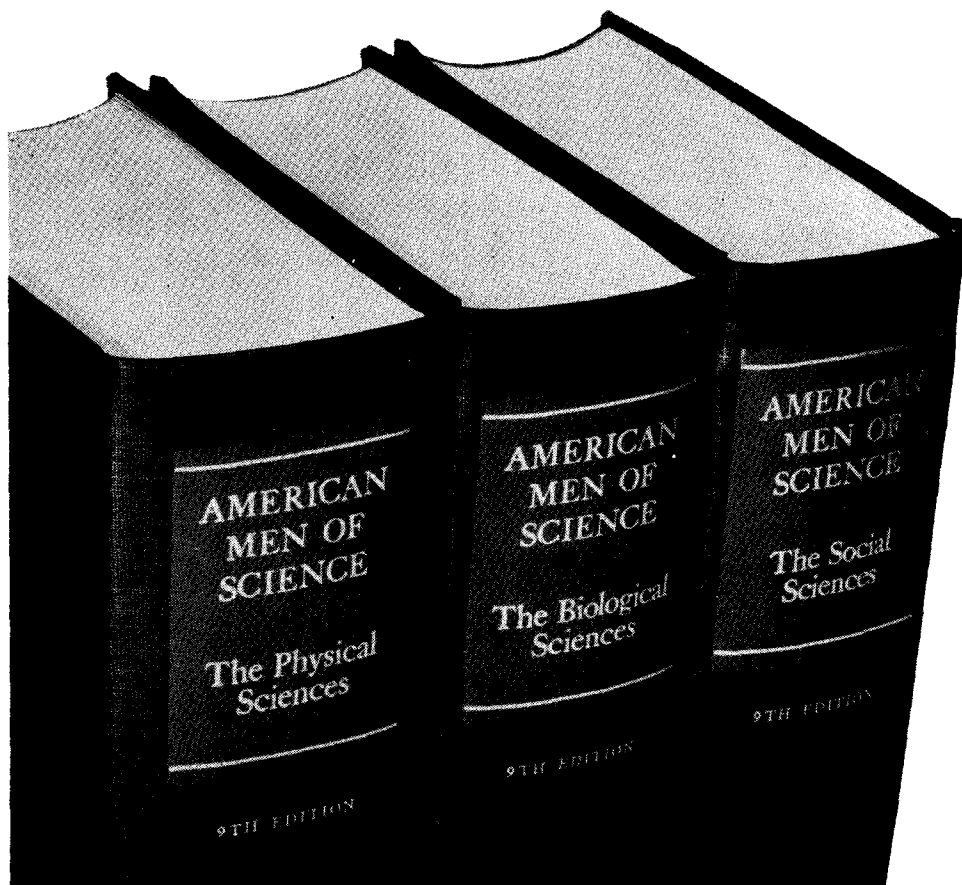
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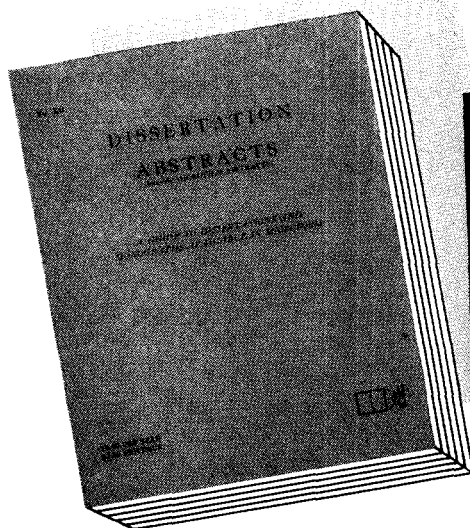
The phenomenal recent expansion of almost every field of science has forced the division of this basic directory into three parts, of which the first, the Physical Sciences volume, will alone be almost as large as the entire 1949 volume. Work on this volume is already well along and publication is scheduled for November. To make sure of your copies, and to get the pre-publication price of \$18 (regularly \$20 net postpaid per volume), order in advance, on approval if you like. The work is being edited as usual by Jaques Cattell of the Science Press, but is being distributed by

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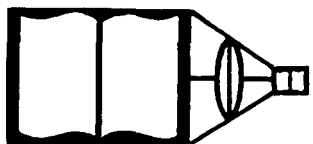
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