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Manuscripts of articles and addresses should be addressed to the Office of the Editor, Columbia University Library, New York City 27. Requests for reprints should be addressed to Editor, ALA Bulletin, American Library Association, 50 E. Huron St., Chicago 11, at the time the notification is received of the issue in which the article is scheduled to appear. The scope of the journal does not permit inclusion of personal communications or exhaustive coverage by reviews of the literature of librarianship.

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College and Research Libraries is published quarterly, January, April, July, and October at 50 E. Huron St., Chicago 11, Ill., by the American Library Association, and printed at 450 Ahnaip St., Menasha, Wis. Entered as second-class matter May 8, 1940, at the post office at Chicago, Ill., under the Act of March 3, 1879, with an additional entry at Menasha, Wis. Printed in U.S.A. Accepted for mailing at the special rate of postage provided for in the Act of February 28, 1925 embodied in paragraph (d) (1), section 34.40 P.L.&R.
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October, 1953

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Acquisition Policy: A Symposium

The following three papers were presented at a joint meeting of the ACRL College and University Libraries Sections, February 5, 1953, Chicago.

By HERMAN H. FUSSLER

The Larger University Library

Dr. Fussler is director, University of Chicago Library.

It may be appropriate to begin this part of our discussion by observing that librarians like to think of the library as "the heart of the university." We should recognize that with greater frequency than we may care for, at least in the past, the library has been more of an appendage to the university than its heart. Yet the growth, increasing complexity, and specialization of contemporary knowledge and information are increasing the critical responsibility and central position of the library to university research and teaching. This more fundamental and critical relationship is, of course, welcomed by librarians, but we cannot assume that a growing functional relationship will be satisfactorily met by a mere quantitative extension of the past. There are indications that the forces producing this shift will also force changes upon the library and upon scholarly customs and habits as well. It thus becomes increasingly apparent that we need to know much more than we do about what scholars and students actually need, as distinguished from what they may think they need, how they will use it, and how they will get at it. We have a long tradition by which we have governed our affairs in these connections, but the tradition is more and more deficient in providing the precise kinds of knowledge required for rational planning. Acquisitions policies as I conceive of them are an important part of this essential planning and appraisal of services and objectives.

The nature of the topic suggests that a division into two somewhat different but closely related parts may be useful. The first part might loosely be described as an outline or description of some of the underlying problems and characteristics of the research library which point to the desirability or necessity of acquisition policies, while the second part of the discussion might be directed more toward the uses, limitations, and operating realities of acquisition policies in universities.

Underlying Problems and Characteristics

Beginning with the first area, we must recognize that all libraries have acquisition policies, whether they are recognized or not, and whether the policies are stated or not. It is apparent that this is true because no library is getting all publications. A library’s acquisition policy may represent anything therefore, from the purely fortuitous to the most rigorous selection, but these practices in themselves constitute a policy of sorts. The extent to which a library fails to recognize the kinds of policies which it is following may possibly be a measure of the potential inadequacies of its collection over a long period of time.

It would seem to me that many of the fundamental needs for research library acquisition policy have their origins in the increasing quantity, variety, and uses of print, broadly defined. We are living in a civilization where the outpouring of print has become enormous and is likely to become even more so—if it continues at all. The flood of print in all its forms is almost certainly increasing at exponential rates and at rates substantially in excess of the growth of libraries. If these assumptions are true, the conclusion is inescapable that the individual library will, as time goes on, hold a smaller and smaller percentage of the totality of print produced and in existence at any point in time. From this assumption, it would appear to follow that as the percentage held diminishes, the margins of permissible error in acquisition are likely to diminish also. This further assumes, of
course, that the totality of print will continue to have some relevance to general scholarly problems, an assumption which requires critical examination.

This general situation presents certain fairly obvious and very fundamental, broad, intellectual questions that must be solved jointly by librarians and scholars and which do not appear to be a proper part of this paper. They should be mentioned here, however, because their ultimate solution will directly affect the final determination of acquisition policies for the individual library. Among these questions are the following: (1) the determination of the optimum amount and character of the literature that requires world preservation in libraries for the current and future needs of scholarship and civilization; (2) the optimum amount and character of the literature which must be preserved in the libraries of this country; and (3) the optimum amount and character of the literature which must be collected and retained for immediate access within a particular institution.

No one has satisfactory answers to these questions at the present time, but the questions are very real, and as time goes on are likely to require increasingly critical answers. The answers will involve (1) more meaningful distinctions than we have commonly made between direct access to materials and deferred access to materials, (2) considerations of what optimum size really means for a country or a particular institution, and (3) more precise determinations of our obligations in the conservation of knowledge and information.

The answers to these questions, which so directly determine general acquisition policies, inevitably will affect the nature, substance, geographic location, and efficiency of research and teaching, not only in the individual institution, but in the country as a whole. The critical relationship of the library to this facet of acquisitions policies must receive a great deal more attention in the future than it has in the past from scholars, librarians, and administrative officers of universities.

Recognition of this relationship of the library and its resources will emerge not only for the intellectual reasons which I have tried briefly to sketch, but because of economic pressures which will require more realistic appraisals of need and the adequacy with which needs are being met. It is quite unrealistic for any university library to assume that money is unlimited, though the view of the private university library in this connection may currently be more conservative than that of the publicly supported university library. The economic pressures upon both privately and publicly supported university libraries have changed and have changed quite drastically. There are not only more books and more needs for books, but books cost more, the space in which they are housed costs more, and the costs of cataloging and preparation are showing possibly even sharper increases. In addition to these costs is the emergence of the physical preservation of materials as an expensive auxiliary to their initial acquisition and organization.

Largely out of these economic forces, cooperative measures of acquisition and access are increasing and appear likely to increase substantially more in the future. In order to participate successfully in cooperative measures, one must know with some precision what the needs of the particular institution actually are and what obligations it is prepared to meet in a cooperative enterprise. These needs and commitments are of relatively long range significance, and are made additionally complex because of current concerns with the security of materials from the risks of war.

In addition to these broad, general questions and problems, there are a number of rather fundamental characteristics of large research libraries which focus in one way or another upon the need for acquisition policies.

With the acquisition methods thus far in use in large scholarly libraries, we are forced to recognize that great research strength cannot usually be established in a library quickly for any broad or even a highly specialized field, barring the single acquisition of a major collection appropriately comprehensive in scope. That is to say, if an institution wants strength in a particular subject field, it must recognize the need for strength in order that the library may accumulate the required materials over a reasonable period of time. Conversely, it is quite apparent that great research strength in certain subject fields, once established, has an institutional kind of survival that is greater than the actual or institutional lifetime of the scholars and librarians, as individuals, who contributed to
the establishment of the strength. The problems presented by this are very tangible and very real. They relate in part, of course, to cooperative responsibilities and access, but not exclusively so.

Next, we might recognize that in the university library the responsibility for the determination of acquisition policy, however it is stated, is inevitably shared with the faculty of the university, and in some degree with the university administration. Furthermore, the application, execution, and interpretation of the policy usually is also shared with the faculty or individual members of it. It is my impression that the number of faculty members who are both able and willing to carry this participation in the actual detailed selection of materials is a diminishing one. Academic promotions seldom grow out of skilled bibliographical services in building research libraries. This means that in many, if not most, of the larger university libraries, the library staff, rather than the teaching faculty will increasingly carry the burden of implementing the acquisition policy. The transfer of this traditional responsibility from the faculty or, to be more realistic, a very limited portion of the faculty, to members of the library staff imposes real hazards, unless the library staff and the faculty both understand the required acquisition policies and are able to match the policies with adequate resources in money, space, and staff.

Finally, there are two other characteristics of research libraries that are important in relation to the underlying problems of acquisition policies, though their specific impact is now difficult to interpret or explain. First, we should note that book buying for a large research library tends to be very strongly oriented toward future or potential use, even in subject fields where the institution has a current and well established interest. What percentage of books are bought on this basis in any large university library is probably impossible to ascertain, but it is quite apparent that a very high proportion of books are bought on the assumption that they contribute to the completeness or overall adequacy of a research collection without any specific current need for the books at the time they are acquired. For major source materials, monumental sets, works of reference, distinguished or major works and authors, this practice is obviously a necessary part of the building of the resources of a research institution. However, when it extends, as it does, into more recondite subject fields, works clearly of a secondary nature, the sub-branches of a field, and very minor source materials, it presents an interesting and conspicuous aspect of the research library’s operations.

This characteristic becomes more significant when we note, secondly, that most of the books in a large research library are subjected to an extremely low, almost negligible, amount of use. The use of a large research library is clearly concentrated at any one point in time over a small percentage of its total holdings. It is, of course, the balance of the library’s holdings which are so infrequently used that in part distinguishes a research library from a college or reference library. The phenomenon of widely scattered limited use is far more conspicuous in the social sciences and the humanities than in the physical and biological sciences, where current research uses tend to be concentrated over more limited quantities of material. These two characteristics: (1) extensive buying for future assumed potential needs, involving highly subjective measurements, and (2) the very low ratios of use of vast quantities of material, present the case for acquisitions policies with, it seems to me, considerable forcefulness.

Limitations and Realities

This brings us now to the concluding part of these remarks, that is to try to examine acquisition policies more concretely in terms of their uses, limitations, or realities. By this time it should be apparent that perhaps the principal uses of acquisition policies are three in number. (1) The discussion of acquisition policies with a university faculty is one of the most fundamental bases on which faculty-library mutual understanding can be built. (2) An acquisition policy makes explicit, no matter how imperfect it may be, that a university research library cannot produce all the relevant literature for all the subjects in which its constituency may be interested at any one point in time. The policy statement thus becomes a priority statement of the library needs of a scholarly constituency. (3) This approach is doubly constructive, for, if it is done with any sense
of reality, it will focus attention of the faculty and the university upon the need for basic decisions of the institution, i.e., what can the institution do, what should it not attempt, and what are the implications of changes in scope or direction?

It is at this point that the librarian may well become dispirited and cynical, for I think most of us will have great difficulty in trying to secure clear-cut statements describing with any degree of precision the kinds of books that the library should buy in all fields of knowledge. Certain subject fields can always be ruled out with ease, certain fields can easily be included under general headings, e.g., economics, but within those fields in which the university has an interest, close definitions of policy, it has been my experience, are likely to be difficult to establish. Nonetheless, the effort to establish the policies may, as I have tried to indicate, have beneficial results.

These difficulties in establishing useful policies arise for a number of reasons. The matter is in the first place basically quite complex, and it can only confuse the situation to assume that a very simple solution can be found if one is only sufficiently ingenious. Furthermore, our library tradition is inconsistent with narrowing or restrictive definitions, for each library has until quite recently felt that it was, or ought to be, autonomous in wide areas of knowledge and therefore should be able to supply virtually all of the needs of its constituency. The constituency, I may add, has greeted this library policy with enthusiasm.

Our scholarly tradition also appears to be in conflict with the establishment of acquisition policies in a variety of ways, some through custom and some through conviction. It is apparent that scholars and librarians behave in part as they do because we know we have only fragments at best of many earlier literatures. Secondly, scholarship has felt properly jealous of its freedom to turn at the initiative of the individual to new subjects and topics for research investigations at any time, and there is a fairly strong tradition that with this freedom went an obligation of the institution to support the new research. Out of this freedom has grown much of the vitality of universities and it is, of course, one of the great attractions of university life. Neither of these traditions may be lightly ignored.

But we must also determine whether the conflicts they seem to present with the formulations of acquisition policies are real or superficial.

The formulation of acquisition policies is a joint responsibility between the administrative officers of the institution, its faculty, and its library. Acquisition policies which are presented to faculty members and administrative officers solely as devices to limit expenditures, reduce the rate of library growth, or curtail acquisitions, deserve, and are likely to get, very little support. But in practice this is very unlikely to be the case, for scholars have frequently been very unrealistic about the potentialities and resources of libraries, and have expected the acquisition of great quantities of material with insufficient justification in terms of their own use and needs, the basic importance of the material to the institution, and the stability of the topic or their interest in it. The key rests in convincing the faculty that the library does not have, and is very unlikely to secure, the resources to cover the universe of knowledge and the totality of print; therefore it must choose what it can do. In choosing what it can do, the university must be reasonably realistic in its choices, for only out of realistic choices can there come genuine and distinguished strength for the library, the faculty, and the university.

Out of these discussions we should not anticipate the formulation of acquisitions policies which will tell us what books we must buy. The policies may occasionally tell us of subject areas which we should examine more closely in order to find out whether there are books that we should buy or not. But to look at an acquisition policy as a potential formula into which one can feed the author, title, date, language, and subject matter of any book and come out with a priority rating indicating how much should be spent for it and whether it should be bought instantly, later, or not at all, is to ask for disappointment and frustration.

Finally, acquisition policies will vary not only from one institution to another, but will vary for different areas and levels in the book collection of a single university. And perhaps at this point we might suggest that it may be possible to plan the policies more realistically in terms of three broad general levels within...
the book collection of the large university library. The first part of the collection may loosely be described as a broad reference base, that is, the basic literature on a wide variety of subject fields of probable or even possible interest in an intellectual community. This collection, however, would not contain primarily the materials for original research investigation except as it supplied general guides, bibliographical information, and a good deal of factual data. The responsibility for the definitions of policy and the selection of much of the material can probably best be carried through by members of the library staff with advice and suggestions from the faculty.

The second great area—and a far larger one in terms of volumes—is the basic research collection for the university. This area would contain the books to support original investigation and research in a large number of defined fields. The fields would be selected with care, and would represent subjects in which the institution recognized a sustained teaching or research interest and responsibility. The determination of the acquisition policy and the execution of the acquisition policy would be shared between the faculty and the library staff.

Lastly, there is a third area which I think perhaps we have not always recognized as distinguishable from the major research core which I have just described. This last area would consist of the special, and, in part, transitional needs of individual faculty members over and beyond the materials in the general research core. The faculty would use these special materials, of course, in conjunction with the broad research core, but in a way they are superimposed on it. The faculty member would take the initiative in suggesting these areas, and the library might expect some faculty support in financing such acquisitions. Money spent here would not necessarily produce what we loosely call “well rounded collections.” The materials would be highly specialized and contribute to direct and specific studies of immediate, current interest to the faculty. Anticipation buying should be held to a minimum. When the faculty’s interests change, or the faculty changes, the value of these materials to the university would tend to depreciate. The library would be under no obligation to keep up acquisitions in such an area when the interest declined. It would be therefore a kind of expendable operation, even though the books are now commonly retained and are specifically indistinguishable from books in the basic research collection.

The role which I think acquisition policies may play in this last analysis of the problem is to focus the attention of the faculty on the middle area. It would minimize some of the risks which I think many of us may be facing currently in which individual faculty members may all too easily come to think that acquisitions at the third level of high specialization are sufficient for, or even identical with, the building of adequate, useful, and basic research collections in subject areas where the university must maintain such strength.

By ROBERT VOSPER

Acquisition Policy—Fact or Fancy?

Mr. Vosper is director of libraries, University of Kansas.

As a matter of fact a mighty small number of us have ever sat down to the trying task of stating an acquisition policy, and I am afraid that several of us who have done so have produced only a matter of fancy, or a sort of copy-book exercise, or in some cases a cartographic exercise.

We do have before us in this regard, as in so many, the thoroughly sensible and effective job recently done by Harvard; we respect the primacy of the Library of Congress ‘Canons of Selection’; we hear, to be sure, the moral voice of conscience from the Midway; moreover, a good many of us who are desperately searching for the Word think it may appear in an acquisition code. Why then haven’t we done anything?
In a few cases we have. Interestingly enough most of the codified acquisition policies that I can locate have been written in the three Pacific Coast states. Washington had one for several years but presently has put it aside. Both Oregon institutions have fairly concrete documents of recent construction. The omni-present California institutions have a series of statements, of which I will only say that the best are from the subject-specializing campuses. Why this efflorescence out there on the Coast? It's true that the Northwest rains should sprout anything, and that California creates creeds with the greatest of ease, but perhaps a greater factor is that in both Oregon and Washington the state schools have a measure of administrative unity.

Most of the Southeastern people profess scepticism about acquisition policies, and this is curious because their distinguished record of coordinated effort would seem to be based in a pretty clear understanding of their book needs and their acquisitions plans. Giving substance to their coordinated activities is the well-known Southern Regional Compact for Higher Education; less well-known is its youthful progeny, the Western Governors' Compact which is already effective in terms of medical education and will soon operate in other fields of health service. Obviously there are important similarities between these two large areas in regard to state-supported higher education.

Powerful agreements of this sort at the university level, intra- and preferably inter-state, which tend to limit socially wasteful duplication in graduate and professional education, are perhaps prerequisite to any kind of realistic inter-library acquisition agreement. I presume here that acquisition policies that reflect inter-library agreements are what most people have in mind when they speak in moral tones about impending doom and the need for such policies.

What then holds the rest of us back? Several of us are dead set against stipulated acquisition policies in the first place; just about as many of us consider them desirable but have not taken on the task or consider it too tough to tackle. Opinions range from those that would save the bibliothecal future thereby, to those that consider a written acquisition policy presumptuous and based in either idleness or a sense of inadequacy. On both sides the reasons are about the same, and they are familiar to most of us.

Many of the reasons revolve around the changing programs of the university and the variety of faculty opinion or, on the other hand, the limiting effect of any written code. These reasons suggest that there is some uncertainty as to what an acquisition policy may be.

Librarians with elephantiasis of the book-stacks generally, and reasonably, look on a code as a cure for the swelling. Difficulties often arise, however, when these same librarians, with paternal smugness, warn their colleagues in smaller institutions against tasting the sins of their fathers. Obviously we need to guard against wasteful growth or duplication through the application of definite acquisitions policies and by other means, but we must not thereby justify either mediocrity for our libraries or frustration for our faculties.

The problems of the increasing flood of printed materials and the increasing growth of libraries have too frequently led us to issue jeremiads when we should, particularly in so-called medium-sized institutions, be leading a positive crusade for better library support as a primary answer. We are led to state a magnificent phrase "To know a book is to covet that book" in a tone of distress when it should be the symbol of our highest hopes. We worry about the increasing percentage of a university budget going into library service, but perhaps we wear our conscience too much on our sleeve. How many engineering deans worry about the square footage and the dollars that their expanding enterprises cost the university? Recently I was pleased to note that in book-rich England the Bodleian in 1950-51 cost Oxford 7.13% of the total university expenditure; this was a rising figure and yet no one seemed concerned! I grant that the Bodleian is unique; the Redbrick situation is probably quite different.

But this is off the main track, and an acquisition policy need not be a limiting factor full of "Thou shalt not"; it may be quite the opposite, a statement of hopes and plans.

For some of us an acquisitions policy has been a mere listing and evaluation of the university's fields of teaching and research with an indication of the relative adequacy of the library collections in each case. Such an
analysis takes time and at best is rough, but for the life of me I can see only good in any such increased self-knowledge. However, some of us take to our bed of tears when we find that an enumeration of our masters’ departments reveals that each of them hopes to be able to give a first-class doctorate.

From Harvard to California we tend to believe that ultimately our acquisition policy must depend on the needs of the users of our libraries, but we are all a bit vague as to ways of grasping that need or even of learning about it. K. D. Metcalf’s articles in the Harvard Library Bulletin are recommended here.

Many of us cannot develop an acquisition policy because the university will not sit still long enough for us to describe it, and again we lament when we should cheer. Obviously, a university library must be a vital organism, and we cannot very well foresee the research needs or the book market opportunities that may affect our futures, but there is nothing inherent in a sensible and sensitive acquisition policy that will militate against change. As a matter of fact a good hard look at the past and present of our book collecting may enable us all the better to act wisely in the future when a critical decision is required. At least this is the professional thesis of our brethren in the history faculty and I am inclined to think them right.

Some of us are stumped by the variety of any university, and we yearn for the nice tight situation that allowed the John Crerar to restate its acquisition policy in 1948 with great clarity. Too frequently we are defeatists, although obviously in specialized institutions the problem is simpler.

Others of us profess inability to set an acquisition policy because the faculty have too much authority or opinion and we too little. Such an opinion is based on the strange assumption that we and the faculty are not going in the same direction and that a measure of democratic government is a dangerous thing.

I know that most of us really have acquisition policies, but for reasons of diplomacy or otherwise we have not stated them. Some of us feel that the unwritten body of doctrine and experience developed in our own institutions is of purely local interest. Let me assure everyone that there is so much concern and so much uncertainty in this matter that all local statements would have broader interest. Generalization might come from an opportunity to review several specific cases, and I really doubt the validity of the frequent belief that each case can be only specific. The Harvard analyses are of great interest, but state universities operate within a different financial atmosphere. We need to know more about patterns of book selection at the university level, how they have grown up and how they are being influenced and modified by modern developments in inter-library cooperation and other factors.

It would not hurt to interpolate at this point that the library schools by and large teach “book selection” in public library terms. But how can they teach about acquisition policies at the university level if we don’t state any doctrine or experience?

Where the state universities have a very special problem in all this I really don’t know, except it may be that the larger private institutions have recently seen all state-supported schools as rolling in wealth and needing a fraternal warning against the evils ahead. But of course this is not as true now as it was when the veterans brought in a fat federal income. It is true that if we aren’t really strapped for funds and if we have a sanguine future, it’s much easier to avoid trying to see where we’re going. We aren’t absolved of responsibility though.

What then do we need in order to project an acquisitions policy besides the will to do it? In asking this I finally come forth and vote in favor of one. I have only one concrete proposal to put before you. The problems of libraries are large and complex and the solutions difficult. It may be that we can’t and shouldn’t try to solve them all on our own. Yet I have the impression that too much of our talk is with ourselves and too little of it with our faculties. Harvard does a superb job of explaining to its faculty and thereby seeking their understanding and advice. But how many of our faculties in the hinterlands are really aware of the problems libraries face and the steps taken toward their solution? We write in our own journals, but the chemist has problems enough in reading chemical journals. He may not even be aware of the ferment over literature abstracting in his own professional society; certainly he has

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little specific knowledge of present library trends and needs.

I have been impressed by plans laid in the MILC group to hold a meeting of geologists from the member institutions in order to discuss the services the Center can offer to geological research in the Midwest. I suggest that we watch this closely and that ACRL seriously consider the advisability, perhaps at Midwinter, of similar round table meetings on set topics, participated in by faculty and administrative people. Many of the problems revolving around an acquisition policy might begin to find a solution in that kind of atmosphere.

A major obstacle to realistic thinking in the areas under discussion is, as Herman Fussler has pointed out, our inadequate knowledge of how research workers on an advanced level actually use libraries. He and Carl Hintz, Arthur McAnally, and a few others have begun to explore this problem—and here reference may be made to Rolland Stevens’ recent contribution to ACRL Monographs—but again I want to suggest a cooperative approach. Is it conceivable that the American Council of Learned Societies and the Social Science Research Council and similar bodies would join us in some large scale investigations or conferences on the use of and need for library materials in broad areas of study? The ACLS gave some effective thought, but for too short a time, to the problem of getting scholarly material into print. Why not go a bit further?

By EILEEN THORNTON

The Small College Library

Mrs Thornton is librarian, Vassar College.

I AM HERE to try to represent not the huge university libraries, not the middle sized libraries, but the small college libraries. The assumption is that within each of these groups the libraries have a good deal in common.

But because I am privileged to speak for by far the largest number of institutions, please do not think for one moment that I know what is fact or know what is fiction except for one library, and I may mislead myself about that one now and then.

Library literature is studded with studies concerning college library acquisition affairs. To attempt a factual summary of college library acquisition policies and programs would be a six-months’ job in itself. I haven’t done that job. What I have to say is unscientific. It may be such common knowledge that everyone already knows it, or it may be so peculiar that I am talking only to myself.

The big universities probably now and then lean over the fence to admire the succulent green grass of bucolic college library field. They may envy us what they blithely assume to be our freedom from responsibility for research materials. They may envy us our freedom from the problems of sheer mass: clientele, personnel, collection, building. They may envy us our relatively clear-cut programs and curricula. What I am sure they do not envy is the minuteness of our budgets, which makes the expenditure of every single dollar a crucial affair.

It is not very high-minded to start off in such crass terms, but at the heart of the matter for the small institution stands the dollar sign. It stands there for the big institutions too, I am well aware, but it is in the comparison of the size of the budget with the size of the demand that the college library is in a worse—or at least a quite different—position. The demands on the college library are fairly specific. The demands on the university library have, seemingly, no upper limit, yet the major general needs can usually be met. This is not always true of the small college library.

With the exception of those relatively few separate undergraduate colleges where the enrolment is in the many thousands, financial support must be geared, first and foremost, to the curriculum and the methods of imparting knowledge of how research workers on an advanced level actually use libraries. He and Carl Hintz, Arthur McAnally, and a few others have begun to explore this problem—and here reference may be made to Rolland Stevens’ recent contribution to ACRL Monographs—but again I want to suggest a cooperative approach. Is it conceivable that the American Council of Learned Societies and the Social Science Research Council and similar bodies would join us in some large scale investigations or conferences on the use of and need for library materials in broad areas of study? The ACLS gave some effective thought, but for too short a time, to the problem of getting scholarly material into print. Why not go a bit further?
that curriculum. For instance, a library needs as many titles for students in a class of five in, say, monetary systems as for a class of ten or twelve. In fact, one may need more titles for the smaller group because highly individualized work may be possible, with an increased spread through the pertinent literature.

In a sense, then, I believe college librarians will agree that there is an irreducible dollar minimum needed by any college with a liberal arts or equally book-dependent curriculum. So far this sounds as though I thought money—too little money—is the root of all evil, and that lots of money would be the cure of all evil. This is obviously fatuous, but unless there is a reasonable amount of money at hand it is equally fatuous to talk about an acquisition program.

It is true that an acquisition program boils down to a few questions of which these are samples: Acquisition for what purpose? Who knows what literature will fulfill these purposes? Acquisition by what methods and from what sources? Acquisition within what financial, physical, traditional, governmental or other limitations?

The questions are easy to dream up; the answers, even in a single institution, are not. “Acquisition for what purpose” is obviously much more complex than the pat answer, “to meet curricular need.” Here we come up against variety and change in teaching method, change of course content, shifts in registration, new faculty members, the problem of interstitial and reference material; the problems involved in that loose term, “general reading,” that looser term, “recreational reading.”

We come up against some of the effects of our cherished and characteristic open shelves, for the book the student stumbles upon on the shelves may serve a different purpose from the book found through the refining process of pursuit through bibliographic channels.

“Acquisition for what purpose” also raises the vexing issue of the line between faculty research needs and student needs—that line which is no line but just a blurred overlap for so many of us. It raises problems of obsolescence, of supersession, of elimination.

These purposes can be analyzed only in the given institution, and once the analysis has been made there is no guarantee that it won’t need constant modernization.

The analysis of purpose leads logically to this question: “Who can and will select library materials to match these purposes?” Through what selective processes can this be done most effectively, and where do final decisions best lie? General tradition has it that this lies almost wholly with the faculty, man by man, with a little slice left over for the librarian. Newer views incline toward great freedom and encouragement of faculty participation but hold the librarian responsible for final judgment. While the arbitrary and self-perpetuating allocation of the budget to departments has perhaps kept a sort of peace and assured a rough equity, with the enormous increase in the proportion of serial holdings as compared with monographic holdings, and with the growing overlap in fields of knowledge, in course structure and in general literature this process may also need careful review.

The capacity of faculty and library staff members to select wisely and in cooperation is invaluable, but not easily developed. It is hampered by questions of prestige, by the absence of tools for selection, by the internal structure of the college, by a confusion between the long and the short view, by viciously proprietary feelings on the part of departments or the library.

“By what methods and from what sources” are essentially problems within the libraries, yet complications here play back on the primary issues of knowing the general nature of the library’s obligation and of having the responsibility for selection lie with those most competent to accept it.

There is one function which tends to rest with the heads of small libraries. Unlike the large libraries we do not commonly have an acquisition librarian except as we split off a part of ourselves to perform that function. While there is value in having acquisitions an integral part of head librarianship, there is also—sometimes loss, as this facet of the work may get snowed under by other crises.

Knowledge of methods and sources of acquisition is an area in which library schools have given us the least specific help and in which many of us, by performing inefficiently, handicap the acquisition program more than we like and shake faculty confidence in us. Sheer relative availability and speed figure very often and very importantly in the development of small college library collections.

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Financial, physical and other limitations also affect policy development. The restrictive nature of certain kinds of endowment arrangements is obvious. The college library already bursting its walls with sixty to seventy thousand volumes may induce a policy to hold that line as to size, which makes the withdrawal policies, already important for all libraries, easily as difficult to evolve as are positive acquisition policies.

Even in small colleges facts imbedded in the structure—land-grant commitments, public library service, accreditation pressures and such—have to be lived with even if impossible to love.

In some small colleges access to dependable buying guides is so lacking that ready-made lists, appropriate or not, take the place of local judgment and initiative.

In some small libraries, new dimensions (such as the administration of audio-visual materials) have to be accommodated and accommodated without enough advice, time, or money to be accommodated well.

We are all cheered by scattered reports of specific studies and experiments being carried forward by librarians and faculties together in realistic examination and planning of acquisition activities. It helps to know, too, that cooperative projects, even though slow to gain headway, are drawing faculty and librarian together with those in other colleges in shaping workable acquisition policies.

The facts cannot help but differ from college to college. The fiction of what we say about acquisition policies may wander from the too bright to the too dim view of our success.

There is increasing backing for policies which, while they urge full faculty participation in book selection do give the librarian final responsibility for decisions. It is easier now to point to reputable literature in librarianship or in educational administration which defines the faculty library committee as advisory rather than as executive. Many of our complaints concerning the difficulties we meet in establishing good acquisition policies will be reduced when these two factors become common characteristics of our colleges.

But our struggle is not wholly against other elements and forces than those we can control. Our struggle is with our own boot-straps, more often than we like to admit. We need more demonstration from ourselves of our competence to evolve and keep running well the acquisition programs of our institutions.

**Announcement of Study Grants**

The Fund for Adult Education is offering approximately 100 awards for academic study, supervised field experience, or combinations of the two for the improvement and advancement of persons concerned with the liberal or general education of adults. These awards are the beginning of a continuing effort to help meet the recognized need for additional and more highly skilled leaders in adult education. The awards will be made by a National Committee on Study Grants appointed by the Fund for Adult Education to plan and administer the program.

The study may be undertaken with any agency whose primary function is adult education. The recipient of an award may spend up to one year, on a full-time basis, in association with such an agency in a learning-by-doing situation or in a full academic year's study at an institution of higher education. No specific sums are designated for any type of award, but varies with the program to be followed. For fuller information write to Mrs. Grace Stevenson, ALA Headquarters, 50 East Huron Street, Chicago 11, Illinois. Requests for application blanks should be addressed to The Fund for Adult Education, National Committee on Study Grants, 141 West Jackson Boulevard, Chicago 4, Illinois. The deadline for applications for scholarships and fellowships is November 1. The deadline for applications for study awards is October 1, but those received later will be considered for training beginning after March 1, 1954.
Of Bibliological Mendicancy*

Dr. Thompson is director of libraries, University of Kentucky.

If I were a communicant of the Roman Catholic church, I have no doubt that I would take the orders and become a Franciscan. Begging books is my second nature, and, if I may be a little autobiographical, I can offer an abundance of logical explanation.

I came to bibliographical maturity as the Depression held our country in its grips, and on more than one occasion in the 1930's I would exhaust my meagre capital on Fourth Avenue and be compelled to live off of fish heads and rice until the next payday. During the war I was schooled in the fine art of bargaining from Mexico City to Santiago de Chile; and it is my normal reaction to open negotiations on this basis, although I do manage to restrain myself if I am dealing with a Munksgaard, a Goldschmidt, a Zeitlin, or a Wreden.

Since the war I have devoted myself to building a research library for which the book budget is in inverse proportion to the acquisitive zeal of the faculty.

The lesson of mendicancy came early, for a poverty-stricken graduate student with a few hundred books of his own soon develops a cunning sense for persuading others to part with their books for free. That is the way of the bibliologist. Gradually I progressed from playing on the sympathies of a few compassionate professors to the stage where I was able to persuade the late Randolph Adams to permit me to raid the duplicate basement of the Clements Library or even to extract occasional treasures from the fabulous hoard of my kind and generous friend Nathan van Patten.

At this point I should reassure my friends among the bibliopoles that bibliological mendicancy on the part of a librarian has no ill effect on the book trade. The Commonwealth of Kentucky appropriates barely a hundred thousand dollars a year for acquisition purposes in its one research library, a paltry sum by comparison with the figures approaching the half million mark which the two great state universities of California have spent in some years, but we could and would spend as much as we could get in state funds. Bibliological mendicancy in Lexington is pointed at the unusual, the out-of-the-way item, books which seldom ever are offered for sale at all.

There are two keys to successful begging: boldness, tempered by respectful courtesy, and a thorough knowledge of the higher realms of the world of books and the denizens who haunt it. The latter should be a primary consideration in setting up the curricula of our library schools. Only those library training agencies which fully recognize the book as their raison d'etre can produce graduates who will realize the full potential of their high mission in modern life. The names of Rosenbach, Bradshaw, Haebler, and Brunet must be as familiar to them as those of Dewey, Panizzi, Dziatzko, and the other founding fathers of library technology.

Of boldness in begging a book there are

* A talk to the Southern California Association of Antiquarian Booksellers, Los Angeles, June 24, 1953.

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hardly limits. In Lexington we examine regularly the gifts to the New York Public Library as reported in its *Bulletin* on the theory that anyone who gives a book to that great library will also give one to the University of Kentucky. We are about 95 per cent right. Several years ago I noticed that Mrs. Georg Vetlesen had presented to NYPL the magnificent three-volume catalog of her Chinese jade collection. A carefully phrased letter brought a set to Lexington, and each of my colleagues in other university libraries who requested a copy had a similar response until the limited edition of a hundred copies was exhausted.

We have had no such good fortune with the priceless Frick and Doheny catalogs, and I’ll offer a box at the Derby to anyone who can supply the proper leverage to extract them. We had much better luck with the Wrenn Catalog, but perseverance was essential. No copies ever appear, to my knowledge, on the antiquarian market, for apparently the University of Texas made a careful and comprehensive distribution to libraries when it first appeared. When we convinced Miss Ratchford that serious research in nineteenth century English literature was being done at the University of Kentucky, she went to bat for us and located an unneeded copy which had been sent to the Crerar. The administration of that great scientific library generously deposited its extra copy in our library.

Good turns to other libraries always pay off. For years we had coveted the remarkable facsimile of the *Codex Argenteus*, the great Gothic Bible of Ulfilas, which the University of Uppsala issued a quarter of a century ago and distributed to only a few of the largest research libraries. A gift of a few hundred miscellaneous issues of American local history periodicals, given more to be rid of a burdensome collection of duplicates than for any regular exchange, brought Ulfilas to the Bluegrass. We had a similar happy experience with the new university library of Olomouc, which might normally be forgotten as buried deep behind the iron curtain.

A slightly sophistic even though subtle use of history can often bring remarkable gifts. When the Spanish Foreign Office was solicited for copies of Francisco Vindel’s great series on fifteenth century Spanish printing, we referred to “the historic relationships of the Spain and the Commonwealth of Kentucky.” Now those of you who have read Winston Churchill’s *The Crossing* realize full well that patriotic Kentuckians have only the bitterest memories of General James Wilkinson’s conspiracy with the Spanish governor in New Orleans to take the Commonwealth out of the new union; but General Franco’s foreign minister was either ignorant of American history or misinterpreted our vague allusion. In any event, he sent us the books. A similar technique was used on the Imprimerie Nationale in Paris to get the beautiful facsimile of the seventeenth century Virgil issued by the Sun King’s Imprimerie Royale, but our references to our “historic ties” included no mention of Daniel Boone’s exploits against the French and Indians who sought to destroy his infant settlements.

The mendicant who seeks books does not always operate on the high level of *Haupt- und Staatsaktion* with correspondence with dignitaries of foreign governments. Anyone who is building a research library must be prepared to go anywhere anytime and do anything. Never will I forget a telephone call from the old community of Russellville, Kentucky, advising me that a chicken house full of “old papers” was going to be dumped in the Green River the next day. With no other excuse than pure intuition, I drove 200 miles to Russellville in a university-
owned panel truck and retrieved four early Kentucky imprints, and some choice nineteenth century Kentucky newspapers. I also brought back half of the dust and dirt of Logan County. I felt justified in charging the Commonwealth my dry cleaning bills, but the state auditor will never find them described as such on my expense accounts.

Kentucky courthouses are just as productive and just as filthy as Kentucky chicken houses. In the attic of the Harrison County Courthouse at Cynthiana I found a complete file of the eighteenth century Kentucky session laws buried beneath the very substantial evidence of many generations of pigeons. The haul from the courthouse in the delightful old river town of Greenup was not so productive, although I did locate two hitherto unknown Grayson, Kentucky, imprints in the ton and a half of books that came out of the back rooms. Far more rewarding was a meeting with a husky and talkative local character who turned up to watch the curious proceedings. When the observer identified himself as Jesse Stuart, I immediately forgot the books and began to work on Jesse for his manuscripts!

Our Kentucky authors have been usually generous in giving us their manuscripts, but, like most members of the writing clan, they are likely to be careless with their manuscripts once they have been printed. Our most widely read Kentucky author—more popular even than A. B. Guthrie, Jr., Robert Penn Warren, or Jesse Stuart—is a humble Trappist in Gethsemane, Kentucky, known within his order as Father Louis, O.C.S.O., but to the world of readers as Thomas Merton. Boston College beat us to the draw on the manuscript of The Seven Storey Mountain, but The Ascent to Truth and The Sign of Jonas have a permanent home in the university library of the one Southern state where Roman Catholic com-

petes on equal terms with Calvinist and Campbellite. Father Louis is, of course, enjoined to the observation of silence, but apparently his vows do not keep him from writing long and chatty letters, many of which are today in our archives.

Sometimes the beggar collects unusual gifts to accompany books and manuscripts. With a batch of James Lane Allen letters we had to take the opera cloak of the great man. Much more useful is the half-consumed bottle of rum presented by R.L.S. to Judge Mulligan, one-time U.S. Consul in Samoa and the world-renowned author of In Kentucky. It came to us with Stevenson’s dancing slippers, death mask, and some first editions. I say it is useful inasmuch as I keep it in the same unopened state in which I found it in September 1948 to prove I am not an alcoholic.

The best historical manuscripts are usually secured not through purchase but through solicitation or inheritance. The latter is a slow and uncertain process; and, when successful, the joy of acquisition is generally dampened by the loss of a valued friend. Some of the most significant manuscript records relative to the Ohio Valley are in our Samuel M. Wilson Library; and the fact that this noble collection is located in the University of Kentucky Library at present is due in large measure to the long years of friendship between Judge Wilson and Thomas D. Clark, head of the University of Kentucky history department. It is a basic qualification for a university librarian that he be a bookman and at home among other bookmen; and even if it is not his natural inclination, it is his solemn obligation to cultivate the friendship of all collectors in his vicinity.

Even the gratifying communion of fellowship with other collectors cannot rival the thrill of the chase, of hunting manuscripts in the hinterlands. In this field

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integrity is as important as boldness; for some of our American universities have been seriously embarrassed by none-too-scrupulous professors who have failed to return manuscripts given as loans, who have accepted collections from a single indifferent member of a family without consulting his co-heirs, or who have walked out of county clerks' offices too frequently with suspicious bulges in their overcoats. Only recently the University of Kentucky was permitted to copy a manuscript diary from the 1840's and 1850's which other manuscript hunters had considered inaccessible. The owner explained that two of her friends who had permitted the University Library to copy family papers photographically had received the originals back promptly and in the same condition in which they were sent, and that she had confidence in us.

The tales that can be told by a manuscript hunter are legion. On one occasion I received a call from Pikeville advising me that we could have a collection of papers if we removed them immediately after the funeral of the deceased owner. I arrived just as the funeral cortège was going out the front door and the movers were coming in the back door. I got the papers, but it was a unique experience to have been in a dead heat with a corpse.

On another occasion I was accused by an irate father—and owner of some nice Civil War letters—of being the Lochinvar who was meeting his daughter clandestinely. I established my identity as the father of two little girls in Lexington and a stranger in the community, but I didn't get the papers.

Some of the manuscripts of historical significance that have been acquired for the asking are fascinating. There is the account book of a famous madame of a famous house of ill repute, and the names of her creditors read like a political who's who. It must remain under lock and key for another generation. Again there are the oaths of allegiance of exconfederates to the United States of America, from the Pike County Courthouse and containing, _inter alia_, the promise of Captain Anderson Hatfield, C.S.A. (Devil Anse to all lovers of mountain lore), to be a good citizen and participate in no more civil strife. Perhaps most fascinating of all is the correspondence containing the treacherous schemes of General James Wilkinson, Benjamin Sebastian, and the _capitán general_ of Louisiana and the Floridas.

The still unfound treasures of the Ohio Valley as well as the rest of the United States in the fields of history and literature are legion. Contemporary documents of the greatest significance are frequently overlooked. To be sure, autograph collectors will bid a tidy sum for Harry Truman's now famous dogcatcher letter to John L. Lewis; but I am far more proud of the manuscript of a suppressed and unpublished chapter from a book by an influential modern American Catholic novelist. The state university librarian who does not attempt immediately to secure manuscript, galleys, page proof, and correspondence with publishers by local authors of contemporary belles lettres and other significant works by authors in his jurisdiction is doing a grave disservice to future historians of regional literature. In states where there is no official records administration program the librarians of the state university and the state historical society must watch state officials vigilantly to prevent destruction of historically significant official records. Old timers in Frankfort have told me that they have seen the channel of the Kentucky River choked with records dumped into it by state officials who have no proper concept of their responsibility to historians of the future.

On a somewhat different level of operation—and not always as a mendicant—we have found it extremely advantageous to
maintain contact with bibliophilic societies throughout the world. For a graphic arts collection it is essential to acquire the more important publications of the Grolier Club or the Sociedad de Bibliófilos Argentinos. For a literary collection the editions of the Swedish Sällskapet Bokvänner are basic texts as well as beautiful books. The publications of the Gutenberg-Gesellschaft are as important for general history and literature as they are for the history of the book. The Bibliographical Society of the University of Virginia is an outstanding example of a society that gives its members a far greater dollar value in publications than the modest dues of $4.50 per annum.

Every research library should make an effort to have at least one member of its staff on the rolls of each of the world’s important bibliophilic societies, or, when this is not possible, at least to maintain direct contact through a friend (as for example, the University of Kentucky Library with the Roxburghe through our loyal friend, Nathan van Patten, or with the Zamoranos through our stalwart ally, H. Richard Archer). The clubs themselves offer valuable publications at bargain prices, but even more important are the contacts and associations developed through them. The Zamorano’s Hoja Volante plus a Los Angeles telephone directory plus the epistolary skill of the curator of our graphic arts collection result in a constant influx of fine and privately printed pamphlets and often books from Southern California. The only American member of the Grafisk Cirkel (Copenhagen) is in Lexington, and he is on many a mailing list for keepsakes and privately printed Scandinavian books which reach these shores only very infrequently.

A persistent and insatiable love for reading bibliography is an indispensable qualification for the successful bibliological mendicant. Unless he reads the January and February issues of Grafiskt Forum, Nordisk Boktryckarekonst, and De grafiske Fag for the inevitable review articles on the annual deluge of Scandinavian Christmas books, he will fail to get many a choice item available for the asking. Only the bibliographical aficionado who examines carefully the Revista interamericana de bibliografía will note such items as Mr. James B. Child’s recent account of bibliophilic societies in Argentina, Chile, and Brazil and their publications. Regular careful perusal of the bibliography of current bibliography that appears in the Zentralblatt für Bibliothekswesen will yield many a gem from some out of the way corner of the globe. The splendid check-lists of current literature appearing at the end of each volume of Studies in Bibliography should be examined meticulously at any university offering advanced work in any field of the humanities. In order to secure everything listed here, the librarian must not only have a good book fund, but he must also beg.

One is constantly surprised by discovery of books and pamphlets important for research that are not in the book trade and are available only to him who is sufficiently imaginative and aggressive to request them. I found no less than fifteen such items in the most recent of the annual Renaissance bibliographies published by Studies in Philology. From the lists of new books in librarianship and bibliography which are published regularly in Bibliotheekleven, the Dutch library periodical, two or three items of value must be requested as gifts every month by the library that proposes to be complete in these fields. The state historical journals are veritable treasure houses of guides to obscure but significant publications. Some of them, such as the ones for North Carolina, Michigan, and East Tennessee, publish regular checklists of current writings on the history of their jurisdictions. Others, such as Kansas, issue acquisition lists of the state historical society library which

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serve the same purpose. All are equally indispensable and must be checked in a research library, for in each such list there are always several items not in the trade.

It is generally well to have an abundant supply of telephone books and specialized directories on hand in order to write directly to obscure and non-trade publications. At the University of Kentucky Library, however, we have found still another good use for the who's who type of directory covering Latin America. It has been my experience that 95 per cent of all Latin American authors are flattered by a request to present a North American library with inscribed copies of their books and generally comply eagerly. Careful checking of quien es quien or the equivalent publication for each Latin American country and direct solicitation from authors has yielded almost 3,000 titles of Latin American belles lettres in the last five years. The worst that can happen to a courteously phrased request for a Latin American author's book is an equally courteous reference to a local bookseller. I can recall only a half dozen such replies to about 800 letters of this type sent out last year.

An ordinary library school graduate cannot be a good bibliological mendicant if he has no further special qualifications. Any failure to recruit librarians with these special qualifications can be laid squarely at the feet of practicing librarians, for each of us must assume a share of responsibility for perpetuating the profession through able young men and women. In general the qualifications of the successful bibliological mendicant are the identical qualities that are needed in the successful librarian of a research library.

I have mentioned aggressiveness and knowledge of books. These two qualifications imply much more. The intelligently aggressive man or woman also has the courtesy, the good manners, the effective command of written and spoken English, the ingratiating appearance, and the systematic mind which impress the object of his aggressiveness. A knowledge of books implies about everything that modern education seems to be drifting away from. It implies a thorough background in some basic field (whether the humanities, the social studies, or the pure sciences), a good knowledge of two or three key languages and at least a title-page knowledge of the rest, an inveterate suspicion that in every human activity there is a book or a document for the library, catholic sympathies with learning in all fields, and the highest standards of scholarly endeavor and personal integrity. Give a university library director these qualifications plus the indispensable administrative ability that must be present in all head librarians, and the sky is the limit. What he can't buy, he can beg.

Future generations will not remember present-day librarians for their organizational charts, their surveys, their classification and pay plans, their ingenious fanfold forms—however necessary they may be for day-by-day operations. Scholars of the twenty-first century will measure the accomplishments of the librarian not so much by his techniques in dealing with a twentieth century public but by the collections he built. The collections must be meaningful within the framework of the national library economy, and a minimum book fund is necessary to attain stated objectives. But the skillful and experienced bibliological mendicant can do a great deal to rectify the delinquencies of a niggardly board of trustees that will set up $200,000 a year for athletic "scholarships" and half that sum for books. The beginning and the end of librarianship is the collecting and servicing of books, and successful policy and practice of begging are essentials in fulfilling this objective.

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COLLEGE AND RESEARCH LIBRARIES
Allocation of Book Funds in College Libraries

Mr. Richards is librarian, Carleton College, Northfield, Minn.

Allocation of book funds to academic subject fields is still of widespread interest among college librarians. Theoretical and practical reports have been published. In a study of recent practice in twelve colleges at the end of the year 1951-1952 some interesting new data were compiled and are presented below. The three tables represent parts of three distinct phases of the allocation problem. The first shows the percentage of allocated funds allowed each department in each of nine college libraries. (Three of the twelve reported that they do not allocate.) This then is a small cross section of what was being done in 1951-1952. The second table shows a new method for determining one of the factors significant in the allocation formula.

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**TABLE I**

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<th>Department</th>
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<td>68.8</td>
</tr>
</tbody>
</table>

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1 All colleges do not group their courses under identical departmental headings. It was necessary to take some liberties to separate or combine them into a uniform list. Where this was done an attempt was made to determine the proper proportions by studying the announcement of courses published by the reporting institution.

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By JAMES H. RICHARDS, JR.

OCTOBER, 1953
The third table shows the application of Table II and one other factor to the problem in one institution. The result, in terms of dollars, was a combination of the formula and a reasoned, frank discussion of local emphasis, aims, and lacunae. The figures were "rounded off" in the process.

*Because endowed funds determine the amount available for Art and Government & I. R., and because Physical Ed. has negligible library use, allocations had no effect on these departments. Hence the factors were omitted for them and a readjustment became necessary. This will be true also of Table III.

In this study a method was used to determine the average cost of books by subject field which it is believed offered somewhat distinct advantages. In this method an analysis was made of net purchase prices paid by the library in the preceding year or two. Thus the cost factor was related directly to demonstrable needs specifically suited to one institution, while eliminating the disparity of discount schedules between subject areas likely to result when using list prices. A percentage factor was then evolved which appears in the last column of Table II.

### Table II

Average Cost of Books by Subject Field

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<tr>
<th>Department</th>
<th>Total No. Units</th>
<th>Average Adjusted Net No. Units</th>
<th>Cost % of Total</th>
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<td>$941.68</td>
<td>149</td>
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<td>134.42</td>
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<td>Botany</td>
<td>163.13</td>
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Total Enrolment Distribution

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<th>Cost Index</th>
<th>Average Cost-Enrolment</th>
<th>Preliminary Allocation1946-52</th>
<th>Average Expenditures</th>
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<td>7.33</td>
<td>5.18</td>
<td>6.26</td>
<td>216.59</td>
<td>206.00</td>
<td>210.00</td>
</tr>
<tr>
<td>Romance Languages</td>
<td>5.22</td>
<td>6.36</td>
<td>5.79</td>
<td>200.33</td>
<td>216.00</td>
<td>200.00</td>
</tr>
<tr>
<td>Sociology</td>
<td></td>
<td></td>
<td></td>
<td>Total $3,459.96</td>
<td>3,460.00</td>
<td>3,460.00</td>
</tr>
</tbody>
</table>

1 Not including any postage charges, i.e. this is entirely for books.
2 Includes postage pro-rated to each book purchased.
3 Omitted—see note, Table II.
4 In part "inflated" by special gifts of several hundred dollars on two occasions.
5 66.5% of all book funds excepting endowment and grant funds, and postage.

For reasons in part peculiar to Carleton, the determination of the allocation pattern was initially based entirely on the cost factor (Table II) and enrolment distribution. Experimentally postage was also separated out of the entire book budget at the start. The preliminary allocation was then considered by the Faculty Library Committee in the light of the previous expenditures, 1946-52, and the practice in comparable schools elsewhere as shown in Table I. Special circumstances affecting Carleton were discussed and a frank but admittedly subjective appraisal of the book collection entered considerations before the final allocation was formulated.

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COLLEGE AND RESEARCH LIBRARIES
Columbia's New Charging System

By LOUISE STUBBLEFIELD AND FRED H. FORREST

Miss Stubblefield is circulation librarian, and Mr. Forrest, assistant circulation librarian, Columbia University Libraries.

On August 1, 1953, a new charging system was inaugurated in the Circulation Department of the Columbia University Libraries. The installation of the new method was the culmination of a long search by the circulation librarian to determine the means of giving the library clientele the maximum service. The search was made with the knowledge that controls should be designed to make materials available to readers in the most effective manner, and not, as some non-librarians believe, to frustrate the readers in their scholarly pursuits or to enrich the library by the collection of fines. As there is no perfect system which will be suitable to all libraries no matter what situations are peculiar to the individual institutions, a myriad of factors had to be considered.

From the preliminary investigations, several limiting factors were found which had to be considered by the circulation librarian in devising a new system; the major one being economy. The system should not be an expensive one. The total cost of the new circulation control could not exceed the present costs of equipment and personnel. It had to be one that could be used with the system of cataloging and preparation which had been used for the million books already in the stacks. The changeover had to be as simple as possible without the destruction of old records. It had to allow for the presence in the file of both old and new charges. Not only must it allow an easy changeover but also allow for a preliminary period of experimentation. In fact, such an experiment was made for four weeks in the Spring of 1952, during which period, time studies were made of routines and compared to those under the existing system.1

Other limiting factors involved the physical features and set-up of the library. A seemingly minor matter such as the size of the pneumatic tubes had to be kept in mind. The location file, which was considered a permanent feature of the Circulation Department, had to be maintained. At Columbia the central circulation collection provides extra copies to all departmental libraries of books on reserve lists. It is estimated that approximately 20,000 to 30,000 items are loaned to departmental libraries on a long-term, but nevertheless, temporary basis—usually for a semester or more. For this reason, then, the charging system must serve as a location file as well as a current out file, for otherwise these books might be unavailable to the student for long periods of time as the card catalog would not indicate this temporary change of location.

These were the major limiting factors in devising a system. But why was a new system considered desirable? A brief exposition of the former routines helps to answer that question.

The Loan Desk at Columbia was divided into two sections, called the Delivery Desk and the Charging Station. At the former

the reader presented his call slip (Fig. 1) and received his book. When the desk assistant delivered the book to the reader he placed it in a pre-dated and numbered transaction card and stamped it with a Bates numbering machine the same number on the call slip. If the reader used the book in the library, he returned it to the same section; if he wished to take it home he went to the Charging Station where he signed his name and address on the permanent book card in the pocket of the book and where the attendant stamped the date due in the book. It was at this point that he returned the book when finished with it. At both Delivery Desk and Charging Station he was required to show identification as borrowing privileges are not extended to all users of the Columbia Libraries. After

![Fig. 1: Old Call Slip](image1)

the reader signed the book card it was dated and placed in the main location file, the only file maintained. Transaction cards were removed from books returned to the Delivery Desk and from the other books when they were charged for home use; at the end of the day the transaction cards were arranged by number and the call slips cancelled. Any uncancelled call slips represented books taken from the library without being properly charged. Books charged for home use were sorted when returned and slipped from the location file.

Certain disadvantages of such a system are immediately apparent if one looks at it from the reader's point of view:

1. He must go to two separate places if he wishes to take a book out.
2. He must sign name and address twice.
3. He must show identification twice.
4. He must distinguish between two return stations.

These were irritations which needed to be eliminated. At the same time, from a librarian's point of view there were two other much greater handicaps that prevented the reader from getting maximum service although he himself could not easily see them:

1. At peak periods, such as after term papers were due and before examinations, books would be returned by the thousands. They piled up waiting to be slipped; it might be two days before the book reached the shelf after being returned. This resulted in many reports of books being out when they were actually in the library.
2. Daily or weekly sending of overdue notices was impossible. Notices were sent only at the close of each semester—three times
a year. It was a slow, cumbersome process for an assistant had to handle card by card each of the approximately 60,000 entries in the location file to see if it represented overdue books. By the time the notice was sent, the student may have returned to California, India, or South America, and the chances of recovering the book greatly diminished.

In seeking for another system which would eliminate these weaknesses and at the same time stay within the imposed limitations, the circulation librarian considered several systems now in use at other libraries. None, however, would seem to fill all the requirements of the Columbia situation. Mechanical systems such as audio-charging or photographic charging would eliminate slipping and furnish a feasible overdue system, but they would involve considerable expense and would not allow for a location file. The Keysort method would allow for a location file, but it is considered most successful only when the file is relatively small because of the time involved in checking for overdues by use of the needle. To keep department and faculty charges (which are indefinite loans) in a separate file would require a large amount of time in checking location. Although a book card is not used in the Keysort method one must still have the book in hand in order to discharge it from the file. A fundamental drawback at Columbia was the size of the pneumatic tubes which would not allow the use of the Keysort or IBM cards. The cost of renting IBM machines as well as making master cards for over one million books would be prohibitive. Although this system is used in some public and university libraries its use at Columbia was deemed impractical because it would not allow for a location file and would still make necessary the slipping of books if master cards were not made. For the latter reason the method of using tabs and similar arrangements for indicating due dates would not solve one of the major problems of the then existing system. In general these methods are considered more practical for small libraries. All of these considerations made it necessary to design a circulation control that, while resembling these several systems, is identical with none of them. Here, in brief, is how the system works:

The call slip, which also serves as the charge card, is a fold-over type of card with carbon on the back in order to make an impression on the fold-over portion. The face, or original (Fig. 2), carries the same information as the old call slip (Fig. 1). It is the customary library size, 3 x 5, while the fold-over portion, or carbon copy (Fig. 3), is only 3 x 3, thereby eliminating from this portion the information about the library client. The reason for the size of the carbon copy is that the tube system at Columbia is quite small and will not take a regular library size card in a sufficiently heavy paper stock.

The reader fills out the call slip-charge card and presents it at the desk. The desk assistant, after the call number has been checked in the location file, tears the two portions of the card apart, keeps the original at the desk, and sends the carbon to the appropriate tier. When the book comes to the desk with the carbon copy in it, it is

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matched with the original. The desk assistant takes a pre-dated transaction card (Fig. 4) showing date charged and date due and stamps on it in the space designated a transaction number by means of a Bates numbering machine. With the same machine set at "duplicate," he stamps the carbon copy with the same number. The transaction card is slipped into the book pocket and the charging operation is completed.

The original is stamped with the date of the operation and placed in a box for filing in the location file. The carbon copy is also dated and it is filed in a transaction file under the date by transaction number. At Columbia we have two charging desks, one at the Loan Desk and one at the stack exit. That means that for each day we have a separate series of transaction numbers for each date. In order to avoid any confusion in case of duplication a different color of ink pad is used in the Bates machine at the stack exit and a different colored pad is used when dating these charges.

As the charging operation is now completed at the Delivery Desk the former Charging Station is no longer needed for that purpose and has become instead the Return Desk. All books are returned at this point whether used in the library or taken home. Some books are non-circulating material and thus marked. The assistant at the Delivery Desk uses for these a transaction card on which only date charged is recorded. A slip reading "FOR USE IN THE LIBRARY" is placed in the book and it must be returned on the date borrowed. The same procedure is used for charges to persons who do not have borrowing privileges. The carbon copy is also marked making it easy to determine the next morning if all these charges have been returned. A charge to a departmental library or faculty member follows the same procedure except that no "FOR USE IN THE LIBRARY" slip is placed in the book. For the convenience of the desk assistant a transaction card of a different color is used for those on which only date charged is indicated.

When a book is returned at the Return Desk an assistant removes the transaction card from the pocket and places the book on a truck to be returned immediately to the shelf. The returned transaction cards are arranged by date and transaction number. From these cards the carbons in the transaction file bearing the same transaction numbers are removed. These cancelled carbons are then arranged by call number so that the originals may be pulled from the location file and the two parts destroyed. The charge cards of a day's charges are kept at the Return Desk throughout the day so that books used only in the library may be discharged before they are filed in the location file. The charge cards remaining at the end of the day represent the charges for home use and they are filed in the location file after they have been counted.

The carbon copies in the transaction file which remain for a certain date are the overdues (that is, excepting those charged to departments or faculty members). The original is pulled from the location file, the shelves are checked, and the overdue notice sent. It has been found that this type of card photographs well in the photo-clerk, although to date only third notices have been photographed. When scheduling difficulties of the photo-clerk are ironed out, the photographing of all overdues would undoubtedly be practicable.

During the four week experiment, a complete manual of procedure was drawn up. Slight improvements have been made in the procedure both during the experimental period and since the system was permanently established; however, no major changes
have been made in the basic features of the system. Trial runs have been made on two types of call slips, interleaved and spot carbon. Spot carbon causes some smudging in the file but not to the extent of making any charges illegible, and it was found that spot carbon makes a better impression and eliminates the extra procedure of tearing out and disposing of the carbon. For these reasons, the spot carbon call slip is now being used.

It should be apparent that the limiting factors which were major considerations in the designing of the new system have been observed. This is not an expensive system. The only piece of machinery used is the Bates numbering machine which costs about eighteen dollars. The same card trays, guide cards, and overdue notices are used. The increased cost of the call slips is somewhat offset by the elimination of the book card and the time taken in preparation of the latter. The transaction card replaces the date due slip and the transaction cards formerly used at the Delivery Desk. No changes had to be made in the cataloging preparation for the books already in the collection. The new system is operated with the same circulation personnel as the old. Some routines have been added but old ones have been dropped: the new routine at the Delivery Desk is more complex but the Charging Desk is entirely eliminated; discharging from two files is compensated for by the elimination of the extra sorting and handling of the books in slipping under the old system. The changeover was easily made as old charges could be slipped as previously without interfering with the new discharging routine. A permanent feature of the Circulation Department, the location file, has been retained.

There are drawbacks as any system must have. Here are the most important ones that we have experienced in our first few months using this system:

1. Some books which have been reserved by other readers are returned before they are due. These books go back to the shelves immediately as we do not know until the book is discharged from the location file that it is reserved. One must then go to the shelf for it and occasionally it has already been charged out by another reader. If we recall a book we request the reader to return the post card with the book. In that case the book is placed in a designated place so that it may be checked in the file for the reserve. We have found the readers willing to cooperate with us in this matter.

2. Legibility is sometimes a problem as the readers fill out the call slip themselves in pencil. They are naturally not as easy to read as a typewritten book card would be. We do have the author and title on which to double check if the call number is not plain.

3. This system requires very accurate work on the part of the desk assistants. Such accuracy in the matter of volume and copy numbers may be slighted in very busy periods when one is working under pressure. Lack of complete information can be cleared up by checking shelf list and shelves, but that is time consuming.

The test of the new system is whether it has eliminated the drawbacks of the old without generating proportionately greater ones. It should be obvious that this system has cleared up the sources of reader irritation:

1. The reader now goes to only one point for the operation of charging a book. In the time studies it was found that the operation of giving a book to a reader under the old system averaged 13 seconds and the Charge Desk operation averaged 27 seconds, making a total of 40 seconds. Now that both operations are combined the time averages 22 seconds. A difference of 18 seconds may sound negligible but a reader may take several books at once, and these figures do not show the time wasted in waiting at another desk. From reader reaction we know that they appreciate this time saving.

2. He signs his name and address only once.
(3) He shows identification but once.
(4) He does not have to distinguish between two return points.

It should be remarked however that the above advantages apply only to the readers applying for books at the Loan Desk. Readers who have stack access must fill out the call slip; in the past they only signed name and address on the book card. Some, however, have already filled out the call slip when they consulted the catalog. Few have complained and those that have objected have been ready to cooperate when we have explained the two features of the new system that make books more readily available for the reader:

(1) Books are returned immediately to the shelf. Within four hours after their return they are on the shelf and available in contrast to 24 or 36 hours under the old system.
(2) Regular over-due notices have resulted in books being returned more promptly, making them available for other readers. There are already indications that book losses will be reduced.

There have been other minor advantages which have been of help to the department:

(1) All information is on the face of the card, making checking in the file easier. Under the old system one might have to pull the card from the file and turn it over if the signature was on the back. If photographed for overdues, two exposures were necessary for one card.
(2) Author and title are copied by the reader from the card catalog. Under the old system, desk assistants had to make new book cards when the old one was filled or the book had none. As the bibliographic background of staff members is somewhat limited, they could not always make them accurately, especially for languages such as Russian.
(3) It is now possible to make a check of faculty and departmental charges from the transaction file without going through the location file charge by charge.
(4) Retaining the original call slip at the Delivery Desk while the carbon copy is sent to the stacks has been of advantage to the desk assistant. He knows exactly what slips have been sent to the stacks and can check if there is any delay. If a carbon is lost by the page he has the call number and does not have to require the reader to go back to the catalog. He can be certain when a reader has received all the books for which he is waiting.

In evaluating any method of circulation control, the advantages and disadvantages must be carefully considered and weighed. The advantages both to readers and to departmental personnel must greatly outweigh the disadvantages. It would not be practical or sound for any library to install this charging system or any system without first considering its own particular problems. Any charging system must be unique; that is, if transplanted to another library it must be changed in many aspects to suit the peculiar situations of that library. After eight months of use, this charging system now used at Columbia has proved to have sound basic principles which make for effective circulation control and which may be easily and effectively adapted to other libraries.

Library Building Plans Institute

Tentative plans for the Third Library Building Plans Institute sponsored by the ACRL Library Buildings Committee are being made. If sufficient interest is expressed, the Institute will be held on January 29 and 30 at the Morrison Hotel in Chicago as a preconference activity of the 1954 Midwinter Meeting of the American Library Association.

Librarians interested in presenting their plans for criticism or in attending the Institute are asked to write immediately to Charles M. Adams, chairman, ACRL Buildings Committee, librarian, Women's College, University of North Carolina, Greensboro.
Prompt Payment of Bookdealers' Invoices: An Approach to Standards

Mr. Bennett, librarian, University of Arizona, was formerly head of the acquisitions department, Columbia University Libraries.

Do university libraries make payment as promptly as they should for materials supplied by bookdealers and subscription agents? Can standards acceptable to both dealer and librarian be constructed for measuring a library's performance in this area?

A survey of bookdealers' expectations, undertaken in June 1951 to provide a basis for setting standards, is reported in the first section below. Factors affecting the construction of appropriate standards, viewed in relation to dealers' expectations, are discussed in a second section, and standards tentatively suggested. Finally, in order to test the practicability of these standards, one university library's performance in processing invoices is analyzed and evaluated.

Bookdealers' Expectations

The survey grew out of an attempt to analyze the relative promptness with which the acquisitions department of Columbia University Libraries processes bookdealers' invoices for payment. Analysis had permitted description of departmental performance but, in the absence of any formal standards, evaluation was impossible except in purely subjective terms. The first step in any attempt to formulate standards, it seemed obvious, was to consult the group most directly affected by any failure on the part of libraries to make payment reasonably promptly.

Questionnaires were mailed to 96 bookdealers (61 in the U.S.; 35 in countries abroad) selected at random from a card file in the department. Usable replies were received from 54 of the domestic dealers (89%) and from 22 of the foreign dealers (63%). Ninety per cent of the responses from domestic dealers were returned within 10 days, and 91% of the replies from foreign dealers within the roughly comparable period of 40 days.

The first question asked was, "How soon after date of invoice do you believe payment for books should be in your hands?" The same phrasing was employed in a second question, which focused upon payment for periodical subscriptions and continuations. Respondents were asked in each case to check a pre-coded time-interval.

The distribution of responses is shown in Table I. As was expected, the responses of foreign dealers differed significantly from those of domestic dealers, because of obvious differences in the amounts of time required for shipping books from, and transmitting payment to, dealers abroad. Within each group, responses relating to book invoices differed from those relating to serials invoices.

The median expectation of domestic dealers was 30 days for payment of book invoices, and 45 days for serials invoices. The median expectation of foreign dealers was 60 days for each invoice category. A more satisfactory measure can be secured by weighting

<table>
<thead>
<tr>
<th>No. of days from date of invoice to receipt of payment</th>
<th>Domestic Dealers</th>
<th>Foreign Dealers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Book Invoices (% of invoices)</td>
<td>Serials Invoices (% of invoices)</td>
</tr>
<tr>
<td>15</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>30</td>
<td>29</td>
<td>54</td>
</tr>
<tr>
<td>45</td>
<td>16</td>
<td>30</td>
</tr>
<tr>
<td>60</td>
<td>7</td>
<td>13</td>
</tr>
<tr>
<td>90</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td>Totals</td>
<td>54</td>
<td>100</td>
</tr>
<tr>
<td>Averages</td>
<td>41 days</td>
<td>43 days</td>
</tr>
</tbody>
</table>

*"Not Applicable" responses disregarded in calculating percentages and averages.

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By FLEMING BENNETT
the responses in each cell by the length of interval (number of days) and computing average expectations for each category. The results of these computations are shown at the bottom of Table 1. Weighting in this fashion assumes that even if dealers had been asked to state their expectations freely, they would have tended to state them in intervals similar to those provided in the questionnaire.

For both domestic and foreign dealers, the difference in average expectations with respect to invoices for books and serials is not significant: 41 and 43 days for domestic dealers; 66 and 67 days for foreign dealers. In order to simplify the construction of standards based on such expectations, and recognizing that close approximations are satisfactory in handling data of this sort, it is asserted that the average domestic dealer expects payment within 42 days, and the average foreign dealer within 67 days, after date of invoice.

Although the questions posed in the questionnaire were stated in generalized terms, it cannot be assumed that the expectations stated by respondents in this survey apply to all university libraries in the U.S. They apply principally, and perhaps exclusively, to Columbia University Libraries. It appears reasonable to assert, however, that standards derived from an analysis of these expectations may be applicable also to other libraries located no more than 10 days' shipping distance from their major domestic sources of supply.

**Standards for Library Performance**

Any attempt to specify standard intervals within which a university library should complete its processing of invoices must take into account certain variables outside the control of the library.

**Variables Affecting Standard-setting.**—The major variable is distance between library and dealer, and its chief dependent variables, the amount of time required for delivery of materials and invoices and for transmittal of payment. The university library which is located near a large book-trade center is obviously in a better position to meet a 42-day expectation of payment on domestic invoices than is a library located at a considerable distance from such a center. With as little as two or three days required for shipping materials and one day for transmitting payment, the more favorably located library whose business office is able to process payment within a reasonably short period may be able to allow as long as 28 days for processing an invoice. If, on the other hand, as much as 10 days are required for shipping materials and 5 days for transmitting payment, the library may have to shorten its processing period to 10 or 11 days in order to meet a domestic dealers' expectation of payment within 42 days. Similar assertions must be made in considering the amount of time a library may allow for its processing of foreign dealers' invoices.

Another important variable, as suggested briefly above, is the amount of time the university's business office requires for final processing. Some university business offices may be able to dispatch payment within a week after the library has forwarded an invoice, while others may require two or three weeks. Even greater delays may be necessary in periods of peak activity.

State universities ordinarily have central business offices in which only a portion of the final processing is accomplished. Invoices approved first by the library and then processed by the local business office must generally be forwarded to a disbursing office in the state capital. The libraries of such institutions can scarcely hope to meet the expectations of dealers unless they are in a position to accession materials the same day they arrive, and forward invoices to the university's business office within one or two days.

**An Approach to Standards.**—The way in which these variables operate to the disadvantage of (1) libraries located at moderate or considerable distances from their sources of supply, and (2) libraries in universities whose business offices are unable to process payment within a relatively short time, makes hazardous any attempt to construct standards of general applicability. The only satisfactory approach appears to lie in specifying a formula which can be applied in individual libraries. The elements in such a formula are the dealer's expectation (E); average shipping time (S); average time required for business-office processing (B); average time required for transmitting payment (P); the amount of time the library may allow for processing (L), and still meet the dealer's
TABLE II
Time Allowances Within Which Libraries Located at Varying Distances from Sources of Supply Can Meet Dealers' Expectations

<table>
<thead>
<tr>
<th>Dealer's Shipping Time</th>
<th>Business Office Processing Time</th>
<th>Transmittal Time</th>
<th>Allowance for Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>10</td>
<td>1</td>
<td>28</td>
</tr>
<tr>
<td>3</td>
<td>12</td>
<td>1</td>
<td>26</td>
</tr>
<tr>
<td>3</td>
<td>14</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
<td>2</td>
<td>22</td>
</tr>
<tr>
<td>5</td>
<td>10</td>
<td>2</td>
<td>25</td>
</tr>
<tr>
<td>5</td>
<td>12</td>
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</tr>
<tr>
<td>5</td>
<td>14</td>
<td>2</td>
<td>21</td>
</tr>
<tr>
<td>5</td>
<td>16</td>
<td>2</td>
<td>19</td>
</tr>
<tr>
<td>8</td>
<td>10</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>8</td>
<td>12</td>
<td>4</td>
<td>18</td>
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<td>8</td>
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<td>8</td>
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<td>10</td>
<td>5</td>
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<td>10</td>
<td>12</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>10</td>
<td>14</td>
<td>5</td>
<td>13</td>
</tr>
<tr>
<td>10</td>
<td>16</td>
<td>5</td>
<td>11</td>
</tr>
</tbody>
</table>

67 Days

| 21                     | 10                              | 10               | 26                    |
| 21                     | 12                              | 10               | 24                    |
| 21                     | 14                              | 10               | 22                    |
| 21                     | 16                              | 10               | 20                    |
| 25                     | 10                              | 12               | 20                    |
| 25                     | 12                              | 12               | 18                    |
| 25                     | 14                              | 12               | 16                    |
| 25                     | 16                              | 12               | 14                    |
| 29                     | 10                              | 14               | 14                    |
| 29                     | 12                              | 14               | 12                    |
| 29                     | 14                              | 14               | 10                    |
| 29                     | 16                              | 14               | 8                     |
| 33                     | 10                              | 16               | 8                     |
| 33                     | 12                              | 16               | 6                     |
| 33                     | 14                              | 16               | 4                     |
| 33                     | 16                              | 16               | 2                     |

Performance Measurement at Columbia

The analysis of Columbia University Libraries' performance is based upon invoices processed during two sample periods: (1) an 8-week period (24 November 1951 through 18 January 1952) during which a total of 1606 invoices was processed; and (2) a 4-week period (27 February through 25 March 1952) during which 991 invoices were processed. There is evidence to support a claim of representativeness for the combined sample of 2597 invoices. Its composition differs only slightly from that of samples analyzed earlier (in November-December 1950 and in May-June 1951); e.g., 48% of the total sample were domestic book invoices as compared with 50% in each of the earlier samples, and 25% were domestic serials invoices as compared with 23% and 25% in earlier analyses.

During the sample periods accessions clerks followed standard departmental routines, processing invoices continuously as materials were accessioned. Invoices were approved, signed and forwarded to the Controller's Office on a daily basis.

The focus of analysis was entirely upon library performance. All invoices received in the mail were dated upon receipt; shipping labels on all shipments were stamped with date of receipt, and this date transcribed on the invoice covering the shipment. For each invoice processed during the two sample periods, a time-interval was calculated from the date on which the library was first in a position to process it (i.e., receipt-of-invoice date, or the receipt-of-shipment date, whichever was later) to the date on which it was forwarded to the Controller's Office for payment.

During the first sample period, time-intervals were tallied by hand according to invoice-categories alone. For the second sample, a code-sheet designed to provide broader analytical scope was employed, and the data punched on IBM cards. For the central portion of the analysis the data for

It is suggested that business officers of a university can take measures (e.g., revamped procedures, augmented staff) designed to ensure dispatch of payment within 16 days or less after an approved invoice has been forwarded by the library.

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TABLE III
Cumulative Proportions of Invoices for Books and Serials From Domestic and Foreign Dealers Approved for Payment Within Specific Time-Intervals

<table>
<thead>
<tr>
<th>Interval from receipt of materials and/or invoices to date of approval</th>
<th>Book Invoices</th>
<th>Serials Invoices</th>
<th>All Invoices</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Domestic (%)</td>
<td>Foreign (%)</td>
<td>Total (%)</td>
</tr>
<tr>
<td>4 days</td>
<td>36</td>
<td>19</td>
<td>55</td>
</tr>
<tr>
<td>7 days</td>
<td>71</td>
<td>47</td>
<td>118</td>
</tr>
<tr>
<td>10 days</td>
<td>85</td>
<td>70</td>
<td>155</td>
</tr>
<tr>
<td>14 days</td>
<td>92</td>
<td>82</td>
<td>174</td>
</tr>
<tr>
<td>20 days</td>
<td>95</td>
<td>91</td>
<td>186</td>
</tr>
<tr>
<td>31 days</td>
<td>97</td>
<td>95</td>
<td>192</td>
</tr>
</tbody>
</table>

Number of Invoices (N = 100%)

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1241</td>
<td>399</td>
<td>1640</td>
</tr>
<tr>
<td></td>
<td>661</td>
<td>296</td>
<td>957</td>
</tr>
<tr>
<td></td>
<td>1902</td>
<td>695</td>
<td>2597</td>
</tr>
</tbody>
</table>

Findings.—The cumulated percentage figures reveal that serials invoices are processed as promptly as book invoices, but that the processing of invoices from foreign dealers tends to lag behind that of invoices from domestic dealers, particularly in the shorter intervals. During the sample periods the library processed 91% of all domestic invoices within 14 days, as compared with 83% of all foreign invoices within the same interval; and, within 20 days, 95% of domestic invoices as compared with 91% of foreign invoices.

This difference can probably be explained chiefly in terms of a general lack of language facility among invoice-clerks in the library. A psychological selection factor possibly operates also to the disadvantage of foreign invoices; clerks, preferring to work with invoices rendered in their own language, may tend to defer action on foreign invoices. Other factors which may help to explain the differences are: (1) an inherent difficulty in converting foreign currencies; and (2) the modes of bibliographic citation sometimes employed by foreign dealers.

The hypothesis that multiple-item invoices are processed less promptly than those for one or two items only was tested during the second sample period. The results of the analysis are shown in Table IV, in which it is revealed that 46% of all one-or-two-item invoices are processed within four days, as compared with 37% of three-to-five-item invoices and 28% of those for six or more items. As the time-intervals lengthen, however, this difference steadily diminishes. Cross tabulations were made to detect whether this difference resulted simply from a higher proportion of multiple-item invoices in the foreign group, but the variable was found to operate independently. Differences with respect to domestic and foreign invoices narrowed somewhat in the one-or-two-item group, but remained clearly visible in all groups.

This finding is of little significance at Columbia, where 80% of all invoices received are for one or two items only, but it might be of considerable significance in a library where there is a higher proportion of invoices for three or more items.
Evaluation of Performance.—It has been found that, on the average, five days are required for shipping domestic materials and approximately 25 days for shipping foreign materials to Columbia University Libraries. It has also been found (1) that the Controller’s Office at Columbia generally requires 12 days for processing invoice-payments; and (2) that the average time required for transmitting payments to domestic dealers is two days, and 12 days for payments sent abroad. Substituting these known values in the formula suggested above, the time-allowances that can safely be permitted are found to be 23 days for domestic invoices and 18 days for foreign invoices. In order to simplify the evaluation process, however, the writer has chosen to employ a “standard” of 20 days for both categories.

The analysis shown in Table III reveals that, with respect to domestic invoices, the library came within 5% of meeting the standard for book invoices, and within 6% for serials invoices. Performance with respect to foreign invoices was on a slightly lower level. Nine per cent of foreign book invoices and 10% of foreign serials invoices remained to be processed by the end of a 20-day period. Adjudged in terms of this relatively lenient standard, Columbia’s performance was highly satisfactory.

Since most libraries are more distant from their sources than Columbia is, and would be obligated to process invoices within shorter time-allowances, an evaluation of Columbia’s performance against a 10-day standard should throw considerable light upon the question of whether university libraries in general would be able to meet dealers’ expectations. When appraised on the basis of the shorter 10-day standard, analysis shows that the library failed to process 15% of all domestic book invoices, and 17% of all domestic serials invoices, within 10 days. Thirty per cent of foreign book invoices, and 24% of foreign serials invoices required more than 10 days for complete processing. Adjudged by this more severe standard, it cannot be asserted that Columbia’s performance was satisfactory.

The possibility that Columbia’s performance may be fairly typical suggests the advisability of incorporating a tolerance factor into any set of standards which might be evolved. The reasonableness of permitting a tolerance of between 15% and 20% is underscored by analytical findings examined below.

Reasons for Delay.—The analysis of Columbia’s invoice-payment performance in the first sample period indicated, as had two preliminary analyses, that despite strong efforts to make the processing of all invoices effectively prompt, a certain proportion of them require a longer processing period. In the second sample period, therefore, an attempt was made to ascertain the reasons for delays of more than ten days. Several pre-coded reasons were set down on checklist memoranda, and space provided for writing in reasons other than those listed. Invoice-clerks were instructed to attach one of these, appropriately checked, to each invoice whose

<table>
<thead>
<tr>
<th>Reasons for delay</th>
<th>Domestic Invoices</th>
<th>Foreign Invoices</th>
<th>All Invoices</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Books (%)</td>
<td>Serials (%)</td>
<td>Total (%)</td>
</tr>
<tr>
<td>Operational Deficiency in Library</td>
<td>3.3</td>
<td>2.5</td>
<td>3.0</td>
</tr>
<tr>
<td>Operational Deficiency in Dealer’s Establishment</td>
<td>0.2</td>
<td>3.8</td>
<td>1.4</td>
</tr>
<tr>
<td>Operational Exigency in the Library</td>
<td>9.6</td>
<td>7.3</td>
<td>8.9</td>
</tr>
<tr>
<td>Proportion of Invoices Requiring More than Ten Days for Processing</td>
<td>13.1</td>
<td>13.6</td>
<td>13.3</td>
</tr>
<tr>
<td>Total Number of Invoices (N = 100%)</td>
<td>489</td>
<td>234</td>
<td>723</td>
</tr>
</tbody>
</table>

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processing had required more than ten days.

For purposes of analysis, reasons have been grouped into three main categories. In the list which follows, the reasons which accounted for more than three delays during the second sample period are italicized.

1. **Operational Deficiencies in Library**
   a. Order card incorrect, incomplete or misfiled.
   b. Invoice received in acquisitions department; materials received in departmental library.
   c. Invoice and materials arrived at different times; clerk failed to match invoice against notice-of-receipt in vendor's file.
   d. Faulty communication between library departments; e.g., invoice destined for Medical Library mis-directed to Law Library.

2. **Operational Deficiencies in Dealer's Establishment**
   a. Part of material listed but not supplied.
   b. Material or serial title not clearly identified.
   c. Library's order number(s) not cited; or incorrectly cited.
   d. Dealer supplied part of series without authorization; volume had to be referred to a departmental librarian for acceptance.
   e. Dealer supplied on cancelled order; decision to reactivate order had to be referred to a departmental librarian.
   f. Invoice incorrectly rendered; e.g., wrong title, or wrong volume numbers cited, necessitating correspondence with dealer.

3. **Operational Exigencies in Library**
   a. Order had to be re-coded in different order-number series; e.g., order placed in belief title comprised single volume, but found to be part of a set.
   b. Order records temporarily in bindery, necessitating delay in recording of receipt and invoice-payment.
   c. Farmington Plan invoice, requiring assignment of fund-account to be debited.
   d. Serials and books listed on same invoice; two divisions of acquisitions department and/or one or more departmental libraries involved in processing payment.
   e. Books submitted on approval; had to be referred to departmental library for acceptance.
   f. Subscription price-increase seemed excessive; invoice held for verification of new rate.
   g. Vendor specified payment be made to different payee, necessitating special handling.
   h. Absence of invoice-clerk because of illness.
   i. Invoices had to be referred to departmental library for approval, because of long-standing policy.

The results of the analysis are shown in Table V. The final column indicates that delays in processing are more often assignable to operational deficiencies in the library than in the dealer's establishment, but that delays are caused much more often by deterrents over which, for one reason or another, neither librarian nor dealer can exert effective control.

Examination of specific reasons reveals, for example, that nine invoices (0.9%) were delayed because an invoice-clerk was absent due to illness, and eleven (1.1%) because of the necessity, midway in the sample period, for having the order-record bound. The largest single group of delayed invoices (6.8%) were those which, because of long-standing policy, were processed in two large departmental libraries instead of in the central acquisitions unit.

The only other sizeable group of delayed invoices is one which the writer, perhaps with insufficient justification, designated for inclusion in the library-deficiency category. Fifteen invoices (1.5%), received in the central acquisitions unit, were for materials shipped directly to a departmental library. In the absence of any notice of receipt from the latter, the invoices were filed to await receipt of shipment in the central unit, and were not investigated until approximately two weeks later. Two solutions to this kind of problem suggest themselves: (1) To ask dealers always to specify on their invoices the address to which they shipped materials if shipment was not addressed to the central acquisitions department; and (2) To request departmental librarians always to notify the central acquisitions department immediately when such shipments are delivered to them.

This portion of the analysis, it is believed, will help dealers to understand why, almost inevitably, a small proportion of their invoices are not, and possibly cannot be, processed by libraries within the relatively short time-allowance of ten days. Dealers will probably agree that, in the light of these findings, their expectations of payment should be modified, and that the practicability of a set of stand-

(Continued on page 395)
Reading Programs and the Junior College Library

By RUTH E. NEWMAN AND IRA J. PESKIND

Miss Newman is director of Reading Program, and Mr. Peskind, assistant librarian and audio-visual director, Wright Junior College, Chicago.

Cooperation between the library and the academic departments in a junior college is essential to the most effective functioning of both groups. When a new program or course is established it is generally recognized that the library has the responsibility for providing appropriate services and materials. In the case of a newly instituted reading program, the library has additional obligations of its own. A library is, among other things, a center of reading materials and a place to read. The library, informally or otherwise, has an inherent interest in reading and in all of the problems concerned with reading. The Wright Junior College Library is very much involved in the growth of the reading program as it is believed that academic library personnel should be constantly aware of the reading problems of students, and participate as fully as possible in their solution. In many institutions the library and reading programs are very effectively integrated. The example with which we shall primarily concern ourselves is an instance of such cooperation. It may be noted that the term reading program is used to designate any formal arrangement within institutions of any variety which provides training by which individuals may become more efficient readers.

When the reading program first came upon the scene in higher education many persons saw it only as a tool to help the student who was seriously retarded in the development of a fundamental skill. Now, in many instances, reading programs have been formulated with the purpose of serving all the students at their current reading levels. At Wright Junior College in Chicago there is such a program. Wright is a two-year public college where students follow terminal studies and also prepare for work on a more advanced academic level. Wright is also a community college. As an aspect of community service a course in Reading Improvement is offered as a part of the Adult Education program. Another similar but extended service is available to persons who are enrolled in the Police Training Program.

There is a three-level reading service for regular students. Attention to individual reading problems is given in Reading Workshops which are non-credit groups. Materials which are used in this work are selected in accordance with the students' current reading level. A course in Developmental Reading is designed to serve the average student reader. Here, the material is all on college level since two hours credit is given for this course. The Analytical Reading course provides challenging reading situations for students who are already excellent readers. Reading matter in this

* Paper given at ACRL Junior College Libraries Section meeting, Feb. 5, 1953, Chicago.
A course is selected from the areas of general education: sciences, social sciences, and the humanities. Some mechanical equipment such as tachistoscopes and reading accelerators is incorporated into the reading program in various ways in accordance with the objectives of the courses and needs of the students.

An academic library should be prepared to provide materials and services for all courses and phases of the curriculum. If a reading program is started in a school, the library is obligated to provide for it much in the same way that it would for a new course in English, chemistry, or in history. At the very beginning, existing resources should be examined for their applicability and usefulness to the new reading courses. If present facilities in the library cannot handle the new situations, then the guiding rule should be that new materials and services must be provided to meet the situation.

After one semester of an experimental reading program in the non-credit adult education evening classes at Wright Junior College, it was decided that a complete reading program should be initiated for the entire college. At the very beginning, the reading instructors conferred with the librarian to make known the needs of the new program. The librarian then proceeded to organize library resources to aid the reading instructors and students.

In the organizational set-up of the library at Wright, the librarian is in charge of professional reading resources for the faculty as well as the library staff. To accommodate the new reading program, the librarian began a systematic search through books, periodical articles, newspaper accounts, and other materials of value for the reading instructors. This information of a professional nature is sent to the instructors as a part of the library’s program of service to the faculty.

An assistant librarian is assigned to be in charge of supplies which are used by reading students. This librarian scans book catalogs, lists, trade bibliographies, and other sources to find reading materials which are graded and texts that are specifically designed for remedial reading or are otherwise well suited to the Wright reading program.

This concern for appropriate materials has led to a certain amount of reorientation in book selection procedures. The student with reading difficulties was recognized and accepted for the first time and adjustments were accordingly made in the book collections. An example of an adjustment to reading has occurred at the request of the reading instructors themselves when the *World Book Encyclopedia* was added to the reference collection. Other reference works of a simplified nature were acquired to meet the needs of students who, although they have difficulties in reading, may be very intelligent and serious about their studies. Evaluation and change in book selection has occurred as a result of the new reading consciousness of teaching departments in the junior college. Requests for books from departments now typically contain a few books of excellent quality which are geared at lower levels of reading difficulty.

All the departments of the library have been drawn into the reading program in one respect or another. The reference librarian and the cataloger-order librarian both assume responsibilities for reading materials just as they do for other materials. As the Wright Library has a rather well-developed audio-visual section, it, too, is integrated into the reading program. Reading accelerators are housed in the library adjacent to the audio-visual room and convenient to
electrical outlets and supervision by the audio-visual librarian. Students are assigned by the reading instructors to use the accelerators on an individual basis. There is a special collection of books on the tables with the accelerators and recommended for use with them. These books were chosen by the reading instructors for their reading content and have word counts in them so that rates on the accelerators can be immediately determined by the students without computation.

The audio-visual department also provides mechanical maintenance for the accelerators as well as for the tachistoscopes, ophthalmographs, and other devices used in the reading classes. The library dispatches student operators to deliver this equipment to instructors so that it is set up and ready for immediate use. The reading instructors and the audio-visual librarian work very closely together to work out problems involving technical equipment and audio-visual materials.

Though the library has already adapted its resources and abilities to the new reading program, it plans to expand its services. As the reading program becomes more extensive, the library services will undoubtedly become greater and more varied to meet the new demands of the program. The library has formulated plans for increased reading activities including a separate area for reading students which will be equipped with accelerators, special books, materials, and other devices.

The school or college library will probably make its greatest contribution to the expanded interest in reading by performing its usual function of directly integrating itself with the teaching program. When new courses, workshops and other curriculums concerned with reading are instituted, the academic library will play a role as important as those which it plays in traditional courses and academic activities. Only by constantly adapting itself to school and college needs, can the library continue to perform its basic educational function.

Prompt Payment of Bookdealers' Invoices

(Continued from page 392)

ards depends upon the incorporation of a tolerance factor. Standards might then be stated in some such terms as these: "If a university library processes 85% of all invoices within ten days and the remainder within a month, its performance may be adjudged highly satisfactory."

Conclusion

Implicit throughout this discussion is the premise that promptness in processing payment for library materials is essential to the maintenance of strong, cordial relationships between dealers and libraries. Motivated by a desire to promote mutual understanding between partners in an enterprise of considerable importance to academic communities, an attempt has been made to explore the possibility of constructing standards acceptable to both.

An analysis of Columbia University Libraries’ performance in this area indicates that the standards tentatively evolved may be applicable to a majority of university libraries in the U.S. Their general applicability and adoption, however, must wait upon reports of library investigations other than the one reported here.

A separate analysis of invoices requiring longer than ten days to process suggests (1) that dealers’ expectations do not take fully into account certain factors which are not subject to effective control, and (2) that the practicability of any adopted standards depends upon the incorporation of a realistic tolerance factor.

OCTOBER, 1953
The design and use of forms in library acquisitions work is conditioned by two basic factors:

(1) The interacting characteristics of size, organization, policies and methods, peculiar to the particular library or library system. For example: the organizational plan of the library determines, to a certain extent, which kinds of record-files are essential and which may safely be disregarded—alphabetical order-files, chronological order-files, or order-files arranged by source of supply, orders-received or accession files, fiscal or “fund” files, “in-process” files, etc.; and the types of records kept affect, in turn, the number and kinds of forms required. Similarly, volume of business—a function of size—exerts a considerable influence on the forms problem.

(2) The nature and frequency of operations involved in acquisitions routines, in general. Thus, the order department of every library is faced with certain basic problems: the solicitation of quotations, order-placement, order-claiming or “follow-up,” order-cancellation, the payment or approval for payment of invoices, etc.

The first of these factors makes for diversity, both in kinds of forms employed and in design within the same type of form; the second criterion, dispassionately considered and explored, argues for similarity and standardization. Since libraries and librarians tend to be so rampantly individual, the former, differentiating ingredient has all the best of it, and acquisitions forms in American libraries are far more remarkable for their variety than for their uniformity. The order itself, for instance, may be a letter-size order-sheet in duplicate or triplicate, or it may be the 3” x 5”, multiple-copy, “correlated” order-slip; and among any broad collection of samples of the latter sort will be found variations: (a) in number of parts (from three or four to as many as nine), (b) in the disposition made of, and the names given to, those parts, (c) in the amount and kinds of information intended to be included on them, and the arrangement of that information on the slips, (d) in the use of one- or two-color printing, and of printing on one or both sides, and so on.

Admitting that part of this great diversity is the necessary consequence of institutional differences in size, set-up, and services undertaken, another large part merely reflects the librarian’s lack of acquaintance with (or indifference to?) what other libraries are doing, and the absence of any real data as to what forms and methods are best, and why. To cite only one of many such needs: Have we any facts or figures to show that the use of a copy of the multiple-order-slip for “initial claiming” is either more or less effective and efficient than the use of a separate, specially-designed, claim form?

Apart from this not always necessary or desirable disengagement, there are other failings to which the library forms-designer is subject. One of these is a conservative resistance to change. The desirability and design of a form is apt to be carefully considered at the time of its initial adoption; and thereafter, nothing less than a change in department head (or higher echelon) can achieve its elimination, or even modification. Another is the tendency towards proliferation of sub-species and sub-sub-species. Once a form is adopted for the average book order, a separate style is developed for serials orders, and another variety for ordering material on approval, and still another for orders in response to quotations received, etc. A third failing is that of regarding the form as suitable only for the most routine, everyday functions. Far too often, the personal letter is used for a purpose which might be served just as effectively—and much more efficiently—by a form.

It must be true of other research libraries—as I know it is of ours—that the demands made upon them to handle an ever-
rapidly-increasing volume of business and number of services with a much-less-actively (at most times, imperceptibly) expanding staff create an exceptional pressure to make the most effective possible use of forms in streamlining and simplifying procedures. To facilitate that more- or most-effective use of forms, two desiderata are indicated: First, a periodic—at least annual—reexamination of the problem of forms in any given library, to consider which can be consolidated or eliminated, how existing forms may desirably be modified, and what situations recur with sufficient frequency to warrant the introduction of new forms. Secondly, the creation of more systematic and extensive channels than now exist for the dissemination of information between libraries as to the practices prevailing in other, similar institutions.

The following comments on three fairly broad and common problems, and some forms designed to meet them which exemplify what may be called the “synthetic trend,” are offered as a merely suggestive and illustrative step in this latter direction.

I. Claiming, which means, in its narrow sense and common usage, the “follow-up” of overdue orders, is a problem recognized by every order department, and one for which an amazing variety of forms have been developed. The more common types are: printed postcard, with or without pre-addressed reply-card attached; copy of “correlated” order-slip, with provision for vendor’s reply on verso; printed or mimeographed half- or full-sheet form-letter. In part, this variation is due to the influence on the form-design problem both of the type of order-form used and of the claiming policy followed.

Claiming may be either systematic or selective: In the former instance, every order outstanding for more than a certain length of time is automatically claimed at the expiration of that period of grace; in the latter case, the onus is placed on the person who is waiting for the book—faculty member, departmental librarian, or other “customer”—to initiate the follow-up if the item fails to make its appearance in due course, and only those orders so questioned are claimed. Systematic claiming is certainly preferable; but selective claiming may be as much as over-all work pressures will allow—and, presumably, it serves to produce the more urgently required items. There can also be a combination of the two: selective claiming of the slightly overdue orders, and systematic claiming of the proportionately fewer orders long outstanding. Whichever policy is followed, systematic or selective, claiming may also be either persistent (repeated) or unique (one time only).

In libraries, such as those of Chicago and Columbia Universities, where the correlated order-slip is used and a systematic claiming policy is practiced, each set of order-slips includes its “claim copy” to be used for “first” claiming, in addition to the copy “to be returned with the book.” In the General Library of the University of California, where I.B.M. cards are used as order-forms, a form “frame” is placed around the file copy of the order, and a micro-photostat is taken of the whole which serves as their claim form. At the University of Illinois Library, where a combination of McBee “Keysort” card for basic record and an order-sheets in triplicate is employed, a post-card claim form is used, with reply-card attached.

Apart from the design of the claim-form itself, other forms problems arise from these differences in follow-up procedures. Where the selective claiming expedient is used, it is advisable to have some sort of form, both for the use of the order-initiator in getting the claim proceedings started, and of the acquisitions department in reporting back the action actually taken. If persistent claiming is practised, there must be some form device for regulating and recording the successive action taken and the results (if any). At Columbia, where a systematic-persistent policy obtains, a 3½” x 5” “signal” card is used for that purpose: attached to the copy of the correlated order form in “Order Processing File,” the ½” visible edge of the card shows when the next round of action is due, and there is provision on the verso for recording the date of each successive claim and the report received in reply.

Although such follow-ups on overdue orders represent the largest part of the claims to be made, it is a mistake to assume—as most libraries seem to do—that they are all there is to “claiming.” In its broader sense, claiming means: the adjustment of any one in the complex of all the “hitches” which may occur, and in fact do recur with any degree of frequency, to prevent the prompt and satisfactory
completion of an order transaction. In this sense, at least nine distinct claim situations may be identified:

1. Shipments are overdue and unreported; claim shipment or report.
2. Shipments have been received, but invoice is not with it, and does not follow promptly; claim invoice.
3. Invoice is received, but shipment does not follow promptly; claim new shipment, or request tracer on first mailing.
4. Wrong title, or edition, or volume is supplied; claim corrected shipment, and advise that incorrect item is being returned.
5. Partial and incomplete shipment is received, without accompanying explanation; claim balance of order or report.
6. Duplicate shipment of a single order is received; claim adjustment of vendor's records, and advise that second shipment is being returned.
7. Defective copy is received; claim perfect, replacement copy, and advise that defective copy is being returned.
8. Error is made in billing; claim corrected invoice, or credit, or report, or advise that deduction is being made.

(9) Item is shipped in disregard of order terms or instructions (such as: request for report-before-shipment on society, series, or reprint publications); claim cancellation of charge, and advise that item is being returned.

Insofar as acquisitions librarians have recognized any other than the first of these as a form-worthy situation, they have tended to make a separate form for each. The synesthetic approach would suggest their incorporation in a single, multiple-purpose, letter-size claim form. At Cornell, seven of the above nine situations have been provided for in a letter form of this sort, reproduced here as "Sample #1." This form letter is designed for use in a window envelope, and is multi-lithed in approximately one-thousand-copy lots by the card-duplication section of our own catalog department. Appearance is good; cost is moderate; work of preparation is re-

"Sample #1."

CORNELL UNIVERSITY LIBRARY
ITHACA NEW YORK

With reference to our order no. ______ dated ________

please take immediate action on the matter(s) indicated by checkmark(s) below:

- Shipments not yet received; overdue; kindly send at once, or report.
- Shipments received, but we ask invoice; send at once, in duplicate, or advise us promptly if no charge is due.
- An error has been made in shipment; you have sent the following:
  - Which we are returning under separate cover: Please credit, and ship promptly the correct item, as indicated above.
  - Shipments, as received, are incomplete; you have billed us for:
    - But this was not received in the shipment containing other items on same invoice; please ship item promptly, or advise.
    - We have received duplicate shipment of this order; first copy was received:
      - A second copy has just arrived; this latter copy is therefore being returned to you under separate cover; in case of double charge, please credit.
      - We find that the copy you have supplied is defective; as follows:
        - It is therefore being returned under separate cover; please ship replacement copy promptly, on a "no charge," exchange basis.
        - We believe that an error has been made in billing; item has been charged at:
          - Rather than
          - Please send credit or corrected invoice, or advise.

Other:

Additional data:

Very truly yours,

Arthur P. Sweet
Acquisitions Librarian

"Sample #2."

Columbia University Libraries
ACQUISITIONS DEPARTMENT
135 West 116th Street
NEW YORK 27, N. Y.

YOUR REPLY:


YOUR PROMPT attention to the message indicated below will help us to keep our acquisitions program on a current basis, and will be deeply appreciated.

SUBJECT: ________

OUR REMARKS:

- We have received from you the item(s) described above.
- We have not yet received an invoice for this material. Would you kindly supply a separate invoice on the enclosed forms at your earliest convenience? Please return this letter with your invoice.
- We have not received your invoice, or with any other information which will help us to identify our order. We will hold your invoice and material until we hear from you.
- We are returning your invoice on which the material described above is listed.
- We have received your invoice on which the material described above is listed.
- We have not yet received this material. Please inform us when and how it was shipped and, if appropriate, institute tracer proceedings and inform us of your findings.
- We are returning your invoice on which the material described above is listed.
- According to our records, we approved payment for the above-cited item on your earlier invoice # ________ in the amount of ________
- We are approving payment for other items on the invoice, but are making a deduction for this one item.
- We are returning your invoice with the letter.

COLUMBIA UNIVERSITY LIBRARIES
Acquisitions Department

YOUR REMARKS: (For your convenience, please reply in your own letter, and enclose the duplicate copy for your files.)
"Sample # 3."

**Columbia University Libraries**

**Acquisitions Department**

555 W. 114th St.

New York 27, N. Y.

October 22, 1952

Dear Professor Fleming Bennett:

We are deeply appreciative of the opportunity you have given the Columbia University Library to try out the series of form letters which were introduced this past summer. As a result of our experience, we are now reporting the following information:

I. **Form Letters**

Form letters which have been used to date include:

1. A letter for the purpose of notifying the order-initiator of the arrival of an item—usually and most economically accomplished by return of the order-, search- or requisition-slip, endorsed with date book was received.

2. A letter to the order-initiator that the order was not placed, because item is already in the library in same or another edition.

3. A letter, for the purpose of recording, and relaying to the order-initiator, of publishers' and dealers' "short reports," ("out-of-print," "item sold," etc.).

II. **Reporting**, like claiming, is a generic term covering several types of operation. The three main kinds of reporting are: (1) Notification to the order-initiator of the arrival of an item—usually and most economically accomplished by return of the order-, search- or requisition-slip, endorsed with date book was received. (2) Advice to the order-initiator that the order was not placed, because item is already in the library in same or another edition. (3) Recording, and relaying to the order-initiator, of publishers' and dealers' "short reports," ("out-of-print," "item sold," etc.).

Here, again, there are differences in library policy which affect fundamentally the problem of form-design. Reporting, of all three types, is important only if selection (in the sense, at least, of recommendation for purchase) is done in large part by faculty members, or a network of departmental librarians, or other "patrons" outside the order department itself or the administrative librarian. Reporting of the second sort is significant only in a library which is seriously concerned with the restriction of added-copy purchases. And reporting of the third kind may, under certain circumstances, be limited to notices of order cancellation; while, in other policy and practice conditions, a comprehensive service must be undertaken which will include the transmission of delayed-shipment reports.

This third variety of reporting is a most difficult procedure to reduce to a routine. In the first place, such reports are received in a bewildering diversity of ways: by return of the library's order-slip (or claim form) with report noted thereon, by post-card (or other printed) form, by notification on an invoice for partial shipment of total order, by added paragraph in some personal letter, etc. All of these communications must be channeled through some focal point at which the report can be noted before it gets lost in other routine procedures.

*Columbia University Libraries*

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1 Other unit-sheets in this uniformly designed series include: (1) special order situations (special delivery, on approval, etc.); (2) secondary follow-up of overdue serials items on standing- or subscription-orders; (3) solicitation of serial publiction as gift or exchange; (4) other gift or exchange solicitation situations; (5) miscellaneous correspondence form, with spaces provided for "our message" and "your reply." Window envelopes are used with all seven.

2 In a letter to the author, dated January 14, 1952.
Secondly, the report must be so expressed as to be clearly understandable both by the order-initiator and by the clerical staff of the acquisitions department, in terms of what each is expected to do about it. This is not always the case with the report-wording as received from the supplier; e.g., “not yet published—will be ready in May”: will the book automatically be supplied in May? or must the order department reorder in May? or is the order-initiator expected to file a new request for purchase in May?

To borrow a cataloging concept for an acquisitions application, a third difficulty is that of “linearity.” Just as the physical volume may cover several co-equal subjects, yet must stand in only one shelf location, so the supplier’s report often covers items requested by two or more persons, yet cannot conveniently be sent to more than one, as it stands.

Finally, many short-reports require a rather intimate, professional acquaintance with the practices and proclivities of the various publishers, dealers and agents, for their intelligent interpretation. Thus, the report, “out-of-print—we are searching,” may be no more than a pious expression of good-will from one dealer, yet the promise of vigorous, effective action from another. And all too often, a report of “out-of-print” may actually mean: “We don’t know where to get it or how to find out, but prefer not to admit it,” or even, “We just don’t care to bother with this order.”

If only those reports whose effect is to cancel the order need be relayed, the problem is much less complex. If correlated order slips are used, one copy (probably the one for outstanding-order file) can be printed on the reverse side to serve as a report form, and the “pulling” of slips and the check-mark completion of the report can perhaps be done directly from the supplier’s notification, however submitted. If other order- and record-forms are used, a separate 3” x 5” slip, such as the University of Illinois Library form (“Sample #4”), can be attached to the basic order record and forwarded with appropriate check-marks. This Illinois form combines compactness with exceptional flexibility: By the use of multiple check-marks, any variety of cancellation-report situation can be transmitted; the form can be used, not only for the relaying of such short-reports, but for the order-not-placed type of reporting as well, and as a sort of “buck-slip” in forwarding correspondence or reports which concern the order-initiator. The Library of Congress “Status of Order Report” combines the notification-of-arrival and the order-not-placed types of reporting with the reporting of order-cancellation situations.

If, however, organizational or policy considerations require the transmission, not only of cancellation reports, but of those short-reports whose intent is to warn of a delay in shipment (“out-of-stock,” “reprinting,” “importing,” “new edition in preparation,” “not yet published,” etc.), a more complicated form and procedure is inevitable. At Cornell, where correlated order-slips are used and comprehensive relaying of short-reports is necessary, the multi-lithed, half-sheet, unit report form reproduced below serves for the transmission of both cancellation and delay-in-shipment short-reports. (“Sample #5.”) In this design, dual checking—one for report-wording and one for status-interpretation—affords adequate flexibility and the opportunity for “translation,” where requisite, and leaves the recipient in no doubt as to what the acquisitions department is doing about the order.

Whether comprehensive or limited relaying of short-reports is practiced, the following principles deserve serious consideration: 1) There should be provision for the injection of
We have received the following report on our order for the above:

- Agent is searching; will report.
- There will be a delay in shipment of about
  - due to reprinting;
  - due to binding;
  - due to importation;
  - reason not specified.
- New edition in preparation, expected in:
- Item, quoted subject to prior sale, has been sold.
- See attached correspondence.
- Item cannot be identified; more information is required.
- Other:

There will be a delay in shipment of about due to reprinting; due to binding; due to importation; reason not specified. New edition in preparation, expected in: Item, quoted subject to prior sale, has been sold. See attached correspondence. Item cannot be identified; more information is required. Other:

CORNELL UNIVERSITY LIBRARY
Acquisitions Department

PRESENT STATUS OF ORDER:
- Order has been cancelled. (If you wish to have us advertise or search further, please advise.)
- Awaiting future shipment.
- The Library will reorder in about
- Indefinite; if located, item will be sent; agent will quote.
- Holding, for our reply. (Please advise what action you recommend.)
- Other:

C ORNELL UNIVERSITY LIBRARY
Acquisitions Department

Cancellation of orders, solicitation of gifts and exchanges, and acknowledgment of gifts, are more obvious and common areas for the application of form-letters; and many libraries seem to employ two or more forms for some or each of these purposes.

In general, it is worth considering, as a rule-of-thumb, whether any problem in acquisitions work requiring correspondence which comes up in substantially identical form with an average frequency of once a week or more should not have a form letter (or part of one) designed to take care of it. If it be admitted that forms have a growing importance derived from accelerating work pressures, I believe that the attention of the acquisitions librarian should be directed toward: an increase in the kinds of forms employed, wherever a new kind can serve a useful, time- and cost-reducing purpose; a decrease in the number of forms, through the consolidation of variations within the same broad class into single, multiple-purpose units; and a constant attention to the improvement of forms in the light of studied experience.

There is much help to be gained from the study of what is being done elsewhere: both in the discovery of directly usable models for new forms or the improvement of old, and in the indirect aid of ideas which stimulate original research on problems of forms and (Continued on page 452)
"Socialistica" of 1800-1850: Rarities and Leading Collections

Dr. Kaplan is associate director (public service) University of Wisconsin Library.

"Socialistica" is a contrived word intended to describe that body of literature which has socialism at its center, and is surrounded by communism, anarchism, labor theory, cooperation and similar concomitant subjects. With respect to such literature, this is a study of rare titles, their prices in the current market, and of leading library collections.

Through use of the sampling technique an attempt is here made to present a generalized picture. As the first step, a list of 34 titles, all first editions, was compiled. Of the 26 authors represented, most are well known, so that from this point of view the titles chosen are assuredly suitable for the purpose of sampling. A few other authors were selected simply because they are little known, much in the manner of the teacher who in his examinations includes a very difficult question in order to distinguish between those students who are good and those who are exceptional.

Once compiled, the list was sent for checking to thirty-seven libraries, all of which responded. Below is the list, arranged in the order of infrequency with which the titles were located. The numeral preceding each author's name indicates the number of copies reported.


To summarize the above:

2 titles were unlocated.

12 titles were located in from 1 to 5 libraries.

13 titles were located in from 6 to 10 libraries.

7 titles were located in from 11 to 17 libraries.

Of the 34 titles, 25% were reported by three or less libraries.

Except for Harvard and Columbia, no library reported as many as half of the thirty-four titles. Leading collections are at Harvard (26), Columbia (24), Michigan (14), New York Public (14), Wisconsin (13), Library of Congress (12), Illinois (11), Yale (11), Boston Public (10), Chicago (10), Johns Hopkins (10), and Northwestern (10).

Do these statistics indicate a lack of interest in the collecting of “socialistica”? On this point there is the evidence of the English collector, H. S. Foxwell. Writing about 1928, Foxwell said: “When I began collecting, books now eagerly competed for at Sotheby’s by dealers with commissions from Germany, Holland and America were thrown aside for their value as paper to the book-stall keepers . . . from whom I bought hundreds of valuable volumes at nominal prices.”

Further evidence of interest in early “socialistica” can be found in the persistent appearance of doctoral dissertations on the subject, in the publication of articles in learned journals, and finally, in the writing of monographs by well-seasoned scholars.

Rather than lack of interest, it is the absence of plentiful opportunities to purchase which explains why some titles are seldom found. An examination of dealers’ catalogs of the past ten years reveals that of the thirty-four titles, 12 were not found a single time, 7 were cataloged but once, and 10 either two or three times. The remaining 5 were cataloged from four to seven times.

In this last group were Owen (both titles), Proudhon (Système), Schmidt, and Thompson (Labour Rewarded).

Some of these titles, according to such dealers as Leon Kramer and Hugo Streisland, have not been cataloged in the present century. Examples are those by Warren, Thünen, and Weitling (Menschheit). Others which perhaps have appeared but once in this century are those by Hodgskin, Hall, Blanc, Winkleblech, and Gall.

Closely related is the question of the number of copies which were printed of these titles. On this point the evidence is understandably scanty. The Manifesto was given an edition of 1000 copies. Even smaller were the editions of Thünen (500), and Marx’s Misère (800). Of Owen’s Book of the New Moral World, 750 copies were printed. Weitling’s Menschheit, financed by workers who pawned their possessions, had an edition of 2000. As for Proudhon’s famous book on property, the number of copies cannot be stated with certainty; but at least one publisher was willing to risk 2000 copies. Even the second edition of this successful book was given but 3500 copies.

Obviously, only the catalogs of specialty dealers were inspected. The reader must also bear in mind that some books are sold by dealers minus the fanfare of a catalog.

For the Owen statistic I am indebted to the Co-
To lend greater meaning to these figures, comparison might be made with the size of editions in the early years of English printing. On this subject, one scholar has recently written: "We shall not be far wrong in thinking that very special reasons were required to persuade a printer to print more than 600-700 copies of any ordinary work in the first seventy-five years of printing in England."

To put this matter similarly for "socialistica" of 1800-1850: only unusual circumstances would persuade a publisher to risk more than 1000 copies.

In the past ten years prices of these books have risen considerably. Without question, the most costly item today is the original edition of the Manifesto which was cataloged in 1946 at $475. Of the other titles, Weitling's Garantien and Cabot's Voyage were priced between $75 and $100. In the $30 to $50 group were Pecqueur (both titles), Fourier, Saint-Simon, Thompson (both titles), Skidmore, Owen and Proudhon (Système); some of these are titles which are widely held. On the other hand, less commonly met with titles such as those by Heinzen, Leroux (Humanité), Schmidt, and Stein have been priced at less than $30.

Within the general field of "socialistica" a few special collections might be mentioned. Probably the best collections of the works of Robert Owen can be found at Columbia and Vassar. Columbia also possesses unusual strength in the writings of the Chartists. Duke has a collection of about 850 books, pamphlets, periodicals and manuscripts relating to the Fourier movement. Michigan owns the John Francis Bray papers, and within its Labadie Labor Collection there is a wealth of material on anarchism. A number of collections pertaining to the American "communitarian" settlements could be cited, but these would be merely repetitious of the items found in Arthur Bestor's doctoral thesis on Fourierism, and in his recently published Backwoods Utopias.

A few rare periodicals should also be mentioned. The Rheinische Zeitung, edited by Marx, could not be located. Another Marxian-edited journal, the Neue Rheinische Zeitung, can be found in complete state only at Illinois. The Urwahler, a rare journal edited by Weitling, of which only five issues appeared, is located only at Wisconsin. Its successor, the Urwahler-Zeitung is owned by Harvard. Other periodicals, of which no more than two or three complete files can be found in this country are the Producteur, edited by Saint-Simon; the Revue du progrés politique, edited by Blanc; the Revue indépendante, edited by Leroux; and the Salut du peuple, edited by Pecqueur.

Examples can also be cited of periodicals of which no complete file can be found. This is true of the Saint-Simonian journal, the Organisateur, and of the Globe, journal philosophique et littéraire, edited by Leroux. Another example is the Workingman's Advocate, a newspaper edited by George H. Evans. Even more illustrative of the rarity of some newspapers is the Deutsche Schnellpost, a Heinzen paper which Carl Wittke, Heinzen's biographer, could not find in this country.

Obviously, a good deal of "socialistica" must be put down either as rare or scarce. Fortunately for librarians, from the viewpoint of prices, this is a field in which private collectors are infrequently found. Furthermore, the number of librarian-

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(Continued on page 409)
By N. ORWIN RUSH

The British National Bibliography and Some Random Impressions of a Fulbrighter in England

Mr. Rush, librarian of the University of Wyoming, was in England on a Fulbright award for the year 1952-53.

On January 4, 1950, appeared the first number of a publication now widely known in England as the BNB. The three years of activity and service by the British National Bibliography probably constitute the greatest cooperative undertaking in the field of bibliography since the year 1876, when the ALA took over Poole’s Index which project eventually developed into the Wilson indexes. It would seem without doubt that the BNB bibliographical adventure constitutes one of the most progressive steps taken by the English library profession since the end of the war. The BNB is bringing about many of the library services which have been needed in Great Britain and has laid the groundwork for even greater achievements.

From the subscription records in the editor’s office it would seem that BNB is not as well-known in America as it should be, and certainly American libraries would profit by making more use of its services.

The ideas behind its foundation, its present activities, and its future possibilities are one of the best examples of effective cooperation in the library profession known to me in contemporary library activities. A glance, for example, at the impressive list of names joined together to produce the BNB will bear this out—the Library Association, the British Museum, ASLIB, the Booksellers’ Association, the British Council, the National Book League, the National Central Library and the UNESCO Co-operating Body for Libraries. Out of these groups a Council was formed to put into action a publication for “publishing in appropriate bibliographical form lists of books, pamphlets and other recorded material of whatever nature published in Great Britain, the Dominions and Colonies and/or foreign countries, together with such annotations or further information as may be desirable for the use of libraries, bibliographers and others.” The actual administration of the work was left in the hands of an executive committee, which is made up of one representative each from the British Museum, the Library Association, the Publishers’ Association, the Booksellers’ Association and the National Book League.

The BNB meets the librarian’s need for an up-to-date and full list of current copyrighted publications in Great Britain. It has been well received in Great Britain and subscriptions have exceeded original estimates. It is published weekly and a special edition is available which is printed on one side of the page only to allow for cutting up and mounting onto cards if desired. A few libraries are finding this arrangement most convenient and useful. The entries in BNB are arranged in subject groups and are classified according to Dewey as well as entered according to the Anglo-American cataloging code. A great time-saving feature is the serial number which libraries merely quote...
when requesting many interlibrary loans
and for reporting to the regional union
catalogs and the National Central Library
their acquisitions and withdrawals. The
weekly and monthly numbers contain
an author index giving short titles, publisher,
price, classification number, and serial num-
ber. The classified quarterly and annual
volumes contain an alphabetical author,
title and subject matter index.

The remarkable thing is that the service
given is actually up-to-date. The weekly
lists do in reality include all books published
in the week of issue with a very few excep-
tions and these are never later than the
previous week. The publishers, through
the encouragement of the Publishers’ As-
dication (who took an active part in found-
ing the BNB), are sending their books to
the copyright office in the British Museum
from seven days to three weeks before pub-
lication. The BNB staff complete the
cataloging of all items on the same day they
are received—by doing so they clear their
desks for the new lot to be received the
following day.

In addition to being a great national bibliog-
ography to be used as a very valuable
reference tool, enough description is given
each item to enable a trained librarian to
assess properly the value of the book for his
library and in this way it is a most useful
aid to book selection. Its subject arrange-
ment along lines usually found in libraries
is a great help when used as an aid to build
up or strengthen the book collection.

Certainly one great advantage to British
libraries is BNB’s use as a subject catalog.
Every American who has used a number of
English libraries from the subject ap-
proach knows only too well the meaning of
the British phrase, “It is a bit difficult at
times.” Of course, the British librarians
have long recognized this deficiency and
some have attempted to meet the problem in
various ways without too much success.

Another outstanding achievement to date
of BNB is its central cataloging service. Each book is fully cataloged and basic
material is provided for subject headings by
a group of qualified catalogers. It is un-
fortunate that Great Britain has never had
available to classifiers an accepted list of
subject headings, and librarians are finding
the subject index of the weekly, monthly
and annual volumes of BNB a most valu-
able aid. Many libraries are taking ad-
antage of this service and if not always
accepting the cataloging verbatim they are
at least finding the information given a very
definite help when doing their own catalog-
ing. Some libraries are finding that the
annual volumes can be used as their own
catalogs. It seems quite certain that this
practice will spread greatly when and if
BNB is able to carry out its plans for issuing
five and perhaps ten year cumulations. It
is expected that the smaller public libraries
will find it desirable to use the BNB this
way to supplement their own local catalogs
which would then need to be only a shelf or
stock list. Particularly in Great Britain
with its well-developed national system of
interlibrary lending this is possible and
feasible since in reality all books in all
libraries in the country are quickly and
easily available to the readers of any library.

The British library profession through
the National Central Library is certainly
highly successful in its interlibrary loan
coverage, and has a very efficient system.
At present, however, the NCL’s long stand-
ing policy of sending boxes of books to adult
classes is not especially encouraged. The
present tendency also appears to be away
from NCL’s attempt to own as many books
as possible for loan to enlisting all of the
libraries in Great Britain for help in supply-
ing the books requested. Since the war an area-type union catalog has been undertaken by the NCL—that of Russian books in British libraries, and of German wartime and postwar publications received in Great Britain.

I believe that the BNB has the distinction of being discussed around the lunch table at Chaucer House more than any other topic of conversation. This fact in itself is quite a distinction since it has been my observation that the daily luncheon table discussion, presided over by Mr. P. S. J. Welsford, secretary of the Library Association, is the real place in England to become informed on the leading library problems of the country. I am sure that it is around this table that many of the ideas in the library profession in Great Britain have their origin. Sooner or later almost all of the outstanding librarians of the country will be found taking part in these informal discussions and usually they will be found there several times during the year—thus naturally it is a place where all library topics are hashed over. This daily lunch table discussion provides the headquarters staff with an opportunity to talk over matters with librarians in the field and in my estimation is a most valuable experience which is lacking at our ALA headquarters. Of course, Chaucer House, the LA headquarters, is ideally located for such informal meetings. Unlike ALA headquarters, LA is rubbing elbows with a variety of outstanding libraries. The great British Museum, the London University Library, and the National Central Library, not to mention the many special libraries associated in various ways with London University are all well within five minutes walking distance of Chaucer House. Most of the Library Association Committee meetings are held at Chaucer House and anyone, no matter where he may live in England, can quite conveniently get to London for a committee meeting. This type of contact at Chaucer House I think without doubt is a great source of inspiration to the library profession in England. I'm quite sure that Mr. Welsford, the members of his staff, and the Council have planned it this way and the fact of being centrally located in a small country is not the only contributing element. They have arranged a comfortable and attractive lounge known as "The Members' Room" and in this room have provided luncheon quarters serving full course meals and have encouraged members from near and far to make use of the room. In fact they find this get-together over the luncheon table so valuable to the profession that in order to help attract members the price of the food has been made very reasonable, even to the extent of the association subsidizing the meals when it becomes necessary. The results are that the headquarters staff definitely have a most valuable fellowship contact with members in the field, the like of which I never experienced during my three years at 50 East Huron St.

Perhaps the U.S.A. is too large to accomplish anything approximating this fellowship at the headquarters of its national library association unless someday we have two or three regional headquarters. There does seem, however, to be a center in the process of developing around the University of Chicago now that the Midwest Inter-Library Center is there, and in time that location might prove to be a great advantage over the present ALA headquarters, especially for ACRL. It is possible, of course, that this luncheon club effect at Chaucer House is just a part of the English club approach which is such a pleasant aspect of English life. Whatever the reasons may be for its existence it has become an institution.
at Chaucer House and it is something that the Library Association, I am sure, will always keep and cherish, and which the ALA headquarters might well try to emulate.

The BNB has even revolutionized the appearance of the British Museum by introducing the card catalog. When I first used the British Museum in 1937 I found nothing in it that resembled a card catalog. However, when I entered its great reading room in September 1952, one of the first sights that met my eyes was a large section of card catalog cabinets. The newly decorated reading room of the British Museum with its modern individual fluorescent lighting fixtures; the leather covered tables and most comfortable arm-chairs on casters; the unique individual folding book-rests which recede, when not in use, into the center partition found at most of the tables (this high partition provides a private atmosphere so much sought after in American libraries today); the busy activities of the BNB; the office of the Friends of National Libraries; the headquarters of the British Union Catalog of Periodicals; and the first few minutes in the office of Mr. F. C. Francis, Keeper, Department of Printed Books listening to some of Mr. Francis' ideas about the future development and activities of large research libraries all give the impression that great things are happening in the British Museum and that many progressive steps will be forthcoming from that library. One has the feeling that in recent years the British Museum is taking a cue from the Library of Congress and is not concerned so much with its own scholarly development but is assuming a more healthy outward look and in some cases taking the lead rather than detaching itself from most library movements in the country.

It appears that the real emphasis behind the BNB came from the Library Association but the British Museum, influenced by UNESCO's drive for national bibliographies, was the first spark for making it a reality. It was necessary to set up the BNB office in the British Museum where access could be had to all of the copyright books in Great Britain. Therefore office space was given BNB in an adjoining building belonging to the British Museum. It was interesting, however, to note that the only way the BNB could obtain permission to have the British Museum's deposited copyright books delivered to their office was to transfer them in locked boxes, and if it became necessary to keep them over night Mr. Wells had to agree to put them under lock and key. One is greatly impressed with the determination of Mr. Wells and his staff to overcome every obstacle that may be in the way of the growth and development of BNB.

The British Museum has also fostered, at least to the extent of providing office space, two other organizations—the British Union Catalog of Periodicals and the Friends of National Libraries.

The Union Catalog of Periodicals project has been handicapped in that it has had three different editors since its inception and at present is having financial difficulties. It was the plan of the original editor to include great masses of material such as administrative annual reports of all kinds of bodies throughout the world, documents issued by the central and local government departments of all countries, local directories and guides, timetables, and other miscellaneous items in great variety. This undertaking has been abandoned and the information has been turned over to the National Central Library. It is hoped that funds will be available for publishing the catalog when it is completed but in any case its constitution states "Should the publication of the
catalog prove impossible, the material collected shall be given to the Trustees of the National Central Library, for use in such a way as will best supplement their records of periodicals in English libraries." However, every effort is being made to insure its publication.

The British have great feeling for their national treasures and are doing a fine job of keeping and preserving them. The Friends of the National Libraries, which assists the national, university, and municipal libraries, is enthusiastically supported. Of course the U.S. is too large a nation to organize a "Friends" group for the entire country as has been done in Great Britain, and probably should continue to concentrate on Friends of individual libraries. However, we might well take a suggestion from the British and organize state groups in order to help keep within state borders the literary and historical heritage of each state.

Future contemplated activities of BNB include analytical entries for articles in periodicals prepared perhaps with the aid of university, special and reference libraries of the country; a British index of subject headings; directions for classified cataloging; a national bibliography of music; and possibly a card service for those libraries having card catalogs.

Some of the libraries in America already subscribing to the English Catalog of Books and/or Whitaker's Cumulative Book List may feel that they cannot afford BNB as well. BNB has several advantages over these two publications—it has a classified subject arrangement, a wider scope, a much fuller entry, and a more up-to-the-minute list of books being published in England thus giving American libraries a better opportunity to obtain copies before they go out of print—a disappointment experienced by so many in recent years. It is possible and desirable when placing orders with book dealers in London to order by the serial number given in the BNB just as LC cards are now ordered by the LC number.

It would appear that libraries in the U.S. buying books published in Great Britain should do more of their ordering direct from English dealers. The English dealers are prepared to give quicker service and should be able to allow the purchasing library a greater discount than can be received from agents in America. By using the BNB serial number a large book order could be sent by air mail for only 10¢ and at the same time reduce the amount of paper work necessary when using author, title, etc.

I would point out Mr. W. J. Mceldowney's article in the New Zealand Libraries for July 1951 to those libraries who may feel that the Cumulative Book Index will meet their need for English books. Mr. Mceldowney states that in comparing an issue of the BNB with the CBI—"there are 335 items listed in this issue of the BNB, of which fewer than half had made the CBI by nearly nine months later."

"Socialistica" of 1800-1850

(Continued from page 404)

collectors is still small, perhaps less than two dozen. But also few in number are the dealers who specialize in "socialistica," so that the supply by no means equals the demand. All in all, this is a subject which can be recommended to most librarians. There is competition enough to challenge the combative, and opportunity enough to sustain those who require occasional encouragement.
New Periodicals of 1953 — Part I

Miss Brown is head, Serials Section, Descriptive Cataloging Division, Library of Congress.

The list of new periodicals for the first half of 1953 is brief. Since the same routine examination of new material received at the Library of Congress was made as during preceding semiannual intervals it would seem that fewer journals are being launched. Of those promising to be valuable because of subject and scholarly treatment, the majority came from American professional societies.

Economics

In the field of economics, more specifically finance, investments and management some interesting new titles were found. The David L. Babson Company of Boston is issuing Investing for Tomorrow for the purpose of discussing basic investment principles and current economic forces. It will deal with market forecasts, price fluctuations and similar "unpredictables." The Journal of Industrial Economics, the first issue of which is dated November 1952, is published by Blackwell in Oxford, England under the direction of a board of editors made up of British and American university professors. Such topics as shortage of capital, steel price policy and problems of business forecasting are discussed in the first issue. From the Soviet zone of Germany there is being issued Die Material-Wirtschaft which as its subtitle states is a "Zeitschrift für alle Fragen der Materialwirtschaft in der Deutschen Demokratischen Republik." The principal article in volume one, number one is a discussion of the five year plan for East Germany. The National Biographic, a publication of the American Institute of Management, will publish biographies of successful business directors and managers. Richard Redwood Deupree, chairman of the board and president emeritus of Procter and Gamble Company is the subject of the first issue.

Political Affairs

Several new journals, European and American, dealing with national and international problems appeared. Two from Rome, ABC, Quindicinale di Critica Politica and Diplomazia, Rassegna per le Relazioni Internazionali deal with such matters as the military government of Trieste, the Arab-Jewish question, the Atlantic Pact, Eisenhower's foreign policy, etc. The political relations between Denmark and Greenland is the field of Grönland, Tidsskrift for Dansk-Grønlandsk Samvirke. Mundo Internacional published in New York by the United Nations World deals largely with the people who are making the news: "Eisenhower y Latinoamerica," "El Misterioso Eden," "Nehru y Marx," "Salazar de Portugal" and others. Yugoslavian problems are the subject of News of Yugoslavia published in New York. This publication is prepared by members of the Research and Publications Service of the National Committee for a Free Europe. It will not be an organ of editorial policy but will report wherever possible with direct quotations and a minimum of commentary. The first issue reports on the sixth congress of the Communist Party of Yugo-
slavia. In Nove Obzory, also published in New York, the Christian Democratic Party of Czechoslovakia will interpret Czechoslovakian problems.

Science

Under this broad heading are listed new journals in a variety of special fields. The American Federation for Clinical Research will publish in its Clinical Research Proceedings abstracts of papers submitted to national and sectional federation meetings. Also all reputable research societies and groups of scientists who are engaged in investigations in the field of clinical medicine are invited to send in abstracts for publication. The first issue treats of such subjects as the cardiovascular system, the central nervous system, endocrine glands and metabolism. A new publication in the field of geriatrics is the Journal of the American Geriatrics Society. It will present studies of the causes, prevention and treatment of diseases of persons advancing in years. Applied Microbiology, under the sponsorship of the Society of American Bacteriologists has as its purpose the publication of studies in the application of microbiological sciences to the fields of industry, foods, sanitation, agriculture and other areas involving the use or control of microorganisms, with the exception of the microbiological aspects of animal and plant disease. To honor Liberty Hyde Bailey, Cornell University entitled its new journal of horticultural taxonomy Baileya. This publication will be concerned with the botany of cultivated plants and especially with their identification, nomenclature, classification, and history in cultivation. It will be useful to nurserymen, seedsmen, serious amateurs and other persons genuinely interested in knowing more about the identification, naming and classification of cultivated plants. Articles on “A Name for the Christmas Cactus” and “Some Mexican Amaryllids” illustrate the contents of the first number. Specialized and scholarly is the Journal of Histochemistry and Cytochemistry of the Histochemical Society. It will contain original and review articles relating to the development and application of methods for the study of the chemistry of tissues and cells.

Psychoanalysis and Hypnosis

The Journal of the American Psychoanalytic Association will publish the official proceedings of the association as well as the best available papers on psychoanalysis. The Journal of Clinical and Experimental Hypnosis, the organ of the Society for Clinical and Experimental Hypnosis will publish original research papers dealing with hypnosis in psychology, psychiatry, the medical and dental specialties and allied areas of science.

Nursing

Another professional organization, the National League for Nursing launched Nursing Outlook. The purpose of this journal is the fostering of the development and improvement of nursing services and nursing education. Public health nursing, hospital nursing and industrial nursing are subjects treated in the January 1953 issue.

Communication

The Journal of the Audio Engineering Society will publish papers on broadcast audio equipment, recording and reproduction of sound and music and related subjects. The first issue includes articles on “Attenuator Types and their Application,” “Attenuation Equalizers,” “Electrolytic Capacitors” and many other equally technical subjects. The Audio Visual Communication Review published by the National Education Association will deal with the
application of audio-visual methods to education. Included in the first issue are such articles as "Professionalizing the Audio-Visual Field" and "Perception Research and Audio-Visual Education." Bibliographies accompany articles. Book reviews and abstracts of periodical articles are included.

Music

The Journal of Research in Music Education is published by the Music Educators National Conference. The first issue seems to favor historical subjects and includes "The Study of Music at the University of Oxford in the Middle Ages (to 1450)," "History of the Flute and its Music in the U.S." and "The Easy Instructor (1798-1830) : A History and Bibliography of the First Shape Note Tune Book." Book reviews will be included.

Literature

The only literary journal examined for inclusion here is Idiom published in Passaic, N.J., and edited by Charles Gulick. Its announcement brochure states: "Many conscientious literary publications, scholarly reviews, 'little' magazines and fashion magazines publish modern short stories and verse. But there is one area of creative writing . . . almost totally overlooked: that of the experimental writer . . . who is exploring new possibilities of expression, form and content; who is working in significant new 'idioms.'"

Digests

Another "digest" magazine has appeared, this time in the field of theology. Theology Digest published by St. Mary's College, St. Marys, Kansas aims to keep priests, religious, seminarians and laity informed of current problems and developments in theology by presenting a concise sampling of current periodical writings in theology. European items are included.

Names

The study of names, a subject seldom represented by a periodical publication is now to be treated in Names, journal of the American Name Society. The object of the society is the study of the etymology, origin, meaning, and application of all categories of names—geographical, personal, scientific, commercial, popular—and the dissemination of the result of such study. Also the society will act as a clearing house for American nomenclature and as an advisory agency for government offices, organizations, and individuals concerned with the application, changing, spelling and pronunciation of names.

Printing and Graphic Arts

Notes on Printing & Graphic Arts is an interesting little quarterly edited by Rollo G. Silver. The principal article in the first issue is an abstract of a lecture at Dartmouth College by G. W. Ovink entitled "After All, What Does 'Functional Typography' Mean?" Also included is a brief discussion on "Inscriptions in the Graphic Arts Department at Harvard" and news notes on new and fine and rare editions. Eye to Eye is the bulletin of the Graphic History Society of America. This society is an association of collectors, custodians, historians and others interested in collecting and publishing prints, paintings, photographs and other pictures from the standpoint of the subjects which they represent. The journal will disseminate descriptions of individual sources or collections, lists of known sources for pictures on particular specialties, notes on individual sources, notes on specialties of contemporary photographers and notes on collections on the market or which present problems with respect to future care. Screen Process discusses the problems and techniques of a printing method in which the ink is printed directly on the surface of the paper rather
than being transferred to some other surface first.

Building

Home Modernizing will interest builders and persons engaged in renovating and restoring old houses with its hints on the treatment of kitchens, basements, attics, baths and the selection of paint, paper, hardware and many other topics.

Ceramics

Ceramics Monthly is intended for amateur as well as advanced potters. The first article entitled "A Potter's Market" claims that the potter's real problem is not that of "how-to-do-it" but what to do with it after he has made it. How to test clay and sources of new designs were among the subjects treated in the first issue.

Periodicals


Eye to Eye. Paul Vanderbilt, Graphic History Society of America, P.O. Box 4402, Washington. no.1, June 1953. 4 no. a year. $10.

Grønland. Kildegårdsvej 14, Hellerup, Denmark. no.1. Date not given. Frequency not given. Price not given.


Idiom. P.O. Box 86, Passaic, N.J. v.1, no.1, Spring 1953. Quarterly. $3.


Journal of Research in Music Education. Music Educators National Conference, 64 E. Jackson Blvd., Chicago 4. v.1, no.1, Spring 1953. 2 no. a year. $3.75.


Theology Digest. 1015 Central, Kansas City 5, Mo. v.1, no.1, Winter 1953. 3 no. a year. $2.
By WILLIAM H. CARLSON

History and Present Status of the Centralization of the Libraries of the Oregon State System of Higher Education

Mr. Carlson is director of libraries, Oregon State System of Higher Education.

When the State-supported institutions of higher education in Oregon were centralized in 1931 under the direction of a single chancellor there was also set up, as a part of that centralization, an administrative unification of all the libraries of the several institutions. This library centralization, largely conceived by Corneila Marvin Pierce, then Oregon State librarian and a member of the first centralized State Board of Higher Education, was made an integral part of the Administrative Code set up and adopted by the Board.

Because this was the first time that any State had undertaken to unify the libraries of its State-supported higher institutions of education, the unification naturally attracted a good deal of attention among students of library administration and among many practicing librarians too. One reflection of this interest is the Master's thesis prepared at the Graduate Library School of the University of Chicago by Mildred Hawksworth Lowell, formerly librarian of Eastern Oregon College of Education. Mrs. Lowell's thesis, published by the Oregon State System of Higher Education in 1942, was devoted to the unification of libraries everywhere but devoted major attention to the Oregon libraries and the Oregon centralization. This thesis was accurately documented and presented the Oregon unification exactly as constituted by the Board in its Administrative Code. The unification of the libraries has not, however, from the beginning, functioned as set up on paper. The fact that the centralization of the libraries has differed so extensively in practice from the centralization as stipulated by the Board has quite understandably created some misunderstanding in library circles. For this reason, this brief explanation of how the centralization has evolved and is now functioning is presented:

Salient features of the unification of the libraries, as set up in 1931, were:

1. A director of libraries (also to serve as librarian of the State College at Corvallis) to be responsible for the policies and organization of the division of service, staff personnel, library instruction, preparation of the budget, and allocation of funds on the approval of the administrators of the several institutions.
2. A librarian on each campus working under the director.
3. A free circulating book stock, including the transfer of books between institutions as required, upon authorization of the director, in consultation with librarians and deans of the schools concerned.
4. A common book fund to be allocated by
the director and approved by the various presidents.

5. Centralization of the ordering and cataloging of all materials acquired.

6. Instruction in the use of the library on each campus and the appointment of a system supervisor of library instruction.

Several features of this unification have never been carried out as originally planned by the Board. At no time has the director prepared budgets and allocated funds to the various libraries, nor directed the work of the head librarians in anything but an advisory way, nor established or attempted to establish a common book fund for the allocation to the various libraries as specified by the Board's Administrative Code. Neither has the freely circulating book stock, including transfer of books between the institutions, as required, worked out in practice. One attempt to achieve such a transfer of books was not successful and constituted a considerable source of irritation between the two major institutions for a considerable period of years. Neither was instruction in the use of the library on each campus ever undertaken under the supervision of the director of libraries.

The centralization of the ordering (but not the cataloging) of books has been carried out but not to the degree and complete extent envisaged in the original Board directive.

The Central Library Office was established in the State College Library in Corvallis with a small central staff. A first step in the centralization, was, of course, the creation, in the Central Library office, of a complete author union catalog of all the books in the system libraries. For a time some members of the University of Oregon Order Department at Eugene were assigned to the Corvallis office. It soon became apparent that the volume and degree of ordering carried out by the University Library was too extensive to be satisfactorily handled in a branch office some forty miles distant. All order work as it pertained to the University Library was therefore, at an early date, returned to the Eugene campus. The Central Library office did, however, continue to handle the complete order process for the College of Education Libraries. This centralized ordering, as well as centralized bookkeeping for all the libraries of the system has, throughout the years, been carried forward with signal success.

In effect, the unification of the Oregon libraries has differentiated more and more in practice from the unification as originally set up by the Board. The evolution has been definitely toward a group of autonomous libraries with the director of libraries serving more in an advisory and coordinating capacity for all the library affairs of the system, rather than as the central administrative office specified by the Board in 1931.

In recognition of the fact that the Oregon unification has never functioned as set up on paper, the librarians of the system have undertaken, on their own initiative, a revision of the Code statement placing it in harmony with the actual functioning of the centralization as it has evolved over the years. This revision was made by the Library Council of the system, an agency set up in the late 1930's as an informational and policy group of the combined libraries. As is to be expected, the revision undertaken in the fall of 1950 was not achieved without extensive and spirited discussion. The revised statement, as agreed upon in the Council, was referred to the Chancellor in the spring of 1951. It was approved by him and is now a part of the official administrative Code of the State Board of Higher Education. The revision, as will be noted in the draft set forth below, relieves the director of libraries of all direct administra-

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tive responsibility for the operation of various libraries of the system, a responsibility which, in effect, he never exercised. It does retain the director, in a vital and important sense, as a coordinating and integrating officer and advisor to the Chancellor, in all matters pertaining to the libraries.

Libraries

a. It is the intent of the Board to maintain a closely coordinated and integrated system of autonomous libraries through which unnecessary duplication in materials, services, and procedures will be avoided and the library facilities and resources of the entire system will be readily available to all faculty members and students of the institutions under the control of the Board. Coordination of system-wide library development, processes and services will be achieved through:

1. A chief librarian at each institution who, while working in close cooperation with the other libraries of the system and the Central Library Office, shall be directly responsible to his institutional executive officer for all phases of operation of the institutional library or libraries.

2. A director of libraries who will also serve as chief librarian of one of the institutional libraries. It shall be his duty to administer the work of the Central Library Office; to be alert to the avoidance of unnecessary duplication among the libraries, either in resources or services; to coordinate and integrate the development and work of the libraries wherever possible; to direct the work and deliberations of the Library Council; to make biennial reports on the development, operation and problems of the libraries to the Chancellor, and such annual and special reports as may, from time to time be required; to maintain and cumulate, monthly and annually, statistics for the libraries; to serve as an adviser to all chief librarians in the system and to the institutional executive officers whenever they may so desire; and to advise and counsel the Chancellor on all system-wide problems and undertakings touching the operation of the libraries.

3. A Central Library Office, administered by the director of libraries. The function of this office will include:

(a) Responsibility for the centralized ordering of books for the three colleges of education and the General Extension Division, and for the other libraries at whatever times such centralization should be advantageous for them.

(b) Maintenance of centralized bookkeeping records for all the libraries of the system, furnishing each library, as frequently as it may require, a statement of its disbursements and financial status.

(c) Pooling of orders for all supplies and equipment, such as catalog cards, business forms and furniture on which quantity discounts may be obtained.

(d) Maintenance, in the Central Library Office, of a union author catalog of all books in the system libraries. Corollary to this an author catalog of all books in the State College Library will be maintained at the University Library and an author catalog of all books of medical interest in the State College and University Libraries will be maintained at the Medical School Library.

4. A Library Council consisting of the Chancellor, the chief librarian of each institution, and the head order librarian of each institution, and the head order librarian of the Central Library Office. This Council will meet periodically to discuss problems of mutual concern
and interest, and to develop plans for a free inter-lending of books among their respective institutions, and avoidance of unnecessary duplication.

b. The Board, in its original directive for centralization of library resources and services, adopted in 1931, set forth 'an ideal for a great common supply of books and other printed materials.' This ideal will continuously be the guide of the Central Library Office, the director of libraries, the chief librarians, and the Library Council.

The librarians of the Oregon State System of Higher Education take pleasure in having been able to achieve, in a spirit of friendship and mutual understanding, the complete revision of the Code set forth above. It is hoped that the revision, as here presented, will clarify the present status of the Oregon centralization and that this clarification will be of interest and value to library administrators as an indication of the evolution of the first notable effort of any state to coordinate, integrate, and centralize the development and operations of libraries of its State-supported institutions of Higher Education.

Progress Report on Activities of the Joint Committee on Library Education

The Joint Committee on Library Education of the Council of National Library Associations met at the International House, University of Chicago, on April 4, 1953. Representatives of eight library associations, five members at large, and four observers were present at the meeting. Mrs. Eileen R. Cunningham, librarian, Vanderbilt University School of Medicine, presided.

Edward N. Waters, chairman of the Subcommittee on Special Library Education, reported on the meeting held the preceding day at the International House and presented plans for publication of the studies dealing with suggested curricula in seven subject fields. Melvin J. Voigt is the editor. Members of the Joint Committee hope these reports will be used as a guide by a few library schools where a combination of circumstances makes it possible to plan adequately for training librarians in any one of these subject areas. Subsequent to publication of the outlines of curricula, the Subcommittee studies may be expanded to other fields not heretofore considered in detail.

At the request of the chairman, Jack Dalton outlined the present status of the accreditation program for library schools, emphasizing the events leading up to, and subsequent to, the issuance of Program Letter Number one from the National Commission on Accreditation. Unfortunately this letter went out twelve days after the fall meeting of the Joint Committee in Washington on October 25, 1952. The members, after hearing Mr. Dalton's report, commended the ALA Board of Education for Librarianship on their efficient handling of the situation and expressed their continued desire for the Joint Committee to support the Board and other interested groups in a firm accreditation program.

Dr. Maurice F. Tauber submitted a progress report of the Subcommittee on Examinations. Information concerning procedures in sixteen states indicated that no particular pattern as to content and form is followed. On the basis of replies received it was evident many state agencies were interested in receiving advice and aid in clarifying their examination programs. It was the consensus of those present that further study of the problem should be referred to the Board of Education for Librarianship.

Dr. Frances Henne, in her report on program planning, suggested that the Joint Committee could serve as an informational and liaison center in educational matters for the various library groups which compose the CNLA and that each member should report at each meeting what his association is doing or would like to have done. In accordance with Resolution 2 of the Princeton Conference on Library Education, these reports would be submitted for publication in the AALS Newsletter.—Irene M. Strieby.

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The Development of a Classified Catalog for a University Library

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The Chenery Library is the central unit of the Boston University Library system. It serves the College of Liberal Arts and the Graduate School primarily but is used regularly by students from the other six colleges on the campus and by some off-campus groups.

The subject catalog for this collection is a classified catalog based upon the Library of Congress system. Although catalogs in classified form are historically ancient and exist today in a few special libraries or for some special collections, it is believed that the Chenery Library is unique among university libraries in this country in using this medium as the only subject catalog approach to its central collection. It also serves, to a limited extent, as a union subject catalog since six separate college collections and one bureau library are being cataloged in the central unit. These holdings have, or will have, principal entries in the classified catalog. (There is no union subject representation at present for the nine other college libraries in the system.)

Although no other university may at this time wish to follow Boston's experiment for its total collection, there may be institutions that would wish to consider a classified catalog for a part of their collections. For these latter and for all interested in media of subject analysis this resume of the working program for a classified catalog is prepared.

This catalog was begun in September, 1948 coincident with the start of a recataloging project designed to cover the central library and several of the other college collections. At that time it was decided to use the LC classification system where total recataloging seemed needed. Certain units were in good condition and there was no justification for reclassifying those colleges at that time but procedures were established whereby they could be included in the union subject catalog. These will be discussed later in this paper.

Inasmuch as there is no relative index to the LC classification, it was necessary to establish one. The terms used in this index come from three sources. The first, in point of choice, is always a heading from the LC subject heading list. The assignment of subdivisions is more flexible. In addition to using those provided in the official list, terms are selected from the schedule tables and from their separate indexes. The references that correspond to see references in a dictionary catalog are chosen from the Subject Heading list or from current usage.

With a classification as detailed as the LC it is possible to prepare a subject index.
that is more of a precision tool than is possible with the alphabetical subject catalog. Granting that this precision of approach is desired, the various aspects of a subject can be separately presented in such a way that automatically those which may have no immediate value in a particular problem are excluded from a search. For example, "Naturalism in literature" is a phrase subject heading separated alphabetically from its parent heading, "Naturalism." In a dictionary catalog it is used to cover both general works in PN56.R3 and the same topic in separate national literatures. The classified catalog subject reference can read:

Naturalism
B 828.2
Literature (use in) PN56.R3
French PQ295.N2

Likewise a topic that appears in more than one field may be presented with its distinctions in one reference:

Ions
Chemistry QD547
Physics QC702-721

In a classified catalog the see reference is a direct reference to an entry such as Polar regions G600-830 instead of Polar regions see Arctic regions; Seismography QE531-541 instead of Seismography see Earthquakes, etc. If the see reference term has multiple possibilities of number references the following type of card is set up:

Spanish America
F1401-1418

For specific aspects of this subject consult the subject reference in this Catalog under Latin America.

Criminology
HV6001-9920
Treatises HV6025

For specific aspects of this subject consult the subject reference in this Catalog under Crime and criminals.

It may be observed that in such cases the basic or more important number range is given, providing, as with a simple see reference, a direct guide for the user.

The subject index and its accompanying authority file are in card form. At present the subject index is interfiled in the main catalog. This serves to permit broader access to the subject headings than if they were consolidated in a separate file with a thousand or more in one drawer. Actually the first decision to use only a two-part catalog was made with the thought in mind that the change-over from a dictionary catalog should be as simple as possible. To confront the students and faculty with a new classification, a new catalog in an unfamiliar form, and three separate files of cards, would, it was believed, arouse such adverse reaction that no fair trial could be obtained for the classified catalog. If, upon the completion of the recategorization the subject index is published by photostatic reproduction, as is planned, there can then be provided a portable index to the collection. Although this index will always be in process of growth, and it is expected that the first publication of it will be followed by revisions, the printed copy will still provide major access to the collection. It is obvious also that the publication of this index might offer for the first time a relative index to the LC classification that could be used by other libraries. To date there are approximately 18,000 cards in the two index files, and these cards vary from those with one direct number reference or with a reference to a small range of numbers to entries that run to several cards and have multiple subdivision references. The longest reference now is for the United States and covers twenty-four cards and contains 172 subdivisions. These represent almost all the major subdivisions that will be used, but the chronological sub-
divisions under "History" are excluded. These latter are put onto guide cards and the authority card to the U. S. entries records these in red to distinguish them from regularly represented headings or sub-headings. Only spot editing has been done on the subject index. It is expected that some entries will be reduced by withdrawing subdivisions or moving them onto guide cards. In general, under some topics that would usually be consulted only by advanced students, and where the possible number range is not in itself very large (such as Indo-Iranian philology), fewer subdivisions have been used than under topics of wider scope and interest. At present if a subject reference card runs to a second or third card, it usually represents an area that covers considerable space in the catalog. Therefore, this is still a more rapid approach to the whole field than searching the many subdivisions in a dictionary catalog.

The subject references are set up in straight alphabetical word by word arrangement to prevent any confusion in locating headings composed of more than one word, or those with commas, dashes or prepositions. For example, a reference card reads as follows:

**Boston University Card**

**Chemistry**
Addresses, essays, lectures, etc.
QD39
Analytic QD71-142
Apparatus QD53-54
Elements QD466-467

**Dictionary Catalog Form of Heading**

Chemistry
Chemistry—addresses, essays, lectures
Analytic QD71-142
Chemical apparatus
Chemical elements

Although the last two entries above appear on the chemistry reference card in a variant of the official form they will also appear in the index in the LC form, being, in effect, see references in the University’s index.

There is one other form of reference that has required a local decision and that is for a criticism of a work that is not provided with a separate number in the LC classification. A critical study of *Jude the Obscure*, for example, presents no problems for the classified catalog as Table XI in the PN-PS schedules can be applied. A study of Keynes’ "Economic Consequences of the Peace" by Etienne Mantoux, however, requires a local decision as the LC number HC57 cannot be used as a direct reference to this criticism as it also applies to the Reconstruction Period 1919/39 as a whole. For this, the following form reference is provided:

**Keynes, John Maynard, 1883—ECONOMIC CONSEQUENCES OF THE PEACE**

For material on this subject consult the Classified Catalog HC57.F46

Mantoux, Etienne.

If a second criticism is received a second call number is added to the card. This is one instance when the index may appear to be somewhat cumbersome to a user.

There is a considerable amount of re-typing of reference cards as the reclassified materials join new books already in a subject area. Twelve hours of typing and two hours of revision are required each week to keep the additions to the index up to date. This work is done by a student typist and revised by a junior cataloger. The typing cost is from sixty-five to seventy-five cents per hour and the revision cost is from one dollar to one dollar and twenty-five cents per hour.

When this experiment was started the administrator of the project stated that professional cataloging costs would be considerably higher than for a traditional re-
cataloging program. In general this has held true. Making the necessary relative index with its attendant difficulties of reconciliation and delimitation of class numbers with subject terminology requires more time than preparing an alphabetical subject authority file from LC headings. The assignment of class numbers to represent each added entry takes, of course, more time and discriminating judgment than checking a printed heading. In those cases where LC cards are not available the time of subject cataloging is doubled by the necessity of establishing the subject headings and then assigning the class numbers for each. Considerable experience with the LC system is required to assure accurate interpretation of it. Although the neophyte in library school is told that a subject heading and a classification number are not necessarily synonymous it is true that the latitude of variation is narrower in a classified catalog. Therefore, each classification number used must be related to some subject heading or to some aspect of that heading and that indication must appear on the subject reference card. Fortunately, from the viewpoint of progress, the major part of the collection has been covered by LC cards, although about 150 titles per month require local classification. Both new and reclassified books that are covered by LC card entries have classification numbers assigned by the catalogers without close checking (but with certain omissions, such as the use of form numbers in the H and J classes). The catalogers also classify new books without the LC entries and they are responsible for the accuracy of all descriptive catalog information. The cards are then sent to receive classified catalog entries and references. In rare instances it is necessary to recall the book to determine the aspect of a subject it represents. This occurs usually only in assigning secondary subject entries. Generally the added subject entries can be established from the information at hand. If a text is classified as a treatise on chemistry and has a second subject entry for technical chemistry it is reasonable to conclude it can have an added classification number for a treatise on technical chemistry, or if Misson's New Voyage to Italy is classed in Italian travel of the 17th and 18th century and the added entry is for Europe—Description and travel, it seems safe to assume that D917 (17th century travel for Europe) is correct inasmuch as the author died early in the 1700's and the first edition was published in 1695.

All cards come to the classifier with a work slip. Except for reclassified material this is one of a seven-part multiple form prepared by the Order department. This slip is then annotated to give the typist the information she needs for added entries. These are indicated on the lower left side of the work slip. All added subject entries appear as "parenthesis numbers" above the original call number when typed. They are traced on the shelf-list card (all tracings are on the shelf-list) in the lower left corner as (JK421), (HD999.08), etc. The lower right portion of the work slip is reserved for indicating if any new subject reference cards are needed and a notation such as "(1)" means "refer to subject heading number one on the printed card and, using it, prepare a subject reference to the number indicated." As the recataloging has advanced, very often it is not a question of making a new heading but of adding to a heading already made. The classifier, using a separate 3x5 card, indicates this addition in a pencilled note. For example, the first book on Radio broadcasting re-
quires an addition to the entry under Radio, so the pencilled card reads:

Radio
Broadcasting PN1991-1991.9

When the box of cards that has come to the classifier is completed the additions destined to go on classified catalog reference cards are placed in a group at the end of the box. When a card typist completes a box she not only will have typed each set of cards but she will have made all the new subject references required. A student typist then receives the group of additions and proceeds to work on them, retyping principal entries when she cannot place the additions in proper alphabetical position.

From September, 1948, to July, 1952, 44,676 titles were processed, including both new and reclassified materials. This includes 5002 titles for volumes outside the central unit. These latter receive fewer subject entries (usually only one) than do titles in the main collection, which means that any statistics on the proportion of classified catalog entries to the titles in the total collection are not wholly representative. That is, about 1.5 cards per title are prepared for the classified catalog, but this figure would be slightly higher if a separate count were kept for the Chenery collection. One person working approximately half time has been able to carry the work. The maintenance of a distinct division between professional and clerical activities in all the work of the department is, of course, to be expected. As in most libraries there have been periods where this distinction has been virtually nonexistent. With rare exception, however, the classifier has been able to devote the equivalent of half-time work to the classified catalog. This responsibility includes the assigning of the added subject entries with their proper references and the checking of tracings for all other added entries. Decision on series added entries will be transferred to a union serials cataloger if this position is established. At present new and reclassified serials and series are distributed among the catalogers in accordance with their separate areas of responsibility.

It is not possible to isolate all the costs of establishing and maintaining the classified catalog as it has always been a part of the total project of reclassification. It is, however, possible to separate and estimate certain parts of its cost. The number of catalogers and clerical staff assigned to the recataloging program has varied, but the work on the classified catalog has been maintained by one classifier quite consistently on a half-time basis for the forty-six months from September, 1948, to July, 1952. An average of 971.2 titles per month have received classified cataloging on the half-time basis. This would, it is believed, compare favorably with the work of a subject cataloger, but it would not equal in quantity the cataloging possible for a dictionary subject catalog under similar conditions. If the fifty-six hours of clerical work required to carry the additions to the index are estimated at the maximum wage levels in effect at present, the monthly costs are $41.60. If 971.2 titles are prepared per month, the unit cost is then $0.042. This does not include the cost of new references that are made by the catalog card typists. This operation is not separated from their work but a figure of .05 per card has been established as typing costs for regular catalog cards. New reference cards require less typing time, therefore it seems possible that the actual cost of a new reference is the same as that of preparing an addition.

4 Excluding pamphlets that are selectively cataloged with no subject entries and are primarily for reserve room use.

5 That is, 75¢ per hour for typing and $1.20 for revision.
The professional labor costs per title could be established for a similar situation by taking the prevailing salary scale for experienced personnel and balancing it against estimated output. It should be expected that the average number of titles classified in the first few months will, of necessity, be lower than the average over a long period of time when experience in the methods begins to take effect.

During the forty-six months period the whole project has had the equivalent of one cataloger full time for 165 months including all vacation allowances. The total project has included:

1. Reclassification and recataloging of the Chenery Library collection (not yet completed)
2. Cataloging and classification (with no responsibility for card typing or preparation of materials in the branch unit) for the two colleges and one bureau collection.
3. New library collection established for a small college with all technical services completed in the central unit.

For the purpose of estimating the total expenditures the full-time service of the classifier is included above as the other half of that position has included administrative responsibility for the reorganization program as well as certain responsibility for personnel and other activities for the central library. A total of 114,760 volumes have been processed in this period, averaging 695.5 volumes per person per month.

One of the expected economies of this type of catalog is the rapidity with which subject headings can be changed when a new term supersedes an older form. Less anticipated is the very real economy in number of cards needed. The dictionary subject catalog's use of overlapping terms results in multiple entries that can be avoided in a classified catalog. For example, the material classified in PN4001-PN4321 very often has both Oratory and Elocution as subject headings on LC cards. In another field, Still's Underground Railroad has three subject headings assigned by the LC: 1. Underground railroad; 2. Slavery in the U.S.—Fugitive slaves and 3. Slavery in the U.S.—Anti-slavery movements. The book is classed in E450 which applies directly to subject headings number one and two. The third subject heading is covered adequately by the classified catalog reference to E441-453. Therefore for this volume one card only is needed in the classified catalog to represent three approaches. These are examples of the numerous headings that so overlap that the dictionary catalog user distinguishes very little value in their separation and that the classified catalog user quite happily finds in one place. The precision of the LC classification schedules allows the reverse of this situation to appear less frequently than would be the case with a broader classification system. That is, rarely is one LC number used for two subjects requiring two subject references that may result in confusing a reader coming from one of the references and finding what may seem to him irrelevant material.

With a consideration of the cost of a classified catalog should go some statement of its value to the user in comparison with a traditional subject catalog. No quality statistics are available for either type at present. Some definite observations may be made, however. Boston University's catalog has been in public use since its beginning. For a major part of the four year period students and faculty have consulted it without assistance. 1951 was the first year a freshman orientation program was offered and the same year a serious attempt was made to provide a readers' service desk.

*Three collections now having centralized processing joined the program after the two on which the figures in this article are based.
in the catalog area during peak periods of use. Encouraging results have, of course, been observed and both of these activities are now permanent parts of the library service program. But, it has been proved that undergraduates, graduates and faculty, with no library staff help are able to use the relative index and go from it to the classified catalog and locate material.

The Reference department is most enthusiastic in the results of its use of the catalog. Staff members have commented upon the extra help they receive from the subject references. The subdivisions alphabetically placed on the cards often serve to narrow their search to a specific number or may draw to their attention the very aspect that they need. The consistent use of the subdivision general works under every major subject area provides a sure guide to broad treatment suitable for the undergraduate writing a paper or for the specialist from another field who is intent on getting some basic material in a subject remote from his own activities.

Several minor experiments in arrangement of the catalog have been tried out. At first it was proposed to have selective subject representation in the Main catalog. The difficulty of arriving at an acceptable choice of this kind prevented development of the plan. Inverse chronological filing was used until the spring of 1951. It was abandoned as it seemed to cause confusion and served no readily apparent need. The filing is now alphabetical by main entry under each classification number. Guide cards are used extensively and contain both the class number and the subject term.

Mention was made earlier in this paper to the method of treatment for representation in the classified catalog of material in collections of other colleges that may, for example, use the Decimal classification system. Two types of entry are possible. For a collection which in no probability will ever be reclassified, the main entry is in the form of a parenthesis LC number above the location symbol and Dewey call number. If for some reason it seems advisable to delay decision on possible reclassification (as, for example, the School of Nursing Library may wish to consider the new R schedule for adoption), the parenthesis number is again used above the location symbol but no Dewey call number is given. When cards for either type of material are sent to the classifier, if they are printed cards the suggested LC number is placed in proper position on the work slip. The classifier then verifies and checks it for needed references and decides if any added subject entries are to be used.

In general it seems fair to say that as the total project of reorganization has progressed it has been possible to set up this type of subject control without unduly higher costs in professional and clerical labor. How much further along the recataloging project would be had a dictionary subject catalog been set up cannot be estimated. The only comparison possible is the output per month of this project balanced against a similar recataloging program in a library with experienced personnel and approximately the same percentage of titles having LC copy available.

The really important question—Does this method of subject control offer sufficient advantage to the users to warrant its use?—can only be answered subjectively at present.

We believe it does.
How much, and what kind of instruction in public documents are the students getting in today's library schools? This is a question that seems to be asked with some frequency whenever librarians get together. In part, no doubt, it reflects an awareness of the increasingly important role the various agencies of government are playing in the daily lives of every individual, and a recognition on the part of librarians of the importance of public documents for many purposes in libraries of all kinds. In part it grows out of a realization of the complexity of government publications and an understanding of the need for special knowledge about documents on the part of those who handle them in libraries. But still another factor, likely to be responsible in some degree for the frequency with which the question is asked these days, has to do with the library schools themselves. How have the curriculum changes with which many of the schools have been experimenting for the past few years affected the teaching of documents? What has happened in those schools that once offered courses in government publications and that now make no mention of the subject in their catalogs of course offerings? In 1934 when the ALA Public Documents Committee sponsored an earlier study concerned with the teaching of public documents in library schools it was found that two patterns of instruction were in existence: in the one the major attention to government publications was provided in separate courses; in the other various aspects of documents topics were distributed through the curriculum in reference, bibliography, cataloging, and other courses. To what extent are each of these patterns being followed today? Are there major differences in the amount or kind of instruction provided under the two plans?

It is a healthy sign of professional interest in the training of our oncoming librarians that we should find these questions being posed, and it was for the purpose of trying to find some answers to such questions that the Public Documents Committee asked the writer to make a report to it on this subject during the ALA Conference in New York in 1952. The present article is an adaptation of the paper read before the Committee on that occasion.

Because adequate answers could not be found in any printed sources it became necessary to prepare a questionnaire. In this an attempt was made to discover the pertinent facts not only about the documents courses as such, but also about every course offered, in a sampling of library schools, in which one hour or more was normally devoted to some aspect of government publications. Copies of this questionnaire were sent out in May, 1952, and most of the returns were in by early June.

For the sampling of schools to which the questionnaire was to be sent, the list of library schools approved by the Board of Education for Librarianship was selected.
in spite of its known limitations. The chief of these, as will be found explained on page 154 of the ALA Bulletin for May, 1952, is that no names have been added to, or removed from, this list since August, 1948, and it therefore fails to include any of the good new schools that have developed since that date. But despite its omissions this seemed to be the only practicable list available for sampling purposes, and it did have the merit of distinguishing between schools operating at three different levels of library education. Thus it included five schools known as Type I which meant that they required a college degree for admission and/or that they gave advanced professional training beyond the first year of library science. It named 18 Type II schools which required four years of appropriate college work for admission but gave only the first full academic year of library science, and finally it included 14 Type III schools which gave only the first year of library science and included the curriculum within the four undergraduate college years. One school was accredited for both a Type II and a Type III curriculum, and another school had voluntarily given up its accredited standing before this study was begun, so that there was a total of 35 schools to which the questionnaire could be sent. Replies either in whole or in substantial part were received from 30 of these 35 schools so that the figures used in this report are based on an 85.71% return from the sampling.

By means of letters, or from information available in the catalog descriptions of courses, it was possible to get information about an even higher percentage of the schools on some points. For example, it could be determined that every one of the 35 schools gives some attention to government publications. Naturally the amount and kind of attention varies from school to school. But the rumor heard every now and then that "many library schools today don't teach government documents at all" would appear to be just not so. Another piece of information that could be discovered for every one of the 35 schools was whether or not a separate documents course is offered. The answer is that 19 schools (54.28%) do have documents courses, 16 schools (45.71%) do not. The division therefore is not quite half and half. Breaking this result down according to the three types of schools it was found that documents courses are offered by 4 of the 5, or 80% of the Type I schools; by 12 of the 18, or 66% of the Type II schools; and by 3 of the 12, or 25% of the Type III schools.

In order to find out what subjects are most commonly covered in the special documents courses, and which ones receive emphasis, the questionnaire provided a list of 12 suggested topics (with space for others to be inserted), asking the schools to report the number of hours spent on each topic in each course. For the 18 documents courses for which this information was supplied, 7 of the 12 topics are included in at least 17 courses: "Subject content of government publications," "Reference work with government publications," "Bibliographies and indexes of government documents," "Legislative procedures and laws," "Methods and problems of acquisition," "Organization of government documents in collections," and "History of the printing and distribution of government publications." These 7 topics account for nearly 70% (69.6%) of the total class time of the documents courses. Fifteen of the 18 documents courses also spend time on "Organization of governmental issuing agencies," and 14 of the courses consider both "Selection tools for use with government publications," and "Activities and publishing policies of the various issuing agencies." Twelve courses...
provide “Special consideration of the almost infinite variety of types of publications issued by governmental agencies.” But only 8 of the 18 schools include some instruction about the cataloging of government publications in their documents courses.

To get a better picture of the complete instruction in government publications offered in these 18 schools, we must add to the topics covered in the special documents courses such additional instruction as is provided in other courses in these same schools, for no school reported that it gave all of its instruction about government publications in its documents course. Examining the returns to discover the topics on which time is spent in outside courses in those schools that offer a basic documents course, we find “Reference work with documents,” “Bibliographies and indexes of documents,” “Cataloging of government publications,” and “Subject content of government publications” heading the list, and representing 68.17% of the total time spent on government documents in the outside courses. Thus reference, bibliography, and subject content of documents commonly represent important aspects of government publications both in the documents courses and in other courses in the same schools. Cataloging of documents, as might be expected, is usually studied only in the non-documents courses.

Turning now to the schools that do not have special documents courses, we find exactly the same four subjects heading the list: “reference work with government publications,” “cataloging,” “subject content,” and “bibliographies and indexes of documents.” The major emphases on subject matter are therefore the same in both kinds of schools. Making a closer comparison, topic by topic, there is found to be some variation in every subject as to the proportion of total time it receives under the two kinds of programs. But the surprising thing is that the greatest variation shown for any subject is only 6.3%, while the average for all variations is only 2.58%. It seems fair to say, therefore, that not only are the same subjects covered under both teaching programs, but the difference in emphasis on individual subjects is relatively insignificant.

It might be interesting at this point to take a look at the kinds of courses in which these topics are covered in those schools that spread their documents instruction through the curriculum. According to the reports received, these schools provide on the average about 56.5% of their total coverage for government publications in the Reference courses, 19% in Cataloging and Classification, 6% in Bibliography courses, about 5% in Administration, between 3% and 4% each in courses devoted to Book Selection or to the various subject fields: Social Science, Science, or Humanities Literature, and only about 3% in miscellaneous courses. Over 80% of the total instruction in government publications therefore, takes place in the Reference, Bibliography, and Cataloging courses.

So far we have been considering only the proportions of total time spent on various topics under the two kinds of teaching programs, and have not yet examined the actual amounts of time spent on documents instruction. From the information reported by the 30 schools, the tabulations favor those schools with documents courses when it comes to considering the total number of class hours of document offerings. For those schools with documents courses, supplemented by some document instruction in other courses, the average amount of time provided for public documents is 50.77 class hours per school. This is to be compared with an average of only 34.37 class hours.
spent on documents in those schools that do not offer a separate documents course. This difference of 16.4 class hours is equivalent, depending on variations in course lengths and number of class meetings per week in different schools, to something like a third or a half of an entire semester's work in one course. Schools without documents courses therefore, offer on the average only a little over 3/5 as much time with government publications as do schools that have documents courses.

But of course there is another way of looking at this situation. Those who favor the integration of documents topics with related subjects through the curriculum may point out here that what really matters is not how many hours of instruction a school offers, but how many hours of instruction the average student receives. In this connection the questionnaire results show, first of all, that most of the special documents courses are elective. Only one school reported that its documents course is required. One other school reported that students must take either the documents course or one in the Bibliography of Sciences. All the other 16 schools that reported on this point stated that their documents courses are elective. Just what this means seems to vary with the school. One school, after stating that its course is elective added: "But most students usually seem to take it." Another school commented: "The requirement of 30 hours in Library Science leaves no opportunity for the extra elective in Government Documents except in the case of an honors course for a previous graduate coming back for additional work." It is probable that neither of these extremes is typical. But it is equally reasonable to suppose that every school having an elective documents course graduates a number of students each year who did not enrol for this course. How much documents education do these students get? The answer seems to be that they get less than students who have taken the required courses in a school that has no documents course. This is a perfectly understandable situation. If one school puts the bulk of its documents training in one elective course, and another school spreads all of its training in documents through courses like Reference, Bibliography and Cataloging, which usually are required, the former school may provide more opportunity for instruction, but the latter actually demands more of each student. The results of the study show appreciable differences here. The average required class time on public documents in schools with elective documents courses is 15.3 hours (the range is from 1 hour to 44). The average required class time on government publications in schools without a documents course is 26.79 hours (the range is from 3 hours to 70). Thus, taken as a group, the latter schools require every student to have $1\frac{3}{4}$ times as many class hours in documents as do the former schools.

In a kind of rough summary of this part of the findings, it can be shown that a student who is interested in documents, who attends a school that offers a course in documents, and who takes the course, can receive considerably more instruction about government publications than can a similarly interested student who attends a school where there is no documents course for him to take. On the other hand, a student who takes only the required courses in either kind of school receives more than half again as much instruction in documents if he goes to a school that has no documents course. Which is the more meaningful way of interpreting this situation? That, undoubtedly, is a question that will continue to be debated by librarians and by library school teachers just as enthusiastically in the
future as it has been debated in the past!

Turning now to see what kinds of documents are being studied in the various schools, and leaving out the Canadian schools for the moment, the tabulations show that all the other 17 documents courses about which information on this point was supplied spend from 50% to 96% of their time on U.S. Federal publications, averaging 74%. Three documents courses do not include publications of the States, and 6 omit Municipal publications. All but four of the courses touch upon League of Nations materials, and all but one include the study of United Nations documents. Seven courses out of the 17 omit consideration of British documents, and only three of the courses reported time spent on any other kinds: county documents, or those of Canada, the major European countries, or South America. Although this breakdown into kinds of documents has little meaning for some courses, such as cataloging, the figures for all schools, and for all courses where this analysis was reported, show about the same distribution: about 75% of the attention is given to Federal documents, around 10% of State documents, a little over 6% to United Nations, about 5% to Municipal, and 2% or less each to League of Nations, to British, and to “other” documents. Turning to the Canadian schools it is not surprising to find they average 55% for Canadian documents, 22½% for British publications, 6% for League of Nations and United Nations combined, and 16½% for U.S. Federal and State documents. Since only one school in the United States reported spending any time at all with Canadian publications, there seems to be a certain lack of reciprocity here!

The reports of two other topics covered by the questionnaire may be interesting enough to be included here: what do the schools conceive to be their goal in documents instruction, and how satisfied are they with the way the courses are working out? For the first of these questions each school was asked if it was an objective of its government documents instruction that (a) the students should acquire a high level of competence in the actual handling of documents, or if (b) the courses were intended primarily to provide a background of knowledge to which the techniques of handling documents could be added when the student started working with them in a library. These two statements were intended to represent extreme points of view, and the schools were invited to modify them, or to substitute more accurate statements of their actual objectives. Two schools reported that they tried to achieve a 50-50 balance between the two extremes. Two other schools said a high level of competence was an objective of the documents course, but that supplementary courses were intended only to provide background information. Three schools accepted a high level of competence as their goal, while one thought a “fair” degree of competence came nearer to expressing its objective. The other 19 schools that replied to this question accepted the background statement as an objective of their instruction in documents. Of these, one school commented that the background objective was probably “nearer the truth” implying, perhaps, a recognition of the fact that a high level of competence is a desirable but difficult goal. Or as another school expressed it: “The course in government documents attempts to achieve both aims but necessarily, since only one semester is given to government documents material, we must provide the student with a fairly good background of knowledge. It is not possible for a student to achieve a high level of competence by devoting only one course to such a complex subject.”
Now what do the schools and the instructors think about their present programs? It is interesting that the most favorable comment came from an instructor who is approaching the subject from a point of view that if not new, at least was not reported as being common. He writes: "I am particularly enthusiastic regarding the interest of students, especially as we work on problems which deal with the promotion of the use of documents in various types of libraries." The more usual responses ranged from "fairly successful" to "very dissatisfied with course." Three schools that do not now have documents courses plan to introduce them within the next year or two. In another school one instructor states: "there is need for a course concentrated on government publications," while a different instructor in the same school suggests the need for a more careful study of the proper allocation of parts of the subject in existing courses. Two schools with documents courses report dissatisfaction, in one because as the course has been taught in the past, Federal publications tend to swallow up all other kinds, and because there isn't time for enough individual student reports; in the other because the course is so short (12 hours) that more than an introductory study of documents is impossible. Perhaps the writer is too optimistic, but the most encouraging thing found in the replies to this questionnaire seemed to be the general air of dissatisfaction that ran through so many of these professorial comments. Complacency is a bad thing in a teacher. But when an instructor thinks a course isn't doing as well as it should, the way is open for changes, and with changes can come improvements.

In summary, the results of this study may serve to reassure those who have been worried about the kind of instruction in public documents the library schools are offering. At least as far as this sampling is concerned we know now that some instruction about documents is being provided in all of the schools, and that over half of them have documents courses. Even the fact that two patterns of instruction exist need be no cause for alarm, because the same topics seem to be considered with essentially the same degrees of emphasis under both programs. The actual amounts of instruction offered and required vary from school to school, but apparently no student graduates from any school without having had some introduction to public documents. Some librarians may be disheartened that so many schools renounce the objective of training students to a high level of competence in the techniques of handling documents. But this, perhaps, merely reflects a more fundamental problem of library schools, namely, that no curriculum under present conditions can possibly be long enough to teach the students all we think they ought to know about both the theory and the practice of any subject.

Expansion of Farmington Plan

Under a new type of Farmington Plan coverage, the University of California Library has agreed to accept all publications of research value from the Philippines and Yugoslavia. The volatile political situation in these countries makes total rather than subject field coverage desirable. Arrangements have been made in both countries for the selection and shipment of current books, works issued in series, and sample copies of periodicals.
Brief of Minutes
ACRL Board of Directors

Meeting, June 21, 1953, in Los Angeles.

Present were officers, directors, chairman of sections and committees, and ACRL representatives on ALA Council. President Severance presided. An agenda with supporting documents had previously been mailed to all present, as well as to many large research libraries, ALA officers, and others. A very few copies are on hand at ACRL headquarters and will be loaned to members on request.

After calling the meeting to order, President Severance discussed the problem presented by the lack of a quorum (8 voting members present, 11 required). It was agreed that the group should proceed as though a quorum was present. If a quorum is present on Wednesday, the actions can be formally approved; if not, they should be submitted by the Executive Secretary to voting members of the Board for a mail vote. This approval would make all actions legal. (Following the conference, all actions taken on June 21 and June 24 were submitted to the Board by mail, and all were approved).

The first item of business was committee reports. Most of these cover essentially the same ground as in the annual report, which will appear in the January issue of C&RL, and are omitted from this brief for that reason. Mr. Rovelstad reported that the Buildings Committee was working with the ALA Buildings Committee in planning a meeting at the annual conference in 1954. Another institute would also probably be held in the fall or winter of 1953. On question, Mr. Rovelstad reported that they had no "money problems." It was observed that this was a financially self-sustaining committee.

Miss MacPherson felt that the Committee on Committees had been very useful and should be continued. The committee had made a special effort to avoid duplication of membership on committees.

In connection with the report of the Committee on Financing C&RL, Mr. Hamlin was questioned on current advertising income. He stated gross income per issue was approaching the $2000 mark. Mr. Low commented on the fact that advertisers use a slightly different address or key for each journal in which they advertise. They judge drawing power from the use of each variant address or key.

Mr. Maxfield reported that the ACRL Monographs at one time were not receiving enough manuscripts and now have trouble screening all that are sent. Sales were running as high as 1200 an issue. Use of ACRL Monographs by library school classes and the office of a graduate school was noted.

On question, Mr. Maxfield outlined the billing procedure whereby a library is invited to pay a deposit of $5.00 in advance. This is not required. Mr. Maxfield felt that by February the Monographs should be established with their own separate budget; to do so in September would be a mistake. Mr. Hamlin explained the procedure whereby Mr. Maxfield receives orders and checks at his Chicago office and sends them over to the nearby ACRL office for processing.

Mr. Severance commented on the role of the Monographs in carrying the name of ACRL into other professions and other countries. Monograph #4 had, for example, received considerable attention in architectural journals.

The Board discussed at length the proposal that annual college library statistics be published in the ACRL Monographs. Many felt that the statistics would not be as widely available and useful outside the journal. Monograph publication was desirable only if the statistics were to include many more institutions and perhaps more data on each. Chairman Purdy (not present) favored selection of institutions to be included. Generally speaking, almost any institution was invited to fill in the form and those which gave the fullest information were included. Those with better than average figures were apparently favored slightly. Mr. Low commented on the need to know, a year in advance, what statistics would be requested. Mr. Maxfield stated that Monograph publication need not supplant C&RL publication, but only supplement it.

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Mr. Severance suggested that board members express their opinion directly to Chairman Purdy. The group then turned their attention to the proposal that statistics on junior college libraries be compiled and published. Miss MacPherson felt these would be very useful in library school work. The wide variations in types of junior colleges were noted. All comment was favorable to the proposal, which would be discussed further at the Junior College Libraries Section meeting.

Kenneth LaBudde presented a petition that the College and University Libraries Division of the Missouri Library Association be admitted as an ACRL chapter. The Missouri people felt that this would bring the membership closer to ACRL activities at the national level. It might facilitate use of individual members in committee work. It should, in general, help to reduce the great distance and barriers between local groups and the national headquarters and program.

On question, Mr. Severance noted that Illinois and New Jersey had state chapters, and Philadelphia an area chapter. Mr. Eaton observed the requirements of the Bylaws were met by the application. It was voted that,

the petition of the College and University Libraries Division, Missouri Library Association, for ACRL chapter status be granted.

Mr. Severance next presented the petition for chapter status from the Pittsburgh, Pennsylvania area which would include adjacent sections of West Virginia and Ohio. It was noted that Mr. Nicholson, state representative from Ohio, favored the chapter as did Mr. Fites, representative for West Virginia. Miss MacPherson stated that Pittsburgh was too far west to attend ACRL chapter meetings in the eastern part of the state. There was further discussion of possible conflict with other library organizations and meetings. Mr. Severance felt that people in an area knew best what was a natural grouping for them. They should be encouraged to get what seems best to them. It was emphasized that initiative in the formation of chapters had always come from the field and no "selling" had been done by ACRL. It was voted that,

the petition be granted for a chapter in the tri-state area surrounding Pittsburgh, Pa.

As requested in a communication from Mr. Clift, it was voted that,

the ACRL recommend to Mr. Clift the appointment of a "rapporteur," in the person of Mr. Hamlin, to act as contact between ALA and the new Section for Academic and Scientific Libraries of the International Federation of Library Associations.

In May the ALA Committee on Boards and Committees had supplied ACRL with various data regarding the need for rare book interests to be recognized within the organization. It was suggested that the ACRL Board consider the matter and make recommendations to the committee. The data dealt with the lack of ALA committee, board or other unit where rare book problems and interests could be handled, and the need for some representation of this important area. The subject had been originally raised in a letter from Mr. Ottemiller to Mr. Clift. It was acknowledged that ALA did not cover this important field. The proposal raised many problems and was not entirely consistent. After considerable discussion of needs and existing organizations in the rare book field, it was agreed that no immediate solution was to be found. It was, therefore, voted that,

an ACRL committee be appointed to study the proposals of Mr. Ottemiller concerning the establishment of a group within ALA for librarians especially interested in rare books, and to make recommendations to the ACRL Board of Directors.

Meeting, Wednesday, June 24, 1953, in Los Angeles.

Present were officers, directors, chairman of sections and committees and invited guests.

The treasurer's report for the first nine months of the fiscal year was presented by Mr. Shipman. This showed that $5,000 had been placed in a savings account to draw interest. Mr. Hamlin noted that income of College and Research Libraries was considerably above estimates and that net cost was reduced. Income from memberships looked very good.

Mr. Severance said that the budget to be adopted would probably be in the red but that ACRL funds in August would total approximately $15,000.
At the Midwinter Meeting, the Board of Directors had “instructed the Executive Secretary to make a careful survey both of ACRL’s present budget and financial status, and ... to make recommendations ... concerning a financial cushion for future operations and the money ACRL might have available to spend for publications and other projects.” This report had been prepared and circulated as a part of the Agenda. The report summarizes the growth of the ACRL treasury, states the normal requirements for working capital during a given year, and divides the problem of reserve funds into two parts: (1) basic reserve or safety factor which is a cushion against sharp drops in membership dues or other revenue, a granary as it were against a year or two of drought; and (2) reserve to finance occasional new ventures or special projects such as distribution of C&RL to the membership. Policies of ALA and SLA in regard to reserve funds are noted and the conclusion reached that the basic reserve factor required about $5000 (slightly less than 20% the current budget); the reserve for new projects should not normally grow above $9000 (roughly 25% current budget plus budget for C&RL and Mono-graphics). To summarize, at the current level of expenditure the ACRL treasury should not go below $5000, except for emergency needs, nor should it accumulate more than $14,000 except to finance very specific, special needs. For normal operations, it should fluctuate between those two levels. Ten percent of budgeted funds normally revert at the end of any one year. In the light of current income, Mr. Hamlin estimated the budget for the year ahead could be as high as $27,500, but not any higher. This would make modest inroads on accumulated funds but should be safe and proper for a good program.

Members of the Board reviewed previous discussions of financial policy. Would ACRL grow more dependent on outside groups if its treasury balance shrank? Mr. Tauber stated that it was a lack of faith to keep a big surplus for any such reason. Since the Association had money and worthy projects that needed aid, it should use the money for them. After brief discussion, it was voted that,

the financial policy as outlined by Mr. Hamlin in the Agenda be adopted.

Attention next turned to the 1953-54 budget, which had been prepared by Treasurer Shipman and circulated in advance of the meeting (for budget as adopted, see page 438).

In connection with income, there was brief speculation as to whether membership would decline because of the new reference section of the Public Libraries Division.

Under expenditures, Mr. Hamlin noted the membership dues of the American Council on Education had been increased and the Board authorized expenditure of $50.00. At the request of Miss Scarborough, the Junior College Libraries Section was voted $150. Mr. Betts reported on the increased cost of the Pure and Applied Science Section Newsletter. It was felt that newsletters were very useful and sectional activity should be encouraged. The Board voted to increase the PASS appropriation to $250.

The item of $900 for general administrative (officer) expense was questioned. Mr. Severance explained that this provided travel (principally for the president). Travel of the Executive Secretary was a separate item. Comparison was made to the travel funds for ALA staff. Mr. Hamlin stated that much ALA travel was charged to project and other budgets and was not charged to the individual’s travel account. With few exceptions all ACRL travel is paid from these two travel budgets.

The budgeted salary for clerk-typist was raised from $2800 to $3050 at the request of Mr. Hamlin. He had every hope of filling the position at the lower salary. The increase for headquarters office equipment was explained as principally to provide a desk for the new employee and several chairs. On question, Mr. Shipman reported that at this point the Board had approved expenditures of $23,910 and the estimated income was $22,360.

President Severance requested that subvention (subsidy) of College and Research Libraries should be considered along with two other problems involving the journal. For years the division had paid ALA to handle production of the journal. This involved the work of styling, proof-reading, ad layouts, ordering reprints and many other steps which must be taken after the editorial work is completed but before manufacture of an issue. ALA wished to be relieved of this work. Furthermore, advertising had increased to

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such an extent that the work involved had become a heavy burden on the ACRL office. Mr. Hamlin, therefore, proposed that a new staff member be hired to handle the production and advertising work as well as minor but growing problems of the ACRL Monographs.

The Executive Secretary also recommended that the two part-time college girls now used on the Monographs and to process membership records be replaced by a full-time person.

Mr. Hamlin stated that the publication of C&RL was a critical matter on which the Board must take some action, as production of the October issue would begin the first of August. He would find part-time help to get that issue out and hoped, with Board approval, to have a new staff member to take over the work on the January issue. This person should be a trained librarian with some production or publishing training or experience.

On question, Mr. Hamlin reported the current C&RL budget as $11,350. Net returns from advertising (per issue) was running above $1700. He, therefore, estimated that a year should bring in about $8000 (4 issues; 20 pages of ads each) once advertising solicitation and management was in the hands of someone who would give it more attention than he could. Other major income was from subscriptions (currently slightly under $3000) and ACRL subsidy ($3750 authorized). The cost of production (about $1000) would be saved if done by an ACRL staff member.

Mr. Tauber commented that advertising should not be increased so as to reduce the space for content. A limit might be necessary. He agreed that Mr. Hamlin should not have to do all the work with advertising. Mr. Branscomb stated that the issue was one of spending more money in order to free the Executive Secretary so that he could do other Association work.

It was obvious that the step would require use of reserve funds (deficit budgeting) and estimates were carefully considered. Mr. Hamlin felt that the Association was sufficiently strong to take this risk and was convinced that increased usefulness of headquarters, because of additional help, would be reflected in Association income.

Staff tenure was discussed. Retrenchment might be necessary after a few years. Mr. Severance stated that ACRL staff is part of ALA and that Mr. Clift's approval of the new position would be needed. ALA staff had tenure but, of course, no staff member was retained when the money to pay the salary just didn't exist. Mr. Hamlin stated that the Assistant Editor of the ALA Bulletin was Grade 11 at ALA (starting salary $4909) and so far as he could determine the job best fitted the same classification.

Mr. McAnally felt that the only course was to add the new staff member if publications are to remain a principal Association activity. Mr. Branscomb felt that ACRL might limp along without but that it was too strong to limp. On query from Miss MacPherson, Mr. Hamlin stated that he did not think ALA would force ACRL to raise the position grade higher than 11. Mr. Hamlin figured the new position would cost about $5800 the first year and this includes some new equipment, travel, etc. About $3300 of this could be properly charged to the separate C&RL budget. The net cost to the Association was approximately $2500.

Before taking action on the new position, President Severance requested that other demands on the treasury be considered.

Mr. Maxfield, who spoke for the Publications Committee, suggested a small fund to assist authors in the preparation of manuscripts. Since only a few Publications Committee members had been present to discuss this, the request could not be made officially.

Mr. Severance briefly described new progress toward a program to reissue out-of-print books. Alton Keller had outlined to him plans for an office in New York and regular canvass of librarians to determine what o.p. titles were most needed. Publishers were cooperating. Endorsement of the program was sought as well as modest financial support ($100-$500 suggested).

Mr. Tauber brought up Columbia's need for at least $2000 in order to bring out a new edition of Who's Who in Library Service. It was voted that, the request for an additional professional staff member in the ACRL office as made in the Agenda be granted.

Mr. Hamlin thanked the Board for its action and promised to do his level best to keep expenditures down and to advance other phases of the work at headquarters.

The Board next considered other requests
for funds. Action on Who's Who in Library Service could not be deferred. The appeal to library associations had suggested ten cents per member as a contribution ($450-$500 for ACRL). Mr. Tauber considered this a maximum figure. Miss Gifford recommended support and the amount was discussed. It was finally voted to add $200 to the budget for support of Who's Who in Library Service.

The Board turned to the out-of-print books project. Miss Gifford described the need of a central office to do such things as clear copyright, contact publishers, etc., as well as gather information about titles to be reprinted. The committee would take over many problems now handled by a number of committees that duplicate each other. Mr. Tauber thought that the book publishers ought to take care of these needs. Since there was no immediate need for money, the Board felt that an expression of interest and encouragement was sufficient at this time and financial support could be considered later on.

Noted for the record: this activity comes under the Board on Acquisition of Library Materials, of which Alton Keller is chairman, through the Board’s sub-committee which carries the title of Joint Committee of Librarians and Publishers, Jerome K. Wilcox, sub-committee chairman. It was voted,

that ACRL direct the Executive Secretary to write a letter to Mr. Keller and his group indicating ACRL interest in the out-of-print book reprints project.

In reply to a question, Mr. Hamlin said it was customary to adopt the ACRL budget at this time and to adopt the budget for C&RL at Midwinter. It was voted that, the 1953-54 budget be adopted (as shown in the Agenda) with the amendments (noted above).

Arthur T. Hamlin, Executive Secretary

Linn Collection on Loan at Ohio State

The Ohio State University Libraries have received, as a ten year loan from the Linn Estate, the Talfourd P. Linn Collection of Cervantes material. The collection, though relatively small (116 items in 301 volumes), is choice and represents the life-long interest of a discriminating collector of Columbus and Zanesville, Ohio. Consisting mainly of editions and translations of Cervantes' masterpiece, El Ingenioso Hidalgo Don Quixote de la Mancha, the collection, with its many beautiful bindings and the outstanding series of illustrations by such noted Quixote illustrators as Dore, Vierge, Coypel and Cruikshank, also reflects Mr. Linn's interest in the physical book as a work of art. The eighty editions of the Quixote in the collection well depict the bibliographic history of this work, ranging from the third Cuesta printing of 1605 to an American trade edition of 1927, including such items as the Real Academia Espanola Anniversary edition and numerous translations into many languages, including Polish and Japanese.

Other items of interest are an edition printed on leaves of cork, a copy of the first English translation by Shelton, and a first edition of the "False Quixote" by Avellenada. Nor, though concentrating on the Quixote, did Mr. Linn ignore the other works of Cervantes. Also included in the collection are an eighteenth century edition of the pastoral La Galatea, two 18th century editions of the Exemplary Novels, and a 1652 English translation of Persiles y Sigismunda. As Professor Claude E. Aníbal noted in his address accepting the collection on behalf of the university, it will be of interest not only to students of Spanish Literature and of the novel, but is also a valuable source of information on the history of the book, and the art and techniques of translation and illustration, reflecting varying states of mind and points in human outlook by the manner in which an incident is handled by a translator or, by which events are chosen for reproduction by an illustrator. It is hoped that the Talfourd P. Linn Collection, now being housed in the Modern Languages Graduate Library, will become a permanent part of the Ohio State University Libraries at the end of the ten year loan period and that it will give rise to many interesting studies on the part of the students and scholars whose examination and use are invited.

OCTOBER, 1953
ACRL
General Session Minutes

The ACRL General Session was held in the Bovard Auditorium, the University of Southern California, on Tuesday, June 23. President Severance presided.

The principal address, "A Dean's Inventory," was given by Dr. Tracy E. Strevey, dean of the College of Letters, Arts and Sciences, U.S.C. He was introduced by Dr. Lewis F. Stieg who was in charge of ACRL program arrangements for the Annual Conference.

Sallie J. Farrell of the ALA Federal Relations Committee reported briefly on the status of legislation then before Congress of professional interest to librarians. Principal items were the library services bill, the customs simplifications bill, postal rates for audio-visual materials, and repeal of book rate. She noted the importance to libraries of the proposed Commission to Study Federal Grants in Aid.

The General Session was convened into a business meeting by President Severance. He announced the new officers for next year: President, Harriet D. MacPherson; Vice President and President-Elect, Guy R. Lyle; Director-at-large, David Jolly; ACRL Representatives on ALA Council: Lewis C. Branscomb, Arthur M. McAnally, Edward C. Heintz, Clifford R. Armstrong, Irene L. Craft, Felix E. Hirsch, Frances B. Jenkins, and David Otis Kelley. (For a full list of ACRL officers for the current year, see the front of this issue.)

Mr. Shipman made a brief report on the treasury. The balance on hand June 1 was $12,220.46 (not counting allotment credits at ALA).

Andrew J. Eaton as chairman of the Committee on Constitution and Bylaws presented two amendments to the constitution. Both had been approved by the membership at the 1952 New York meeting; they become effective if passed by two-thirds vote of members present.

At present the constitution provides that changes in it or in the bylaws can be made only upon written recommendation of the Committee on Constitution and Bylaws. It was felt this provision gave too much authority to a committee whose function should be primarily advisory. More authority for constitutional amendment should be given to the membership and the Board of Directors. His report continued:

"To restrict the authority of the committee, it has been recommended that the phrase 'upon a written recommendation of the Committee on Constitution and Bylaws appointed by the President' be deleted from Article IX and Article X of the Constitution. These articles would then read as follows:

**ARTICLE IX. BYLAWS.**

Sec. 1. Adoption, Suspension, and Amendments. Bylaws may be adopted, suspended, and amended by a majority vote of the members of the association attending any general session of any annual conference or casting ballots in a vote by mail.

**ARTICLE X. AMENDMENTS.**

Sec. 1. This constitution may be amended by a two-thirds vote of members present at any general session of two successive annual conferences not less than four months apart, provided that notice of the proposed amendment is published in the official publication of the association not less than one month before final consideration.

"The effective of these amendments will be to prevent the Committee on Constitution and Bylaws from exercising veto power over proposed changes in the Constitution and Bylaws. It is understood that the committee may express its opinions on proposed changes, but that it will act upon instructions from the Board of Directors."

Mr. Eaton then moved that the phrase, "upon a written recommendation of the Committee on Constitution and Bylaws appointed by the president," be deleted from Article IX.
and Article X of the Constitution. The motion was duly seconded and carried without dissent.

Mr. Eaton reported that the Board of Directors had instructed his committee to prepare an amendment to the Bylaws, Article V, which relates to chapters. In order to make possible ACRL chapter affiliation for the Southeastern Library Association, the requirement that “at least one meeting shall be held each year” would have to be changed to permit biennial meeting. The committee recommendation was designed to retain the requirement of annual meeting for all chapters except those regional or other groups which normally meet only once in two years. Mr. Eaton moved that,

the phrase “or every two years in the case of regional or other groups which normally hold biennial meetings” be added to Article V, (3).

The motion was seconded and passed without dissent.

The executive secretary was introduced and spoke briefly about two areas of association activity. The publications program had grown enormously in size and usefulness. C&RL is a bigger journal, a better journal, a less expensive journal than ever before. More than twice as many copies are distributed than was the case 15 months ago. The ACRL Monographs have likewise grown to major importance almost overnight. The association was doing relatively little in a direct way to raise the effectiveness of college library service. So far, its work had been largely limited to the collection of information, particularly statistics, and to advice to institutions that presented problems. ACRL must do a great deal more in this area.

In closing the meeting, President Severance requested members to express their opinion of the experimental “ACRL Day” at the Annual Conference. He noted the fine cooperation of Dr. Stieg and his assistants (particularly David LeClaire) in making the many plans and arrangements.

Arthur T. Hamlin, Executive Secretary

Joint Dedication of Two New Buildings

The joint dedication of the new library buildings at the University of Georgia and the Georgia Institute of Technology will be held on Thursday, Friday, and Saturday, November 19, 20, and 21, 1953, in Athens and Atlanta.

The Ilah Dunlap Little Memorial Library of the University of Georgia will be dedicated on Thursday morning. Dr. O. C. Aderhold, president of the university will preside. Governor Herman Talmadge and W. Porter Kellam, director of libraries, will take part in the ceremonies. Ralph E. Ellsworth, director of libraries at Iowa State University, will give a dedicatory address on “The University Library, Center of Study and Research.”

Thursday afternoon and evening and Friday afternoon will be devoted to a symposium on “Availability and Use of Research Materials.” Speakers include William T. Couch, editor, Collier’s Encyclopedia; Herman Fussier, director of libraries, the University of Chicago; Jack Dalton, librarian, the Alderman Library, University of Virginia; Keyes D. Metcalf, director, the Harvard University Library; Robert B. Downs, director of libraries, University of Illinois; Verner W. Clapp, acting librarian of Congress; and Ralph R. Shaw, librarian, the Department of Agriculture.

The Georgia Institute of Technology will have open house and reception in the Price Gilbert Library on Friday afternoon. At a dinner that evening, Dr. Alan T. Waterman, director, National Science Foundation, will speak on “Research and the Scholar.”

The Price Gilbert Library will be dedicated on Saturday, November 21. President Blake Ragsdale Van Leer of Georgia Tech will preside. Participants include Governor Talmadge, Mrs. J. Henley Crosland, director of libraries, and John R. Burchard, dean of faculties at M.I.T., who will deliver the dedicatory address on “The Role the Georgia Tech Library Can Play in the Industrial Development of the State and the South.”

Architects, librarians, and friends of libraries and higher education are cordially invited to the ceremonies at both institutions and to the symposium.

The papers will be published in the April issue of Library Trends. Mrs. Crosland and Mr. Kellam will serve as joint editors of that issue.

OCTOBER, 1953
ACRL Budget for 1953-54

As Adopted by the Board of Directors in Los Angeles, June 24, 1953

**Estimated Income**

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<tr>
<td>ALA allotments to ACRL from dues</td>
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<tr>
<td>Executive Secretary, TIAA premium dues</td>
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<td>ACRL Monographs</td>
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**Estimated Income**

$22,360.00

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<td>Council of Natl. Library Assoc. dues</td>
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<td>Cooperative Committee on Buildings study expense</td>
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<td>Annual Ballot</td>
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**Expenditures**

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**Committee Expenses**

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**Officers' Expenses**

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<tr>
<td>Communications, Supplies</td>
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**Grand Total**

$29,010.00

Please note: The salary figures given are not salaries actually paid; they are maximum figures authorized. Even with full employment salaries paid will run about $1000 less than the figures shown. Subvention to C&RL should actually be at least $1000 less than the amount authorized since the new professional staff member will do production and perhaps other work formerly contracted for on the C&RL budget. These two adjustments alone reduce anticipated expenditures by at least $2000 and so come within the recommended expenditure ceiling of $27,500.
News from the Field

Acquisitions, Gifts, Collections

Dartmouth College has acquired what is probably the world's greatest library on the polar regions, assembled during 30 years by the explorer Vilhjalmur Stefansson. The collection represents a national asset of the highest order to be used in the development of the world's far northern regions. Purchase of the Stefansson Collection, which had been on deposit in the Baker Library, Dartmouth, since December 1951, was made possible through the generosity of Albert Bradley of Greenwich, Conn., executive vice-president of General Motors Corporation. Mr. Bradley, a member of the class of 1915 at Dartmouth, gave to the college the funds to buy the collection from Dr. Stefansson, who is Arctic Consultant for the Dartmouth College Museum. This acquisition gives to the college a vital research tool to be used in connection with its Northern Studies Program, now getting under way.

The Stefansson Collection contains 25,000 volumes, 20,000 pamphlets and many valuable manuscripts, dealing with the Arctic, the Antarctic and the permafrost areas of the world, both geographically and culturally. It includes information on the science, music, history, linguistics and folklore of these regions. It has been estimated that one out of five published items in the collection is not to be found in the Library of Congress, and that 40% of the collection's Russian material on the Arctic zone is equally rare. In addition, there is a large amount of unpublished material dealing with the northern frontier. This includes manuscripts containing the research work of students of northern regions as well as the extensive correspondence carried on over many years by Dr. Stefansson.

The University of Kansas Library has recently acquired the general scientific and botanical sector of the personal library of the late Thomas Jefferson Fitzpatrick, botanist, collector, and bibliographer, retired professor at the University of Nebraska. Of his library of some 80,000 items, the Kansas University Library has received extraordinary collections in the history of botany, and relating to Rafinesque and Linnaeus.

Fitzpatrick was an authority on Rafinesque, and the author of the standard bibliography of Rafinesque publications. The materials in Fitzpatrick's library forming the basis for this bibliography constitute one of the most complete and important collections of its kind. The Fitzpatrick collection of Linnaeus is unusually rich, and is very possibly one of the best outside of the British Museum in London.

More than four hundred contributors have given to the Hobert Brady Memorial Book Fund established this year at Friends University, Wichita. The fund totals more than $2,000 and will be spent over a considerable period of time for books in the field of business and economics.

The University of Kansas Library has just arranged for the purchase of 30,000 volumes of books on economics, particularly the history and theory and bibliography of economics and related subjects from the John Crerar Library in Chicago.

This transaction is in continuance of the Crerar's program to concentrate its services in the fields of science and technology and thus to dispose of out-of-scope books to other institutions. First preference has always been given to libraries in the Chicago area. The Kansas purchase retains in the middle west one of the world's great libraries in economics.

The Crerar economics collection was built up diligently and strengthened particularly by two large purchases in the early twentieth century, one of the private library of Mr. C. V. Geritsen of Holland, and the other the private library of Prof. Richard T. Ely of Wisconsin. In subsequent years, Professor H. S. Foxwell was advisor to the Crerar in continuing its collection.

These 30,000 volumes will be added to about 50,000 already on hand in the University of Kansas Library, which has given special attention in recent years to the development of its collection in economics. In consequence, the University of Kansas Library will have one of the more important economics libraries in this country.

This transaction may be one of the largest acquisitions of economics material in the re-
corded history of libraries. A particular advantage to Kansas in this purchase is that it secures a collection that is already cataloged and the catalog cards go with the purchase. Consequently, Kansas is not faced with a major cataloging problem as a result of the purchase.

Yale has received a group of important early English printed books. The collection includes more than a dozen extremely rare volumes printed in England between 1483 and 1637—including two by William Caxton, England's first printer, whose publications have survived only in a small number of copies each; four books of equal rarity by Caxton's successors, Wynkyn de Worde, William de Machlinia, and Richard Pynson; and three early quarto editions of William Shakespeare's plays, one of Hamlet and two of King Henry the Fourth, Part One. These gifts bring to 100 the number of books printed in England before 1640 which have been acquired by the Yale Library in the last year. The Library now has about 5,400 such volumes in its various collections.

The University of Illinois Library, by acquiring a first edition copy of John Milton's Of Education, one of the eight or nine in existence, has the only complete set of Milton's first editions. The University's Milton Collection numbers more than 3,000 volumes and represents 25 years of research by Professor Harris F. Fletcher, eminent Milton scholar.

Radcliffe College is building a research library relating to the social and historical contributions of American women. Established in 1944, the Women's Archives is collecting material covering three centuries of women's education, occupations, political activities, and family lives. The fields of medicine, law, social reform, and religion also come within its scope. The Archives would welcome contributions of documents and books showing the growth of women's education, and personal papers of individuals and records of educational progress are of particular interest. Funds are also welcome. For further information write to Mrs. Richard Borden, director, Radcliffe Women's Archives, 10 Garden St., Cambridge, Mass.

The Library of Florida State University has recently acquired the music library of the well-known conductor, composer and musician, Everett B. Helm, of New York City. The collection includes the great music encyclopedias, standard reference works in music and bibliographies in English, French and German. There are also a large number of volumes of music history in French and German, biographies of famous musicians, books about music and the theory of music, rare scores and librettos. In addition to these there are several thousand pieces of music for piano, organ, and other instruments as well as vocal music, choral music, religious and secular, and folksongs in several languages.

The libraries of the thirteen four year liberal arts colleges represented in the Iowa Intercollegiate Athletic Conference met for their second annual Workshop on May 15 and 16, 1953, at Wartburg College, Waverly. The program included discussions of the activities carried on by the Association of College and Reference Libraries, the College Section of the Iowa Library Association, and the American Association of Colleges for Teacher Education. The meeting began with a tour of the college campus and library and concluded with the conference track meet. Perna Lohn of Wartburg College Library was hostess, and O. M. Hovde of Luther College Library was chairman.

The Ford Motor Company Miscellaneous Archives were dedicated at special ceremonies in Dearborn, Michigan, on May 7.

The Friends of the University of Pennsylvania Library celebrated their twentieth anniversary on May 19. The celebration began in the University Library with a centenary exhibition of the publications of the firm of Martinus Nijhoff of the Hague. His Excellency, Dr. J. H. van Roijen, Ambassador of the Netherlands, was represented by Jonkheer H. A. Teixeira de Mattos, First Secretary of the Embassy, who opened the exhibit formally in the afternoon.

Following the exhibition opening, the Friends of the Library held a dinner meeting. Mr. Lessing J. Rosenwald, the newly elected president of the Friends was introduced, and Mr. Wilmarth Lewis of Farmington, Connecticut, Trustee of Yale University, spoke
briefly on “The Purpose of a Friends of the Library.”

The collection of Nijhoff publications has since been on exhibit at the Universities of North Carolina and Virginia, and will also be shown at Harvard University.

The new fine arts building at Kansas Wesleyan University, Salina, has a library room which will be used mainly to house technical books on art and music, along with prints and scores. A small listening room opens off this room and will have two or three record players for the use of music students.

Dr. Elmer Belt, noted Los Angeles urologist and Leonardo bibliophile and collector, delivered the fourth series of Clendening Lectures on the History and Philosophy of Medicine on May 4, 1953, at the University of Kansas campus in Lawrence and at the University Medical Center in Kansas City. In the first lecture, he discussed “Leonardo da Vinci’s Technical Innovations and Discoveries in Anatomy”; the second lecture was concerned with “Leonardo da Vinci’s Studies of the Genito-Urinary System.”

Some three years ago, the College of Agriculture of the University of Nebraska and the USDA Library engaged in a cooperative program to provide general library services to the staff of the Department formerly served from the Department’s Branch Library at Lincoln. The plan worked successfully and has now been extended so that substantially all general library services for USDA’s field personnel are provided by cooperative arrangement with Agricultural Colleges and Experiment Stations.

The University of California College of Agriculture at Davis serves the Department staff on the West Coast; the Oklahoma A&M College at Stillwater serves the staff in the southwest; the University of Florida Experiment Station at Gainesville serves the southeast; the University of Rhode Island at Kingston serves the northeast; and the University of Nebraska continues to serve the Northern Plain States. The Forest Products Laboratory Branch at Madison, Wisconsin, will continue to provide general services to the Department staff in the North Central States. The research library branches at Beltsville, at the four regional laboratories of the Bureau of Agricultural and Industrial Chemistry, and at the Forest Products labora-
tory, continue to be operated as part of the research institutions which they serve.

This new arrangement provides for good general library services to the staff of the Department at somewhat less than half the cost of maintaining separate USDA branches and in return provides some important services, such as free photocopying service, to the cooperating institutions.

The Detroit Public Library

Publications has available copies of Labor Relations in the Automobile Industry: A Bibliography, compiled by Roberta McBride (1950, 60p., 25¢).

The Research Association of British Rubber Manufacturers, 105-7 Lansdowne Road, Croydon, England, has available free copies of a “Systematic Classification of Scientific, Technological and Commercial Information on Rubber,” originally prepared by T. R. Dawson. The classification, which allows for subdividing on a decimal basis, contains auxiliary tables which permit almost any material to be considered from the point of view of its manufacture, type, properties, testing, treatment, or application.

Charles E. Hamilton, chief cataloger, East Asiatic Library, University of California (Berkeley), has compiled a “Code for Descriptive Cataloging” of Oriental books (1953, vii, 21p.).

The Bibliographical Society of the University of Virginia has issued the following publications: Maryland Imprints, 1801-1810, by Roger Pattrell Bristol (1953, 310p., $7.50, $4.00 to members); A Preliminary Checklist of Tennessee Imprints, 1861-1866, by Eleanor Drake Mitchell (1953, 98p., $2.00); Cornerstones of Confederate Collecting, by Richard Barksdale Harwell, 2d ed., with facsimiles and an introduction by Clifford Downey (1953, 35p., $2.50); Testimony Against Profane Customs, by Increase Mather (reprinted from the 1687 ed., 59p., $5.00); and English Prose Fiction, 1661-1700, by Charles C. Mish (1952, 87p., $1.00).

The Ford Motor Company has issued Rules Governing the Use of Ford Motor Company Archives (1953, illus.). Henry E. Edmunds, archivist, has written of the archival collections at Fair Lane in the American Archivist, April, 1952.

The Library of the Chicago Teachers Col-

OCTOBER, 1953
lege and Chicago City Junior College, Wilson Branch, of which Fritz Veit is director, has issued a detailed, 80-page mimeographed "Staff Manual" of operations. The manual, which includes an index and sample forms, should be a useful management tool.

Two new Penguin Books (Baltimore 11, Md.) are *The Four Gospels*, a translation from the Greek by E. V. Rieu (1953, 250p., paper, 65¢, cloth, 95¢), and *A Forgotten Kingdom*, being a record of the results obtained from the excavation of two mounds, Athisana and Al Mina, in the Turkish Hatay, by Sir Leonard Woolley (1953, 191p., illus., paper, 75¢, cloth, $1.95).

Volume XIII, 1951, of *Documents on American Foreign Relations*, edited by Raymond Dennett and Katherine D. Durant, has been issued for the World Peace Foundation by the Princeton University Press (1953, 626p., $7.50). This is the final volume to appear as a responsibility of the World Peace Foundation. Subsequent volumes of this valuable series will be edited and produced by the Council on Foreign Relations and will appear as a complementary series to the Council's regular annual publication, *The United States in World Affairs*.

The Library of Congress has issued *Education in Western Germany*, by Hans Wenke, of the LC Reference Department, European Affairs Division (1953, 102p., $1.00, order from Card Division).

Thomas P. Fleming has compiled *Guide to the Literature of Medical Sciences*. (Preliminary ed., 1953, 131p., $4.00) School of Library Service, Columbia University, New York, N.Y.

Walter Hausdorfer, librarian, Temple University, has an interesting analysis of "Turnover of Books" in his *Annual Report, 1951-1952*.

Vol. 3, No. 4, October 1949-December 1952 of the Air University Periodical Index is a cumulative issue which contains a new pattern of subject headings. Most entries under "U.S. and USAF" have been eliminated and entry is directly under agency. Other modifications have been made to meet the special approach of researchers in aeronautics and related subjects.

Carl Björkholm is the editor of *Bibliography of Bibliographical and Library Literature*, which has been reprinted from *Nordisk Tidskrift för Bok och Biblioteksväsen*, vol. 39, 1952.

Robert L. Collison is the author of "Aspects of Co-operation in University and Special Libraries in the United States of America," pp. 43-49, in the *Proceedings of the Annual Conference of The Library Association, Llandudno, 1953*. The Library Association has also issued the 1952 edition of *Subject Index to Periodicals* (1953, 671p., £5. 5s.). Thirty-seven new periodicals are included, and 22 are eliminated because of cessation of publication or for some other reason.

*Revista Interamericana de Bibliographia*, Vol. 2, Nos. 1-2, January-August, 1952, is dedicated to the memory of José Toribio Medina, 1852-1930, for whom the Medina Centennial Celebration sponsored by the Pan American Union was held in Washington, November 6-8, 1952. Maury A. Bromsen is editor.

The National Archives has issued *The Archives of the United States Diplomatic and Consular Services in Latin America*, by John P. Harrison (Washington, 1953, 16p., map).


The International Civil Aviation Organization, a specialized agency of the United Nations, has published *The Lexicon of Terms Used in Connection with International Civil Aviation*, in English-French-Spanish (1952, 197p.).

"A Librarian Looks at General Education," by One Who Knows, is an indictment with constructive criticisms appearing in the *Journal of Higher Education*, April, 1953.

*Indexes and Indexing*, by Robert L. Collison, is published by John de Graff, Inc. (New York, 1953, 155p., $2.50). This is a detailed study of the methods and problems of compiling indexes of books and other materials, such as music, recordings, films, and periodicals. Economics, checking, layout and style are considered. Part 3 is a "Reference Section" which includes information on proof correction marks and other procedures for indexers.

Part 2 of the third volume of the second edition of Milkau's *Handbuch der Bibliothekswesen*, ed. by Georg Leyh, has been
issued by O. Harrassowitz, Wiesbaden. This part, dealing with the history of libraries, is concerned with the Greek and Roman, Byzantine, and Islamic cultures.

Master's Theses in Education, 1951-1952, ed. by T. A. Lamke and H. M. Silvey, has been issued by the Bureau of Research, Iowa State Teachers College, Cedar Falls (1953, 155p., $2.00). The classified list includes 2607 titles reported by 182 institutions.

Abstracts of Theses Accepted in 1951-1952 is published by the Massachusetts Institute of Technology (Cambridge, 1953, 222p., $2.50). In addition to 147 theses for the Ph.D. and Sc.D. degrees, there are also included lists by title of 18 theses presented for professional engineering degrees and nearly 400 theses presented for M.S. degrees.

The United Nations Library has arranged to send LC a daily selection of UN printed and processed documents and publications in all language versions that are believed to be of substantial and lasting interest. These include yearbooks, monographs, directories, handbooks, significant reports of commissions and committees, bibliographies, and similar works of reference value. The selection will comprise approximately 500 items annually. LC will catalog the materials promptly and will sell the printed cards at the usual card prices. Subscriptions may be placed by language (English, French, Spanish, or Russian).


Guide to Color Prints, by Milton Brooke and Henry J. Dubester, has been published by the Scarecrow Press, Washington, D.C., 1953, 257p. This is a comprehensive and current compilation of color reproductions available for purchase in the U.S. Basic information for more than 5,000 color reproductions of over 4,000 paintings by more than 1,000 artists is included. Various reproductions of the same painting are listed. The main parts of the volume contain the List of Color Prints, List of Portfolios and Sets of Color Prints, Title Index, Artist Index, and Sources of Foreign Color Prints.

A Popular Guide to Government Publications, by W. Philip Leidy (Columbia University Press, 1953, 296p., $3.00), includes 2,500 titles, arranged under about 100 subject headings, which are assumed to have the greatest appeal and practical value. The several best sellers among the government publications are included. Technical publications, legal material, statistical reports, annual reports and periodicals are omitted. The smaller library, with an eye toward selection, should find this a useful guide.

The 34th edition of the Porter Sargent Handbook of Private Schools (1953, 1136p.). The editors indicate that this volume has been completely revised, with up-to-date descriptions developed for the 2,000 schools included. A valuable source of information for librarians who advise on available private schools, the volume also contains a reprint of the first edition of the Guide to Private Junior Colleges and Specialized Schools, as well as supplementary lists of special and local private schools, and a section devoted to Latin-American and other foreign schools for U.S. boys and girls.

P. F. Collier & Son (640 Fifth Ave., New York 19) has issued its new Collier's World Atlas and Gazetteer (1953, 480p., $17.50, discount to schools and libraries). This atlas is supplemented by text, pictures, tables, charts and a 266-page index-gazetteer which together cover the physical and economic geography of the world, the U.S., the 48 states individually, the U.S. possessions, and Canada. Final 1950 census figures are used for the U.S.; 1951, for Canada; and latest available figures for other countries. Various features, such as population figures, business centers, climatic and economic data, etc., as well as statistics on railroad, steamship and air distances are brought up-to-date. Collier's has also issued the 1953 Collier's Year Book (800p., $10.00, U.S., $12.00 elsewhere). Edited by William T. Couch, editor-in-chief of Collier's Encyclopedia, the Year Book contains over 640 articles by 335 experts. Illustrations, maps, and tabular presentations accompany the textual materials.

The Institute of Aeronautical Sciences, 2 E. 64th St., New York 21, has available at $5.00 per copy Fifty Years of Flight, A Chronicle of the Aviation Industry in America, 1903-1953, by Welman A. Shrader (Cleveland, Eaton Manufacturing Co., 1953, 178p., illus.). The four principal Scandinavian library periodicals are now publishing summaries of

(Continued on page 452)
Lucile M. Morsch was appointed deputy chief assistant librarian of Congress on May 25. For this advance, her astonishingly successful and varied career has prepared her well. Unusually successful as a cataloger, teacher, codifier, administrator, consultant, and good-will ambassador, Miss Morsch has demonstrated that intensive specialization in one aspect of librarianship can provide a firm foundation on which to build a professional life of broad utility if one has breadth of mind, and a sense of dedication to one’s work. These qualities she possesses in abundance. In her professional activities, she has demonstrated her ability to see beyond the immediate goals to the ideal of inter-library cooperation and standardization of procedures, and in her work she has followed principles which will lead, in the hopeful future, toward one library world.

Her idealism and personality have endeared her to countless librarians of both North and South America. But her magnanimity is tempered by a practical administrative sense. The projects into which she throws her great energy are invariably those that can be accomplished and that will lead us a step in the right direction. It is characteristic of Miss Morsch that although she has done as much as anyone of our generation to improve cataloging and has been given the first Margaret Mann award and the respect of the international library community for her work on the Rules for Descriptive Cataloging, she is prouder of her development of a strong and flexible cataloging staff at the Library of Congress, since the work done by LC in cataloging is continuously determinative for so many other libraries.

As deputy chief assistant librarian of Congress, Miss Morsch will be concerned primarily with LC relationships with other libraries and scientific and learned institutions here and abroad. Her experience as second vice president of the American Library Association in 1952-1953, as a participant in the first Assembly of Librarians of the Americas in 1947, and as representative of both LC and the State Department on a 10-week tour of Latin American libraries in 1949 will stand her in good stead.

Since 1940, Miss Morsch has served as chief of the Descriptive Cataloging Division at LC continuously except for a term of slightly more than a year in 1951 and 1952 as chief of LC’s General Reference and Bibliography Division.

Before she joined the Library of Congress staff, Miss Morsch was head of the Catalog Department of the Enoch Pratt Free Library for six years and a cataloger in the State University of Iowa Libraries for more than six years. She also taught cataloging during summer sessions at Columbia University and at the Louisiana State University and served on the staffs of the New York Public Library and the Tarrytown (N.Y.) Public Library, where she organized the cataloging work. She edited the Check List of New Jersey Imprints, 1784-1800 (Baltimore, 1939) and Library Literature, 1921-1932 (Chicago, 1934) and is the author of numerous articles in the field of librarianship. She holds the bachelor of arts degree with a major in English from the State University of Iowa, where she received the Lydia C. Roberts Fellowship. She received the bachelor and master of science degrees in library science from Columbia.

The offices and committees to which she has given her energies are too numerous to list here in full. Among them should be mentioned the ALA Third Activities Committee, the ALA Council, Junior Members presidency, the presidency of the Division of Cataloging and Classification, and the presidency of the Columbia Library School Alumni.

In private life Miss Morsch is the wife of Dr. Werner B. Ellinger, a legal specialist in the LC Subject Cataloging Division.—Frederick H. Wagman.

Lucile M. Morsch
Frederick H. Wagman resigned as director of administration in the Library of Congress on July 24, and on August 10 succeeded Warner Rice as Director of the general library at the University of Michigan.

Dr. Wagman was born 40 years ago in Springfield, Mass., but was brought up in nearby Amherst. In the principal educational institution of that place he did his undergraduate work, made Phi Beta Kappa, and finished magna cum laude at the top of the class of 1933. He had majored in German literature, and, as an undergraduate, had entered into the competition for the award offered by the Carl Schurz Memorial Foundation in connection with the Goethe centenary. His was the prize essay, bearing a title (Goethe's Conception of Personality) revelatory of its author. It was published by the Foundation in 1933.

From Amherst Dr. Wagman pursued German studies to Columbia where he gained his master's and commenced the work toward his doctoral degree (under Professor Fife, now of the faculty of the University of Michigan) in 1933-5. Then, furnished with a traveling fellowship from New York University, he went to Germany for a year at the University of Göttingen in the oppressive atmosphere of the developing Nazi total state by which he was driven, before the end of the year, out of residence in Göttingen into the freer air of Zurich. These researches resulted in Magic and Natural Science in German Baroque Literature (Columbia University Press, 1941), and—as though to confute those who doubt the ability of a scholarly book to reach its audience these days—this seemingly unpublishable title was issued simultaneously in no less than three series (for this the author has since done penance by having to supervise serial processing!) and surprised even its begetter by selling out.

There followed teaching assignments in German language and literature: as a fellow at Amherst, 1936-7; and as instructor at the University of Minnesota, 1937-42. The war found him applying his linguistic abilities in the service of the Office of Censorship where he ended "in charge of regulations covering censorship of international mails and the training of postal censors." Upon the closing of the Office at the end of the war a librarian colleague brought him to the notice of the Library of Congress.

The recent background in censorship was a little jolting to LC's personnel officer, and he checked Dr. Wagman's references carefully. He was agreeably surprised. "If you succeed in attaching Mr. Wagman to your staff," wrote one, "you will acquire one of the most promising men I ever had the pleasure to teach or to be associated with." "It seems to me," responded another, "that Wagman is precisely the type of person who is in a position to make a real contribution to such an activity as that which a great reference library offers." And all his references spoke of his intellectual ability, his success in coping with the problems presented by a large organization, and his warm and friendly personality. LC hired him.

His role at LC has been, probably more than anything else, that of a stabilizer. In an institution where multitudes of ideas are in competition with each other for attention and execution, where the problems are legion and the arrearages both of routine work and of special tasks are only too numerous, a very special value attaches to the kind of administration which can quietly assess situations, gauge the feasibilities, and provide an atmosphere in which, through the available competencies and through team-work, feasibilities can become realities. It is this kind of administration especially which Dr. Wagman has brought to each of his assignments in LC—as acting director of personnel from September 24, 1945, assistant director for public reference from August 26, 1946, director of the Processing Department from September 1, 1946, deputy chief assistant librarian from November 20, 1951, and director of Administration from October 27, 1952. The accomplishments of these assignments have been numerous, some of major, many of smaller importance. In summary, however, the fact is
that Dr. Wagman has had a large share in the total work and accomplishments of the Library of Congress in the last eight years—a period closely approximating to the administration of Dr. Luther H. Evans as Librarian of Congress. Possibly the outstanding development of this period was the launching and the evolution of the LC Catalog in its book format, and this publication actually made its first appearance under Dr. Wagman's direction of the Processing Department.

LC found Dr. Wagman a winner of confidence, wise in council, and fun to work with. His colleagues also discovered the reason for all this. She has accompanied her husband to Ann Arbor.—Verner W. Clapp.

HELEN M. BROWN became the ninth librarian of Wellesley College on September 1. She is excellently equipped by education, experience, personal qualities and professional bent to administer this distinguished library. If she had set out, as a college student, to plan a career leading to this position, she could hardly have laid out a more suitable route than that which she has followed.

Her undergraduate work at Vassar will always remind her of the students' side of library service. Her B.S. from the School of Library Service of Columbia, taken immediately after graduation from college, enabled her to return to Vassar as a professional staff member, and in that college she first served as head of circulation, then as order librarian and finally as reference librarian. During these years she achieved the master's degree from the School of Library Service, specializing in college library work. Her thesis dealt with the work of student assistants in college libraries.

In 1944 she accepted the librarianship of MacMurray College in Jacksonville, Illinois. There Miss Brown especially concentrated on the development of the professional staff, the growth and better organization of the collection and the enrichment of services to readers.

Miss Brown became librarian of Skidmore College in September, 1947. In her six years there she has been unusually successful in developing a vital and productive "Friends of the Skidmore Library" group. She has also effected the adaptation of a first-unit building to meet the need for enlarged reference quarters and for conference-listening room facilities.

In each of these positions, it has been the improvement in quality of library service which has been Miss Brown's major concern. At the same time she has been active in civic, regional and national organizations, both professional and general. She has served as chairman of the College Section of ACRL and as a member of the Council of ALA. At the present time she is a member of the Out-of-Print Book Committee of ALA and, until leaving Saratoga Springs, was president of the Hudson-Mohawk Library Association.

Helen Brown takes with her to Wellesley relevancy of experience and profound interest in the special objectives of Wellesley and of Wellesley's sister colleges for women. To balance this natural concern for a specific institution, she has a broad interest in higher education and librarianship, a sound sense of humor, wit and imagination, intellectual drive and a beguiling manner. Skidmore's loss is Wellesley's gain.—Eileen Thornton.

DALE M. BENTZ assumed his duties as associate director of Libraries at the State University of Iowa on June 1. He succeeds Norman Kilpatrick, who goes to Tallahassee as librarian of Florida State University.

Since September 1948, Mr. Bentz has served as head of processing at the University of Tennessee. During his tenure, the decision to reclassify from Dewey to L.C. was reached. His approach to the prob-
lems involved demonstrated a high degree of administrative and organizational ability; along with a willingness to experiment with the new ideas providing more efficient use of staff and equipment. A high level of staff morale in the Processing Department offers evidence of his successful personnel relations. His own untiring efforts encouraged his staff, with whom he shared the problems and responsibilities.

A native of Pennsylvania, Mr. Bentz is a graduate of the University of North Carolina, from which he received his A.B.L.S., and more recently of the University of Illinois with an M.S. in L.S. He is a member of ALA, Southeastern Library Association and the Tennessee Library Association. He has been active in the affairs of each, and for the past two years has been responsible for the compilation and editing of ACRL statistics for College and University Libraries, Group I.

Mr. Bentz also served as editor for the first volume of the University of Tennessee Library Lectures, having been chairman of the committee arranging for the lectures from their inception in 1949.

In addition to his regular duties, Mr. Bentz was called in as consultant by the University of Mississippi preparatory to the initiation of their reclassification plans and spent two weeks in setting up the program there.

His professional experience and personal qualities insure Iowa of the services of one of the more promising young men in the library profession.—Archie L. McNeal.

Robert L. Talmadge, library administrative assistant in the University of Illinois Library for the past two years, will return on September 1 to his Alma Mater, the University of Kansas, as associate director of libraries.

After graduating from Kansas in 1941, Talmadge's career—like those of millions of other young men of his generation—was interrupted by war service, and he spent the next four years, 1941-45, as a naval aviator, seeing extensive combat service with Task Force 58.

Immediately following his discharge from the Navy, Talmadge entered the University of Illinois Library School, and during the following five years, combining courses and a library position, he completed the B.S. and M.S. degrees. Looking toward specialization in technical services, he held appointments in both the Acquisitions and Catalog Departments of the University of Illinois Library. In 1951 came recognition of his administrative ability, talent for working with people, and attractive personality through promotion to the position of Library Administrative Assistant. These qualities were also discerned by Robert Vosper, new Director of the University of Kansas Libraries, who has now called Talmadge back to Lawrence as a key member of the strong administrative team being developed there.—R. B. Downs.

David A. Webb has been appointed director of libraries and of the department of library service at North Texas State College as of September 1, 1953. Mr. Webb comes to North Texas State College from the University of Chicago, where he has been instructor in the Graduate Library School.

Born in Greenwood, South Carolina, Mr. Webb holds the A.B. degree from the University of South Carolina (1939), the A.B.L.S. degree from Emory University (1940), and the A.M.L.S. from the University of Michigan (1947). He served as library assistant at Georgia Institute of Technology (1940-42), with the medical department of the Army and the Army Air Force during the war, as librarian of the Technological Institute at Northwestern University from 1947 to 1948, and was associate librarian at the Rice In-
stitute in Houston, Texas, from September 1948, to 1951. He entered Graduate Library School at the University of Chicago, where he was twice awarded a research fellowship and was appointed part-time instructor in 1952 and instructor in March, 1953.

Mr. Webb has served as chairman of the College Division of the Texas Library Association (1949-1950), chairman of the Publications Committee of the Texas Library Association (1950-1951), and chairman of the Serials Round Table, Southwest Regional Meeting of the American Library Association (1949).

Mr. Webb succeeds Dr. Arthur M. Sampley, who was appointed dean of the College of Arts and Sciences at North Texas State College on June 1, 1953.

Paul North Rice is head librarian at Wesleyan University.

Mr. Rice succeeds Fremont A. Rider, who retired last June after heading Wesleyan's Olin Memorial Library for the past 20 years. A prolific author, editor and inventor, Mr. Rider is best known for his pioneer work in the field of compact book storage. He is the inventor of Microcards, a system of reproducing reference books and records on space-saving cards which are read through a magnifying device.

Mr. Rice, a 1910 Wesleyan graduate, retired from the staff of the New York Public Library where he had been chief of the Reference Department since 1937. He joined the New York Public Library in 1914 and left in 1927 to become librarian of the Dayton Public Library. In 1936 he was named director of libraries of New York University.

David K. Berninghausen, formerly head of the Cooper Union Library, New York City, is the new director of the Library School at the University of Minnesota. Mr. Berninghausen is the first head of the Library School, which has been reorganized as a School of the University's College of Science, Literature and the Arts. It was in the past known as the Department of Library Instruction and was administered by the director of libraries.

The new director is a native of Iowa and a graduate of Iowa State Teachers College. He holds a bachelor of library science degree from Columbia University and a master's degree from Drake University. In 1950-51, Mr. Berninghausen was granted a leave of absence by The Cooper Union to spend a year as a Harvard Education Fellow. He has also studied and taught at the University of North Carolina.

Before his work at The Cooper Union, he served as director of libraries at Birmingham-Southern Colleges from 1944 to 1947. For the past several years he has been chairman and secretary of the Intellectual Freedom Committee of ALA and has served on various regional library groups.

Norman L. Kilpatrick is now director of libraries, Florida State University, Tallahassee. He comes to his new position from the State University of Iowa, where he had been associate director for six years. Previously he had been on the staff of the Brown University Library and head of technical processes at the U.S. Department of Agriculture Library. He also had a teaching assignment in Bulgaria.

During his service at Iowa, Kil (as he is known to his colleagues) accomplished so
much, including the moving of the library into its new quarters, that a mere recital of his activities sounds exaggerated. His ability to work with all kinds of university people, and his knowledge of books and bibliographical tools constantly astonish everyone. His course in cataloging, which he organized, proved to be a most popular one. He worked with the public and school librarians throughout the state, developed a workshop on small libraries, and led the Iowa Library Association as president two years ago.

Kil's energy and genuine liking for people enabled him to select for the library a staff that was far better than the salary scale justified. The staff held him in high esteem and enjoyed working with him.

His many activities at Iowa left him little time for publication, but this was only part of the story, since many of his reports and special studies prepared for campus use could well have appeared as journal articles had they been written by one less modest. He had a wide acquaintance among the faculty, and served on several university committees concerned with research and scholarly publications.

Those who know of his intense love for the West find it hard to believe that he can be happy in Florida, but his ability to find fun in whatever he does should take care of that.

—Ralph E. Ellsworth.

Appointments

Lee Ash has been named librarian, Carnegie Endowment for International Peace.

Jon R. Ashton, formerly humanities librarian of Washington State College, has been appointed assistant professor in the University of Wisconsin Library School.

R. Paul Bartolini, formerly head librarian, State Teachers College, Pittsburg, Kansas, has been appointed co-ordinator, Work with Adults, Free Public Library, Philadelphia.

Albert P. Blaustein has been appointed librarian of the New York University Law Library.

Gladys R. Boughton has been appointed director of the University of Washington School of Librarianship. She succeeds Robert L. Gitler, who will continue his library work in Japan.

Margaret C. Brown, formerly head, technical processes, Brookline, Mass., Public Library, is chief of processing, Free Public Library, Philadelphia.

A series of conferences on major administrative problems affecting the Libraries and the School of Library Service of Columbia University has resulted in the following changes as of July 1, 1953: Carl M. White, who has been director of libraries and dean of the School of Library Service, has resigned as director but will be full-time dean of the school; Richard H. Logsdon, who has been associate director of libraries, has been appointed director of libraries.

Lowell Martin, formerly associate dean of the School of Library Service at Columbia University is now dean of the Graduate School of Library Service at Rutgers University.

The Dartmouth College Library reports the following reorganization: Ellen F. Adams is assistant librarian, general services division, including the arts, maps, medical, periodical, reference and circulation departments; William R. Lansberg is head of the acquisition and preparation division, charged with the responsibility of ordering, cataloging and binding books; and Edward C. Lathem is head of the special collections division, including the departments of archives and rare books. Mr. Lathem will also be the library's representative on the executive committee of the Friends of the Dartmouth Library. Alexander Laing is educational services officer and Gordon H. Gliddon is business officer in the library organization.

Stephen W. Ford has been appointed chief of the Serials Division of the Southern Illinois University Library.

Albert C. Gerould, now librarian, Clark University Library, is to be chief, Central

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Library Reference and Circulation Services, Philadelphia Free Library.

M. Ruth Grierson, librarian of Maryville College since 1940, has resigned to accept a position on the staff of the Vassar College Library.

Joseph K. Hall, formerly head librarian at Indiana State Teachers College, has been appointed head librarian at West Chester State Teachers College.

Prof. George H. Healey has been named honorary curator of Cornell University’s William Wordsworth Collection.

Gladys C. Henle, formerly a cataloger, Library Company of Philadelphia, is named assistant chief, Processing Division, Free Library of Philadelphia.

David A. Jonah, Brown University librarian, has been promoted to the rank of full professor with the title of John Hay Professor of Bibliography.

Mrs. Dorothy Kesseli has been named Head of the Serials Department of the University of California Library.

Douglas G. Lockheed became head librarian of Dalhousie University on July 1, 1953.

Stephen A. McCarthy, director of the Cornell University Library will be Fulbright lecturer in library science in Egypt in 1953-54.

Brother Stanley G. Mathews has been appointed librarian, Marian Library, University of Dayton, Ohio.

Wharton H. Miller has been appointed head of circulation, St. Lawrence University, Canton, N.Y.

Roland H. Moody, formerly circulation librarian, Lamont Library, Harvard University, will become director of the Library, Northeastern University.

G. Marion Ohr has been appointed head of the catalog department of the Missouri State Historical Society in Columbia.

Eva Olson is biology librarian, University of California, Berkeley.

Edwin C. Osburn is now librarian, Wake Forest Seminary, Wake Forest, N.C.

Thomas E. Parks has been appointed assistant librarian of the Kent Library at Cape Girardeau (Missouri) State College.

Marion E. Peterson has been appointed assistant professor in the University of Washington School of Librarianship.

Frazer G. Poole is head of special and service departments, Santa Barbara College Library, University of California.

James Ranz has succeeded Robert Talmadge as library administrative assistant at the University of Illinois.

Fannie H. Schmitt, formerly with the Alabama State Board of Education, is the head of the new department of library sciences in Alabama State Teachers College at Florence.

Stanford University Libraries announce the following appointments: Mabel Celeste Ashley is now reference librarian, with special supervision of the Drama Collection; J. Terry Bender is special collections librarian; Gilbert L. Campbell is chief science and engineering librarian; Richard F. Larson is reference librarian, and will help in setting up a central map collection in the Reference Room, and Selma Markowitz is biological sciences librarian.

Marion Vosburgh, Librarian of Alliance College and formerly of the Yale University Libraries, is now assistant librarian, Bard College.

M. Louise Wall, formerly assistant librarian at the Millersville, Pa., State Teachers College, has been appointed senior cataloger at the University of Cincinnati Library.

Marian C. Manley, Newark Public Library, received the ALA Lippincott Award for her leadership in promoting business services and information in public libraries.

Mary Louise Marshall, librarian of the Orleans Parish Medical Society Library, 1920 to date, and currently also medical librarian and professor of bibliography of Tulane University School of Medicine, was presented the Medical Library Association Marcia C. Noyes Award for outstanding service in the field of medical librarianship.

Ralph R. Shaw, librarian, U.S. Department of Agriculture, is the first recipient of the American Library Association Melvil Dewey Medal for “creative professional achievement.”

Maurice F. Tauber, School of Library Service, Columbia University, was presented the Margaret Mann Citation of the ALA Division of Cataloging and Classification for his work in connection with the Institute on subject analysis.
Retirements

Elsie Andrews has retired after twenty years of service as head librarian of Michigan State Normal College.
Laura Cooley retired as assistant librarian, history department, Los Angeles Public Library, after nearly 50 years' service.
Dr. Homer Halvorson has resigned as head of Johns Hopkins University Library.
Margaret Hutchins, for twenty-two years a member of the faculty of the Columbia University School of Library Service, has retired.
Sarah Leavy, reference librarian at Flora Stone Mather College Library, Western Reserve University, since 1928, has retired.
On September 1, 1953, Mrs. Bertie H. Motherhead will retire as librarian of Texas Christian University. She will be succeeded by Claude G. Sparks.
Clara Newth de Villa-Sainz has retired as rare book librarian of the New York State Library.
Fremont A. Rider retired on June 14, 1953, after 20 years as chief librarian at Wesleyan University, Middletown, Conn.
Rollin A. Sawyer has retired as chief of the Economics Division of the New York Public Library after thirty-eight years of service.
Whitman Davis, librarian, The University of Mississippi Library, 1928-1953, began his library career in 1905 at Mississippi State College where he served for twenty years as Librarian. During 1926-1933 he was Chairman of the Mississippi Library Commission. He was one of the organizers and the first President of the Mississippi Library Association, serving as president at different intervals for a total of fifteen years. He attended the first regular meeting of the Southeastern Library Association and was vice-president of SELA during the biennium 1926-1928. Since his retirement on July 1, 1953, Mr. and Mrs. Davis have been living in their new home in Oxford, Mississippi.

Foreign Libraries

On November 1, 1952, Karl Assmann became director of the Sächsische Landesbibliothek in Dresden.
On April 1, 1952, Karl Bulling became director of the University of Jena Library.
Max Hackelsperger has been appointed director of the University of Würzburg Library.

Necrology

Mrs. Ruth Bates Campbell, curator of the Louisiana Room of the Louisiana State University Library for the last seventeen years, died recently.
Sidney Mattis, assistant librarian of Queens College and a part-time member of the faculty of the School of Library Service, Columbia University, died on April 19.
Esther Anne Smith, for many years chief cataloger in the General Library of the University of Michigan, died suddenly of a heart attack on May 13 in Ann Arbor at the age of 72.
Ernst Kuhnert, formerly first director of the old Preussische Staatsbibliothek, died in Göttingen on November 23, 1952, at the age of 90.

Miss Smith, a native of Saginaw, attended the University of Michigan, and after receiving her Bachelor of Arts degree then proceeded to the University of Illinois, where she received her training in Library Science. Returning to Ann Arbor, she became a member of the Catalog Department. In 1910 she was appointed head cataloger. This position she held until her retirement on June 30, 1947.
Miss Smith was active in professional circles and was widely known by catalogers. As chairman of the Council of Regional Groups of the Division of Cataloging and Classifica-
tion of the ALA she was responsible for the organization and inspiration of many members of her profession. Her services were recognized by the grant of an honorary membership in the Division of Cataloging and Classification at the Atlantic City Conference of the ALA in 1948.

Miss Smith's influence was communicated not only through her direction of a large staff and by participation in the activities of professional groups, but also, in her earlier years, through the teaching of courses in library methods in the university.

Publications
(Continued from page 443)

the more important articles in English. The Nordisk Tidskrift för Bok och Biblioteksväsen, quarterly journal for scholarly libraries, publishes summaries in French and German as well as English, but the general library periodicals use only English. These are Biblioteksbladet (Sweden), Bog og Bibliotek (Norway), and Bogens Verden (Denmark). This new policy will greatly increase the usefulness of these important journals, and it would be well for other library periodicals in minor languages to follow suit. The German Bücherei und Bildung inserts mimeographed English summaries with each issue, but unfortunately they are not the same size as the printed page and cannot be readily included in the bound volume.

Forms in Acquisitions Work
(Continued from page 401)

method. A comprehensive analysis of all the "standard brands" of forms for acquisitions work, and all their variations and permutations, would be a wonderful boon—but a staggering task to effect, since the forms, to be intelligible, must be considered in terms of services rendered and methods employed. And such a survey would require frequent revision.

Another potential boon would be some sort of current, continuous, form-review agency—perhaps conducted as a column in a professional journal—to which sample forms would be submitted, and by which descriptive and critical comment on new developments would be disseminated. The potential usefulness of such an agency would not, of course, be restricted to acquisitions work, but might extend to formal problems of all departments of the library.

The two-year "Photo-Clerical Experiment," headed by Ralph Shaw and carried on in eleven cooperating libraries, promises to afford more objective and basic aid to the forms-designer in his problems. Even apart from the documentation the tests have produced as to the merits or ineptness of photographic methods for various routines under several sets of management conditions, this program has also arrived at some of the facts and figures on comparative cost- and performance-data of other, present methods which have heretofore been so sadly lacking. We need to know, far more clearly than we do now, what is the quickest, what is the cheapest, what is the most effective, way of accomplishing those services which are required or expected of us, in the circumstances under which we have to operate.

3 Shaw, Ralph R. The Use of Photography for Clerical Routines; A Report to the American Council of Learned Societies. Washington, D.C., American Council of Learned Societies, 1953.

Evans to UNESCO

Dr. Luther H. Evans, Librarian of Congress since 1945, was elected Director General of UNESCO as of July 1. A statement concerning Dr. Evans appears in the July 6, 1953, issue of the LC Information Bulletin.
Review Articles

Bibliographic Classification

A Bibliographic Classification, Extended by Systematic Auxiliary Schedules for Composite Specification and Notation. 2d ed. By Henry Evelyn Bliss. New York, H. W. Wilson, 1952-53. 4v. in 3 (v. 1-2 in 1, $15.00, v. 3-4, $15.00 each).

It is difficult to review in unfavorable terms a monumental work representing a lifetime of application and exhibiting enormous erudition. Further, since the general position of the reviewer with respect to classification systems is well known, it might be supposed that the review will lack objectivity and balance. Hence, I have looked to others for a general comment on bibliographic classification to set the tone of this review.

Dr. Jesse H. Shera, dean of the School of Library Science at Western Reserve University, is probably today's most outstanding exponent of bibliographic classification, and it is from two of his papers that we have taken the following statements:

Today, under the impact of a rapidly growing volume of graphic records, and the appearance of new forms of publication, traditional library classifications are becoming hopelessly inadequate. No amount of basic revision or tampering with their organic structure can save them from this failure. As guides to the subject content of the library they are essentially meaningless. Even librarians, who are best qualified to interpret them and to exploit their virtues, use the notation only as a guide to location, and largely ignore the interdisciplinary relationships that they were designed to reveal. Yet, as their efficiency has declined, the cost of their maintenance has increased until at least one major research library has abandoned subject classification of its book stocks and has turned to other and more promising forms of bibliographic organization.

The history of library classification, then, has been the narrative of a pursuit of impossible goals, and its pages are strewn with the wreckage of those who either were blissfully unaware of the dangers by which their paths were beset, or who hoped to circumvent them through mere modification of previous schematizations or simple tinkering with notation. Today the essential failure of traditional library classifications is no more real than it was three-quarters of a century ago, but it has become more apparent because of the increasing bulk and complexity of the materials that libraries are being called upon to service, and the growing specialization of the demands that librarians are being asked to meet.

If we were to review this work by comparing it with other classification systems, we could comment on the excellence and simplicity of its notation and the fact that being the latest system in a long series of similar attempts, it is more up-to-date and represents, more adequately, current fashions in the grouping of ideas and the arrangement and subordination of various subjects. But in spite of these internal excellencies, and many others which could be mentioned, the basic question remains concerning the value of the enterprise as a whole. Public libraries and small college libraries with open shelves will undoubtedly continue for many years to classify their materials for the shelves in order to give some assistance to the reader who wishes to examine a range of materials in any particular subject. But the idea that a universal bibliographic classification can, in any sense, represent a scientific or a logical arrangement and collocation of subjects is fundamentally false, and there is no point in compromising with this falsity.

It is the great boast of classifiers that a classification system arranges material in a logical order of hierarchical classes, as contrasted with an alphabetical index which groups things on the basis of the fortuitous fact of the alphabetization of various names. The fact is that no one has ever succeeded in making a detailed classification which was not largely verbal in essence. In our studies of classification systems we have distinguished three different ways in which the subordination of classes is achieved in any particular system:

---


1. Semantic

As the name indicates, semantic subordination is purely verbal in character and differs from alphabetical indexing only in being arranged differently on a page. Consider, for example, the following sets of terms and phrases which might be found in any alphabetical index:

- Functions, Types of
- Functions, Continuous
- Functions, Discontinuous
- Functions, Differentiable
- Functions, Integrable
- Functions, Symmetric
- Functions, Additive, of aggregates

or,

- Science
- Science, History of
- Science, Philosophy of
- Science, Principles and methods of

or,

- Valves
- Valves, Seated
- Valves, Check
- Valves, Gate
- Valves, Reducing

If we arrange these sets of terms to look like parts of a classification system by utilizing indention on a page, as Mr. Bliss has done, we get the following:

- Types of functions
  - Continuous functions
  - Discontinuous functions
  - Differentiable functions
  - Integrable functions
  - Symmetric functions
  - Aggregates of additive functions

or,

- Science
  - History of science
  - Philosophy of science
  - Principles and methods of science

or,

- Valves
  - Seated valves
  - Check valves
  - Gate valves
  - Reducing valves

Since the beginning of modern librarianship, exponents of classification have been able to convince a great many people that the indented arrangement is more logical than the inverted, whereas these two lists differ only in aesthetic or physical arrangement. Mr. Bliss shares with all other classifiers a failure to recognize that his classification, to the extent that it achieves subordination by semantic means (e.g., subordinates “check valves” to “valves,” or “discontinuous functions” to “functions”) depends upon words and not upon any logic of ideas which underlies the words. That is to say, the boast which classifiers make of having achieved logical order as opposed to verbal or alphabetical order is empty and meaningless.

2. Topical

The second way classifiers achieve subordination is through “Topical Subdivision.” This method is called “cross classification” by Mr. Bliss in his introduction, and he illustrates it by means of the following tables:

<table>
<thead>
<tr>
<th>Plants</th>
<th>Insects</th>
<th>Birds</th>
<th>Mammals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terrestrial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amphibious</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Xeric</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plants</th>
<th>Insects</th>
<th>Birds</th>
<th>Mammals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatic</td>
<td>Land</td>
<td>Amphibious</td>
<td>Xeric</td>
</tr>
<tr>
<td>Insects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mammals</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It should be apparent that there is no real difference between these two tables and that it is no more logical or scientific to subdivide forms of life by habitat than to subdivide habitat by forms of life. Mr. Bliss realizes this; hence, his use of the term “cross classification” and his statement that: “Classes, or sub-classes, of the same grade, or order, of division are termed coordinate, and the principle of placing them in such order is coordination.” Subordination and coordination are thus relative to division and gradation. The coordinate sub-classes of several coordinate classes may be coordinated.” However, he does not take the final and necessary step.

which is the recognition that the subordination of one topic to another is arbitrary and parochial and has no claim to logical or universal significance.

These two forms of relationship, the topical and semantic, make up the overwhelming proportion of most classification systems, and all classification systems which are based on semantic relationships or the arbitrary subordination of one topic to another, serve only to demonstrate that universal classification is no more significant than a pattern of printing on a page, and has no logic other than the logic of general discourse.

3. Taxonomic
There remains one other method of subordination which we call the Taxonomic. In certain fields, namely, systematic Botany and Zoology, and parts of Chemistry, there are highly developed classifications or taxonomies. In such fields we get true one place classification and subordination because the class, subclass or species of an entity is determined before it is named and independently of its name. It is, perhaps, the success of such taxonomies in limited fields which has led to what Dr. Shera has called “the pursuit of impossible goals,” the attempt to compress all knowledge into a systematic taxonomy. The great age of library classification, the 19th Century, an age of which Mr. Bliss is the last exemplar, was fundamentally an age of Biology as contrasted with the 17th Century, which was the great age of Physics and Mathematics. The hierarchies of bibliographical classification are hierarchies based on biological analogs and have no other warrant in fact or logic.

Perhaps the various attempts to create taxonomies of knowledge could be justified so long as the only alternative seemed the chaos of the alphabet and its permutations so alarmingly described by Bradford, but modern symbolic or “relational” logic has shown us that there is an alternative to classification which possesses all the order and flexibility required for the organization of information. In the sense of Gilbert's famous lines:

That every boy and every gal
That's born into this world alive
Is either a little liberal
Or else a little conservative


librarians for the past 50 years have been either classifiers or alphabetizers. But we cannot accept this narrow path between completely unsatisfactory alternatives as the final word. In view of the great triumph of mathematical reasoning in modern science, librarians, if they will free themselves from this outworn and narrow “either/or,” can find in mathematics and logic new and viable bases for bibliographical order and organization.—Mortimer Taube, Documentation, Inc., Washington, D.C.

Book Collecting


Although it is now some months since its publication and it can no longer be pointed out as a new—or, indeed, even a very recent—offering, John Carter's latest book, ABC for Book-Collectors, surely deserves to be given notice in these columns and before this audience.

"This," writes the author, "is not an encyclopaedia or even a glossary. It is an ABC, which is something much humbler. And it is not an ABC of bibliography, or of printing or binding or book-production terms, though many of these come into it. It is an ABC of book-collecting, for novices, would-be collectors and that section of the literate public which takes an interest in our pursuit without necessarily wishing to share it."

The objective has been "to set down, and to define, and sometimes to comment upon, such words and phrases, commonly used in book-collecting, as would be likely to puzzle an educated reader faced for the first time by a bookseller's or an auctioneer's catalogue."

Mr. Carter's ABC is something of a cross between a dictionary and a primer, for many of its entries are not merely definitions of terms or phrases, but form astute and valuable little essays on the subjects treated. "Advertisements," for example, is covered by a scholarly three-page treatise, while under "Auctions" the reader is given a five-page exposition of that domain, sub-divided to include separate sections on catalogues, bidding, prices, and terminology.

Another of the longer entries—and one which seems particularly significant from this

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author—is that on “Facsimiles and Fakes.” (In observing of the facsimile that “an exact copy is a menacing thing to those who pursue originals,” frequently figuring “in the nightmares of collectors,” and causing booksellers “more trouble than almost any other factor in their business;” Carter records further that the facsimile has also been known to prove upsetting to “the studied equanimity of librarians”).

The book is characterized throughout by excellence of treatment and has good measure both of Mr. Carter’s poignant style and wit and of his temperate and sensible approach to matters of collecting. The latter quality is perhaps best demonstrated in his discussions of “Rarity,” “Condition,” and “The Chronological Obsession;” while examples of the former are found in his strictures on such things as “Deckle-Fetishism,” “Esteemed,” “Issue-Mongers,” and “Point-Maniacs.”

An interestingly handled aspect of the volume is the labeling that is present in a number of places to identify certain bibliographical features. The endpapers (one word according to Carter) are rather interestingly done, being labeled as either “paste-down” and “free,” with clear indications of the “head,” “fore-edge,” “hinge,” and “tail.” This treatment is carried on, too, through the pages of front matter, and also in the body of the book under such topics as “Shoulder-Notes,” “Side-Notes,” “Margins,” and “Guide Letters.”

From “Abbreviations” to “Yellow-Back,” ABC for Book-Collectors is a sound and valuable work. It is a book that ought to be included with the book-collecting literature of all academic libraries and on the personal shelves of a great many librarians as well.—Edward Connery Latham, Dartmouth College Library.

Technical Methods in Libraries


Although these two monographs deal with different subjects, they are reviewed together here because they represent the type of detailed studies which are necessary if librarians are going to place technical problems in their proper perspective. Fry’s comprehensive treatment of reports literature and Shaw’s report on the intensive application of the photoclerk to library clerical routines should be welcomed as professional efforts to approach the problem of controlling a special type of material and to reduce the costs of operations, respectively.

Fry’s monograph discusses the nature and scope, administration, sources, processing, cataloging, storing, and security problems of technical reports, which have become increasingly abundant in recent years. It is estimated that about 75,000 unpublished technical reports are issued annually in the United States by research projects supported by the Federal Government. Thousands of other reports are also being produced by private agencies not on contract with the government. How to acquire, organize, record, and service them represent important questions to the research librarian. Fry has isolated the background of and present experience with reports literature. He also discusses the Technical Information Service of the Atomic Energy Commission, and provides such helps as a glossary of terms, four appendices on related data, and an extensive bibliography.

The librarian of the college, university, or special library which collects large quantities of technical reports will find this publication a useful guide. In both the discussion and the 14 exhibits, there are data which are up-to-date and practical. The work as a whole emphasizes the significance of security classifications to documents which are primary sources for progressive research. It is also clear from Fry’s observations that the situation in regard to reports literature is likely to continue to be complex, and that there is a need for trained workers in the field.

It is easy for some to criticize library techniques and routines and to accuse librarians of giving them undue emphasis. It is fortunate, however, that there is available a Ralph Shaw, first to be awarded the Melvil Dewey
Medal, who takes an active concern in trying to do something about techniques. In *The Use of Photography for Clerical Routines*, which Shaw describes as "a cooperative report in the fullest sense of the term," we have an example of an experiment which might well be a pattern for similar studies in the future. First used for two years at the U.S. Department of Agriculture Library, the photoclerk has been applied to clerical routines in the current experiment in three large public libraries, six large university libraries, one small university library, and one library of the federal government. One other library has applied the photoclerk, but is not included in the report. The 11 libraries, as of December 31, 1952, reported savings on one-time applications of $10,049.11, and savings on continuing applications of $26,604.48. The experiments covered more than 130 different kinds of operations. The report lists 129 types of operations. Of these, 41 were successful in all libraries in which they were tried. It is also worth noting that "None of the procedures tested by two or more libraries was unsuccessful in all the libraries in which they were tried."

Among the major categories of routines in which there were applications were the following: administration, reference and bibliography, circulation, acquisition, cataloging, serials work and bindery. Among the important implications for management which were reported included the following: librarians working with the photoclerk were forced to think about routines which were in practice, new ideas were suggested, policies and basic organizations were reviewed, operations were integrated and sometimes eliminated, forms were reduced and simplified, errors were reduced, service was increased quantitatively and qualitatively, maximum use of lowest grade skills was permitted and the scientific management approach was demonstrated.

The report suggests that any library which has occasion to copy as many as 25,000 to 30,000 items a year (whether they be catalog cards, overdue notices, personnel records, reserve requests, etc.) could justify the equipment. The ingenuity used in applying the systems rather than the size apparently is the determining factor. "College and special libraries, with their much greater bibliographic load and specialized reporting," notes Shaw, "could probably justify the equipment almost regardless of the size of the library."

This report should be carefully examined by all administrators. Undoubtedly, applications will differ from library to library. There is reason to believe, however, on the basis of the evidence presented by this report that librarians may have available to them a time-saver of considerable importance.—Maurice F. Tauber, Columbia University.

Reference Tools for U.S. Government Documents

Three important reference tools for use with U.S. government documents have just been brought back into print through the cooperation of J. W. Edwards, Publisher, Inc. and the ACRL-ARL Committee on the Reproduction of Bibliographic and Reference Works. The publications are: *Checklist of United States Public Documents, 1789-1909* (1736 pages, $16.30 per copy); Ames, *Comprehensive Index to the Publications of the United States Government, 1881-1893* (1594 pages, $41.60 per copy); Poore, *A Descriptive Catalogue of the Government Publications of the United States, 1774-1881* (1400 pages, $14.40 per copy). Orders should be placed with J. W. Edwards, Publisher, Inc., Ann Arbor, Michigan. Mr. Edwards has information on other titles which have been approved by the Joint Committee and which will be republished when there is sufficient indication of need.

Index to Volume XIV

The Index to Volume XIV will appear in the January, 1954, issue. In the past, the preparation of the Index prevented prompt issuance of the October number, so in the future the index for a previous volume will be a part of the January number.

*OCTOBER, 1953*
Alpha Beta Alpha

At the close of the 1952-53 college year, Alpha Beta Alpha, the national, undergraduate Library Science Fraternity, had installed its ninth chapter. This young, rapidly-developing organization has as its major purpose the recruiting of prospective librarians. The fraternity works directly with college students, and indirectly, through its alumni members, with high school pupils.

ABA was founded on May 3, 1950, at Northwestern State College of Louisiana, Natchitoches, La., with 27 charter active members; at present the membership comprises 244 active, 363 alumni, 12 contributing, and 11 honorary members. The first National Convention, which was held in Natchitoches, March 15-16, 1952, attracted more than one hundred guests and members from six states. The fraternity won the 1953 "students' division" National Field Award for Recruiting.

The chapters are: Alpha, established at Northwestern State College of Louisiana, Natchitoches, La., May 3, 1950; Beta, Mississippi State College for Women, Columbus, Miss., December 2, 1950; Gamma, Indiana State Teachers College, Terre Haute, Ind., February 8, 1952; Delta, University of Alabama, Tuscaloosa, Ala., January 10, 1953; Epsilon, Murray State College, Murray, Ky., January 17, 1953; Zeta, Concord College, W.Va., April 11, 1953; Eta, Texas State College for Women, Denton, Tex., May 6, 1953; Theta, Arizona State College, Tempe, Ariz., May 23, 1953; and Iota, San Jose State College, San Jose, Cal., June 6, 1953.

The national officers of the fraternity are: President, Betty Barrow (Delta), Andalusia, Ala.; vice-president, Virginia Shillings (Gamma), Terre Haute, Ind.; treasurer, Patricia Hankins (Alpha), Coushatta, La.; and executive secretary, Dr. Eugene P. Watson, Librarian, Northwestern State College of Louisiana, Natchitoches, La. The chapter sponsors are: Alpha, Mrs. Lucille Carnahan; Beta, Mrs. Kenneth Gatchel; Gamma, Nelle McCalla; Delta, Mrs. Pauline Foster; Epsilon, Rezina Senter; Zeta, Mrs. Virginia Fanning; Eta, Mrs. Frances DeCordova; Theta, Harold Batchelor; and Iota, Dora Smith.

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