

# LIBRARY RESOURCES AND TECHNICAL SERVICES

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## The Year's Work in Resources and Technical Services

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IN THE following group of papers the Assistant Editors for specific subject areas review some of the highlights of accomplishment during the past year. This survey was hurriedly done and makes no pretense of being comprehensive; however, it represents a beginning for a practice we hope to make annual. We also hope it serves to call attention to some noteworthy events of 1957.

As mentioned by the writers, the reorganization of ALA with its grouping together in one Division of the various fields concerned with materials control (acquisitions, resources, cataloging, classification, binding, serials, government documents, inter-library cooperation) was an important event tending to recognize formally their interdependence and relationship. That this is not a radical concept was shown by John M. Dawson in his paper, "Departmental Interrelationship" which he presented at the Division's first program meeting in Kansas City and which was published in the Fall, 1957, issue of this magazine. And, although a blue pencil has been wielded to cut out much of the repetition between the papers, enough remains to illustrate the over-lapping of interests.

In our area of work, second to (or possibly greater than) ALA reorganization in importance is the part being played by the Council on Library Resources, Inc. As seen over and over, funds from this body are sparking any number of exciting and fertile projects. One of these not specifically mentioned in the sectional papers is the experiment in central processing of books being carried out by the Southwest Missouri Library Service, Inc., a cooperative established by ten small public libraries.

The state plans for library service touched off by the Federal Library Services Act Program have also thrown a spotlight on the subject of centralized and regional processing. This is a big subject with many stories, and we plan to cover it more fully in our Summer issue.—E. J. P.

## The Year's Work in Acquisitions

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HELEN M. WELCH

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THE formation of the Resources and Technical Services Division on January 1, 1957, with its Acquisitions Section, gave acquisition personnel for the first time a single unified organization; and the founding of the journal *Library Resources and Technical Services* gave them an official voice. This may well be the most significant accomplishment of the acquisition year, particularly in terms of potential for concerted at-

tack on problems and objectives. Much was accomplished by the now-replaced Book Acquisitions Committee, the Heads of Acquisitions Departments of Research Libraries Round Table, and the Board on the Acquisition of Library Materials; but the overlapping of effort, the confusion as to areas of responsibility, and the divided strength which resulted from the old organization were wasteful and frustrating. Those in charge of spending \$90,000,000 annually for books and periodicals for American libraries<sup>1</sup> need as much help as possible in these times of inflated prices, new areas of interest, increased publication, and an increasingly-competitive antiquarian book market. The new organization shows promise of giving that help.

A survey of the accomplishments of 1957 in the areas of procurement, conferences and studies, resources, cooperative acquisitions, and cost indexes shows a fruitful year of worthwhile accomplishment. In addition, there are projects and studies underway which point to future progress. Here are some of the achievements of 1957:

### *Procurement*

The primary concern of acquisitions is procurement. During 1957 a number of significant developments occurred in this area. The Reprint Expediting Service completed its second year and proved that it had established itself firmly by announcing a membership of 204, with a substantial increase expected as a result of the reduction of library membership fees from twenty-five to five dollars per year. The Service has surveyed 244 titles of which 25% have been reprinted; it publishes a quarterly *Bulletin*; and it confidently expects to continue its activities on an expanded basis.<sup>2</sup>

Postal and import regulations continue in a state of flux. Although the Customs Simplification Act was passed in 1953, misunderstandings with regard to its provisions continue to occur, and sound recordings are not yet allowed free entry under it. In September the Universal Postal Union laid plans to liberalize its regulations for the mailing of printed materials. Under the new provisions it will be possible to send larger packages abroad, groups of packages may be sent in the same postal bag, and books will have reduced air mail rates.<sup>3</sup> Writing in the April, 1957, *Library Quarterly*, Marion James pointed out that the United States has not yet signed the Florence Agreement. This UNESCO-sponsored agreement provides that all printed materials shall be free from duty. United States representatives helped draft the agreement and voted for its adoption in 1950, but so far Congress has not acted to sign it.

In its efforts to better the dealer-library relationship, the Fair Practices Code Committee, appointed in 1956 by the ALA Board on Acquisition of Library Materials, brought forth a draft of a Code of Fair Practices for Bookdealers and Librarians. It was printed in the 1957 *AB Bookman's Yearbook* and in the November *ALA Bulletin*, as well as being circulated to interested librarians and dealers. Comments have been invited, and 1958 should see the Code in final form.

A number of projects of acquisition interest had their beginning in 1957. The Technical Service Chiefs of Large University and Research Libraries appointed Ralph Hopp to propose a standardized order form at their January, 1958, meeting in Chicago. The Henshaw-Kurth article on the LC Dealer Rating System was published in the Summer issue of *Library Resources and Technical Services*, and some dealer reaction to it appears elsewhere in this issue. Last May a proposed order form for single-copy sales was presented at the conventions of both the American Book Publishers Council and the American Booksellers Association.<sup>4</sup> If such a form is generally adopted, it might well prove as useful for libraries as for booksellers. The British Museum announced a new edition of its *General Catalogue of Printed Books* to show all holdings through 1955 and to be completed within five or six years in 250 to 300 volumes. The Joint Congressional Committee on Printing held public hearings on HR 9186 for the purpose of revising the old document depository law. There seemed to be some thinking in the direction of regional depositories, a working example of which was described by Benton H. Wilcox in the *Library Journal* of January 15, 1957.

#### *Conferences and Studies*

The obtaining of publications from "difficult" areas and the building of adequate resources on specific regions of the world were problems which received organized attention during 1957. The Second Seminar on the Acquisition of Latin American Library Materials was held in June at the University of Texas. The final report and proceedings of this meeting is scheduled for publication this spring under the editorship of Robert Vosper.

The Slavic Studies Project, a program in which eight libraries cooperated to obtain Russian books through purchase in Moscow by the State Department's Publications Procurement Officer, was ended in 1957 after seven years during which 12,086 pieces were distributed at a cost of \$42,140. The foundation grants which supported the Project also financed a survey of the problem of acquiring Soviet publications and an acquisition trip to Russia, both made by Martin E. Malia of Harvard University in 1956. His report confirms the observation of many American librarians that the acquisition of Russian publications through both purchase and exchange has become easier.<sup>5</sup>

A number of conferences specifically concerned with international exchange gave promise of better exchange relations for the future. Marietta Daniels reported in the February, 1957, *ALA Bulletin* on the first hemispheric conference on exchanges, which was called by UNESCO and held in October, 1956, in Havana. Twenty-eight experts from fourteen countries discussed a wide range of problems.

In June an Arab States Conference on the Exchange of Publications met in Damascus and made such practical agreements as: (1) The national library of each country is to be the deposit and exchange center. (2) Each national library should publish a national bibliography, which

would conform to agreed standards of entry and printing. (3) A Registration Center at Arab League headquarters is to issue a cumulative bibliography of publications received from the Arab States. (4) Exchanges are to include publications of universities, academies, and research institutions as well as government documents. These activities should ease for all libraries the difficulties of obtaining publications from the Arab States area.<sup>6</sup>

In November the National Diet Library of Japan together with UNESCO sponsored a Seminar on the International Exchange of Publications in the Indo-Pacific Area, with representatives from all parts of the world. At this writing a report of the Seminar has not been made generally available.

Two projects primarily concerned with library resources should be mentioned. A grant from the Ford Foundation enabled the Library of Congress to convene a Conference on American Library Resources on Southern Asia in November. Approximately eighty delegates, mostly from organizations and institutions in the United States, discussed such problems as procurement, cooperative selection, reference needs, coverage, primary source materials, and cataloging of publications from South and Southeast Asia. A number of recommendations aimed toward solving these problems have been turned over for implementation to the committee which planned the meeting.<sup>7</sup>

The second project concerns a survey of resources for Slavic studies in the United States. The Slavic and East European Project is sponsored by the Association of Research Libraries in cooperation with the Joint Committee on Slavic Studies of the American Council of Learned Societies and the Social Science Research Council. As an initial step, Project Director Melville J. Ruggles sent out a questionnaire in November designed to survey existing American library resources in the area under study.

### *Resources*

The RTSD Committee on Resources under the chairmanship of Ralph E. Ellsworth concerned itself during 1957 with the future of the National Union Catalog. A subcommittee met with LC officials in November to discuss problems involved in publishing the National Union Catalog and a proposed *Subject Index to the National Union Catalog*. The Subcommittee unanimously favored the *Index* and plans to present data on the project in an open meeting at the San Francisco Conference. It was decided to explore further the proposed publication of the pre-1956 imprint section of the National Union Catalog, including the possibility of obtaining foundation assistance.<sup>8</sup>

Microreproduction projects continued to be both a boon and a bane to the expansion of library resources. Subscriptions to the many cooperative photographic projects are a financial burden, but they make vast quantities of material available to library users. The extent of such projects is set forth in "Libraries in Minuscule," a survey by Robert B. Downs

in the January, 1957 *College and Research Libraries*. Good news in this area is the exploration by the Midwest Inter-Library Center of a proposal to create a national pool of negative microfilms of the books listed in the Donald Wing *Short-Title Catalogue* (1641-1700), instead of each library purchasing a positive film copy of all the books.

### *Cooperative Acquisitions*

In searching *Library Literature* for articles on acquisitions one is struck by the interest in cooperative acquisitions revealed by recent articles in continental journals, some of it evidently suggested by our own Farmington Plan. Topics such as these are covered: Farmington Plan and the corresponding German system; cooperation between public libraries and special libraries, including discussion of a Farmington Plan for Norway; a Swedish plan for subject coverage of foreign literature acquisitions by research libraries; and book acquisition and a union library. An excellent article on cooperative acquisitions in general is that by Mr. Downs in the Fall, 1956, issue of *Southeastern Librarian*, entitled "Co-operative Planning in Acquisitions."

In the opinion of Ralph Esterquest, Chairman of the RTSD Inter-library Cooperation Committee, the following events of 1957 were significant in the area of interest of his committee:

The Foreign Newspaper Microfilm Project, sponsored by ARL, became established during 1957, the Project's second year. There are now fifty-two subscriber libraries in the United States and Canada, who pay from \$150 to \$500 per year for ready access to a growing national pool of lending copies of newspapers on microfilm. A total of 147 foreign newspapers are now available to the subscribers. The annual cost of acquiring and making these papers available is in the neighborhood of \$16,000, which is a measure of the bargain the subscriber libraries get for their relatively low annual subscription fee.

The Hampshire Inter-Library Center was surveyed by Keyes Metcalf, whose report was issued early in 1957. The Metcalf recommendation that the four participating college libraries expend an annual \$14,000 for periodicals, to be jointly owned and used, is a notable landmark in the history of cooperative acquisitions among libraries.

The year saw an important advance in cooperative acquisitions among the libraries participating in the Midwest Inter-Library Center. Early in the year the member librarians discussed the increasing number of open-ended micro-copy projects to which they were committing a considerable part of their book budgets. There was unanimous sentiment that duplicate purchasing among members was less desirable than the possible sharing in the use of a single print or in the cost of making a master negative. There was appreciation of the risk of endangering the existence of positive-sales-supported micro-copy projects through the reduction in the number of subscriptions or potential subscriptions, but it was recognized that there were other ways of supporting cooperative, micro-copy projects than through the sale of positives, and the doctoral dissertations plan was cited as an example. These discussions led to an evaluation of micro-copy project subscriptions among the MILC member libraries, and by the end of 1957

it had been found possible to cancel a number of subscriptions in member libraries when the Center itself, on behalf of its members, entered subscriptions to a number of the projects, including the Pollard and Redgrave *Short-Title Catalogue* books on microfilm, the American periodicals series on microfilm, the early American imprints on microprint, the English literary periodicals series on microfilm, and a number of the Lost Cause projects.

The Pacific Northwest Bibliographic Center was the subject of an intensive survey conducted by Raynard C. Swank, librarian of Stanford University.<sup>9</sup>

Writing in the May, 1957, issue of *College and Research Libraries*, Mr. Esterquest reports on a project of more than local interest, "The MILC Chemical Abstracts Project." As early as 1953, the Center decided to check the current subscriptions of the 4,732 periodical titles listed in *Chemical Abstracts* to see which were held by its member libraries. Last October the National Science Foundation made a grant to support a project to place subscriptions for MILC for the 837 titles which were not found in any of the member libraries. The Foundation support makes these periodicals available to all research workers in the nation.

Of the Council on Library Resources grants, the most significant one for acquisitions is that of \$21,000 to finance an evaluation and review of the ten-year-old Farmington Plan. The review will be conducted by Robert Vosper under the supervision of the ARL Farmington Plan Committee, and will include such topics as: "an evaluation of the effectiveness of the various dealers, the persistent complaint that the Plan produces too much material of doubtful scholarly value, the related comment that it may not be producing all of the important scholarly monographs, the effectiveness of the library advisors in various countries, the subject approach as compared to the geographical approach to coverage, the possibility of centralized cataloguing and the effectiveness of dealers as against libraries as agents."<sup>10</sup>

### *Cost Indexes*

In August, Rolland Stevens, Chairman of the Acquisitions Section, set up a Committee on Costs of Library Materials Index under the chairmanship of William Kurth. Mr. Kurth has been working on a cost of books index and a cost of periodicals index for several years.<sup>11</sup> Under his leadership work is going forward, and these two useful indexes may soon be available to librarians.

Incidentally, Mr. Kurth, the Assistant Chief of the LC Order Division, is my nomination for Acquisition Man of the Year for 1957. In September the Library of Congress granted him a Superior Service Award—including \$300—in recognition of his development of two programs: ordering library materials by teletype and encouraging long-term periodical subscriptions. The latter program benefits not only LC but also other libraries and publishers. During 1957 Mr. Kurth has been Chairman of the Joint Committee on Long-Term Periodical Subscriptions of the

Acquisitions and Serials Sections, as well as of the Committee on Costs of Library Materials Index mentioned above. He was joint author with Francis Henshaw of an article, "Dealer Rating System at LC," which appeared in the Summer issue of *Library Resources and Technical Services*, and prepared a working paper on the Mexican book trade for the Second Seminar on the Acquisition of Latin American Library Materials. The foregoing are only those projects of which I have heard. There may be—and I suspect there are—others.

### *Need for More Research*

The October issue of *Library Trends* was devoted to *Research in Librarianship*. It included no separate treatment of research in acquisitions. Writing on "Research in Problems of Resources," Mr. Downs had this to say:

In individual libraries, with occasional exceptions, there is no division which shows less systematic planning than acquisition. Well-thought-out statements of acquisition policy are rarities. Instead, the inclination is to accept practically any gift offered, to enter upon exchanges merely because they seem to be free, to buy rare books for prestige rather than for use, and to branch out into new fields without a clear understanding of costs, of needs, of materials available, or of how the subjects fit into present holdings.

.....

Another side of acquisition activity of major importance in the development of collections is financial. Cost studies are needed for books and journals, showing, for example, unit costs, increases in prices of various types of material, and comparative prices over a period of years. Investigations would also be valuable of discounts by dealers and publishers, and of auction house prices. The occasional attempts at cooperative buying by groups of libraries might be examined, with a view to finding reasons for their success or failure.

Other methods of acquisitions should also be studied and evaluated, e.g., such duplicate exchange systems as those operated by the Medical Library Association, Special Libraries Association, and Association of College and Reference Libraries; the employment of a common agent, as in the Association of Research Libraries' Documents Expediting Project; and the stimulation of gifts from foundations and through friends of the library organizations.<sup>12</sup>

The foregoing summary of the year's work in acquisitions indicates that Mr. Downs' indictment may be a bit too strong, as do such studies as those reported in "Duplicates Exchange: A Cost Analysis," by Ian W. Thom,<sup>13</sup> "Acquisition Policy in the American Academic Library," by Harry Bach,<sup>14</sup> and John Dawson's impressive study, "The Acquisitions and Cataloging of Research Libraries: A Study of the Possibilities for Centralized Processing."<sup>15</sup> However, there is enough truth in the statement to challenge all of us to make 1958 a more significant year for acquisitions.

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## Nineteen Fifty-seven and All That

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**B**UT, MY DEAR," said the Hatter, "Was there progress?"  
 "Well," said Alice earnestly, "There was change."

It was the Year of the Great Osmosis. On the very first day the ancient and honorable Division of Cataloging and Classification was swallowed up by something bigger than all of us, the Resources and Technical Services Division. We became a lowly, albeit vocal, section along with three partner sections for acquisitions, serials, and copying methods.

Our *Journal of Cataloging and Classification*, bountiful gift ten years ago of the vision and stubborn hard work of our beloved Marie Louise Prevost, had been built into a sturdy journal by Esther Piercy. Now it joined with *Serial Slants* to blossom into *Library Resources and Technical Services*, taking along with it Miss Piercy as Editor, Miss Prevost as Honorary Editor, and Carlyle Frarey as Managing Editor.

Our President became a Chairman and our Executive Board an Executive Committee. Our Executive Secretary, won with so much difficulty, became Executive Secretary of RTSD. Our Policy and Research Board stuck by us, but it is now a section committee. Our twenty-nine regional groups, lively products of local self government, became regional groups of RTSD.

But how define osmosis? We adopted some bylaws in principle (whatever that means) at Midwinter 1957; we adopted a one-page stop-gap statement of organization at Kansas City. And in this issue of *LRTS* Alice Pattee's hard-working and hard-to-discourage committee has come up with yet a newer and better version of bylaws.

Also it was Another Year of the Code. Seymour Lubetzky began to translate his general principles into concrete rules. By year's end there were three sections: personal entry, anonymous works, and corporate entry. Each in its turn came under the eagle eye and pointed pen of Wyllis Wright's Code Revision Committee. A soul-numbing, time-eating process, but Mr. Lubetzky plows ahead. There has been some grumbling because these tentative rules are not available to all catalogers and because no preliminary edition is intended (see *Library Journal*, Jan. 1, 1958, p. 61). But the work might grind to a complete stop if the crowd around the goldfish bowl were to swell and the tapping on the glass wall increase. The CCS began work in 1957 on a pre-Conference Institute on the Code to be held at Stanford in 1958; perhaps the Institute will satisfy the urge to peek and tap.

Linked somewhat to code construction is the Jackson study of catalog use, originally sponsored by the Policy and Research Board and financed by a Bassett grant. In the spring, Vaclav Mostecky agreed to help edit the study, and 1958 will see its publication by ALA. Still unanswered is the fundamental problem of to what extent, if any, even the most thorough study of catalog use can, or should, influence catalog rules.

The papers of the Chicago University conference on the code, edited by Ruth French Strout, originally published in the *Library Quarterly* (Oct., 1956) appeared in 1957 as a separately-published book with thoughtful reviews by Laura Colvin (*LRTS*, Fall, 1957) and Wesley Simonton (*College and Research Libraries*, Nov., 1957). The international aspects of the code, much talked of at Chicago in 1956, won ever greater attention in 1957. Andrew Osborn, representing the ALA and sponsored by the Council of Library Resources, attended the German Library Association conference in Lübeck in June and returned optimistic about the chances of compromise between the Anglo-American and the German traditions even on corporate entry (see his report in the *ALA Bulletin*, Nov. 1957). An international conference, sponsored by IFLA, perhaps in 1959, to seek agreement on basic principles seems in the making.

What kind of international code? Whom should it include? How should it affect our national code? What would be its service? Dr. Osborn seems content to limit it to reconciling choice (but not form) of entry between the Anglo-Americans and the Germans, without any great effect on national codes. Its service, he suggests, would be in current national bibliographies "facilitating order work for librarians and dealers alike".

But what of the great area outside the Anglo-American-German traditions? And would not order work be served much more quickly and efficiently if the producers of national bibliographies simply got together

privately and worked out some basic agreements of their own? No matter how international agreement is achieved, can a national bibliography ignore a national code? Buyers of books will still have their problems if books are entered in one way in national bibliographies and in another way in dealers' catalogs and library catalogs.

"Internationalism" has become a magic word, a panacea to solve every problem in a complex world. But is an international venture more fruitful when it seeks unanimity or when it seeks merely to understand different points of view and welcome their unique contributions to civilization?

A major event of the year was the three-volume *LC National Union Catalog*. In publication it follows the same pattern as *Books: Authors*, which it supersedes: monthly issues with quarterly, annual, and quinquennial cumulations. But it includes not only titles cataloged by LC, but also those LC titles assigned to Priority Four and all titles in Roman alphabet for publications issued in 1956 reported by other libraries.

Also cheering was the announcement during 1957 of more speedy publication of a new British Museum catalog, even though the anticipated saving in time will mean a less finished product.

This year saw the completion of the new *Code for Cataloging Music and Phonorecords* (being published by ALA) and also the production of the "Preliminary Rules and Manual for Cataloging Chinese, Japanese and Korean Materials" (In *LC Cataloging Service, Bulletin* 42, July 1957). Hopes of a code for cataloging Persian library materials rest with Nasser Sharify, Deputy Director (on leave to Columbia University School of Library Service) of the Parliamentary Library in Taheren who has received a grant from the Council on Library Resources for this purpose.

And Eunice Keen's Committee worked diligently and effectively on the problem of bibliographically controlling audio-visual materials (see Frances Hamman's report in *LRTS*, Winter, 1957). It is hoped their work will lead toward a manual in this field.

There was some talk of a new edition of Merrill's code for classifiers. This would be quite a chore if the new code were to be brought into line with modern thinking about codes. The Merrill code is simply a heaping up of what some classifiers did (sometimes with no attention to logic) about some particular problems. What would seem to be needed first would be a study, similar to the Lubetzky report, to determine what general principles of classification should be. A resulting code might well be more in terms of general directives applicable in several related situations; probably it should not be a batch of specific rules.

And it was Another Year of the New Dewey. The *Classification* moved ahead *per aspera* if not *ad astra*. Ben Custer's lucid report (*LRTS*, Fall, 1957) seems to indicate that the Dewey of 1958 will return to many of the guiding principles of earlier editions and not offend too many people. Here, as with the Code, there are the goldfish bowl and those who peek in and tap at the occupants. Under the conditions any progress is amazing. Each new edition brings up the same old questions. Is the user—whether librarian or library patron—to decide how the numbers are

assigned? How can we cling to our cherished "integrity of numbers" in the dramatic change of our modern world? How do people really use a new classification scheme anyway? Do they swallow it whole and re-classify everything? Or do they stick to the 12th edition (or whatever they opened the library with) and look at the new only when they want ideas for changing some particular point in the old? If Dewey himself were around and in his twenties, what would he think of DC and how would he go about writing a new classification scheme? Perhaps it is just as well that the evil which men do lives after them while the good is oft interred with their bones—if the good does live after them, it is oft interred in an institution.

It was Another Year of Special Conferences.

Some nine hundred people attended the Symposium on information-handling problems and techniques in Cleveland in Mid-April, sponsored by the School of Library Science of Western Reserve University and the Council on Documentation Research. Emphasis was on systems rather than machines, and papers dealt with theory underlying the systems as well as with the systems themselves.

Also there was the International Study Conference on Classification for Information Retrieval at Dorking in May, reported in detail by Jesse Shera in the Winter issue of *LRTS*. The Conference's own published conclusions and recommendations are only general and not particularly new.

Still unsolved is the search for a more specific definition of documentation and bibliography, and, indeed, the whole problem of special language—I shall not say "jargon." D. J. Campbell, for instance, found *Documentation in Action* (1956) "ponderous and repetitive . . . often verbose. Matters . . . commonplace to all . . . are dealt with repeatedly . . . The feeling among scholars that short, clear words and sentences are unscholarly dies hard" (*CRL*, 18:341. July, 1957). Perhaps the suspicion that the documentalist is a sort of intellectual confidence man who sells nothing more than new names for old problems lies at the root of another question passed on to 1958: How can we bring librarians and documentalists together again?

John Metcalfe's *Information Indexing and Subject Cataloging*, perhaps the most original book of the year, dealt with but did not answer finally this problem. Mr. Metcalfe believes that of the fifty or more writers on cataloging, classifying, and information indexing from 1856 to 1956, those who contributed most to "the right lines of development" were Cutter, Dewey, Kaiser, and Hulme; and of these he most reveres Cutter. "The bibliosophers," he suggests with their "panaceas, competing followers, different logics, inconsistent jargons and conflicting metaphysics" have led us astray and we must now "bridge back over the years the locusts have eaten and join . . . the men of 1876 and 1911." Mr. Metcalfe's style is often irritating, his solutions violent; but this is also true of the Old Testament prophets. How know the true prophets from the false? Both kinds irritate.

Subject cataloging was examined in Andrew Osborn's thoughtful review (in *LRTS*, Spring, 1957) of Shera and Egan's *Classified Catalog* (1956) and in George Scheerer's article in *Library Quarterly* (1957) the latter closing, despite Metcalfe oddly enough, with a plea to bury Cutter. Work on the new sixth edition of LC subject headings went ahead with publication scheduled for 1958. David Haykin continued work on his code for subject heading work.

Cataloger, classifier, documentalist—one question plagues them all: What of the user? Do we follow him or lead him? If we follow him, how find out where he wants to go? The Jackson-Mostecky study is only one of several in progress or in prospect listed by Rudolph Gjelsness or Jesse Shera in *Library Trends* (October, 1957). If he, the user, is the leader, we shall have to put up forever with tedious, fumbling research about him; and the long-drawn-out, stultifying compromise of committees—the goldfish bowl routine. If he is the follower, we shall have the stimulating, efficient, but sometimes misdirected, orders of creative librarians wrestling with themselves in their studies—Dewey and Cutter, Ranganathan and Lubetzky. The choice is neither obvious nor easy. It may be worth noting, however, that Dewey's classification and Cutter's rules have in large part survived three quarters of a century, while the ALA codes of 1941 and 1949, products of multi-membered committees' many years of work, were damned almost in the moment of publication.

Our greatest loss in 1957 was the tragic death of Henrietta Howell. She had served her profession and DCC well, most recently as Chairman, Council of Regional Groups. I had known Henrietta since graduate school days at Illinois where we spent many an hour in Ethel Bond's seminar taking the library world apart. Over the years we had continued the process at ALA meetings. It is hard to think of this coming Midwinter without Henrietta's drawing wisdom and dry humor over coffee in the Edgewater Beach drug store.

For me the high point of the year came when David Haykin received the Margaret Mann award. A creative thinker, a man of much knowledge and wisdom, and yet a merry and lovable man. He belongs in the august company of Marie Louise Prevost, Seymour Lubetzky and the others of the Mann fraternity. We do not often meet his like.

And that, dear reader, was 1957 for me. I am sure it was many more and different things for you. But you didn't have to write this stuff with the fishy eye of a deadline staring at you.

Not an *annus mirabilis*. But not a bad one either. Not a bad year at all.

### FAIR TRADE PRACTICES

The "Code of Fair Trade Practices" prepared by the Committee of Fair Trade Practice of the Acquisitions Section of the Resources and Technical Services Division was approved at the Midwinter meeting of ALA. The Code was published in the November 1957 issue of the *ALA Bulletin*.

# Developments in Copying Methods—1957

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LIBRARY use of photocopying and other duplicating processes dates back several decades; but the great progress since the Second World War has made this a field of major importance in many aspects of library work. The year 1957 brought its share of progress.

This being the first effort in this new periodical to review copying methods, an explanation of the usual distinction made between copying and duplicating machines is useful.

Copying equipment is used to make copies of existing material without requiring the preparation of some intermediate such as a master or stencil . . . Duplicating equipment, on the other hand, is intended to make long runs at high speed and low cost per copy. This requires—not by definition, but as things have turned out—that an intermediate, such as a master, stencil, or set type, be prepared.<sup>1</sup>

Starting with this distinction, copying processes include those using diazo dye, the electrostatic process (Xerography and Electrofax), facsimile with a photoelectric-cell scanning arrangement, infra-red light thermography, and photography (including Photostating, microfilming, and both the diffusion transfer and gelatin transfer processes). Duplicating processes include those using aniline dyes (hectographing which includes the gelatin and spirit types), azo dyes, ink stencil, offset lithography, and relief. *Library Resources and Technical Services* is interested in all aspects of both these types of processes as they directly relate to librarianship; "copying" is here used as the inclusive term covering, at one extreme of complexity, the "no-carbon-required" paper developed five years ago by the National Cash Register Company and, at the other extreme, the copying features of automated data processing systems. This periodical offers a real opportunity for improved communication and publicity in this entire area.

One of the most consequential developments of the year for librarians was the creation of a Copying Methods Section within the American Library Association. At last there is a place, without the limitation in membership borne by its predecessor Committee, where persons directly or indirectly concerned with or interested in this field can discuss problems and work effectively toward their solution. To the Section's 1957 Chairmen, William R. Hawken of the University of California (Berkeley)

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<sup>1</sup> Beeman, Robert, "Copying and Duplicating Equipment," *Office Management*, vol. 18, no. 11 (November, 1957), p. 40. Of continuing and special interest as a summary of copying methods equipment is the monthly feature, "Tools of the Office," which appears in *Office Management* and which periodically reviews microfilm equipment, copying and duplicating equipment, integrated data processing equipment, typewriters, etc.

and Stephen A. McCarthy of Cornell University, and to the many others who worked to this end over the past two years, can be credited this notable achievement.

The intent of the remainder of this review is to note events of the year, including important publications, equipment, applications, standards, publishing projects, and research in the field.

An outstanding article was "Libraries in Minuscule," by Robert B. Downs, Director of the University of Illinois Library. This exceedingly comprehensive review of major publishing projects in microfilm, Microcard, and Microprint—projects completed or still in process—appeared in the January issue of *College and Research Libraries*.

One of the literature highlights was the article, "Developments in Rapid-Copying Machines," by Peter Scott, Chief of the Microreproduction Service at the Massachusetts Institute of Technology. Published in the July issue of *The American Archivist*, the article reviews quick-copying processes and is an excellent analysis of a complex and jargonized technical area.

Of special importance was the report by Peter Scott, "Residual Hypo in Film for Permanent Records; An Investigation of One Aspect of the Crabtree and Ross Test." This article, appearing in the September issue of *National Micro-News*, reports a test which proved that the greater the density of the film image, the more sodium thiosulfate present. This is of great concern to libraries since, despite the fact that a particular end piece of film may be proven clean of residual hypo beyond the permitted maximum, there is a chance that the black text image may have an excess amount and be subject to fading. Revised standards are clearly needed for determining permanency.

A project which was initiated during the year by a Copying Methods Section Committee under the Chairmanship of William R. Hawken will lead to the compilation of a manual on quick-copying machines used by libraries—their details, histories of their application, evaluation, etc.

The potentials of equipment are of great interest and only a few out of the many new developments of 1957 may be singled out. A piece of equipment with considerable library significance is the Photostat Junior Continuous. This machine has been undergoing development for three years, pilot models were used in 1956, and machines became generally available early in 1957. The Junior Continuous makes paper prints from 16 and 35 mm. film on paper no larger than 10" wide and 11" long, or 14" long if a special 14" magazine is purchased. The convenience of the automatic processing and drying in this machine makes it economical for copying entries from publisher's lists, preparing purchase orders, duplicating catalog cards, and copying pages from medium-sized books. The New York Public Library purchased its first two Junior Continuous Model A machines in 1956 and has found applications in a good many internal operations—catalog cards, for example, cost roughly 2¢ per card including materials and labor. Robert E. Kingery, Chief of the New York Public's Preparation Division, is to publish a description of this.

It should be added that Photostat Corporation also made available early in 1957 its Expeditor Model copying machine, a mobile unit designed to provide rapid, inexpensive copies through a minimum of processing. The resultant copy is a "stabilized" print, which should last seven to ten years and can be identified by a distinctive blue tint.

The microfilmed record itself is being used more and more, particularly by special libraries, in "unitized" form. That is, a single frame or exposure on the film, or a small group of frames, is cut from the roll and filed individually, generally after insertion in an indexed card or conversion to opaque microtapes which are card mounted. An adapter for holding Film-Sort Cards on Kodak's MPE and Model C film readers is now available; and several other readers will provide this flexibility.

Filmstrips mounted in cards have not been generally adopted by libraries because of the additional expense in handling. Yet, strip film placed on 100 ft. reels is wasteful of space, and there are location problems caused by short publications occupying a small piece of 100 feet of film. Libraries have experimented with indexing on the film box with corresponding "flashers" of conspicuous material being photographed at intervals on the film, and with the use of metering devices which show the number of feet of film passed by. An improvement in this situation may be at hand in an index coding system which was introduced in January, 1957, as Kodamatic Indexing in the 16 mm. Recordak Reliant Microfilmer model RM-I. As the finished film is advanced through a reader, two lines move behind the image through ninety-nine positions. An indexing scale, matching the position numbers, may be mounted on any film reader to facilitate rapid location of the desired document. As adapted for 35 mm. equipment, this may offer a satisfactory way to handle short items on roll film.

There has been a need to print full-size copies from microtexts. This is now possible through the use of certain readers for both film and opaque cards in combination with relatively slow print paper. The paper is a bit faster than the usual diffusion transfer papers; the process is slow and the results are not too clear even with the more brilliant projection machines. Of special note is the push-button microfilm Reader-Printer which the Minnesota Mining and Manufacturing Company has developed. The print is made through electrolytic effect on paper made of photo-conductive substance mounted on an aluminum laminate.

For continuous production of enlargements from 16 mm. or 35 mm. microfilm, as well as from originals, the Copyflo Continuous Printer has been placed on the market by the Haloid Company. While a few pilot installations using this Xerographic process have been in operation since the prototype was developed two years ago, only in March of 1957 was the equipment made generally available. Copyflo prints from microfilm are generally much less expensive than are enlargements made by other photographic methods. The equipment, however, is exceedingly expensive and most libraries will take advantage of commercial facilities to obtain prints from their films.

Another electrostatic process is the Electrofax, used in the Bizmac Microfilm Enlarger-Printer which RCA has recently built. Electrofax omits the use of a selenium plate by direct transfer to zinc-oxide coated paper. Up to twenty-four duplicate copies may be printed at one time, and the machine prints from Film-Sort cards and roll microfilm but not from originals. During the year Readex Microprint Corporation developed a pilot model of a unique reader-printer combining American Optical Company's Micro-Opaque Reader with an RCA Electrofax printer.

One of the most significant events of the year for catalogers came late in 1957. The Council on Library Resources, Inc., contracted with RCA for the development of a small Electrofax machine to copy catalog entry information from existing cards or from book catalogs (such as the *National Union Catalog*) and to reproduce as many finished unit cards as are needed. It is expected that the machine will be able to reduce or to enlarge to original size, will be relatively inexpensive, and may provide a major check to the rising costs of cataloging.

Finally, the all-purpose microtext reading machine is still being pursued. The American Optical Company's machine for reading opaques accommodates all cards in sizes up to 9" in width and there is to be a roll microfilm attachment to give additional versatility. And, in this same pursuit, the Council on Library Resources has contracted with the Micro-card Corporation for the development of an inexpensive hand-reader for all micro-opaques.

New applications of existing equipment can occasionally be noteworthy, and the use of a regular Polaroid Land camera for special aspects of cataloging can be so regarded. In October the Harvard College Library began using a Model 110 mounted on the new 208 Copymaker stand, which came on the market in February 1957, for preparing manuscript copy for a book catalog of its notable early graphic arts collection. The photograph obviates full transcription for such ornate title pages as those of 16th century publications; it provides accurate descriptions of complex borders, printers' marks as well as the typographic details, and will enable others to compare points in their copies with Harvard copies.

Polaroid Land projection film, which came on the market just over a year ago, permits the making of lantern slide transparencies in three minutes. This can be combined with the Copymaker to provide professors with more rapid means for obtaining slides, as classroom illustration, from maps, manuscripts, and other materials.

In December 1957, a significant change occurred when Recordak Corporation took over promotion of the Listomatic Camera, developed by Eastman Kodak four years ago. This automatic machine is applicable to the production of telephone directories and other listings of information which can be placed on standard tabulating cards; and libraries can expect to find through the Listomatic a rather practical solution for repetitive publication of many directories, catalogs, and other lists of continuously changing data. Film used in the camera permits a printing area .65

inches in height and 2.67" or 4" or 8" in width. Final copy may be full-size or reduced up to 50 per cent as desired.

To conclude discussion of equipment, some long range possibilities for libraries may be found in current research. The American Telephone and Telegraph Company has promoted copying innovations as it attempts to find more satisfactory ways to produce telephone directories and lists of up-to-date changes for the use of "information" operators. Its new system, which combines linotype, 35 mm. film, offset printing to Readex Microprint cards, and a reader developed by E. Leitz, is currently being tried out in Washington, D. C. Eastman Kodak has also developed a telephone "information" system, one which uses linotype, 16 mm. film strips holding forty pages each, plastic sticks to hold the filmstrips, and a special reading machine. Late in 1957, the Micro-Photography Company, of Boston, announced the Photolist Method for producing directories and lists of changes. Photolist uses interlocking metal strips bearing the listing, a mechanical device to file the strips, a special reader for the strips, and a camera using microfilm for printing directories from the strips by offset or by magnesium plates for letterpress. Librarians may hope that such progress in issuing revisions of listings may foretell the day when union catalogs and other large bibliographies may be constantly kept up to date in a single alphabet through continued revision and frequent reprinting.

Standards are exceedingly important in any technical field, and a great deal more is necessary in this particular field. During 1957, the Association of Research Libraries became sufficiently concerned with the confusion which sometimes surrounds micro-reproduction projects to create a Committee on Microtext Standards under the Chairmanship of Richard H. Logsdon, Director of Columbia University Libraries. The Committee will develop both technical and other kinds of standards for microtexts for possible application by the ARL to future proposals which it may have occasion to consider.

The American Standards Association adopted two new photographic standards: "Dimensions of paper sheets for photo-reproduction of documents," PH5.2, and "Practice for storage of microfilm," PH5.4.

To continue work begun by a predecessor committee, the ALA, ARL, and SLA approved the formation of a standing Joint Committee on Photocopying of Copyright Materials. This Committee, headed by Edward G. Freehafer, Director of the New York Public Library, will study and make recommendations for library "fair use" in photocopying; will consider any complaints concerning library practices in this area and suggest practical solutions; and may consider recommending legislation to cover library copying of publications under copyright.

Developments in acquisition work are covered elsewhere in this issue. However, projects to publish microtexts so often hinge on the support of those library staff members who are best-informed on copying methods that a few such projects announced in 1957 may be here included.

A significant event was the decision of the Trustees of the British Museum, taken in January, to discontinue publication of the *General*

*Catalogue of Printed Books* printed from letterpress and to produce by the photo-offset method a complete new edition in 250 to 300 volumes within a period of five or six years.

In June, the Micro-Photography Company announced the unusual plan of publishing simultaneously in several formats. The Project was designed to reproduce the *Catalog of the Avery Memorial Architectural Library* of Columbia University in four forms—book form, microprint, microfilm, and regular catalog cards. The returns were insufficient to justify carrying out the project, although 99% of the orders tentatively placed were for the *Catalog* in book form. Another attempt at some later time is anticipated. It may also be noted that a proposal for a domestic newspaper microfilm project was never formally announced since, after some consideration by the ARL, it was found unnecessary.

A second project, announced in August, may prove prohibitive for some libraries because of the cost. The price is \$7,000 for the 1947-1956 back-file of *The Collected Scientific & Technical Papers on Nuclear Science* which the Readex Microprint Corporation will publish and continue on a current subscription basis for \$1,000 per year.

The American Jewish Periodical Center issued, in November, its first catalog of *Jewish Newspapers and Periodicals on Microfilm*. This growing collection of American Jewish materials is available on interlibrary loan from the Center in Cincinnati, Ohio.

Continued research is necessary in the area of copying methods, and in this respect 1957 was notable. In addition to the projects mentioned earlier, there were two of outstanding importance.

In June, the Council on Library Resources announced the award of a grant to Rutgers University in support of a study of "Targets for Research in Library Work." Ralph R. Shaw is Project Director. The specific purposes of the grant are: 1) collection of all available information on the collection, storage, retrieval, transmission and use of recorded information, 2) analyzing of this data to determine areas in which additional information is needed to make judgments of existing methods and tools, and 3) indication of the nature and directions of research and development work that is required to improve the process whereby scholars gain access to knowledge. The result will be an encyclopedia or handbook covering the programs, services, and problems of libraries providing scholarly services. Although office-type copying devices are not to be overlooked, one entire section of the study is devoted to the storage and retrieval of print substitutes. Here will be considered facsimile forms, reduced facsimile, microforms, notched cards and punched cards, electronic storage, and copyright problems, including their types and characteristics, quality factors, production costs, preservation and storage, retrieval and enlargement, data storage capacity, equipment available, etc. It is gratifying to see the library profession enabled to carry on such basic research of high importance, and it is to the great benefit of the profession that Mr. Shaw and the Rutgers School of Library Service staff are committed to this present study.

The second project is also supported by the Council on Library Resources through a grant, announced in October, to the Committee on Documentary Reproduction of the American Historical Association. The grant supports the preparation, over the next two years, of a "Guide to the Photographed Historical Materials Available for Research in Libraries and Archives in the United States and Canada." The work will be carried out by Richard W. Hale, Jr., of Boston University, with the assistance of an advisory committee including, among others, John W. Cronin of the Library of Congress, Albert H. Leisinger of the National Archives, and Lester K. Born of Washington, D. C. Technical consultant to the project is Peter Scott. The Guide will be a reference book consisting of five parts:

- 1) A layman's guide to the use of microfilm and other forms of photocopy.
- 2) A list with critical evaluation of the existing guides to microfilmed material and material in other forms of photocopy.
- 3) A listing, by fields of history, of historical manuscripts and archival materials in photocopy.
- 4) An author index to the third part.
- 5) A list of depositories giving their policies as to restrictions on use, inter-library loans, and reproduction of their holdings.

The method of acquiring information will be through photocopies of existing shelf lists or card catalogs, through copying of "targets" from microfilm on ultraviolet sensitive film if no suitable record exists in separate form, and, where necessary, through manual transcription on card forms which will be supplied. It is expected that this data will then be placed on marginal-punched cards. The editing which will follow will be a major effort, and the resources of the American Historical Association will be used. The Guide is clearly more inclusive than anything now issued, and it is being so designed that it will be complementary to the *Union List of Microfilms*, issued by the Philadelphia Bibliographical Center. It is hoped that the present effort will be the beginning of a regular reporting service for photographed historical manuscripts so that the Guide can be continued on a permanent basis.

As may be seen from the foregoing, the beginning of library support by the Council on Library Resources is unquestionably the most significant copying method event in 1957. The Council during its first year found three areas within which "fruitful work" will be found: basic research, technological development, and methodological development including coordination of effort. Copying methods loom large in all three of these areas. In its first *Annual Report*, for example, the Council includes these general comments on technological development:

Perhaps even more than other arts dealing with things of the mind, library work is dependent upon its physical apparatus. . . . Yet there are many deficiencies in the equipment. . . . Many potentially applicable

devices are not made available for their special uses, including marking and stamping equipment, optical and photographic apparatus, data processing machines, etc.

Another aspect of the situation is the lack of standards or of methods for enforcing them. . . . For microfilm, where the dangers of deterioration are even greater [than paper], because less easily detectable and more devastating than for paper, the complete standard for manufacture, processing and storage is scattered through half-a-dozen standards of several standardizing bodies . . .

The Council has considered how it might assist in these matters. It has tentatively reached the conclusion that two lines are open for development. One of these is toward the provision of a general testing-standardizing service for the materials, equipment, apparatus and systems used by libraries. Such a service might be expected to pay for itself in the sense that benefits would accrue to its users, but some difficulties may be foreseen in converting these benefits into cash support for an expensive operation. These difficulties are now being explored. The other avenue is toward the development of specific apparatus applicable to the particular uses of libraries and toward application of devices used in other activities but not yet brought to library work.<sup>2</sup>

Part of the Council's interest in specific projects is due to their broad implications. The American Historical Association project, for example, is designed to stimulate, as a by-product of compiling the Guide, improved methods for handling microtexts in American and Canadian libraries and archives. The project will lend encouragement to applied standardization of a sensible kind in cataloging methods. Finally, the project will contribute significantly to the bibliographical apparatus needed for access to copied materials, and help provide the basis for further systematic planning of extensive microreproduction efforts.

Libraries can be grateful to the Council on Library Resources not only for its leadership in stimulating research in the over-all problems confronting them, but for the encouragement which looks toward the establishment of adequate standards for the treatment of reproductions. This kind of encouragement provides, of course, the basis for the optimism with which librarians may face the challenge of the increasingly complex profusion of publications.

### NEW LIBRARY SERIES

The University of North Carolina has issued the first of a new series, *Library Studies*, "designed to further the state and nation's awareness of the valuable resources available here." The first was a 27-page pamphlet (available for 50 cents from the Bull's Head Bookshop at the University Library, Chapel Hill) entitled "North Carolina County Histories, a Bibliography." Planned as second in the series is an annotated bibliography of over 700 titles of North Carolina fiction issued between 1734 and 1957.

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<sup>2</sup> Council on Library Resources, Inc. *1st Annual Report for the Period Ending June 30, 1957*. Washington, D. C., 1957. p. 19-21.

# The Year's Work in Serials, 1957

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EARLY in 1957 the Rockefeller Foundation made a grant of \$6,000.00 to the Library of Congress to permit the Joint Committee on the Union List of Serials to develop a new Union List program. Wyllis Wright carried out the study and reported the results in *A Permanent Program for the Union List of Serials*, published for the Joint Committee by the Library of Congress. This program would establish a union catalog of serials at LC as a counterpart of the National Union Catalog. Union lists of various kinds could then be produced from this catalog and the program would dovetail with the publication of *New Serial Titles*. The reprinting of the main volume of the second edition of the *Union List of Serials* is also provided in the program.

At the end of the year, the Committee had taken the steps necessary for the Committee's incorporation and had begun an active search for funds to support the program. It is hoped that it will be possible to begin the basic task of compiling and recording serial holdings information at LC during 1958.

The Superintendent of Documents announced that a list of 115 U. S. Government periodical publications are now available for terms of two or three years. There is no reduction in the rates for multi-year subscriptions, but there will be a saving to the consumer in renewal costs. These 115 periodicals represent an almost complete list of U. S. Government periodicals. The Committee on Long Term Periodical Subscriptions continued its efforts to interest periodical publishers and agents in the advantages of multi-year renewals. An analysis of agency catalogs shows a good percentage trend toward the availability of periodical titles at long-term rates.

Of interest to serials librarians was the visit of Andrew D. Osborn to the German Library Association Conference at Lubeck where discussions of the international problems of corporate entry, among other cataloging problems, re-emphasized the awareness of the necessity for changes and led to the agreement that international deliberations on cataloging codes be arranged, probably through the International Federation of Library Associations.

The Bookbinding Committee of RTSD approved the Library Binding Institute's "Commercial Standards for Library Binding" for presentation to the Division of Commodity Standards of the Department of Commerce (tentative standards TS-5329 and TS-5330) after negotiations to assure that the term "library binding" will not exclude types of binding other than what is known generally as Class A binding. The Committee com-

pleted its "Minimum Standards for Binding Lesser Used Materials" (LUMSPECS), which was approved by the ALA Council, published in the January, 1958 issue of the *ALA Bulletin*, and put into use by a number of libraries and binders. The Committee launched two new sub-committees: one on the physical book and the other on the binding of paperback books.

The editors of the *Library Journal* announced that beginning in March, 1958 *LJ* will run brief reviews of new periodicals published in English. These reviews will be similar in style and format to *LJ*'s present book reviews.

Among the publications relating to serials which appeared during the year, several should be mentioned here. The fourth volume of Frank Luther Mott's, *A History of American Magazines* (Harvard, 1957) was published, covering the years 1885-1905, and it was announced that the first three volumes are in print. Charles Harvey Brown's *Scientific Serials* (*ACRL Monograph* number 16, 1956) appeared. It is a study of the use of scientific literature and of the problems of library service as well as a listing of the 100 most-cited serials in each of eight sciences, arranged in order of the number of references to each title.

## Acquisitions from Mexico

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THE PRESENT article represents a recasting of the working paper prepared for the Second Seminar on the Acquisition of Latin American Library Materials, held at the University of Texas, June 19-20, 1957 being supplemented by information developed from the profitable Seminar discussions.\*

The preparation of the working paper was assisted by Dr. Fernando Peñalosa's dissertation, *The Mexican Book Industry* (University of Chicago, Graduate Library School, 1956)<sup>1</sup>; and the analysis of the policy and mechanics of acquisition was made possible through the generous cooperation of sixty libraries in responding to a questionnaire on their Mexican acquisitions program. Aside from the paper's general purpose to explore the main features of U. S. library acquisitions, a directly related thought in the paper—as it developed from the questionnaire responses—

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\* The *Proceedings* of the II Seminar are being published by the University of Texas Press. They will not reproduce in full the working papers but will cover in considerable detail the discussion of the meeting. They will also include a review of the developments since the I Seminar in 1956 as well as a number of useful appendices.

A III Seminar will be held in Berkeley at the University of California Library, July 10-11, 1958. (Reservations for rooms in the University dormitories may be made through the University of California General Library).

was to provide data of specific utility in bringing together the Mexican supplier and the library consumer in the United States on a more effective and informed basis. Thus, it is hoped that the complete tabulation of all the exchange sources reported by the various libraries, the lists of bookdealers, and bibliographic information, will be of utility.

The dominant features impressing one in examining the Mexican publishing industry and booktrade are the unmistakable signs everywhere of expansion, study, and remarkable activity in all quarters. This is evidenced in many ways: by the existence of the strong Instituto Mexicano del Libro, the energetic Asociación Mexicana de Bibliotecarios, and the expanding Centro de Documentación Científica. It is evidenced, too, by such noteworthy events as the Exposition du Livre Mexicain held in Paris, June 10-24, 1955, sponsored jointly by the University of Paris and the Universidad Nacional Autónoma de México; and by the VII Feria del Libro, Mexico City, November 20—December 10, 1956.<sup>2</sup>

In similar spirit have been the Primer Festival del Libro de América (Caracas, November 1956) at which the Instituto Mexicano del Libro was represented, and the Reunión de Expertos sobre Canje Internacional de Publicaciones en la América Latina (Havana, 1956) in which Mexican librarians actively participated. Significant Mexican congresses concerned with the book and library development have been the Primeras Jornadas Mexicanas de Biblioteconomía, Bibliografía y Canje organized by the Asociación Mexicana de Bibliotecarios and the Centro de Documentación Científica y Técnica de México, and the Primer Conferencia Nacional pro Libro Mexicana, March 22-25, 1957.<sup>3</sup>

### *Résumé of Publishing*

During the period 1938-1950, 7,026 books were published in Mexico; of this number 1,493 were translations.<sup>4</sup> The average number of books published per year during this period is 540 titles including the translations, and 425 excluding them.

The table below indicates the number of titles published during 1938-1950 according to subject field; the percentage of the total production represented by each subject class is also shown.

The book production since 1950 can be approximated by examination of the *Boletín bibliográfico mexicano*. The *Boletín* numbers the items it lists beginning in 1953 when 778 publications appeared. There were 769 in 1954, 712 in 1955, and 1,126 in 1956. (The figure for 1956 includes, however, a number of publications issued in former years.) If we regard a figure of about 750 publications as an annual average for the recent past, it ought to be qualified as a minimum figure since private publishing may not be fully listed. (It was estimated at the Seminar that about thirty per cent of the Mexican publishing is privately published.)

Further Seminar discussion presented a picture of the Mexican booktrade in which the economics of printing, publishing, and book distribu-

MEXICAN BOOK PRODUCTION, 1938-1950  
(Based on *Boletín bibliográfico mexicano*)

Subject field	<i>General works</i>	<i>Philosophy</i>	<i>Psychology</i>	<i>Religion</i>	<i>History</i>
Percent of prod.	...	3%	1%	3%	15%
Total titles	19	185	73	230	1,052
Translations	...	73	29	49	210
Total less trans.	19	112	44	181	842
Average titles per year	1	8	3	14	70
Subject field	<i>Geography</i>	<i>Anthropology</i>	<i>Recreation</i>	<i>Economics</i>	<i>Commerce</i>
Percent of prod.	2%	2%	1%	6%	3%
Total titles	166	154	70	422	183
Translations	17	20	13	116	28
Total less trans.	149	134	57	326	155
Average titles per year	12	11	4	27	14
Subject field	<i>Sociology</i>	<i>Political Science</i>	<i>Law</i>	<i>Education</i>	<i>Fine Arts</i>
Percent of prod.	2%	2%	4%	3%	4%
Total titles	153	163	289	201	286
Translations	60	48	47	19	31
Total less trans.	93	115	242	182	255
Average titles per year	8	9	20	15	21
Subject field	<i>Language</i>	<i>Literature</i>	<i>Fiction</i>	<i>Science</i>	<i>Medicine</i>
Percent of prod.	2%	15%	13%	4%	5%
Total titles	136	1,040	947	253	321
Translations	5	142	401	41	87
Total less trans.	131	898	546	212	234
Average titles per year	11	74	45	17	19
Subject field	<i>Agriculture</i>	<i>Technology</i>	<i>Military Science</i>	<i>Miscellaneous</i>	<i>TOTALS</i>
Percent of prod.	2%	3%	1%	4%	100
Total titles	116	182	76	309	7,026
Translations	8	22	4	23	1,493
Total less trans.	108	160	72	286	5,533
Average titles per year	9	13	6	23	425

tion reflects a pattern different from that in the United States. Generally, the Mexican booktrade lacks the precise divisional organization which we find in the book market in the U. S. In Mexico, for example, the author will frequently assume the responsibilities of publisher, distributor, and, in some instances, bookseller. Many bookstores are also publishers. Editions are apt to be much smaller than in the U. S. and may not always approximate demand. Size of the edition varies, but, normally, editions of the larger publishers remain in stock for two or three years.

Reprinting is not a common practice, especially in academic publishing. Retail pricing is estimated, generally, on the basis of two or three times the cost of production.

The prices of Mexican publications for 1952 indicate that 67% were listed at no higher than 9.99 pesos (\$1.15 U. S. at the 1952 exchange rate). In 1954 Mexican book prices based on an analysis of the *Boletín bibliográfico mexicano* but taking in account only books of 100 pages and over and excluding translations averaged 22.33 pesos (or \$2.01 U. S.).<sup>5</sup> It is likely that Mexican book prices have increased somewhat from 1954 to the present, but it is probable that the rate of increase has slowed down considerably in 1956 and 1957 in keeping with price trends generally as indicated by the Wholesale Price Index for Mexico City.<sup>6</sup>

### *Bibliographic Organization and Problems*

The determination of what is being published is a vital consideration in the acquisition of Mexican publications and is the basis of any evaluation of a library's acquisitions program.

Questionnaire responses indicated that the attention of libraries and book purchasers is directed to a number of bibliographic sources for Mexican books. Constant attention on the part of the library staff is thus necessary to assure basic selection and acquisition; this involves a heavier expenditure of staff time than would be the case were there a greater degree of centralization and periodic publication of bibliographic information such as would be provided by a national list.

It is the area of bibliography to which most libraries have pointed as the major weakness in acquiring publications from Mexico. "Poor bibliographical coverage, too little, too late, too disorganized," runs one comment, and another mentions, "Our lack of what is being published currently and by whom. For our needs a tool comparable to *Publishers' Weekly* or *The Bookseller* would be helpful." The most widely used source is the *Boletín bibliográfico mexicano*, published by the Librería de Porrúa Hermanos y Cia. As was determined from the responses, however, the *Boletín* is heavily augmented by other materials including the *Gacetilla bibliográfica cultural mexicana* of the Librería Studium, and *Recent Book in Mexico*, issued by the Centro Mexicano de Escritores, as well as the *List of Books Accessioned and Periodical Articles Indexed* published by the Columbus Memorial Library, Pan American Union.

The development of a national bibliography in Mexico appears highly promising. There was much interest at the Primer Festival del Libro de América at Caracas, November, 1956, in the development of national bibliographic lists. The Instituto Mexicano del Libro, represented at the Primer Festival, has taken a strong interest in the development of a national bibliography, as has the Biblioteca Nacional, under its Director, Dr. Manuel Alcalá.

This development—aside from its direct meaning to libraries—is important in the growing leadership of the Mexican book. A national bibliography would serve as the journal and advertising medium for the

Mexican booktrade on an international level, and it is practically and directly related to the expansion of the Mexican book's promising future in the international market.

At the Seminar Sr. Francisco Porrúa, the director of the Librería Porrúa Hermanos y cia., indicated several changes to be made in his firm's *Boletín bibliográfico mexicano*<sup>7</sup> which would make it a more serviceable selection tool. These include the indication of the publisher, and supplying annotations for some of the publications listed. In consequence of the profitable discussion concerning the Farmington Plan, Sr. Porrúa specified that the *Boletín* would indicate with the symbol "FP" those publications being forwarded to U. S. libraries by his firm under the Plan. (Selections for the Library of Congress under the blanket order serviced by the Librería Porrúa Hermanos are indicated by the symbol "LC.") These changes were seen in the July-August, 1957, issue for the first time.

Another publication of great interest to U. S. acquisitions librarians is the *Recent Books from Mexico*<sup>8</sup> published by the Centro de Escritores Mexicanos (represented at the Seminar by its Assistant Director, Donald Demarest). *Recent Books* provides bibliographic information and annotations on a selective basis, indicating the more significant material being published. In addition, it provides a ready reference to the current Mexican publishing scene as well as brief biographical data on authors. It is available in an English as well as a Spanish edition. *Recent Books* would be a bibliographical medium of wide use especially for those libraries, but not at all limited to them, with a moderate acquisitions program for Mexican publications where facilities for evaluation are limited but where analysis of recently published materials is so necessary. *Recent Books* is being expanded to cover selectively two categories of publications which were mentioned at the Seminar as requiring greater bibliographical listing, namely, theses and privately-printed publications.

Another useful publication on current Mexican publishing is *Mirador. Revista de información bibliográfica*.<sup>9</sup> This contains a selective bibliography, reviews, new notes, and articles on the Mexican book trade. Another bibliographical publication discussed at the Seminar was the consolidation of Mexican publishers' catalogs in one volume, issued on an annual basis, and comparable to the Bowker Company's *Publishers' Trade List Annual*. The operations of the PTLA were outlined at the Seminar by Daniel Melcher, General Manager of the Bowker Company; Mr. Melcher also described the nature of *Books in Print*. Possibilities for the development of these publications for the Mexican output are being considered by the Instituto Mexicano del Libro. The bibliographic sources for current periodicals which are used by the reporting libraries in the questionnaires indicated "faculty selection," *New Serial Titles* (published by the Library of Congress), the Stechert-Hafner *Book News*, and the *Boletín bibliográfico mexicano*.

Enlarging the resources on Mexican periodicals generally will be the guide to Latin American periodical publications sponsored by UNESCO

and the Pan American Union. (The Mexican section of this guide, comprising some 340 periodical titles, will appear in the *Proceedings of II Seminar*.)

Of great interest and of definitive importance will be the *Lista de Publicaciones* soon to be issued by the Secretaría de Comunicaciones y Obras Publicas, the first such list since 1953.

Of use in reference to their reviews and notices on periodical publications are *Books Abroad*, the *Handbook of Latin American Studies*, and the Pan American Union's *List of Books Accessioned and Periodical Articles Indexed*, and its *Revista interamericana de bibliografía*, according to the questionnaire responses from the libraries.

Discussed at the Seminar was the possibility for the development of an annual Mexican periodicals list which would supply information on title, frequency of issue, price, and indication of periodicals ceasing publication during the year.

### *The Channels of Acquisition*

Of the libraries responding to the questionnaire, subject coverage of Mexican publications reflects, as would be anticipated, a varying picture. Several institutions acquire Mexican publications on a comprehensive scale. The University of Texas seeks to cover all fields except for medicine, but collects in this field also on occasion; the coverage of the University of California (Berkeley) is not limited to any one subject field, and the New York Public Library similarly seeks to maintain a general coverage, except for law, medicine, pedagogy, and theology. The Library of Congress endeavors to collect Mexican publications on a comprehensive scale, excluding technical agriculture and technical medicine, these fields being the concern of the Department of Agriculture Library, and the National Library of Medicine, respectively. Apart from such fairly full scale interest in Mexican publications are other institutions, such as the Joint Bank Fund Library (Washington, D. C.) which acquires Mexican publications in the field of economics and finance, and the Art Institute of Chicago, the Museum of Mexico, and the Ferdinand Perret Library (Los Angeles) which collect Mexican publications on the fine arts. History and literature appear to be the dominant subject interests of U. S. libraries. Mexican law publications are collected by the Harvard Law School Library, the Columbia University Libraries, the Los Angeles County Law Library, and the United Nations Library, in addition to the basic coverage maintained by the Library of Congress for the collections of its Law Library.

In the acquisitions operation a library may find, as one reports, that "critical reviews are so late that frequently books are 'o.p.' before orders can be entered. The bibliographic sources, although available earlier, do not give an evaluation." A good deal depends, in reviewing the relationship between bookdealer and library, on various background factors: the acquisitions program of the library, the speed with which research materials are required, the budget, faculty interest, and others. Thus,

the Yale University Library reports, "In the subject areas we attempt to cover, we have not experienced any real difficulty either through purchase or exchange." The internal factor is expressed by another library: "Our major weakness is lack of funds and interest from the faculty."

The University of Kentucky Library mentions the difficulty in "securing privately published books, or books published in very limited editions." The Los Angeles Public Library reports that service is good, there is promptness in filling orders, and good reporting, but "the limited number of copies published is a weakness." This is mentioned, also, in substance, by the University of Illinois Library and the Library of the Middle American Research Institute at Tulane University. Are the editions too small? Or are there difficulties in the supply system within the Mexican booktrade?

The discussions at the Seminar served to provide an explanation. The receipt of out-of-print notices results frequently from the fact that in Mexico small private editions are published by the author, who may distribute his books to several bookstores in Mexico City. The balance he will probably take home with him for distribution as gifts to friends and to institutions. After the bookdealer has sold the small number of copies left with him, he will have great difficulty in securing additional copies.

Señor Francisco Porrúa indicated that perhaps thirty per cent of the Mexican book output is privately published; he indicated further that in order to reduce the possibility of missing important privately published books that libraries in the United States consider using blanket orders for selected subject fields. (Sr. Porrúa mentioned that libraries which may not legally place blanket orders may have books sent on consignment with full opportunity to return those not wanted. It was emphasized that books returned to Mexico under an arrangement of this sort be sent by *registered* mail.)

The bookdealers used by the libraries responding to the questionnaire represent a variety of sources. Three Mexico City bookstores are mentioned by the largest number of libraries: the Librería de Porrúa Hermanos y Cia., Librería Studium, and the Antigua Librería Robredo. These were by no means the exclusive sources used by libraries; on the contrary, many bookdealers were specified, but the three mentioned appeared on more responses. They would probably account for the major book exportation to the United States. The complete tabulation of bookdealers reported in the questionnaire responses appears as Appendix A.

In connection with the time required to fill orders, an interesting study has been made at the University of California Library (Berkeley) where the elapsed time in filling orders has been analyzed.<sup>10</sup> The average time for Mexican publications to reach Berkeley is 35.2 days for all Mexican orders, compared to 18.9 for U. S. orders and 61.1 days for orders issued to Brazilian bookdealers.

Inquiry was made in the questionnaire regarding the binding of books in Mexico. Three libraries out of the total responding to the question-

naire indicated they have their book purchases bound in Mexico. One institution reports that the cost of a cloth binding averages \$.86 and involves a time lag of about thirty days. The second institution indicates a waiting period of two to three weeks and estimates the cost at one half the U. S. binding costs, adding that "the saving is actually much greater when the cost of extra handling entailed in binding here after arrival of the book is figured in." A third library indicates that it is just beginning its binding program in Mexico and that the cost for cloth binding will range from \$.70 to \$.95 depending upon size.

An evaluation of the servicing of periodicals acquired by purchase reveals a number of difficulties. These concern such matters as getting the subscription started, difficulties in billing arrangements, slow delivery, missing issues and great difficulties in securing replacements, and delays in securing responses to inquiries. One institution indicates that it "requires considerable correspondence in many instances to get new subscriptions started on schedule, to secure missing issues, and to get details on such instances as journals which have ceased publication or changed title."

Subscriptions are usually placed with an agent, but in a large number of instances, according to the questionnaire responses, subscriptions are placed direct with the issuing body which sometimes requires direct placement. The agents mentioned are the Librería y Ediciones Botas, Librería de Porrúa Hermanos, Francisco X. Rojas, Manuel Porrúa, José Cajica; agents in the U. S. include Stechert-Hafner, Inc., F. W. Faxon Company, and Frederick Unger.

The New York Public Library's subscription material is collected by the agent, the numbers sent in each shipment collated, with the agent evidently keeping track of issues sent. This appears to be an effective way to overcome certain of the difficulties experienced by other libraries.

The acquisition of government publications of Mexico is managed through several channels by U. S. libraries. A number of official publications are received on a gift basis and others come in on exchange. In a number of instances, purchase is made from the government agency directly, but a considerable number of libraries use bookdealers to secure government publications for them, the Librería de Porrúa Hermanos, Librería Studium, Manuel Porrúa, Francisco X. Rojas, and José Cajica being mentioned in this context. One library mentions that, "We buy them where we can find them but rely more on writing directly to the national, state, or local officials from whom we nearly always get a good response." It usually takes about eight weeks to start a subscription.

Señor Manuel Alcalá, the Director of the Biblioteca Nacional, indicated that libraries interested in Mexican official government publications should write to Sr. Bernardo Reyes, Director of the Departamento de Prensa y Publicidad de Relaciones Exteriores, Mexico, D. F., except that publications of the Archivo Nacional should be ordered directly from the Archivo, of which Dr. Manuel B. Trens is Director.

Exchange programs reflect a careful development, as reflected in the

responses to the questionnaire. This is characteristic of the large exchange programs typified by the University of Texas, as well as institutions with a smaller number of exchanges. The materials made available by U. S. libraries for exchange purposes comprise scientific publications of the university and university press publications.

There appears to be fairly general satisfaction with the functioning of exchange programs, though some libraries indicate difficulty in initiating an exchange, and more regular and frequent shipment of exchange periodicals from Mexico is mentioned as desirable. As a useful document for libraries with exchanges in Mexico and for expanding the scope of the exchange program, it was thought desirable to prepare a consolidated list of all the Mexican exchange sources as reported in the questionnaire responses. This listing comprises Appendix B.

The United States Book Exchange is directly connected with the acquisition of publications, in a dual sense, for both U. S. and Mexican libraries.<sup>11</sup> Its functioning, and its results, with relation to Mexican publications can be briefly examined. The USBE type of exchange operation differs from library-to-library in some important respects, supplementing existing programs rather than replacing them, and it makes available to libraries everywhere those publications which otherwise would not be available at all, or which for economic reasons might be difficult to obtain. The stock of duplicates comes from more than 1,300 member libraries, and the number of publications on hand is estimated as 3,500,000 pieces. Publications may be acquired from USBE in three ways: (a) USBE sends out a monthly list of one portion of the publications which are available to member libraries, and selection may be made from this; (b) libraries indicate their specific periodical needs on a title-by-title basis without waiting for USBE list; or (c) foreign libraries may indicate subject fields of interest and the USBE will then select the individual books for the library within the subject areas indicated. The USBE membership involves two obligations: (a) Each participating library must agree to provide publications in exchange for those sent by USBE. This makes it possible for USBE to operate and keep its stock up. (b) Member libraries pay for their share of the operating expense of this cooperative enterprise. This involves the payment of the expense of shipment of the material sent to the USBE and received from the USBE.

However, Mexican libraries at this time benefit from an arrangement which gives them USBE services without payment for the books sent to them. The Mexican library pays only the cost of shipping its duplicates to the USBE.

The lists of available publications which USBE sends out are arranged by country; the last listing for Mexico, involving 77 titles was about two years ago, and the available statistics indicate heavy ordering of 20 titles, some ordering of 42 titles, and no ordering on 15 titles. There is no indication of the number of libraries participating. In instances where direct orders from libraries indicate their specific needs for Mexican publications, a recent check of activity reveals 63 orders for about

150 items of which 40 have already been supplied. Over a period of a year on this type of ordering the percentage of orders filled runs to about 35 per cent.

The present USBE collection of Mexican titles is good, and a listing comprising about 125 titles was distributed in July, 1957. Of 97 titles listed 57 were requested in fairly heavy demand. USBE receipts of Mexican publications are not confined to Mexican libraries; institutions in Brazil, for example, have forwarded Mexican duplicates to USBE. This of course augments the materials available to U. S. libraries; however, at the present time only seven Mexican libraries are members of USBE, out of a potential total of some 200.

The figures on Mexican library activity with respect to USBE are as follows:

	<i>Items sent to USBE</i>	<i>Items rec'd from USBE</i>
Library A	none	250
B	475	175
C	6,880	5,000
D	450	230
E	none	none

(Two libraries are new members and it is therefore not possible to determine what the extent of their activity will be.)

It is difficult to ascertain the degree to which U. S. libraries have utilized USBE specifically for Mexican materials; it is quite evident, however, that the libraries answering the questionnaire are aware of USBE's services, and many have used it profitably for acquiring Latin American publications.

The University of Florida Library reports concerning USBE, "We order replacements for lost and damaged issues of Mexican (and other Latin American) periodicals almost exclusively." This library also adds that, "Some of our staff members have visited USBE with lists of our desiderata in specific fields. The number of items secured was very gratifying."

Mexican publications were first covered under the Farmington Plan in 1949. This choice stemmed from a study of research library acquisitions which indicated the need for a cooperative attack on current acquisitions from certain countries.<sup>12</sup>

The first Farmington agent for Mexico was E. R. Goodridge who served from 1949 until his death in September, 1951. The assignment was transferred early in 1952 to the Librería de Porrúa Hermanos y Cía., the firm currently serving the participating libraries. The Porrúa firm grants a discount of ten percent and pays the postage. The years since 1949 have resulted in a coverage as follows:

<i>Goodridge</i>			<i>Porrúa</i>				
<i>1949</i>	<i>1950</i>	<i>1951</i>	<i>1952</i>	<i>1953</i>	<i>1954</i>	<i>1955</i>	<i>1956</i>
142	360	177	248	338	241	229	350
	\$478	\$667	\$423	\$604	\$350	\$368	\$629

During the period of 1952-1956, the average yearly Farmington Plan selection by Porrúa works out to 281. The Mexican production during the period 1952-1956 probably achieved a minimum average of 750 per year based on listings in the *Boletín bibliográfico mexicano*. The average Farmington Plan selection represents a relatively high percentage of this estimated annual production average<sup>13</sup> being acquired through the Farmington Plan by U. S. libraries. The largest recipient in 1956 under the Farmington Plan, the University of California Library at Berkeley (154 titles) reports satisfactory service. Both Harvard College Library and the Harvard Law School Library are not aware of missing publications. The University of Texas Library, although it received as many as 99 titles in 1956, indicates some supplementary selection is necessary. Other libraries reported not receiving publications within their subject allocations or indicated the need for supplementary selection. However, Sr. Porrúa indicated at the Seminar that the bulk of Mexican publishing appears in the fields of history and literature, explaining the large intake of the University of Texas and the University of California (Berkeley) in these two fields. Sr. Porrúa also indicated the prevalence of translations (excluded under the Plan) and publications appearing in a series, also excluded, as factors reflecting the limited distribution to other libraries participating in the Farmington Plan.

#### REFERENCES

1. Published in revised version by the Scarecrow Press, 1957.
2. Both the Exposition and the Feria del Libro have produced handsome catalogs: *Exposition du livre mexicain présentée a l'Université de Paris* . . . 10 au 24 juin 1955. Paris, Université de Paris, 1955. 94P.  
*Catálogo de libros impresos en México; VII Feria Mexicana del Libro. Del 20 de noviembre al 10 de diciembre de 1956.* Mexico, Instituto Mexicano del Libro, 1956. 144P.
3. Primeras Jornadas Mexicanas de Biblioteconomía, Bibliografía y Canje. 2 al 7 diciembre de 1956. *Informe final.* Mexico, D. F., 1957. 273P.
4. Derived from the tabulation appearing in Fernando Peñalosa. *The Mexican Book Industry*, p. 235-36, 247.
5. Kurth, William H. "Mexican Book Prices, 1950 and 1954." *College and Research Libraries*, 17:497-99. November, 1956.
6. The Wholesale Price Index for Mexico City indicates slight increases during 1956 and 1957; the 1956 index figure is 118.9; January 1957, 119.9; February 1957, 120.0 (1954=100).
7. Issued bi-monthly by Librería Porrúa Hermanos y Cía, Apartado Postal 7990, México 1, D. F. Price beginning January 1958: \$1.00 U. S. per year.
8. Issued bi-monthly by the Centro Mexicano de Escritores, Volga 3, México 5, D. F. Price: \$6.00 U. S. per year which includes service of handling orders for books.
9. Issued bi-monthly by Editorial Grijalbo, S. A., Apartado Postal 28568, Mexico 17, D. F. Price: \$3.00 U. S. per year.
10. California University. Library (Berkeley) Order Department. *Comparative Studies*, No. 1. December 20, 1955.
11. Ball, Alice D. *The United States Book Exchange, Inc.* (Paper prepared for presentation before the Primeras Jornadas Mexicanas de Biblioteconomía, Canje, Mexico City, 1956).
12. Williams, Edwin E. "Research Library Acquisitions from Eight Countries." *Library Quarterly*, 15:313-323. 1945.

13. It is difficult to make a direct comparison with the coverage achieved by the Farmington Plan in other countries because of the nature of book production statistics and publishing itself (e.g., the heavy production of monographic series, and the number of translations, which the dealer should exclude under Farmington, would affect statistical comparison from one country to another). Even with allowances for a heavy incidence of ineligible material in other national book production statistics, the Mexican figures look impressive:

	<i>1954 FP receipts compared to book production figures</i>			
	<i>France</i>	<i>Spain</i>	<i>Portugal</i>	<i>Mexico</i>
Total production	10,662	4,672	4,786	750
FP intake	2,780	734	255	280
% of production represented by FP selections	26%	15%	5%	37%

APPENDIX A: BOOK DEALERS USED BY U. S. LIBRARIES FOR MEXICAN BOOKS

Librería de Porrúa Hermanos y Cia.  
Esq. Rep Argentina y Justo Sierra  
México 1, D.F.

Librería Editorial San Ignacio  
Donceles 105-D  
México D.F.

Studium  
Apartado Postal 20977, Adm. 32  
México 1, D.F.

José M. Cajica  
Puebla, Mexico

Antigua Librería Robredo de José  
Porrúa e Hijos, Sucesores.  
Esquina Guatemala y Argentina  
México 1, D.F.

Recent Books in Mexico  
Centro Mexicano de Escritores  
Volga 3  
México D.F.

Fondo de Cultura Economica  
Panuco 63  
México, D.F.

Librería de Manuel Porrúa  
Av. 5 de Mayo 49  
México D.F.

Francisco Xavier Rojas  
Calle de Graciela No. 174  
Colonia Guadalupe Tepeyac  
México 14, D.F.

Buena Prensa, Librería y  
Publicaciones  
Donceles 99-A  
México D.F.

Librería Botas  
Justo Sierra No. 52  
México, D.F.

Bookdealers in the U. S.

Espasa Calpe Mexicana, S.A.  
Donceles 57  
México, D.F.

Stechert-Hafner  
31 East 10th Street  
New York 3

Victor Ruiz Meza  
Avenida logo No. 24  
México, D.F.

Franz Feger  
17 East 22nd Street  
New York 10

Librería Navarro  
Seminario 12  
México, D.F.

Roig Spanish Book & Records Co.  
576 Fifth Avenue  
New York 11

Librería Ariel  
Donceles 91  
México, D.F.

Jules A Des Angles Co.  
1947 Broadway  
New York

Foreign and International Book Store  
140 East 46th Street  
New York 17

Kurt Merlander  
P. O. Box 2446  
Hollywood Station  
Los Angeles 28, California

Las Americas Publishing Co.  
156 W. 13th Street  
New York

APPENDIX B: LIST OF EXCHANGE SOURCES

*(The exchanges represent those reported by the libraries responding to the questionnaires. Official agencies of the Mexican government are included and are listed under the name of the individual agency.)*

México, D. F.

Abside  
Plateros 76

Academia Mexicana De Cirugía  
Apartado 7994

Academia Mexicana de la Historia  
Plaza Carlos Pancheco 21

Academia Nacional de Ciencias  
"Antonio Alzate"  
Apartado Postal 7798

Academia Nacional de Historia y  
Geografía  
c/o Secretaria de Relaciones  
Exteriores

Academia Nacional de Medicina  
Apartado 8075

Acta Zoológica Mexicana  
Apartado Postal 26252

Alergia, Revista Ibero-  
American de Alergología  
Medellin 94

Archivo General de la Nación  
Palacio Nacional

Asociación de Ingenieros y  
Arquitectos de México  
3a. Calle del Puente de Alvarado,  
No. 58

Asociación Dental Mexicana  
Avenida Insurgentes No. 257

Asociación Mexicana de Geólogos  
Petroleros  
Apartado Postal 20901

Asociación Mexicana de Ginecología y  
Obstetricia  
Apartado Postal No. 887

Asociación Nacional de Abogados  
Apartado Postal 1547

Asociación Nacional de Cosecheros de  
Cereales y Productos Alimenticios  
Apartado Postal 2414

Asociación Para Evitar La Ceguera en  
México  
Gómez Farias 19

Ateneo Musical Mexicano  
Apartado Postal 8858

Banco de México, S. A.  
Apartado 98 Bis

Banco Nacional de Comercio Exterior,  
S. A.  
Venustiano Carranza Num. 32

Biblioteca Benjamín Franklin  
Niza 53

Biblioteca de México  
Plaza Ciudadela No. 6

Biblioteca del Congreso de la Unión  
Tacuba No. 29

Biblioteca Nacional  
Avenida Uruguay No. 67

Boletín Médico  
Hospital Central S.C.O.P.

Boletín Médico Del Hospital Infantil  
Calle Del Dr. Marquez

Cámara Minera de México  
Gante 15

Cámara Nacional de Comercio de la  
Ciudad de México  
Apartado Postal 20905

Cámara Nacional de la Industria de  
Transformación  
Avda. Chapultepec, 412

Cámara Textil de México  
Avda. Rhin 37

Centro de Documentación Científica  
y Técnica  
Plaza de la Ciudadela 6

Centro de Investigaciones Antropológicas  
de México  
Apartado 2242

Ciencia; Revista Hispano-Americana de  
Ciencias Puras y Aplicadas

Colección Cultura Mexicana  
Puente de Alvarado 71, 4° Piso

Colegio de Ingenieros Civiles de México  
Plaza de la República No. 55-602

El Colegio de México  
Durango 93

El Colegio Nacional de México  
González Obregón Núm. 23

Comisión para el Fomento de la  
Piscicultura Rural  
Secretaría de Marina  
Agueta 9

Confederación de Cámaras Nacionales de  
Comercio e Industria  
Apto. Postal 113-Bis

Criminalia  
Apartado Núm. 941  
Justo Sierra, 52

Sección de Teatro del Departamento de  
Bellas Artes  
Palacio de Bellas Artes

Dirección de Economía Rural  
Tacuba No. 7

Dirección de Geografía y Meteorología  
Avda. Observatorio 192

Dirección general de industria y  
comercio

Escuela Libre de Derecho  
Basilio Badillo 43

Escuela Médico Militar  
Biblioteca. Lomas De Sotelo

Escuela Nacional de Bibliotecarios y  
Archivistas  
San Ildefonso No. 40

Escuela Nacional de Ciencias Biológicas  
Apartado Postal 19186

Escuela Nacional de Ingenieros  
Palacio de Minería  
Tacuba num. 5

Estación Sismológica Central de Tacubaya  
Victoriano Zopada No. 53

Gaceta Médica de México  
Apartado 8075

Hemeroteca Nacional  
San Ildefonso y Carmen

Hospital Gral. Minor Heroes y  
Dr. Pasteur  
Apartado 8701

Hospital Oftalmológico de Ntra.  
Sra. de la Luz  
Ezequiel Montel 135

Ingeniería Hidráulica en México

Instituto de Administración Pública

Instituto de Cardiología de México  
Calzada de la Piedad 300

Instituto de Estudios Económicos  
y Sociales  
Palma 27-302

Instituto de Estudios Médicos y  
Biológicos  
Apartado Postal 8109

Instituto de Investigaciones Pecuarias  
Palo Alto

Instituto de Salubridad y Enfermedades  
Tropicales  
Carpio y Plan de San Luis

Instituto Indigenista Interamericano  
Calle Niños Heroes, No. 139

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## MUSIC CODE

In January the American Library Association published the long-awaited *Code for Cataloging Music and Phonorecords*. (Price \$2.25)

The code was compiled by a Joint Committee of the Music Library Association and the ALA Division of Cataloging and Classification. Included are chapters on entry, descriptive cataloging of music, cataloging of phonorecords, and rules for filing. Material is based on the LC *Rules for Descriptive Cataloging* and *ALA. Cataloging Rules for Author and Title Entries*, re-examined and rewritten in detail. A chapter on simplified rules has been added.

## Dealers Look at the LC Rating System

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Edited by HELEN M. WELCH  
*Acquisition Librarian, University of Illinois*

DEALER Rating System at LC" is the title of an article written by Francis Henshaw and William Kurth and published in this periodical last summer. In October, I sent copies of the article to fourteen bookdealers and asked for their comments.

Eight of the copies went to suppliers of current books—those to whom the rating system applies most directly. Of the six big American jobbers approached, four ignored the request and two declined to comment for publication. The other two were old established foreign houses of excellent reputation (dealers in old as well as new books), and their comments are printed below.

The rating system outlined in the article does not apply directly to antiquarian bookdealers, but the method can be applied with appropriate adjustments. With this flimsy justification, I sent six copies of the inflammatory document into the gentlemanly precincts of the antiquarian book trade. Sparklers, pin wheels, rockets, and even a declaration of independence. Thanks, fellows, I knew I could count on you.

Well, here they are. Other comments are earnestly solicited, including comments on the comments. What do you acquisition librarians have to say?

*R. W. Dorń  
of Otto Harrassowitz, Wiesbaden*

I have read the contribution "Dealer Rating System at LC" in *LRTS* with much interest, though the project seems a little unusual for a European mind. Are we going to be "catalogued," I thought smilingly, like books or coins? I abandoned this feeling because I thought this cannot be the basic idea of the authors.

And another feeling prevailed: This may end in a kind of "Olympiad of dealers." Who will collect the highest number of points? Who will become the champion?

There is certainly something sensible in the plan. If carried out with conscience and responsibility and if kept to date carefully, which will undoubtedly be the case, the result of the observation may one day become a practical tool for librarians. It is therefore mainly a matter of librarians. Every dealer will most certainly try to be placed as high as possible in the valuation and will accordingly do his best.

A dealer will always be happy to hear that his service is good and is being appreciated. If, however, he wants to improve his work he must also be acquainted with the criticism. Therefore, I suggest that the re-

sults of the rating system be made accessible to the dealer as far as criticism of his own service is concerned. A dealer wants to learn from his own mistakes and I, therefore, think that it is only fair to let him know what librarians think about him and his service.

*H. B. Corstius*  
*of Martinus Nijhoff, The Hague*

The attempt by the Library of Congress to establish an objective dealer rating system is an interesting contribution to library development. The article by Messrs. Henshaw and Kurth indeed deserves the full attention of both librarians and bookdealers. As the authors invite comments, I take pleasure in voicing my opinion as a bookseller who has been dealing with American libraries for many years and who is well aware of the problems which face the acquisition librarians in particular.

Knowing the scope of LC's responsibilities, the large number of its units and individuals who regularly deal with some 236 booksellers, one can easily understand the necessity that leads to the development of the dealer rating system in this library. The system has definite merits; its handling, however, requires utmost care; of prior importance is the competence and experience of the persons determining the dealer's score rating. The score to be determined for the separate categories depends upon subjective factors and judgments, which could possibly weaken the value of the system as such. In certain cases the rating will depend on the judgment of a staff member, whose feelings towards a dealer could influence his decisions. Obviously it makes all the difference by which standards each rating is attained. Everyone connected with the handling of books is aware of the fact that many odds and ends often outrank the bulk of everyday business in relative importance. To what extent should the dealer's "extra-performance," on top of what is strictly required, be taken into consideration?

Another question for consideration is whether a dealer should be evaluated on the basis of his aggregate performance in handling books as well as serials, periodicals, searching and other services, or whether these should be rated separately.

I believe that the dealer rating system would serve a good purpose in a library like LC. I question, however, whether there is a need for such a system in American libraries in general. In my experience conditions in most institutional (university) libraries are somewhat different. Their number of staff members is considerably smaller, which facilitates contacts between department heads. There is amongst the latter a frequent exchange of opinions about dealer performance. It is my impression that the department heads are usually much aware of the kind of performance a dealer is giving, also that they do not hesitate to make changes when circumstances require this. If the rating system should eventually be accepted as standard procedure by American libraries, it would be advisable to point out that before setting up a dealer rating system, a library should do some soul searching. A dealer could be put in

a wrong light by a library which sets its rating marks high, if that library is not well organized or inadequately staffed. The inefficiency in a library's methods cannot fail to result in a less efficient dealer's service, which in turn would affect his rating.

Finally it should always be borne in mind that the rating system, unless infinitely refined, is not to be more relied upon than the common sense and good judgment of every responsible librarian.

*Jacob Zeitlin*

*of Zeitlin & Ver Brugge, Los Angeles*

I have read the article by Henshaw and Kurth on "Dealer Rating System at LC" with great interest. I can see the need for some sort of evaluative approach to the problem of selecting dealers to supply blanket order material from foreign countries, local areas, or in the fields of certain specialties. But my inferiority complex makes me shy away from being one of the subjects to such a statistical appraisal.

A good bookseller tries to do a good job by the librarians who encourage him, tell him what they want, and show faith in him. Because of the specialized kind of mind that bookselling requires, very few specialist bookshops ever get to be very big. Anybody with the capacity for fulfilling all of the requirements set up by the LC purchasing standards could make much better money selling computers, chemicals, or heavy machinery. In order to stay in the book business a man with any brains has to have some kind of a weakness. He forgets; he makes mistakes; he sometimes overcharges; and he may even forget to charge. If a bookseller tries to run his business as a business should be run, he soon finds out that he has to charge more than the "cheese and cracker" booksellers do. If he does, he gets called a robber; and if he doesn't, his service suffers or he goes broke.

You cannot tabulate, quantify, and rate all of the elements involved, especially with antiquarian books. Part of it is luck. It varies from year to year and depends on the mortality rate. Good collections do not show up with any kind of regularity. It's something like going fishing. There are times when the fish won't bite. The result is that a bookseller can get a high mark on somebody's chart one year and be a dud for the next five, or contrariwise he may be dropped off the buying list of some library because he did not come up with something on Byzantine architecture when tried in 1942, 1943, 1944, and 1945. Comes Anno Domini 1956 and he lands a gold mine in this subject. But the librarian of institution A has tabulated him on the scale as a N.G. and passed the rating on to the rest of his colleagues. The result is this bookseller sits on his treasures until the rare librarian who goes into book stores pays him a visit. In the meantime cranky old Professor Bilge, who has been screaming for those Byzantine classics since 1942, goes on feuding with the library.

In some way it is as untrustworthy as rating libraries on a dealer's catalogue mailing list. For ten years you may send your catalogues to some far western State Teachers college and not sell a dime's worth. Suddenly they get a million dollar endowment for studies in Pig Latin

and Gibberish, and they almost buy out your next catalogue. I never drop a library from my mailing list until they write and say, "I am dead."

Some time ago when queried by Dr. Louis Wright of the Folger Library, I suggested that the Library Resources Council might make a study of the American Antiquarian Book Trade with the view to helping it improve its procedures and liaison with libraries in order that more of the books they have could get to the people who want them. Much could be gained both by librarians and booksellers from such a study.

In the meantime I suggest that librarians combine playing by the book with playing by ear when it comes to rating booksellers.

*What's Become of That Spirit of '76?*

*Lawrence B. Romaine,*

*Weathercock House, Middleboro, Massachusetts*

I have talked and corresponded with several rare book librarians whose opinions I value highly, and am well satisfied that their reactions to the Dealer Rating System at LC agree heartily with mine. I offer the following comments without the slightest fear that they can be misinterpreted as biased in favor of dealer opinion. I am convinced that any Americana librarian or collector who honors the preservation of American history will feel these few lines justified.

The old and rare book business is about the last stronghold of freedom and individualism in the U.S.A. Almost every other occupation by which men and women of today make their respective livings is ruled and regimented in one way or another by Federal, State or local government. There are more forms and licenses than the average man can even understand. Government employees grow in numbers by millions, and industry is forced to hire itself broke to keep up with the new regulations. To date, the librarian, collector and rare bookseller have enjoyed together a little real Americana Americanism. Must we give up this individualism, and abide by one library's system of judging each others' honesty, capability and integrity?

Our relations here at Weathercock House with the Library of Congress are and have been very pleasant. Both Mr. Henshaw and Mr. Kurth have been the soul of cooperation, not only in bookselling but in supplying bibliographical data (often of questionable importance) promptly. Though we have never met, I feel as though I knew them both personally. I hope this feeling is mutual, and for my part, ask no more.

I suggest that the Library of Congress have their dealer rating system, by all means. Let Yale, Harvard and our hundreds of other university and college librarians have their own systems of rating those from whom they buy. Let our state librarians and our historical society historians have theirs. Let every institution in the country have its own method of deciding where to buy books. Let me have mine. Since *we* have been in business for some twenty-five years, I assume our systems are mutually satisfactory. I hope we can keep things that way. I suggest that those who maintain the rare book business in the United States be allowed to run

it their own way—NOT as subjects of the Federal Government or the Library of Congress, but as individuals—free to make their own rules and regulations, within reason, and that reason to be adjusted by them as individuals when necessary.

*Hellmut Lehmann-Haupt*  
of *H. P. Kraus, New York*

I have passed the Henshaw-Kurth article on "Dealer Rating System at LC" around to several of our responsible people at Kraus's and while there is some difference of opinion about some of the points, the consensus of opinion seems to be that such a system of dealer rating is a useful venture and may help to weed out or minimize certain misuses in the trade.

*Jerrold Nedwick*  
of *Nedwick's Book Store, Chicago*

From an Antiquarian Bookseller's viewpoint, this article is much ado about nothing. It's simply a matter of economics. If the supplying dealer is allowed a decent profit, it follows that he will be able to comply with all the standards of perfect service. It is taken for granted that any specialist in this field can perform these services.

Unfortunately, most libraries are not acquainted with the operational techniques of the bookseller and vice versa. A standard form of procedure by all libraries to dealers would help clarify this situation. Tell us what you want and don't load us down with "notarized forms in quintuplicate." We dealers should describe to the libraries what different types of shops we have, *how we function* and *our limitations*. We know so little about one another. Possibly a series of short articles by various booksellers and accession librarians would remedy this situation.

To sum up: It costs money to operate a bookshop efficiently. If the library wants perfect service, it will have to pay for it.

*P.S.* If ever your magazine wants an article as to how dealers rate libraries, well. . . .

*Bertram Rota*  
of *Bertram Rota, Ltd., London*

As a British bookseller who has for thirty-five years increasingly supplied antiquarian books to dozens of American libraries, and current books to a select few, I am surprised that many of the questions asked under the Dealer Rating System at LC are necessary. They do not seem to take for granted a degree of basic competence which should be automatic and without which I would not expect to be in business at all, let alone a subject for evaluation.

However, if such a system is necessary in an institution of the size of LC, the plan seems sound and fair, though perhaps unnecessarily cumbersome. The task of making at least 1,180 assessments (five examiners each reporting on one aspect of 236 agents) is rather formidable. Are the points awarded from the examiners' general impression of the

quality of the service given during the period under review, or are all the transactions for that period reviewed at the time of assessment? The general impression could be at fault, for various reasons, but the full review would probably be prohibitively expensive in time.

An admittedly less thorough system, but one much less expensive in time and possibly adequate, would be to maintain a record card for each dealer (indicating his terms for postage, discount, etc.), and for each of the five library departments concerned to mark on that card each occasion when a complaint had to be made or when a transaction was so efficiently executed that an appreciative comment was called for. Symbols and points could indicate the nature and comparative value of the success or failure of the dealer on those occasions.

Upon periodical review the complaint points would be related to the volume of business done with the agent concerned. Dealers whose cards showed no comments would obviously be giving satisfactory though not outstanding service. The recording of credits or complaints as they arose would probably be more fair than relying on a general impression at intervals.

The questions of discount, postage and service charges do seem to need asking. There need be no service charge. British booksellers really cannot afford to give the time and attention which ensure good service if they have to allow discount on the domestic price of current books, which in Britain never carry a dealer discount of more than  $33\frac{1}{3}\%$ , but usually 25% and sometimes as little as 10%. Many a transaction which shows a small gross profit results in a net loss.

Postage can possibly be paid by the dealer if the volume of business justifies it, but at current postal rates this concession definitely handicaps his capacity to give special service in research and replies to obscure enquiries. Domestic price plus postage encourages and enables the dealer to give a service which justifies the cost. The labourer is worthy of what will not anyway be more than very modest hire.

Comments are invited on my Library Rating System, which asks (*inter alia*):

1. Are books frequently ordered under misleading titles, authors and publishers?
2. Are books frequently returned because the Library had overlooked the fact that it already held the title ordered?
3. Are special reports, of books held for reply, left unanswered, either for weeks or permanently?
4. Are invoices required in quadruplicate or more, and must I disrupt my own system by using the Library's invoice forms?
5. Is payment delayed for 3, 4, 5, or 6 months, or more?
6. Am I expected to sign and return by airmail a library document which acknowledges receipt of the books but still requires me to declare that I have sent them and expect to be paid?

All these things happen and are borne as cheerfully as possible, but acquisition librarians who answer all six questions in the negative get maximum rating, enthusiastic service, and undying gratitude.

# The Treatment of Serials at the Midwest Inter-Library Center\*

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RALPH T. ESTERQUEST,

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formerly Director, Midwest Inter-Library Center, Chicago*

THE MIDWEST Inter-Library Center has been carrying on its sundry operations for six years now, and I think it's time I reported that hints and remarks have come my way, from time to time, and mostly by way of spies, indicating that there's a bit of worry abroad—worry on the part of occasional conventional-minded catalogers and serials librarians that the Center is indulging in questionable practices. I think it is time also that I confessed. We do indulge in questionable practices. We're questioning our practices every day. But we're continuing most of them after we've questioned them, and perhaps this indicates at least that we're prepared to defend them.

I'm not going to defend them particularly at present, but I do intend to describe some of them and to explain them in the light of the very special needs with which we deal at the Center. I have selected only a few, and these are related mostly to serials work.

At the outset I should like to emphasize two characteristics of the materials collected at the Center: bulk and infrequent use.

First, bulk. Member deposits are never measured as volumes, or titles, always in terms of linear feet, or tons. Last month Ohio deposited 15,000 pounds of newspapers. We collect about 23,000 separate state documents a year. There are on our shelves 350,000 dissertations, 2,055 shelves of school textbooks, a set of Nuremberg war crimes trials documents that fills 1,343 large pamphlet boxes, and 25 years of telephone directories from 1,250 different communities. We checked in 40,000 newspaper issues last year.

Second, infrequent use. The basic determining criterion for the collection which is being assembled at the Center and which now numbers in excess of one million volumes (about 20 shelf-miles), is that the material is and shall be little used. That term can be taken to mean simply that a book, periodical, newspaper, or microfilm at the Center is an item which, now and in the future, will be used so infrequently by a member institution, such as the University of Wisconsin, Illinois, or Minnesota, that its being housed in and serviced from Chicago will not seriously interfere with service to readers on the home campus. The member librarians themselves decide what is little used and what is therefore appropriate to house in the Center or for the Center to acquire. Thus the member institutions have elected to retain at home such items as the *Congressional Record* and Hansard's British parliamentary debates,

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\* Informal talk, Wisconsin Library Association Annual Conference, Sept. 30, 1957.

whereas they have agreed that the Center should hold a single copy, for the common use of all, of the parliamentary proceedings of Italy, Austria, and India. Member libraries keep U. S. federal documents at home; the publications of the 48 states, on the other hand, are a responsibility for the Center.

It should also be emphasized that at MILC "acquisitions work" covers a broad field. In addition to what is usually regarded as acquisitions work, we include all activities related to member deposits; that is, the books, periodicals, and newspapers which member institutions send to the Center for storage. Thus, "acquisitions" covers everything that is concerned with the inflow of materials, whether they come to us as member deposits or as a result of direct acquisitions through purchase, gift, or exchange.

With these two points in mind—bulk and infrequent use—let us examine some MILC practices. Since the total collection consists of little-used books, or "low-traffic" items, it has seemed appropriate, for example, to equip the entire building with compact storage shelving of a type which develops striking space economies but which would be most inappropriate for a conventional library with a reasonably active collection.

When it comes to processing materials, we have forced ourselves to take a fresh and critical look at familiar practices, and we have tried to evaluate all procedures in relation to this working hypothesis: when dealing with low traffic materials it is more sensible to spend available funds on reference assistants when the time comes to search for the occasional requested items than it is to spend a great deal more money in the listing and cataloging of everything in the building. This working hypothesis can best be understood by considering a particular group of materials, such as the dissertations.

The dissertations collection consists of a third of a million items, deposited by nine university libraries and received as gifts from LC and others. Duplicates have been or are being eliminated. About this collection we know for sure that about 95 per cent of the items will never be asked for in a hundred years (129 were requested last year). If we knew which particular items constituted the 95 per cent, we could promptly discard them and with pleasure. Unfortunately, we don't know which ones they are, so we must retain the entire collection in order to make sure the 5 per cent are on hand when the occasional requests come in. Now most of these dissertations are foreign. Author verification would be time-consuming, LC cards are not available, and it is therefore estimated that the average cost of full cataloging would be about \$2.00 or \$2.50 each. The bill for doing a total cataloging job would probably come to a cool \$700,000. Instead of spending this kind of money, we are simply shelving the dissertations in a straight alphabetical sequence, by author, at a cost of ten or twenty thousand dollars, and we are prepared, over the years, to spend a few extra dollars for circulation and reference staff time for searching pertinent bibliographies and the shelves for the occasional items that are requested.

This general principle, which relates to low traffic materials, is taken into account in setting up all practices at the Center.

About 85 per cent of the present MILC collection falls into easily distinguished classes, such as dissertations, college catalogs, telephone directories, and state documents, which lend themselves to some logical shelf arrangement. The books in these classes are not cataloged, and the shelf arrangement is our means of knowing what we have and of finding requested items. The dissertations class, already described, is an example. Some 35 classes have been established and organized. (For a list, see *Library Journal*, v. 80, p. 1859 (Sept. 15, 1955).) The remaining 15 per cent, about 150,000 volumes, are defined as "miscellaneous" and are cataloged. Author cards are prepared, often based on cards supplied by the member with its deposited books, and reproduced in sufficient quantity for distribution to member libraries and to the National Union Catalog. No added or subject entries are made.

Classification and cataloging routines at MILC were described in the Winter 1951 issue of the *Journal of Cataloging and Classification*, and I will therefore be brief in my report on this phase of the work. A book that arrives at the Center, whether as a member deposit or one that is acquired direct, is first measured for size and given a size classification: "A" for a book that is less than eight inches tall, "B" for one between eight and nine inches, and so on. It is then given a number which is the next consecutive number within the size class. C900 is the shelf number for the gooth ten-inch book received and cataloged and placed on the shelves. This number is marked on the spine of the book in crayon and penciled on the working copy of the catalog card which goes to the typist, who, in turn, types multilith masters for reproduction and ultimate distribution to member libraries. All volumes of a periodical run or a set, whether complete or partial, receive the same number, and the volumes immediately in hand take their place on the shelves as a unit. If further volumes arrive at a later date, they receive an entirely different number depending on the next available number in the sequence at the time of their arrival. Thus, various parts of a set may be shelved in different places in the bookstacks, and the catalog card must show the shelf location number for each of the several parts. This scattering of the parts of sets makes for more cumbersome cataloging of holdings, but it seems to us to be a better solution than any attempt to leave space on the shelves for possible additional volumes every time we process a fragmentary set. To do this would require a building with at least three times the capacity of our present three-million-volume library, since most of the titles in the cataloged collection represent partial runs.

I should like next to mention procedures for checking in periodicals and government documents that are acquired direct. Most of the serials which are received currently are checked in on conventional checking cards, and normal practices of claiming are employed. The current state documents program is an example. The Center undertakes to acquire comprehensively all of the publications of the 48 states. In the pursuit

of this goal some 9,500 checking cards have been created, conventional practices of checking and claiming are used, and the familiar device of underlining key words on the title page of each item serves to aid the shelver who places the documents on the shelves. Periodic review of available bibliographies, such as those often published by the state libraries, insures that the collecting is as inclusive as available tools permit. These conventional practices are applied because we cannot think of better ways to maintain control over a program which, according to policy, presumes to be comprehensive.

In contrast to the state documents program, I should like, however, to mention two classes where our attempt is to acquire either a "reasonable sample" or "reasonably comprehensively without too much cost."

The Center undertakes to collect currently approximately 1,000 house organs published by a variety of business firms in the United States and Canada. Initial requests to about 1,100 firms started the material coming, and the first issues to arrive were checked against a master list, to see that a requested title was actually coming and to confirm that the address had been set-up on an addressograph plate, thus suggesting reasonable permanence. After this first issue, we have not checked in any subsequent issues. Instead, the house organs are removed from their envelopes and quickly examined for a possible reply postcard—that postcard which asks if the recipient wishes to continue on the mailing list. Such cards are always returned with our indication that we would like to continue to receive the publication. Other than this quick examination, nothing is done beyond a rough alphabetizing by title to aid the student assistant shelver who places the issues on their appropriate pile among house organs which are spread out in one aisle of our bookstacks. This procedure does not insure that we receive regularly all issues of all 1,100 of the originally-requested titles, but a semi-annual check of the collection has indicated that we are achieving our goal of maintaining currently an adequate sample collection of approximately a thousand house organs.

Another example is the low-grade checking which is done in the case of near-print federal documents, designated as within the scope of the Center's acquisitions program. When the Documents Expeditor's *Checklist* of non-depository documents was issued about five years ago, the Center checked the designation "All Publications" under every federal agency listed. We were thereupon entered on the mailing list of a great many, but doubtless not all, of the publications issued in non-print form or not distributed under the depository system. It is estimated that 20,000 pieces arrive at the Center each year. At any rate, the annual receipts fill 100 linear feet of shelving. Many of these are single-sheet or four-page mimeographed releases and reports, and it staggers the imagination to think of setting up checking cards and of claiming. As a compromise measure, we have reduced operations to the minimum: We have adopted the numbering system of the Documents Expeditor's Checklist, and each publication that arrives receives a crayon number corresponding to the issuing agency. No record is kept, and the pieces themselves

go straight to the shelves where they are placed in order of receipt under the issuing agency, designated by its numerical symbol.

I should like now to mention three separate projects which might be of particular interest to technical processes librarians.

The first is the Cancellation of Subscriptions Project, a plan based upon the assumption that there must be, among the 18 member libraries, unnecessary duplication in current subscriptions to infrequently-used periodicals. The premise is that a member ought to be able to cancel its subscription to a little-used journal if it is quickly accessible from the Center. One must keep in mind, however, that the Center itself does not subscribe to a title if it is found to be available in one or more member libraries. To select appropriate titles for cancellation we have felt it necessary to follow a time-consuming procedure. We first select a letter of the alphabet, let us say the letter "D." Upon invitation from the Center, each of the 18 libraries reviews its current periodical subscription list, under the letter "D," and submits to the Center a list of those titles which it would like to cancel in the event that the Center were to subscribe. The 18 lists are next consolidated by the Center into a single alphabetical list and distributed to the membership. Each member checks the consolidated list against its own subscription list and marks those to which it is currently subscribing provided it intends to maintain its subscription. When the 18 lists are returned to the Center, a final master list is compiled, which indicates the titles to which member libraries are subscribing and will lend (with indication of who is subscribing to what) and those remaining titles to which the Center will place subscriptions as soon as the cancelling library reports cancellation details, e.g., terminal date. The member libraries as they study this final list, are free to cancel any titles, including those held by other members, if they feel that such degree of availability will serve their needs. The procedure, as you can see, is one that is involved and time-consuming. We have gone through this ordeal for the letters "D" and "B," and the results are still being evaluated. Some members have made the most of the program and have cancelled as many as 75 or 100 subscriptions under a single letter. Others have not seen the same opportunity and have cancelled only five or six. It is expected that a third letter of the alphabet will be tried this winter, and a final decision then reached as to whether it is worthwhile to continue through the whole alphabet.

The Fragmentary Sets Program is another example of a promising one with uncertain net results. During the earliest weeks of the Center's existence, the University of Minnesota urged that member-held fragments of periodical runs and sets should be combined in the Center, or, conceivably, in individual member libraries. Various procedures for accomplishing this desirable end were explored, the one finally adopted being as follows: The Center first examined the *Union List of Serials* for appropriate titles, that is, those which appeared to be available in only two or three member libraries and in fragmentary form in these. Such a title was then entered upon a special Fragmentary Sets card, which was

duplicated and distributed, six titles every Friday, to all members. Each member was invited to deposit in the Center any volumes of the indicated titles it might have, and it was asked to return the Fragmentary Sets card to the Center reporting what was being sent. The activity kept a professional member of the Center's staff busy one day a week, and I am sure that at least one person on the staff of each member library remembers with some agony the Fragmentary Sets cards which arrived a little too early every Monday morning. After about two years of operation, the program was suspended in order that we might all catch our breaths and in order to evaluate results. It is no secret that most of the workers in the vineyard were glad when this happened. And I must say in all honesty that the total number of fragments we managed to bring together in two years was not impressive in relation to the man-hours devoted to the program. We still have a "Fragmentary Sets Program," but the mailing of cards every Friday has stopped, and the program now assumes that member libraries are taking the initiative and weeding their collections from time to time of unneeded fragments. The theory is that in the course of fifty years the net result will be about the same, whether the reminder cards are distributed or whether the whole program depends upon periodic examination of collections by member libraries. Perhaps in fifty years we should review the situation and draw our conclusions.

The final project I will mention is the *Chemical Abstracts* Program, which is unique in that it attempts what can be called "complete coverage" or "regional self-sufficiency." The MILC membership feels that the list of journals abstracted in *Chemical Abstracts* represents a group of journals which are needed for research and which are and will be asked for in our libraries. Therefore, the list of 4,700 being abstracted was checked against subscription lists in our 18 libraries, and we identified the 951 titles which were being subscribed to in only a single library and the 837 titles not being received by a single member. Two steps were thereupon taken: Those libraries receiving the 951 unique titles were asked to make them "firm," that is, to assume for these titles a higher than ordinary level of responsibility, thinking of them as titles maintained for regional rather than local needs. Under these terms they confirmed that these unique titles were actually being received regularly and that the checking cards made clear that cancellation should take place only after consultation with the Center. In the case of the 837 "lacking" titles, the Center began last December to enter its own subscriptions, thus insuring that current issues of any title abstracted in *Chemical Abstracts* would be found in one of the member libraries or in the Center. The records for this activity include a master list of the *Chemical Abstracts* journals, indicating which libraries are subscribing to each title. In this manner, a union list of current subscriptions has been created. Naturally, the Center maintains checking cards for those titles to which it is subscribing. The National Science Foundation has come forward with financial support for the cost of both subscriptions and personnel for this project and has encouraged us to extend the prin-

ple into the field of the biological sciences. A *World List* of 3,500 periodicals in that field is being checked by member libraries.

I should like to conclude with this word for colleagues in the acquisitions, serials, and cataloging field: we think the basic principles on which our practices are based are sound, but we know that our procedures are experimental, and therefore we have uncertainties about some of them. For this reason, I should like to hope that all of you will give us the benefit of your judgment and ideas regarding our special and probably unique problem.

## Technical Services of Microfilms at Columbia University Libraries A Case Study\*

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WEI-TA PONS

**T**HIS is the first attempt to survey the technical services of microfilms at Columbia University Libraries. Microfilm as a finished product is the primary concern here; therefore, microphotography as a process is not discussed.

As Messrs. Ballou and Rather so aptly described,<sup>1</sup> wood pulp paper was the foot in the door for microreproductions, and its use has since been on the increase. Through wood pulp paper, microfilm made its first entrance in Columbia University Libraries twenty-two years ago; in 1935 a photographic film copy of *New York Herald Tribune*, 1 $\frac{3}{8}$  inches wide (equivalent to 35 mm.), was decided upon as more advantageous for the purpose of preservation than a rag edition of the said paper. A demonstration using the film on a projector lent by the Kodak Company was held in the Journalism Library. Of the 112 people who participated in that experiment, an overwhelming majority came out in favor of the machine.<sup>2</sup>

During the years from 1935 to 1937 many of the large libraries in this country embarked upon programs of making and collecting microfilms. Columbia University Libraries also began microfilm service to readers in this period. The first reading machine was located in the Journalism Library.<sup>3</sup>

A department under the supervision of Dorothy H. Litchfield was formally established in 1939 in rooms adjacent to the Periodical Room

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\* A second study on the Readers Services of microfilms at Columbia University Libraries is to appear in *College and Research Libraries*.

My thanks are due to Mr. Erle Kemp and Mr. Hubbard Ballou for their statistics and to Miss Darthula Wilcox for her valuable suggestions.

in South Hall (renamed Nicholas Murray Butler Library in 1946) for the administration of the rapidly growing collection of microfilms and their use by readers.<sup>4</sup> The collection and reading machines were moved during the fiscal year 1947/48 to the Department of Special Collections on the sixth floor in Butler Library.<sup>5</sup>

During the fiscal year of 1953/54, the main collection of microfilms was moved to the Library of the School of Library Service on the sixth floor in Butler Library,<sup>6</sup> where longer hours of service are maintained. Both the collection and reading machines were placed in the stack area where more adequate space was available. Furthermore, the new location provided easy accessibility of this comparatively new service to the students of the School of Library Services. Newspapers on microfilm previously housed in Journalism and Business Libraries were also moved gradually into SLS Library. At present, a few other departmental libraries, including Chemistry, Geology, Journalism, Law, Medical, Music and Zoology-Botany, still maintain limited services of microfilms and reading machines to readers.

### *Acquisitions*

Selection of microfilms is made by departmental libraries in a similar manner to that used in selecting books and other materials. Faculty members and readers may also make suggestions and requests. Occasionally readers donate their own films to the library. Funds for microfilm are included in the entire book budget of each departmental library. Large orders have been made possible by special funds.

The Acquisitions Department handles microfilm orders for the entire Columbia Libraries. Only orders of under five dollars placed with the Libraries' own Photographic Service are made directly. The regular order form with "Microfilm" indicated is used in placing orders through Acquisitions. A special blue order form must be used when ordering from the Photographic Services, either directly or through the Acquisitions Department.

In the 1955/56 fiscal year, 208 orders were placed by the Acquisitions Department for the whole Columbia Libraries. Of this number, 176 were completed. And of this number only 17 orders over five dollars were ordered from Photographic Services; orders directly placed with Photographic Services by the Columbia Libraries were 39. The total of 56 orders completed by the Services for Columbia University Libraries in 1955/56 equals 6,042 exposures of negative film plus a total of 481 feet of positive film (some 3,500 exposures) and 171 splices.<sup>8</sup>

### *Photographic Services*

Photographic Services is a technical services unit in the Acquisitions Department. However, upon examination of the work done in this division, a higher percentage of service to patrons in a way comparable to interlibrary loan and circulation is discovered, a point elsewhere mentioned.<sup>9</sup> The following statistics illustrate this situation:

I. Negatives		
<i>Order</i>	<i>No. of exposures made</i>	<i>Percentage</i>
CU Libraries	6,042	9.2%
Others	59,558	90.8%
Total	65,600	

II. Positives		
<i>Order</i>	<i>Footage</i>	<i>Percentage</i>
CU Libraries	481	43%
Others	635	57%
Total	1,116	

The following figures show how the Photographic Services as a unit of Columbia Libraries give service to the University and non-University patrons directly without going through any readers servicing department.

III. Photographic Services orders (including all microtexts) 1956 calendar year		
<i>Order</i>	<i>No.</i>	<i>Percentage</i>
CU Schools & Departments	2,284	63%
Non-CU patrons	1,362	37%
Total	3,646	

### *Cataloging*

Microfilms are processed in the Cataloging Department except for music scores which are cataloged in the Music Library. A full set of cards for all microfilms, with the exception of music scores, are filed in the union catalog of Columbia University Libraries in Room 325 Butler Library. In all the departmental libraries, a full set of cards for all microfilms ordered by the particular departmental library is filed in its departmental library catalog. In the SLS Library, where the main microfilm collection is housed, is a separate microtext catalog, including microfilms, microcards and microprints, which consists of main cards, subject cards for biography, and a few needed added entry cards.

In cataloging microfilms, Library of Congress cards are used whenever available. When LC cards are not available, Columbia's own cards are

made according to modified LC rules of descriptive cataloging on microfilms. On the Columbia cards original collation is given at the normal collation position whereas the LC cards give it as a supplementary note.<sup>11</sup> Other information found on both of the LC and Columbia cards are: form (microfilm or other microreproduction forms), location and owner of original copy if known, publication in which the title is abstracted, form of original (typed, manuscript, etc.), and sometimes negative or positive. Whenever printed lists or indexes are available, they are kept with the microfilms and notes are made of them on cataloging cards.

Dr. Maurice F. Tauber indicated as early as 1940 that a majority of writers on the classification of microfilm agreed that classification is neither desirable nor necessary. In practice, libraries have in general kept the classification of microfilms at a minimum.<sup>12</sup> Microfilm is not classified in the Columbia University Libraries; instead, a system of broad group symbols with assigned numbers is used. The present categories in Columbia Libraries are as follows:<sup>13</sup>

- F —For completed orders, including serials which have ceased publication. Microfilms are numbered serially after the symbol F as they are cataloged; and, if necessary, a sub-number is added to form a reel number.
- FC—For Columbia dissertations. Numbers followed the symbol are assigned by University Microfilms.
- FH—For the United States National Archives microfilm publications. The symbol is followed by a series number and a reel number assigned originally by the project.
- FN—For open entries, including continuation orders.
- FP—For microfilm received through the Short Title Catalog project. The symbol is followed by the reel number which is assigned by the project.
- FR—For strip microfilm. Symbol is followed by a number which is assigned serially in cataloging.

A few words must be said about blocking the F numbers for the catalogers. To avoid using the same number more than once, every cataloger who intends to use F numbers must indicate on a 3x5 card a block of numbers which she will soon be assigning. The card is filed at its proper place in the F shelf list. When these numbers are used up, another block of numbers is indicated.

#### *Miscellaneous and End Processes*

All microfilms received in the Acquisitions Department for the main microfilm collection are delivered directly to the SLS Library. No check is made on contents or on quality upon receipt of films.

If it is an addition to a cataloged continuation, the number of reels is added to the shelf list and the microfilm "stock sheet" for inventory purpose. After the film is properly secured on the reel by means of a paper wrapper, put in a box marked with film number, title, and dates, it is ready to be shelved. The serial cataloger from the Cataloging Department

checks the records in SLS Library from time to time to bring up to date the records in the Cataloging Department and the union catalog in Room 325 Butler Library.

Columbia dissertations are an exception to the above in that they are delivered from the Acquisitions Department via the Essay and Dissertation Secretary of Columbia University to the Cataloging Department. There they are cataloged and delivered to SLS Library. Negatives of the CU dissertations and master negatives of other films are kept in the Special Collections. At present, some negatives are used for circulation.

New titles received in SLS Library are represented by a "rider" in the "Uncataloged File," if a "rider" came with the film. Otherwise a temporary card is made and filed. The film must be rolled onto a reel, unless it came with one, and enclosed in with a wrapper. Author and title are noted briefly on the box which usually comes with the film. It is then shelved alphabetically on an uncataloged shelf. The catalogers come directly to the uncataloged microfilm shelf at regular intervals to take films for cataloging. A note is made on the cards in the "Uncataloged File" when the corresponding films are removed to the Cataloging Department. There is a portable reading machine for the catalogers to use in their department; however, they have often found it convenient to use the better reading machines in the SLS Library.

When a cataloged film is returned to SLS Library, its card is removed from the Uncataloged File. Temporary cards are immediately made for the separate microfilm catalog and the shelf list file to serve until catalog cards come. Numbers of titles and reels received are recorded on the microfilm "stock sheet." The film number is written on the four sides of the box in red ink. The microfilm is now completely processed and ready to be permanently shelved.

The Libraries have acquired microfilms of various materials ranging from modern dissertations to medieval manuscripts and early printed books. Patrons who have used the reading machines include government research workers, faculty members and graduate students. Many of them bring their own films to be used on reading machines. The Libraries also developed and participated in cooperative filming projects involving the Alexander Hamilton, Andrew Jackson, and Nicholas Biddle manuscript collections at the Library of Congress.<sup>14</sup> The Libraries now have 10 reading machines in service. The main collection of microfilms consists of 3,243 titles of cataloged films in 12,503 reels as of June 30, 1957. In the year 1956/57, a total of 4,604 people used 10,619 reels of films.<sup>15</sup>

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## REGIONAL GROUPS

The GEORGIA CATALOGERS' SECTION of the Georgia Library Association met in Savannah on November 8 with Esther Lou Bergen, Chairman, presiding. The group voted to change its name to the Resources and Technical Services' Section and to include acquisitions and serials librarians as well as those interested in copying processes. The program, "Problems in the Use of Subject Headings," was arranged in response to Mr. Haykin's forthcoming code for subject headings with discussion planned to be of direct assistance to Georgia catalogers. Martha Jane Zachert, Emory University Division of Librarianship, presented the "Basic Principles of Formulation," using as examples specific problems encountered in recataloging the library of the Southern College of Pharmacy. Mr. Haykin's earlier book, *Subject Headings, a Practical Guide*, was used in establishing fundamental principles. Ihor A. Levitsky, University of Georgia, discussed the "Special Problems in the Use of Subject Headings in a Divided Catalog." The principal problems are two: (1) title entries which anticipate subject headings or supplement the

subject approach, and (2) the separation of entries for works by an author from those about him. He suggested that these problems might be avoided by dividing the catalog into a Name Catalog and a Topical Catalog, the latter to include title entries with the exception of title main entries and conventional titles, etc., which may be considered to be "names." Vivian Polk, Brunswick Regional Library, also discussed the divided catalog, but from the standpoint of use by public and staff. Doris Ransom described the card catalog revision in process at Emory; and Anne McKay, Middle Georgia Regional Library, based her talk on her work at Mercer University. Violet Hendricks, State Department of Education, was elected Chairman and Peggy Kline, Emory, Secretary-Treasurer.

The CATALOG SECTION of the IOWA LIBRARY ASSOCIATION held its annual meeting on October 23 in Davenport. Mrs. Mahoney was the guest speaker. The new officers are Evelyn Wimersberger, Iowa State College, Chairman, and Eleanor Koester, Davenport Public Library, Secretary-Treasurer.

The members of the CATALOGERS' SECTION, KANSAS LIBRARY ASSOCIATION, at its meeting on October 11, met themselves "As Others See Us." The non-catalogers presenting the picture were Richard Taylor, Circulation Librarian, Kansas State College; Don Dickinson, Reference Librarian, Kansas University; Horace Moses, Librarian, Topeka Public Library; and Marvin Ediger, a patron of the Stanley Library. In the business meeting which followed, John Glinka, University of Kansas, was elected Vice-Chairman (Chairman-Elect). The new Chairman is Myrtle Haughn, Topeka Public Library. With the cooperation of the Kansas Travelling Library Commission, the group plans to compile a basic list of cataloging tools which every library should have and a supplementary list of cataloging tools available on interlibrary loan.

THE MARYLAND, VIRGINIA, AND DISTRICT OF COLUMBIA REGIONAL GROUP OF CATALOGERS AND CLASSIFIERS held its 33rd annual meeting November 2, 1957, at the Folger Shakespeare Library in Washington, with 125 members registered. Edith Scott, Chairman of the Council of Regional Groups, presented the historical background of the regional groups and stressed that their "grass roots" strength lies in their autonomy. A lively discussion on the question of expanding their particular group followed and resulted in a self-study committee being appointed by Jeanne Rose, Chairman. At the afternoon session, Col. Frank B. Rogers, Director of the National Library of Medicine, entertained and instructed his enthusiastic audience with "Three Excursions into History, Being Mostly an Entertainment, Partially an Opinion, and Lastly, a Judgment." New Councilors elected were: Harriette W. Shelton, University of Maryland Medical Library, Winifred Eisenberg, Sweet Briar College, and Elizabeth Croft, U. S. Dept. of Labor Library.

THE MICHIGAN REGIONAL GROUP OF CATALOGERS met in Detroit on October 23, Helen Finster, Chairman, presiding. Barbara Westby, Detroit Public Library, was elected Vice-President (President-Elect) and Della Forrest, University of Michigan Library, was elected Secretary-Treasurer. The speakers were Robert Orr, Librarian, Grosse Pointe Public Library, whose subject was "An Administrator Considers Streamlining Cataloging," and Josephine Smith, Fordson High School Library, Dearborn, who gave the "Reply," but not a defense since catalogers and administrators are in fundamental agreement that ever more effective catalogs should be produced as economically as possible. Even a streamlined catalog is not cheap today, but the library administrator will have a real cost problem when the automatic library as described by E. C. Berkley in his book, *Giant Brains*, is a reality.

THE RESOURCES AND TECHNICAL SERVICES GROUP of the MISSOURI LIBRARY ASSOCIATION met in Columbia on October 3, for a symposium on Rare Books. Speakers were: Felix Snider, Librarian, Southeast State College, Cape Girardeau; Sam Hiitt, Associate Librarian in charge of acquisitions, University of Missouri; and Catherine Weidle, Rare Books Librarian, St. Louis University. (All papers are being published in the *Missouri Library Quarterly*.) Newly elected officers are: Leo Rift, University of Missouri, Chairman; Aurevia Eaton, Stephens College Library, Vice-Chairman; and Margaret Eckles, Missouri State Library, Secretary-Treasurer.

THE MOUNTAIN-PLAINS REGIONAL GROUP OF CATALOGERS met in Bozeman on September 5. Before adjourning for a joint program meeting with the PNLA Catalog Division, the Group elected Margaret Fish, Denver Public Library, as Chairman; Clenora Quanbeck, State Teachers College Library, Maybelle, N. D., Vice-Chairman; and

Loretta Bellamy, University of Colorado Library, Secretary-Treasurer.

The NASHVILLE CATALOGERS met in the Joint University Libraries on December 10. Eileen R. Cunningham, recently retired Librarian of the Vanderbilt Medical Library, described the work of the International Organization for Standardization's Sub-Committee on Bibliographical References (Z39). Mrs. Cunningham is Chairman of the Sub-Committee.

The CATALOGERS SECTION, NEW JERSEY LIBRARY ASSOCIATION, held its fall meeting at Rutgers University. The group was given a conducted tour of the new library building. Donald F. Cameron, Librarian, spoke at the afternoon session.

The fall dinner meeting of the NEW YORK REGIONAL CATALOG GROUP was held on November 15, Gertrude Moakley, President, presiding. Roland O. Baughman, Head, Special Collections, Columbia University, spoke on "Selection and Acquisition of Rare Books."

The ONTARIO REGIONAL GROUP OF CATALOGUERS joined with the Reference Workshop for a dinner meeting on November 23. Lachlan F. MacRae, Director of Scientific Information Services, Department of National Defence, Ottawa, described his experiences in Cairo at the time of the Suez crisis. Mr. MacRae was UNESCO adviser on library service to the Egyptian government. For their spring meeting the Group had prepared a questionnaire which accompanied the pre-registration forms and answers were discussed at the meeting.

The PACIFIC NORTHWEST LIBRARY ASSOCIATION, CATALOG DIVISION, met in Bozeman on September 5. Louise Milligan, Oregon State College Library, was elected Vice-Chairman (Chairman-Elect). The program meeting, held jointly with the MOUNTAIN-PLAINS REGIONAL GROUP OF CATALOGERS, was opened by Mrs. Mahoney who reported on the progress of the Resources and

Technical Services Division of ALA. A symposium, "New Development in Catalog Administration," followed. Participants were Hanna Elsa Krueger, Chief, Humanities Library, State College of Washington Library; Frank A. Lundy, Director, University of Nebraska Libraries; Warren L. Perry, Librarian, College of Puget Sound Library; and Paul W. Winkler, Assistant Professor, University of Denver School of Librarianship. The integration of acquisitions and cataloging with reader services in libraries organized by broad subject divisions was described by Miss Krueger and Mr. Lundy; Mr. Perry described the integration of the same activities made necessary in a small library which cannot afford a full-time cataloger. Mr. Winkler spoke on "Trends in Training Catalogers," and Marian Peterson, Assistant Professor, School of Librarianship, University of Washington, spoke from the floor on some of the recent trends in teaching cataloging at the University of Washington.

The CATALOG SECTION of the WISCONSIN LIBRARY ASSOCIATION held its annual meeting in Milwaukee on September 30. The program was focused on serials. John Boll, University of Wisconsin Library School, discussed trends in the teaching of serials. Only three schools have a separate course; the others tend to combine serials with other courses such as government documents or special libraries. Ralph Esterquest described the handling of serials at the Mid-West Inter-Library Center. Gordon Abrams described the new serial department organization at the University of Wisconsin. Officers elected were: Chairman, Catherine Bowser, Wisconsin State College, Superior; Vice-Chairman, Edmund Przybylaki, University of Wisconsin Library; and Secretary-Treasurer, Marilee McMullen, Milwaukee Downer College Library.—*Edith Scott, Chairman, Council of Regional Groups.*

# BYLAWS OF THE DIVISION AND ITS SECTIONS

Members of the Division and its Sections will recall that final action on by-laws for each of the units has been postponed until certain organizational questions affecting the internal structure of ALA were resolved by the Committee on Organization and the Council. Each of the units constituting this Division has been operating under some interim instrument of government pending this resolution. The several Bylaws Committees now present proposed bylaws for the consideration of the members, and these will be voted upon at meetings of the Division and its several sections during the ALA Conference in San Francisco in July, 1958.

Each member should study the bylaws pertaining to his section as well as those pertaining to the Division prior to these membership meetings. And any member who wishes to communicate his comments or views in advance of the Conference should address them to the appropriate Committee chairman as follows: *For the Division*: Lee Ash, *Library Journal*, 62 West 45th Street, New York 36; *Acquisitions Section*: Alton Keller, Library of Congress, Washington 25; *Cataloging and Classification Section*: Mrs. Alice Pattee, Library, Oklahoma Agricultural and Mechanical College, Stillwater, Oklahoma; *Copying Methods Section*: Jane Culler, Library, University of Pittsburgh, Pittsburgh, Pa.; and *Serials Section*: Jane Pope, University of Chicago Library, Chicago 37.

## RESOURCES AND TECHNICAL SERVICES DIVISION

### Article I. Name.

The name of this organization shall be Resources and Technical Services Division of the American Library Association.

### Article II. Object.

The object of this organization shall be to contribute to the professional welfare of its members and to librarianship generally as the division of the American Library Association responsible for activities related to the acquisition, identification, cataloging, classification, and preservation of library materials in all types of institutions and to the development and coordination of the country's library resources.

### Article III. Relationship to the American Library Association.

This organization is a division of the American Library Association. The constitution and bylaws of that association, as far as they govern its divisions, shall take precedence over these bylaws.

### Article IV. Membership.

Any member of the American Library Association who shall elect membership in

this Division according to the provisions of the bylaws of the American Library Association shall thereupon become a member of this Division. Honorary members shall be elected in accordance with the provisions of the bylaws.

### Article V. Meetings.

*Sec. 1. Meetings.* Meetings shall be held as provided for in these bylaws.

*Sec. 2. Quorum.* Fifty members shall constitute a quorum.

### Articles VI. Officers.

*Sec. 1. Enumeration.* The officers of this Division shall be a President, a Vice-President (President-Elect), a Chairman of the Council of Regional Groups, and an Executive Secretary.

*Sec. 2. Terms of office.*

(a) *President.* The President shall serve for one year. He shall not be eligible for the office of President or President-Elect for a period of at least one year following expiration of his term.

(b) *Vice-President.* The President-Elect shall serve for one year as Vice-President. At its expiration, or in case of a vacancy in the office of President, he shall succeed

to the office of President and shall serve until the expiration of the year for which he was elected President.

(c) *Chairman of the Council of Regional Groups.* The Chairman of the Council of Regional Groups shall serve for three years.

(d) *Executive Secretary.* The Executive Secretary shall be appointed by the Executive Secretary of the American Library Association, with the concurrence of the Board of Directors of this Division and the Executive Board of the American Library Association; he shall serve at the pleasure of the Executive Secretary of the American Library Association and of the Board of Directors of this Division and the Executive Board of the American Library Association.

#### Article VII. Board of Directors.

*Sec. 1. Composition.* There shall be a Board of Directors consisting of the officers of the Division, the immediate past President of the Division, the Editor of the Division's journal, the presiding officer of each section of the Division, the American Library Association councilors elected upon nomination of the Division, and two directors at large. The councilors, Executive Secretary, and the Editor of the Division's journal shall not have the right to vote.

*Sec. 2. Terms of office.* Directors at large shall serve for three years. Each of them and the Chairman of the Council of Regional Groups shall be elected for terms expiring in different years. Directors shall not be eligible for consecutive terms.

*Sec. 3. Officers.* The officers of the Division shall *ex officio* be the officers of the Board of Directors.

#### Article VIII. Elections.

The President, Vice-President, Chairman of the Council of Regional Groups, and the directors at large shall be elected in accordance with the provisions of the bylaws.

#### Article IX. Sections.

Sections of the Division may be established in accordance with the provisions of the bylaws.

#### Article X. Regional Groups.

Regional groups of librarians and other persons interested in the objectives of the

Division may be affiliated with it in accordance with the provisions of the bylaws.

#### Article XI. Amendment of Bylaws.

*Sec. 1. Proposals.* Amendments to the bylaws may be proposed in writing by the Board of Directors, by the appropriate standing committee, by the governing body of any section, or by petition signed by ten members. Proposed amendments shall be presented in writing to the Executive Secretary at least three months prior to the meeting at which they are to be acted upon; they shall then be referred by him to an appropriate standing committee, which shall report upon them at a meeting of the Division.

*Sec. 2. Notice.* A copy of any proposed amendment shall be mailed to each member at least thirty days prior to the meeting at which it is to be acted upon.

*Sec. 3. Voting.* The bylaws may be amended by a majority vote of those members present and voting at the annual meeting of the Division, such recommendations for bylaw changes to be mailed to the Division's membership at least 30 days prior to the vote.

Proposed amendments to these bylaws which shall fail to receive approval by majority vote at a membership meeting shall be submitted under the same terms (by mail to the Division's membership at least 30 days prior to the vote) upon petition by 50 members and submitted to a vote at the following annual meeting.

#### Article XII. Membership.

*Sec. 1. Classification.* Memberships of the Division shall consist of:

(a) Active members—library, trustee, lay, honorary, corresponding, life, continuing, and personal special members of the American Library Association who shall elect membership in this Division.

(b) Institutional members—institutional and institutional special members of the American Library Association which shall elect membership in this Division.

(c) Honorary members—persons nominated by the Board of Directors and elected for life by the membership. Honorary members of the former Division of Cataloging and Classification of the American Library Association shall be honorary members of this division.

*Sec. 2. Dues, rights, and privileges.* All members of the Division shall have the right to vote and shall be eligible for membership in any one or more of the sections. Only active members shall have the right to hold office. Dues paid to the American Library Association shall constitute the dues of members. Honorary members shall pay no dues. The date of payment of dues to the American Library Association shall be considered the date of payment of dues to this Division. The designation by a member of the American Library Association, on its membership form, of this Division as a division to which the member wishes to belong shall be considered as election of membership in this Division by such member of the American Library Association.

### Article XIII. Meetings.

*Sec. 1. Regular and special meetings.* There shall be an annual meeting of the Division held at the time and place of the annual conference of the American Library Association. Special meetings may be called by the Board of Directors and shall be called upon the written request of fifty members.

*Sec. 2. Regional meetings.* Regional meetings may be called by the Board of Directors at the time and place of regional meetings of the American Library Association.

*Sec. 3. Notice.* Notice of each meeting, together with its program, shall be mailed to each member at least thirty days prior to such meeting. No business may be transacted at a special meeting other than that stated in the notice.

*Sec. 4. Votes by institutional members.* The vote of an institutional member shall be cast by the duly designated representative whose credentials are filed with the Executive Secretary. If there shall be no such person designated, or if at any meeting such person be not present, the vote may be cast by the chief executive officer of such institution and by no one else.

*Sec. 5. Mail ballot.* Votes by mail may be authorized by the Board of Directors between meetings, or when, for reasons beyond the control of the Division, no meeting shall be held during any one year. When no meeting shall be held during any one year, votes by mail shall be sub-

mitted at the written request of fifty members. Whenever an action is submitted to a mail ballot, each ballot shall be accompanied by a written report stating the purpose of each specific proposal and the principal arguments for and against its adoption.

Mail ballots shall be conducted by the Executive Secretary in such manner as the Board of Directors shall determine. A copy of the ballot shall be mailed by the Executive Secretary to each member. A period of at least thirty days from the date of mailing shall be allowed for the return of ballots to the Executive Secretary. A proposal shall be carried provided it receives the same proportion of affirmative votes from among all the votes cast as would be required to carry the same proposal if voted upon at a meeting. Unless otherwise specified in the proposal, it shall, if carried, become effective upon publication of the result of the ballot.

Actions to amend the bylaws shall not be submitted to a mail ballot, except as provided in Article XI. of these bylaws.

### Article XIV. Duties of Officers.

*Sec. 1. General.* Except as otherwise provided in the bylaws, the duties of the officers shall be such as are specified in the parliamentary authority adopted by the Division.

*Sec. 2. President.* The President shall see that the bylaws be observed by the officers and members of the Board of Directors and that the orders of the Board of Directors be carried out. He shall recommend to the Board of Directors such action as he deems to be in the interest of the Division.

The President may, with the approval of the Board of Directors appoint a parliamentarian to serve during his term of office at meetings of the Division or of the Board of Directors; to advise officers or committees of the Division on questions of parliamentary law; or for any of these functions alone. The parliamentarian shall hold no other office or committee appointment in the Division.

*Sec. 3. Vice-President.* In addition to his regular duties, the Vice-President shall perform such duties as the Board of Directors may assign to his office.

*Sec. 4. Chairman of the Council of Regional Groups.* The Chairman of the

Council of Regional Groups shall perform such duties as are specified in Article XX, Sec. 4.

*Sec. 5. Executive Secretary.* The Executive Secretary shall be responsible for the management of the affairs of the Division, subject to the direction of, and review by, the Board of Directors. He shall submit a monthly report to the Board of Directors and shall prepare its annual report. He shall prepare an annual budget for the Board of Directors, and shall perform such other duties as the Board of Directors may assign to him. Disbursements shall be authorized by the Executive Secretary or the President. Documents committing the Division legally or financially shall be signed by both the President and the Executive Secretary. The responsibility for the maintenance of the Division's financial records, including receipt, disbursement, and auditing of its funds, rests with the American Library Association.

#### Article XV. Board of Directors.

*Sec. 1. Powers and duties.* The Board of Directors shall have authority over the affairs of the Division during the period between meetings of the Division, provided however that none of its acts shall conflict with or modify any actions taken by the Division. The annual budget submitted to the American Library Association shall be subject to the approval of the Board of Directors, and the Board of Directors shall authorize the expenditure of funds for approved activities. It shall perform such other duties as are specified in the constitution and bylaws, and shall report upon its work at the annual meeting of the Division.

*Sec. 2. Meetings.* The Board of Directors shall meet in conjunction with each regular meeting of the Division. Special meetings may be called by the President and shall be called upon the written request of a majority of the members of the Board.

*Sec. 3. Quorum.* A majority of voting members shall constitute a quorum at any meeting of the Board of Directors.

*Sec. 4. Mail vote.* Votes may be taken by mail in such manner as the Board of Directors shall determine.

*Sec. 5. Rules of order.* The Board of Directors may adopt rules for the trans-

action of its business, provided they do not conflict with the bylaws of the Division.

*Sec. 6. Duties of members.* Each member of the Board of Directors shall perform the duties attached to his membership in the Board. In case of continued failure of a director to participate in the deliberations of the Board, the Board may, by vote of three-fourths of its members, declare the office of such director vacant.

#### Article XVI. Committees.

*Sec. 1. Standing and annual committees.*

(a) *Committee on Organization.* There shall be a Committee on Organization, consisting of the immediate Past President as chairman and four members at large, two appointed each year for two-year terms. The Committee on Organization shall advise on the establishment, functions, and discontinuance of sections, regional groups, and committees, as the needs of the Division may require.

(b) *Establishment.* The Division may establish other standing and annual committees to consider affairs of the Division which require continuous or repeated attention by the members. The Committee on Organization shall recommend the name and size of each such committee, and may recommend special regulations for its appointment, composition, and term of office of members.

(c) *Composition.* Unless otherwise provided for by the bylaws or by action of the Division, each standing and annual committee shall be composed of an odd number of not less than three members, each of whom shall be an active member in good standing of the Division.

(d) *Terms of office.* Unless otherwise provided for by the bylaws or by action of the Division, members of standing committees shall be appointed for terms of two years, and may be appointed for a second but not a third consecutive term. The terms of approximately one half the members shall expire each year. Members of annual committees shall be appointed for terms of one year.

(e) *Individual committees.* The standing and annual committees shall include the following committees, with functions, size, and such special regulations as may be deemed necessary to be determined by the

Division:

- Constitution and Bylaws Committee (standing)
- Election Committee (annual)
- Nominating Committee (annual)
- Committee on Organization (standing)

*Sec. 2. Special committees.* Committees not authorized as standing or annual committees shall be special committees. Special committees may be authorized by the Division or by the Board of Directors. Without special authorization by the Division, no special committee shall be continued for more than two years from the time of establishment.

*Sec. 3. Intersectional committees.* Intersectional and other intra-division committees may be established as required by the groups concerned upon notification to the Committee on Organization.

*Sec. 4. Joint committees.* The Division, or a section with approval of the Division, may establish joint committees, either standing or special, with other organizations, when the functions of the proposed committee cannot appropriately be delegated to a single division or section committee. The Committee on Organization of the American Library Association shall be notified of the establishment of joint committees with other bodies in the American Library Association. Joint committees with organizations outside the American Library Association shall be established only as provided for in the bylaws of the American Library Association.

Representation of the Division in organizations outside the Division may be authorized by the Division, with the approval of the American Library Association.

*Sec. 5. Notification.* The Executive Secretary shall inform the Committee on Organization of the American Library Association annually of the establishment, functions, or discontinuance of all standing, annual, special, and joint committees of the Division and of its sections. He shall have published annually a complete list of existing committees, together with their functions and membership, for the information of the membership.

*Sec. 6. Appointments.* Unless otherwise provided for by the bylaws or by action of the Division, each committee member and representative shall be appointed, with the approval of the Board of Di-

rectors, by the Vice-President (President-Elect), or the President, under whose term of office as president the member shall commence his service.

*Sec. 7. Mail vote.* Committee votes may be taken by mail, provided all members are canvassed simultaneously. In case of dissent among members, a second vote shall be taken after each member has been acquainted with the views of every other. Each committee shall have the authority to set a time limit within which the votes of its members shall be recorded.

*Sec. 8. Reports.* Unless otherwise specified in the bylaws or the act authorizing a committee, each committee shall report on its work at the annual meeting of the Division in the following manner:

Committees shall transmit their reports to the Executive Secretary not later than thirty days before the annual meeting.

Reports containing recommendations for action by the Division shall be read at the annual meeting. If a copy of a report was distributed to the membership either before or at the beginning of the meeting, and unless a majority of the members present and voting demand a reading of the report, its oral presentation may be limited to a summary of the findings and a reading of the recommendations.

Other reports shall be published in full or in summary or be otherwise transmitted to the membership not later than four months after the annual meeting. Such reports shall be cited, and their disposition announced, at the annual meeting.

## Article XVII. Nominations and Elections.

*Sec. 1. Nominations.* Candidates for elective officers in the Division shall be presented by the Nominating Committee. Other nominations may be submitted in writing by any ten members and shall be filed with the Executive Secretary. Any such nominations shall be included on the official ballot.

Candidates for representative on the Council of the American Library Association shall be presented by the Nominating Committee, and their names shall be referred by the Executive Secretary to the Nominating Committee of the American Library Association for inclusion on the ballot of the American Library Association.

No candidate shall be presented who has not consented in writing to his candidacy. No candidate shall be presented who is not an active member in good standing of the Division at the time of his nomination.

*Sec. 2. Nominating Committee.*

(a) *Appointment.* The Nominating Committee shall be appointed, for a one-year term ending with its final report to the membership, by the Vice-President (President-Elect) under whose term of office as president its final report will be made, and with the approval of the Board of Directors. No member of the Board of Directors shall be appointed to the Nominating Committee. Members of the Nominating Committee, upon expiration of their terms, shall not be eligible for immediate reappointment.

(b) *Duties.* The Nominating Committee shall present at least two candidates for each office to be filled at the next election. It shall select the candidates in such manner as to assure as broad a representation as possible of different types and sizes of libraries, types of service, and of the geographic distribution of the membership.

When two or more representatives on the Council of the American Library Association are to be elected at any one election, the Nominating Committee shall present a group of at least two candidates for each office, the groups being so constituted as to assure the realization of the above principles of selection.

The Nominating Committee shall report nominations to the Executive Secretary, and the Executive Secretary shall notify each member by mail of the nominations for elective office in the Division at such time as is prescribed by the bylaws of the American Library Association.

*Sec. 3. Elections.*

(a) *Ballot.* Elections shall be held by mail ballot. A copy of the ballot shall be mailed by the Executive Secretary to each member, and shall be returned to the Executive Secretary at such time as is prescribed by the bylaws of the American Library Association.

(b) *Election results.* Candidates receiving a plurality of the votes cast shall be elected and shall be so reported by the Election Committee at the annual meeting. In case of a tie vote the Election

Committee shall decide the election by lot.

*Sec. 4. Extraordinary circumstances.* If, for reasons beyond the control of the Division, no annual meeting is held in any one year, terms based on the date of the annual meeting shall be determined by the anniversary of the last annual meeting at which an election was reported, unless a different date is authorized by the American Library Association. The election results shall be mailed to each member.

**Article XVIII. Vacancies.**

*Sec. 1. Elective offices.* Vacancies in elective offices shall be filled in the following manner:

(a) *President.* If the offices of both President and Vice-President become vacant within the same year, the Board of Directors shall appoint one of its members to act as President until a President is duly elected. At the next election two candidates shall be elected, one to take the office of President immediately and to serve for one year, the other to serve as Vice-President (President-Elect).

(b) *Vice-President.* If the office of Vice-President becomes vacant, two candidates shall be elected at the next election, one to take the office of President immediately and to serve for one year, the other to serve as Vice-President (President-Elect). If the vacancy occurs between the close of nominations and the adjournment of the annual meeting, the vacancy shall be considered as having occurred in the office of President in the following year.

(c) *Chairman of the Council of Regional Groups.* If the office of Chairman of the Council of Regional Groups becomes vacant, the Board of Directors shall appoint a Chairman to serve until a Chairman is duly elected. At the next election a Chairman of the Council of Regional Groups shall be elected to complete the unexpired term.

(d) *Directors at large.* If the office of a director at large becomes vacant, a director at large shall be elected at the next election to complete the unexpired term.

(e) *General provisions.* If the successful candidate for an elective office dies or withdraws between the close of nominations and the adjournment of the annual meeting, the resulting situation shall be considered as a vacancy having occurred

during the term for which he was elected.

*Sec. 2. Committees.* Vacancies in committees shall be filled by the President with the approval of the Board of Directors.

#### Article XIX. Sections.

*Sec. 1. Establishment.* Any group of fifty or more members of the Division or of the American Library Association, whose special field of interest falls within the Division but is in general distinct from that of any existing section, may be established as a Section upon written petition, and upon approval by the Division. Members of a group in the American Library Association but outside the Division newly affiliating with the Division as a section must be members of the Division or become members within three months after such affiliation, or lose their membership in the Section. The Division shall have the right, at its discretion, to waive the requirement as to minimum number of members. The name of the Section shall clearly indicate its field of activity.

*Sec. 2. Membership.* Any member of the Division may affiliate with as many sections as he may wish, and shall enjoy all privileges of membership in each section he may join. The designation by a member of this Division, on the American Library Association' membership form, of any section as a section to which the member wishes to belong, shall be considered as election to membership in that section by such member.

#### *Sec. 3. Relation to the Division.*

(a) *Autonomy.* Each section shall define its own functions, subject to the approval of the Division, and shall manage its own affairs, provided however that no section shall adopt bylaws or other rules for the transaction of its business which are inconsistent with those of the Division, or engage in any activity in conflict with the program of the Division.

(b) *Representation on the Board of Directors.* The presiding officer of each section shall be a voting member of the Board of Directors of the Division. If the presiding officer of a section be unable to attend a meeting of the Board of Directors, he shall notify the Executive Secretary to that effect as soon as possible, and shall have the privilege of designating a

substitute voting member from the governing body of the Section which he represents.

*Sec. 4. Finance.* The Board of Directors may, upon the presentation by each section of its annual budget, with the approval of the American Library Association authorize the expenditure of funds for activities of such section; the Board of Directors shall base its decision upon consideration of the overall needs of the Division and of each of the sections.

*Sec. 5. Jurisdiction.* The Committee on Organization shall decide conflicts between sections and rule upon the jurisdiction of each section, subject to the approval of the Division.

*Sec. 6. Discontinuance.* The Committee on Organization may recommend that a section be dissolved when, in its opinion, the usefulness of that section has ceased. If the recommendation be adopted by the Division, the section shall be dissolved.

#### Article XX. Regional Groups.

*Sec. 1. Affiliation.* Any regional group with a membership of ten or more persons, the activities of which fall within the object of this Division, may be affiliated with this Division upon written petition from the group, and upon approval by the Division. Affiliated regional groups shall conform to the conditions noted below; exceptions may be granted to individual groups in specific cases, upon written petition from the group.

(a) *Membership.* Membership shall be open to anyone within the region of the group who is interested in problems of library resources and technical services or related fields, provided, however, that a regional group which is part of a state or regional library association may limit its membership to members of the parent association.

(b) *Bylaws.* Each group shall have bylaws, a copy of which shall be filed with the Executive Secretary. No group shall adopt bylaws inconsistent with those of the Division, or engage in any activity in conflict with the program of the Division.

(c) *Officers.* The officers of each group shall be elected by its members.

(d) *Meetings.* At least one meeting shall be held each biennium.

(e) *Reports.* Within one month after any meeting a report on the meeting shall

be sent to the Chairman of the Council of Regional Groups, and a copy of it to the Executive Secretary. A copy of each paper presented at the meeting shall be mailed to the Chairman of the Council of Regional Groups.

*Sec. 2. Severance.* The Committee on Organization may recommend that the affiliation of a regional group be terminated when the group has become inactive or its usefulness, in the opinion of the committee, has ceased. If the recommendation be adopted by the Division, the affiliation of the regional group shall be terminated.

*Sec. 3. Finance.*

(a) *Dues.* Regional Groups shall assess their own dues. Each group shall pay to the Executive Secretary ten percent (10%) of its membership dues but not less than five cents (5¢) per member.

(b) *Expenditures.* The Board of Directors may, with the approval of the American Library Association, authorize the expenditure of funds for activities of regional groups in general or of individual groups.

*Sec. 4. Council of Regional Groups.*

(a) *Composition.* The Council of Regional Groups shall consist of its chairman and the chairman of each group. Chairmen may appoint substitute delegates. Each member of the Council shall be a member of this Division.

(b) *Meetings.* The Council shall meet during the annual meeting of the Division. Special meetings may be called by the Chairman and shall be called upon the written request of a majority of its members. The annual meeting shall be open to the members of the Board of Directors, the members of the governing bodies of the several sections, and to the chairmen of such committees of the Division, of its sections, and of the American Library Association as, in the opinion of the Council, deal with matters affecting the work of the regional groups as such, provided however that the Council may decide to meet in closed session for all or part of any meeting.

(c) *Duties.* The Council shall encourage activities of the groups and assist them with information and advice relevant to their programs. The Council shall consider problems common to or affecting the

work of regional groups and shall recommend to the Division such action as it deems to be in the interest of group activities.

(d) *Committees.* The Chairman of the Council may appoint, from members of the Council, such committees as he may deem necessary for the performance of the Council's duties.

(e) *Reports.* The Chairman of the Council shall report at the annual meeting of the Division on the work of the Council and on the work of the groups.

**Article XXI. Publications.**

*Sec. 1. Publications.* Publications may be authorized by the Board of Directors subject to the approval of the membership, and to the budgetary approval of the American Library Association. The Board of Directors shall determine the policy and manner of their distribution, and exercise financial control over them.

*Sec. 2. Editors.* Editors shall be appointed by the Board of Directors.

**Article XXII. Terms.**

*Sec. 1. Membership year.* The membership year shall be the calendar year.

*Sec. 2. Fiscal year.* The fiscal year shall be that of the American Library Association.

*Sec. 3. Election year.* The term of office for elective positions shall be the period beginning with the adjournment of the annual meeting at which the election of the incumbents is reported and ending with the adjournment of the annual meeting at which the election of their successors is reported. The provisions of Article XVII, Sec. 4 shall apply.

*Sec. 4. Committee year.* Unless otherwise provided for by the bylaws or by action of the Division, the appointive year for committee members shall be the same as the election year, as provided in Sec. 3.

**Article XXIII. Notice by Mail.**

Publication of notices in the Division's journal or in the *A.L.A. Bulletin* shall be considered sufficient to fulfill the requirement of notice by mail.

**Article XXIV. Parliamentary Authority.**

*Robert's Rules of Order (Revised)* in the latest available edition shall govern the Division in all cases to which they can be applied, and in which they are not incon-

sistent with the bylaws, or special rules of order of the Division.

#### **Article XXV. Temporary Provisions.**

These bylaws shall be in full effect

upon the adjournment of the annual meeting at which they are adopted. Adoption shall be by affirmative vote of a majority of the members present at such meeting.

### ACQUISITIONS SECTION

#### **Article I. Name.**

*Sec. 1.* The name of this body shall be the Acquisitions Section of the Resources and Technical Services Division of the American Library Association.

#### **Article II. Object.**

*Sec. 1.* The object of the Acquisitions Section shall be to promote library service and librarianship in the field of acquisition of American library resources.

#### **Article III. Relationship to the American Library Association.**

*Sec. 1.* The Acquisitions Section is organized as a section of the Resources and Technical Services Division of the American Library Association. The constitution and bylaws of that association and of that division and any amendments thereto which apply to this Section shall be considered part of these bylaws. Any part of these bylaws in conflict with the constitution and bylaws of that association or division or which through amendment shall come in conflict shall be considered as amended to conform.

#### **Article IV. Membership.**

*Sec. 1. Membership.* The membership of this Section shall consist of those members of the Resources and Technical Services Division of the American Library Association who shall at the time of payment of their dues in the American Library Association elect to become members of this Section.

*Sec. 2. Dues, Rights and Privileges.* All members of this Section shall have the right to vote and to receive publications or other written materials receiving general free distribution to the membership of this Section. Non-personal members shall be entitled to only one vote to be cast by an authorized representative and to one copy of such written materials as are distributed free to members. Only personal members shall have the right to hold office. Dues paid to the American

Library Association shall constitute the dues of members of this Section.

#### **Article V. Officers and Committees.**

*Sec. 1. Officers.* The officers of the Section shall be a Chairman, a Chairman-elect, who shall serve as Vice-Chairman, and a Secretary. The Chairman-elect and the Secretary shall be elected by mail vote; the Chairman-elect for a term of one year and the Secretary for a term of three years beginning with the year 1957.

*Sec. 2. Appointments.* The Executive Committee shall appoint all other officers and all committees of the Section not otherwise provided for and shall fix the compensations of all paid officers and employees.

*Sec. 3. Terms of Office.* All officers and all elected members of the Executive Committee shall serve until the adjournment of the annual meeting in the final year of their term of office.

#### **Article VI. Executive Committee.**

*Sec. 1.* The Executive Committee shall consist of the officers of the Section, the immediate past chairman and three members elected by the membership from among the members of the Section for terms of three years, one term to expire each year, as provided in the Bylaws. Additional members of the Executive Committee may be appointed in accordance with the provision of the Bylaws, but such appointed members shall have no vote. The Executive Secretary of the Division and the Assistant Editor for Acquisitions of the Division's journal shall be ex-officio members of the Executive Committee, without vote.

#### **Article VII. Amendments.**

*Sec. 1.* The Bylaws may be amended by a majority vote of those members present and voting at any general meeting, followed by ratification of the membership in a mail ballot to be completed not later than the next general election. Amend-

ment to these bylaws which shall fail to receive approval by majority vote at a membership meeting, shall be submitted to mail ballot of the entire membership upon petition by twenty-five members and shall be adopted by majority vote.

#### Article VIII. Meetings.

*Sec. 1. Annual Meeting.* An annual meeting of this Section shall be held at each annual conference of the American Library Association.

*Sec. 2. Special Meetings.* Special meetings of the Section may be called by the Executive Committee and shall be called by the Chairman of the Section upon the written request by twenty-five members. No action shall be taken at a special meeting of the Section on any matter not included on the announced agenda of such special meeting. Notice of special meetings, including an agenda shall be made in an appropriate ALA publication or shall be mailed to all members of the Section at least three weeks prior to the date of such meeting.

*Sec. 3. Quorum.* 25 members shall constitute a quorum.

*Sec. 4. Regional Meetings.* The Executive Committee may arrange for regional meetings with the approval of and in conjunction with regional meetings of the American Library Association or of the Resources and Technical Services Division.

*Sec. 5. Votes by Mail.* Votes by mail may be authorized by the Executive Committee between meetings. Section mail votes shall be conducted under the same requirements as votes at meetings. The Executive Committee shall have authority to set the time limit during which votes will be recorded; but if no such time limit is set, no vote shall be counted unless received within thirty days from the day the text of the ballot or question voted upon was mailed properly addressed to those entitled to vote on the question involved.

#### Article IX. Nominations and Elections.

*Sec. 1. (a)* Prior to each annual meeting of the Section, the Executive Committee shall appoint a nominating committee of five members, no one of whom shall be a member of the Executive Committee, to nominate candidates for elective positions. Members of the Nominating Committee

shall serve for one year and shall not be eligible for consecutive terms.

(b) The Nominating Committee shall nominate candidates from among the membership of the Section.

(c) The Nominating Committee shall present names of candidates in blocks of two names each, and members shall vote for only one name from each block.

*Sec. 2. (a)* The Nominating Committee shall report its nominations to the membership by mail or by publication in an official ALA publication, not less than three weeks before the Midwinter meeting of the Association.

(b) Additional nominations may be submitted in writing by any ten members and shall be filed with the Secretary at least four months prior to the annual meeting. Any such nomination shall be included on the official ballot.

(c) No person shall be nominated by the Committee or by petition whose written consent has not been filed with the Secretary of the Section.

*Sec. 3. (a)* Nominations determined as herein provided shall be placed before the members of the Section on a printed ballot which shall be prepared under the direction of the Nominating Committee and shall be known as the "Official Ballot."

(b) The professional address of each nominee shall be given on the official ballot.

*Sec. 4. (a)* The Executive Committee may, when appropriate, delegate responsibility for elections to the Divisional Elections Committee. Whenever it does not do this, it shall appoint a Special Committee on Elections which shall conduct and record the results of any authorized election.

(b) Arrangements for any authorized election shall provide for a period of at least thirty days following the mailing of ballots to the membership for return of the membership vote.

*Sec. 5.* The candidate receiving the largest number of votes shall be elected and shall be so reported to the Section by the Committee on Elections. In case of a tie vote, the successful candidate shall be determined by lot conducted by the Committee on Elections.

#### Article X. Finances.

All Sectional funds shall be under the control of the Executive Committee and

shall be expended only for purposes specified in approved budgets. The Executive Committee shall specify which individual or individuals shall be responsible for authorizing disbursement of the funds.

#### Article XI. Committees and Projects.

*Sec. 1. Appointments.* All appointments to committees and projects shall be made by the Executive Committee unless otherwise specified. The Executive Committee shall also designate annually a chairman of each committee who shall serve until the adjournment of the annual meeting falling in his term of office or until a successor is designated.

*Sec. 2. Functions.* The Executive Committee shall define the functions of each committee and project, except where it shall have been specifically designated by membership vote, so as to avoid duplication of effort or conflict of responsibility within the Section or with other groups within the ALA. The Executive Committee shall review annually the functions of the various committees and projects established within the Section and shall change or make recommendations for change in assignment of functions as necessary.

*Sec. 3. Standing Committees.* Standing committees shall be established by vote of the membership and shall include the following committees:

Acquisition Policy & Research Committee  
Committee on Reprinting  
Fair Trade Practice Committee  
Information Committee  
Public Documents Committee whose members shall include members of the Section who are also members of the following Divisions: 1. Association of College and Research Libraries; 2. Reference Services Division; 3. State Library Agencies Division. (The RTSD Representative on the Joint-Committee on Government Publications shall be an ex-officio member of this Committee).

Appointments to standing committees shall be made for terms of two years.

Reappointments to a second and third, but not a fourth, consecutive term may be made. The terms of approximately one-third of the members shall expire each year.

*Sec. 4. Projects.* Special projects may be established by membership vote to carry out specific programs, particularly those requiring a special staff, paid or unpaid, and involving the expenditure of funds.

*Sec. 5. Special committees.* All other committees authorized by the Executive Committee shall be special committees. The life of special committees shall be limited to two years unless the membership or the Executive Committee shall provide otherwise except that a Conference Program Committee shall be appointed each year. Members of the special committees shall be eligible for reappointment to consecutive terms except for members of the Nominating Committee. The special committees shall include a Nominating Committee and a Conference Program Committee.

*Sec. 6. Subcommittees.* Standing committees and special committees may establish and appoint the membership of subcommittees to carry out authorized functions of the parent body subject to review of the Executive Committee. Special committees shall stand discharged upon completion of their functions.

*Sec. 7. Membership of Committees.* Only members of the Section may be appointed to membership on committees except that advisory members to serve without vote may be appointed by the chairman of any committee, with approval of the Executive Committee. Members of authorized projects and employees of such projects need not be members of the Section but shall be selected in a manner determined by the Executive Committee.

*Sec. 8. Reports.* The chairman of each standing committee and special committee and the head of each independent project shall report not less frequently than annually on the activity of the body for which he has responsibility. Reports shall be submitted in writing not later than one month prior to the annual meeting. Reports of special and standing committees shall be communicated to the membership at the annual meeting or by publication or in writing prior to the annual meeting.

(a) Individuals responsible for authorization of disbursement of funds shall submit a financial report to the Secretary at regular intervals as directed by the Executive Committee but not less frequently

than semi-annually. A summary of financial statement shall be included in the report made to the membership on the activities of any group authorized to expend funds.

*Sec. 9. Voting.* Votes in the Executive Committee, as well as in other committees established in the Section, may be taken by mail provided all members are canvassed simultaneously. In case of dissent among the members, a second vote shall be taken after each member has been acquainted with the views of every other member, the issue being decided by majority vote. Each committee shall have the authority to set a time limit within which the vote of its members shall be recorded; but if no such time limit is set, no vote shall be counted unless received within thirty days from the date the text of the matter voted upon was mailed properly addressed to those entitled to vote on the matter involved.

#### **Article XII. Vacancies.**

*Sec. 1. Elective Officers.* Vacancies in elective office shall be filled in the following manner:

(a) Chairman. If the offices of both Chairman and Vice-chairman become vacant within the same year, the Executive Committee shall appoint one of its members to act as chairman until a chairman

is duly elected. At the next election two candidates shall be elected, one to take the office of the chairman immediately and to serve for one year, the other to serve as Vice-chairman (Chairman-elect).

(b) Vice-chairman. If the office of Vice-chairman becomes vacant, two candidates shall be elected at the next meeting, one to take the office of chairman immediately and to serve for one year, the other to serve as Vice-chairman (Chairman-elect). If the vacancy occurs between the close of nominations and the adjournment of the annual meeting, the vacancy shall be considered as having occurred in the office of chairman in the following year.

(c) Vacancies occurring in all appointive or elective positions except those of chairman and Chairman-elect during regular terms of office shall be filled by appointment by the Executive Committee for the remainder of the un-expired term or until the next regular election shall elect a successor for the remainder of the unexpired term.

#### **Article XIII. Parliamentary Authority.**

*Sec. 1. Robert's Rules of Order (Revised),* in the latest available edition, shall govern the Section in all cases to which it can be applied and in which it is not inconsistent with these Bylaws or special rules of order of the Section.

### **CATALOGING AND CLASSIFICATION SECTION**

#### **Article I. Name.**

The name of this organization shall be Cataloging and Classification Section of the Resources and Technical Services Division of the American Library Association.

#### **Article II. Object.**

The object of this organization shall be to contribute to library service and librarianship through encouragement and promotion of those activities of the Resources and Technical Services Division of the American Library Association relating to the cataloging and classification of library materials in all types of institutions.

#### **Article III. Relationship to the Resources and Technical Services Division.**

This organization is a section of the

Resources and Technical Services Division of the American Library Association. The constitution and bylaws of that organization and of the American Library Association, as far as they govern sections, shall be considered part of these bylaws.

#### **Article IV. Membership.**

Any member of the Resources and Technical Services Division who shall elect membership in this Section according to the provisions of the bylaws of the Resources and Technical Services Division shall thereupon become a member of this organization.

#### **Article V. Meetings.**

*Sec. 1. Regular and special meetings.* An annual meeting of the Section shall be held at the time and place of the annual conference of the American Library As-

sociation. Special meetings may be called by the Executive Committee and shall be called upon the written request of twenty-five members of the Section.

*Sec. 2. Regional meetings.* Regional meetings may be called by the Executive Committee at the time and place of regional meetings of the American Library Association.

*Sec. 3. Quorum.* Twenty-five members shall constitute a quorum at any meeting of the Section.

*Sec. 4. Notice.* Notice of each meeting, together with its program, shall be mailed to each member at least thirty days prior to such meeting. No business other than that stated in the notice may be transacted at a special meeting.

*Sec. 5. Mail ballot.* Votes by mail may be authorized by the Executive Committee between meetings or when, for reasons beyond the control of the Section, no meeting shall be held during any one year. When no meeting of the Section shall be held during any one year, proposals shall also be submitted to votes by mail at the written request of twenty-five members. Whenever a proposal is submitted by mail, each ballot shall be accompanied by a statement of the purpose of the proposal and the principal arguments for and against its adoption.

Mail ballots shall be conducted in such manner as the Executive Committee shall determine. A copy of the ballot shall be mailed to each member of the Section. A period of at least thirty days from the date of mailing shall be allowed for the return of ballots. A proposal shall be carried if it receives the same proportion of affirmative votes from all the votes cast as would be required to carry the same proposal at a meeting. Unless otherwise specified in the proposal, it shall, if carried, become effective upon publication of the result of the ballot.

#### Article VI. Officers.

*Sec. 1. Enumeration.* The officers of this Section shall be a Chairman, a Vice-Chairman (Chairman-elect) and a Secretary.

*Sec. 2. Terms of office.*

(a) *Chairman.* The Chairman shall serve for one year. He shall not be eligible for the office of Chairman or Vice-Chairman for a period of at least one year following the expiration of his term.

(b) *Vice-Chairman.* The chairman-elect shall serve for one year as Vice-Chairman. At its expiration, or upon the occurrence of a vacancy in the office of Chairman, he shall succeed to the office of Chairman and shall serve until the expiration of the year for which he was elected Chairman.

(c) *Secretary.* The Secretary shall serve for three years.

*Sec. 3. Duties.* The officers shall perform the duties usually pertaining to their respective offices, and such other duties as may be approved by the Executive Committee.

#### Article VII. Executive Committee.

*Sec. 1. Composition.* There shall be an Executive Committee consisting of the officers of the Section, the last retiring Chairman of the Section, the representative of the Section on the editorial board of the journal of the Resources and Technical Services Division, three members-at-large, and the Executive Secretary of the Resources and Technical Services Division. The representative on the editorial board of the Division's journal and the Executive Secretary of the Division shall not have the right to vote.

*Sec. 2. Terms of office.* Members-at-large of the Executive Committee shall serve for three years. They shall be elected for terms expiring in different years.

*Sec. 3. Officers.* The officers of the Section shall *ex officio* be the officers of the Executive Committee.

*Sec. 4. Powers and duties.* The Executive Committee shall have authority over the affairs of the Section during the period between meetings of the Section, provided that none of its acts conflict with or modify any action taken by the Section. It shall perform such other duties as are specified in the bylaws, and shall report upon its work at the annual meeting.

*Sec. 5. Meetings.* The Executive Committee shall meet at the time and place of each meeting of the Section. Special meetings of the Committee may be called by the Chairman and shall be called upon the written request of a majority of the members of the Committee.

*Sec. 6. Quorum.* A majority of voting members shall constitute a quorum of the Executive Committee.

*Sec. 7. Rules of order.* The Executive

Committee may adopt rules for the transaction of its business, provided they do not conflict with the bylaws of the Section.

*Sec. 8. Duties of members.* Each member of the Executive Committee shall perform the duties attached to his membership in the Committee. In case of continued failure of a member to participate in the deliberations of the Committee, the Committee may, by vote of three-fourths of its members, declare the office of such member vacant.

#### Article VIII. Committees.

*Sec. 1. Standing and annual committees.*

(a) *Establishment.* Standing and annual committees may be established by the Section to consider matters requiring continuous or repeated attention by the members.

(b) *Composition.* Unless otherwise provided in the bylaws or by action of the Section, standing and annual committees shall be composed of an odd number of not less than three members, each of whom shall be a member of the Section.

(c) *Terms of office.* Unless otherwise provided for in the bylaws or by action of the Section, members of standing committees shall be appointed for terms of two years, and may be appointed for a second but not a third consecutive term. The terms of approximately one half the members shall expire each year. Members of annual committees shall be appointed for terms of one year.

(d) *Individual committees.* The standing and annual committees shall include the following, with functions, size, and such special regulations as may be deemed necessary to be determined by the Section:

Bylaws Committee	(standing)
Conference Program Committee	
Nominating Committee	(annual)

*Sec. 2. Special Committees.* Committees not authorized as standing or annual committees shall be special committees. Special committees may be authorized by the Section or by the Executive Committee. Without specific authorization by the Section, no special committee shall be continued for more than two years from the time of its establishment.

*Sec. 3. Joint Committees.* The Section may establish joint committees with other sections of the Resources and Technical

Services Division upon notification to the Committee on Organization of the Division. Joint committees with organizations outside the Resources and Technical Services Division may be established only with the approval of the Committee on Organization of the Division.

*Sec. 4. Notification.* The secretary shall inform the Executive Secretary of the Resources and Technical Services Division annually of the establishment, functions, and discontinuance of all committees of the Section.

*Sec. 5. Appointments.* Unless otherwise provided for in the bylaws or by action of the Section, each committee member shall be appointed, with the approval of the Executive Committee, by the Vice-Chairman (Chairman-elect), or the Chairman, under whose term of office as Chairman the member shall commence his service.

*Sec. 6. Transaction of committee business.* A majority of members, but not less than three, shall constitute a quorum. Votes may be taken by mail, provided all members of the committee are canvassed simultaneously. In case of dissent among members, a second vote shall be taken after each member has been acquainted with the views of every other. Each committee shall have the authority to set a time limit within which the votes of its members shall be recorded.

*Sec. 7. Reports.* Unless otherwise specified in the bylaws of the Section or in the act authorizing the committee, each committee shall report on its work at least once annually. Copies of the report shall be transmitted to the Chairman of the Section and to the Executive Secretary of the Resources and Technical Services Division at least 30 days prior to the annual meeting.

#### Article IX. Nominations and Elections.

*Sec. 1. Nominations.* Candidates for elective offices in the Section shall be presented by the Nominating Committee. Other nominations may be submitted in writing by any ten members and shall be filed with the Chairman of the Section and the Executive Secretary of the Resources and Technical Services Division at the time prescribed by the American Library Association. Any such nominations shall be included in the official ballot.

No candidate shall be presented who has not consented in writing to his candidacy. No candidate shall be presented who is not a member in good standing at the time of his nomination.

*Sec. 2. Nominating Committee.*

(a) *Appointment.* The Nominating Committee shall be appointed for a one-year term ending with its final report to the membership. No member of the Executive Committee shall be appointed to the Nominating Committee. Members of the Nominating Committee, upon expiration of their terms, shall not be eligible for immediate reappointment.

(b) *Duties.* The Nominating Committee shall present at least two candidates for each office in the Section to be filled at the next election. It shall select the candidates in such manner as to assure as broad a representation as possible of different types and sizes of libraries, types of service, and of the geographic distribution of the membership. The Committee shall report nominations to the Chairman of the Section and to the Executive Secretary of the Resources and Technical Services Division, simultaneously, and at the time prescribed by the American Library Association.

*Sec. 3. Notice.* Each member of the Section shall be notified by mail of the nominations for elective office in the Section, as provided in the bylaws of the American Library Association.

*Sec. 4. Elections.* Elections shall be conducted in the manner provided for in the bylaws of the Resources and Technical Services Division and of the American Library Association.

*Sec. 5. Extraordinary Circumstances.* If, for reasons beyond the control of the Section, no annual meeting is held in any one year, terms based on the date of the annual meeting shall be determined by the anniversary of the last annual meeting at which an election was reported, unless a different date is authorized by the Resources and Technical Services Division. The election results shall be mailed to each member.

**Article X. Vacancies.**

*Sec. 1. Elective offices.* Vacancies in elective offices shall be filled in the following manner:

(a) *Chairman.* If the offices of both

Chairman and Vice-Chairman become vacant within the same year, the Executive Committee shall appoint one of its members to act as Chairman until a Chairman is duly elected. At the next election two candidates shall be elected, one to take the office of Chairman immediately and to serve for one year, the other to serve as Vice-Chairman (Chairman-elect).

(b) *Vice-Chairman.* If the office of Vice-Chairman becomes vacant, two candidates shall be elected at the next election, one to take the office of Chairman immediately and to serve for one year, the other to serve as Vice-Chairman (Chairman-elect). If the vacancy occurs between the close of nominations and the adjournment of the annual meeting of the Section, the vacancy shall be considered as having occurred in the office of Chairman in the following year.

(c) *Members-at-large of the Executive Committee.* If the office of a Member-at-Large of the Executive Committee becomes vacant, a Member-at-Large shall be elected at the next election to complete the unexpired term.

(d) *Secretary.* If the office of Secretary becomes vacant, a Secretary shall be elected at the next election to complete the unexpired term.

(e) *General provisions.* If the successful candidate for an elective office has died, or has withdrawn his candidacy, between the close of nominations and the adjournment of the annual meeting, the resulting situation shall be considered as a vacancy having occurred during the term for which he was elected.

*Sec. 2. Committees.* Vacancies in committees shall be filled by the Chairman of the Section with the approval of the Executive Committee.

**Article XI. Amendments.**

*Sec. 1. Proposals.* Amendments to the bylaws may be proposed by the Executive Committee, by an appropriate standing committee, or by petition signed by ten members of the Section. Proposed amendments shall be presented in writing to the Chairman at least three months prior to the meeting at which they are to be acted upon; they shall then be referred by him to an appropriate committee, which shall report upon them at a meeting of the Section.

*Sec. 2. Notice.* A copy of any proposed amendment shall be mailed to each member at least thirty days prior to the meeting at which it is to be acted upon.

*Sec. 3. Voting.* The bylaws may be amended by a two-thirds vote of the members present and voting at any meeting of the Section.

#### Article XII. Terms.

*Sec. 1. Membership year.* The membership year shall be the calendar year.

*Sec. 2. Fiscal year.* The fiscal year shall be that of the Resources and Technical Services Division.

*Sec. 3. Election year.* The term of office for elective positions shall be the period beginning with the adjournment of the annual meeting at which the election of the incumbents is reported and ending with the adjournment of the annual meeting at which the election of succeeding officers is reported.

*Sec. 4. Committee year.* Unless otherwise provided for in the bylaws or by action of the Section, the appointive year for committee members shall be the same as the election year.

#### Article XIII. Notice by Mail.

Publication of notices in the journal of the Resources and Technical Services Division or in the *A.L.A. Bulletin* shall be considered sufficient to fulfill the requirement of notice by mail.

#### Article XIV. Parliamentary Authority.

*Robert's Rules of Order (Revised)* in the latest available edition shall govern the Section in all cases to which they can be applied, and in which they are not inconsistent with the bylaws or special rules of order of the Section.

#### Article XV. Temporary Provisions.

These bylaws shall be in full effect upon the adjournment of the annual meeting at which they are adopted. Adoption shall be by affirmative vote of two-thirds of the members present at such meeting.

Officers whose election is announced at the meeting at which these bylaws are adopted shall thereupon assume the offices for which they have been elected. The office of Secretary shall be assumed by the Treasurer of the former Division of Cataloging and Classification, who shall serve until the expiration of the term for which he was elected.

### COPYING METHODS SECTION

#### Article I. Name.

*Sec. 1.* The name of this body shall be the Copying Methods Section, a section of the Resources and Technical Services Division of the American Library Association.

#### Article II. Object.

*Sec. 1.* To promote the usefulness of photocopying and other duplicating processes in library work; to publicize new developments in copying methods; to interpret library needs to manufacturers and suppliers of copying equipment and materials.

#### Article III. Relationship to Resources and Technical Services Division.

*Sec. 1.* The Constitution and Bylaws of the Resources and Technical Services Division, as far as they govern its sections, shall be considered part of these Bylaws.

#### Article IV. Membership.

*Sec. 1.* Any member of the Division who shall elect membership in this Section according to the provisions of the Bylaws of the Division shall therefore become a member of this Section.

#### Article V. Meetings.

*Sec. 1.* An annual meeting of this Section shall be held at each annual meeting of the American Library Association. Special meetings may be called by the Executive Committee.

#### Article VI. Officers and Committees.

*Sec. 1. Officers.* The officers of this Section shall be a Chairman, Vice-Chairman (Chairman-Elect), and a Secretary. The Vice-Chairman (Chairman-Elect) and the Secretary shall be elected by mail vote of the Section; the Vice-Chairman (Chairman-Elect) for a term of one year in each

capacity; and the Secretary for a two-year term.

*Sec. 2. Executive Committee.* The Executive Committee shall consist of the officers of the Section, the immediate past Chairman, and one member elected at large by the membership for a two-year term. The Secretary and Board Member are to be elected in alternate years. The Executive Secretary of the Resources and Technical Services Division shall be an ex-officio member, without vote, of the Executive Committee.

*Sec. 3. Duties.* The Chairman, Vice-Chairman (Chairman-Elect), and the Secretary shall perform the duties pertaining to their respective offices and such other duties as may be designated by the Executive Committee. The Chairman, for the Executive Committee, shall report annually to the membership.

*Sec. 4. Appointments.* The Executive Committee shall appoint all other officers and all committees of the Section, not otherwise provided for.

*Sec. 5. Terms of Office.* All officers and all elected members of the Executive

Committee shall serve until the adjournment of the annual meeting in the final year of their terms of service.

#### Article VII. Amendments.

*Sec. 1.* These Bylaws may be amended by a majority vote of those members present and voting at any general meeting.

#### Article VIII. Nominations and Elections.

*Sec. 1.* Elections shall be conducted in the manner provided in the Bylaws of the Division.

#### Article IX. Committees and Projects.

*Sec. 1.* The Executive Committee shall define the functions of committees and appoint members of the Section to serve.

*Sec. 2.* The chairman of each committee shall submit a written report of activity to the Chairman of the Executive Committee before the annual meeting.

#### Article X. Vacancies.

*Sec. 1.* Vacancies in elective offices will be filled in the manner prescribed by the Division Bylaws.

### SERIALS SECTION

#### Article I. Name.

The name of this organization shall be the Serials Section of the Resources and Technical Services Division of the American Library Association.

#### Article II. Purpose.

(a) To assemble and distribute information concerning serials literature by reports and free discussion at general meetings and through publication.

(b) To encourage specialized training for librarians in the field of serials.

(c) To coordinate the activities within the Resources and Technical Services Division and within the American Library Association with respect to serials.

#### Article III. Officers and Executive Committee.

The officers of the Serials Section shall be a Chairman and a Vice-Chairman (Chairman-Elect), with terms of one year

each; and a Secretary, with a term of two years. (In the case of resignation or death of the Vice-Chairman or of the Secretary, an alternate shall be appointed until a successor can be elected). The Executive Committee shall consist of the Officers, the immediate past Chairman, and two members at large (elected in alternate years, for a two-year term). The Editorial Representative of the Section and the Executive Secretary of the Resources and Technical Services Division shall be non-voting members of the Executive Committee.

The duties of the Officers and the Executive Committee shall be such as are specified in the parliamentary authority adopted by the Division.

#### Article IV. Membership.

The membership shall be confined to members of the Resources and Technical Services Division of ALA who elect to affiliate with the Section.

#### Article V. Meetings.

The annual meeting shall be held in connection with the annual conference of the American Library Association. A quorum shall consist of twenty members. Other meetings may be called by vote of the Executive Committee.

#### Article VI. Elections.

The elections shall be conducted in accordance with the Bylaws of the American Library Association and the Resources and Technical Services Division, respectively.

#### Article VII. Committees.

The standing committees shall be appointed by the Chairman-Elect of the Section and shall serve as indicated. The

following standing committees are authorized:

- Nominating (for one year)
- Bylaws (for two years)
- Editorial (for two years)
- Policy and Research (for two years)

Special committees may be appointed by the Chairman as needed, or at the request of the Executive Committee.

Conference Program Committee shall consist of the Section Chairman and such other members as he may desire to appoint.

#### Article VIII. Amendments.

Bylaws may be amended or adopted by a majority of the members present at an annual meeting of the Serials Section.

### *Alice Charlton and Clyde Pettus Retire*

1957 saw the retirement of two women who have served the Division and the profession long and effectively.

Clyde Pettus, after cataloging experience including being head of the Catalog Department at the Atlanta Public Library, has taught at Emory University since 1931. It has been estimated that she has taught 90% of that school's library graduates. She has also been active in the Catalog Division under its various names, serving as Council member and on innumerable committees; she was the organizer and is a loyal member of the Georgia Catalogers; she has been a leader in the professional fields of cataloging, classification, book arts, and library education, speaking and writing on these subjects.

Alice Charlton, except for four years in the Minneapolis School System, has stayed loyal to cataloging, says, "After forty years of it, I still recommend cataloging with enthusiasm." Her varied experience has taken her from one coast to the other, the longest stops being as Head Cataloger at the Crerar Library in Chicago and at Stanford University. She has been active in professional organizations, serving in many capacities, including chairman of various regional cataloging groups and as the over-all Division Chairman of the Regional Groups.

Both of these retirees sound busier than ever, travelling, working on special projects, hiking, generally enjoying themselves. Their business addresses have changed, but we are counting on their continuing in professional and organizational activities.