

# LIBRARY RESOURCES AND TECHNICAL SERVICES

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# Alexander J. Rudolph and his "New Method of Cataloging"\*

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JIM RANZ, *Director*  
*University of Wyoming Library*  
*Laramie*

AS THE MEETINGS of the American Library Association in San Francisco in 1891 were drawing to a close, one of the host librarians, J. V. Cheney of the local Public Library, made a dramatic announcement:

*To the Members of the American Library Association in Convention.* It seems not quite right to allow the librarians to return to their several places of toil without mention of a matter that may considerably affect their plans for future catalog work. Though it is impossible to give details for perhaps six months to come, a general statement will suffice by way of notice. Mr. A. J. Rudolph, first assistant librarian of this library, will bring out at an early date a new method of cataloging, the adoption of which bids fair to amount to something like a revolution; this for the following reasons:—

1. It does away with that very cumbrous thing, the card catalog.
2. It renders unnecessary the printing of catalogs and bulletins in volume form.
3. The pen is pretty much dispensed with, the most of the work not only being printed as it proceeds, but the subject-headings and the subdivisions being distinguished by colored inks.
4. It solves the long-standing problem of a universal catalog.
5. The method insures not only economy, but accuracy and fullness hitherto impossible.
6. It insures speed, one assistant being able to do the work of five using the old methods. Books arriving in the morning can be fully cataloged the same day, and the catalog put before the public.

I have said that the new method will accomplish these rather astonishing things. I believe it will, and, acting on the belief, I have suggested to our own Board of Trustees the advisability of delay in further printing until the time is ripe for a thorough examination of it. Fraternaly yours, J. V. Cheney.<sup>1</sup>

Cheney stated that he was not free to divulge the exact nature of this remarkable invention since many of the patents had not yet cleared. Because of the extraordinary nature of the claims made, however, he had wisely taken the precaution of showing the system to the highly-respected President-Elect of the American Library Association, William I. Fletcher,

\* Paper presented at the joint meeting of the Resources and Technical Services Sections of the Iowa and Nebraska Library Associations, October 20-21, 1960.

Librarian of Amherst College, who then took the floor to make the following statement:

You will at once see that I am put in an embarrassing position by being called upon to say whether the claims made in this document are justified. I am not prepared to accept that position. Like the man who was to stand in front of the cannon and catch the ball, I feel like saying, "Touch it off easy." All I am prepared to say now is that it has commended itself to me as worthy of the claims of those interested in it. How far those claims will be substantiated remains to be seen. But I should probably claim as much for it if it was of my own contrivance.<sup>1</sup>

The delegates in all probability took this restrained comment by Fletcher as high praise, for he had but recently assisted Poole in compiling the third edition of the *Index to Periodical Literature* and was about to bring out under his own editorship the first edition of the *A.L.A. Index*.

It is interesting to consider what the reactions of the assembled delegates must have been to Cheney's startling announcement. Many of the founders of the American Library Association were in attendance at San Francisco that year—R. R. Bowker, C. A. Cutter, Samuel Swett Green, and William F. Poole, to list but a few. During the almost half century that several of them had been engaged in library work, cataloging had been by all odds their foremost problem.

Contributing in large measure to the cataloging problem of that day was the rapid accumulation of books. In 1850 there was not a single library in the land with 100,000 volumes, only five with over 50,000 volumes, and but nine with over 25,000 volumes.<sup>2</sup> As the century drew to a close, America acquired its first 1,000,000 volume library—the Library of Congress—and had no fewer than fifty-two libraries with over 100,000 volumes.<sup>3</sup>

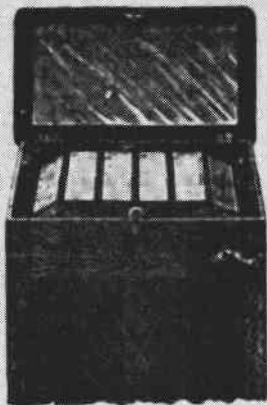
This rapid growth of libraries, so encouraging in other respects, eventually rendered traditional cataloging practices obsolete. The printed book catalog, which had served libraries so long and so well, was simply unable to adjust to rapidly-expanding collections—it was always in arrears. In efforts to salvage the printed book catalog, libraries experimented with numerous innovations. Adopted by various libraries with indifferent success were printed supplements to the full printed catalog, periodically issued bulletins of current acquisitions, printed catalogs of the most used parts of the collections, printed catalogs published in parts, and condensed lists and indexes to be used in conjunction with card catalogs. But, eventually, the printed book catalog in all its various forms was forced to give way. During the last decade of the nineteenth century, only three major libraries published complete book catalogs of their collections—Peabody Institute in Baltimore, Carnegie Library in Pittsburgh, and the Surgeon-General's Office in Washington, D. C.<sup>4</sup>

The printed book catalog was, of course, rapidly being displaced by the catalog on cards, which by 1875 was widely, although reluctantly, used by libraries. Much of the dissatisfaction with the card catalog stemmed from its incomplete development. Means of insuring that the cards would

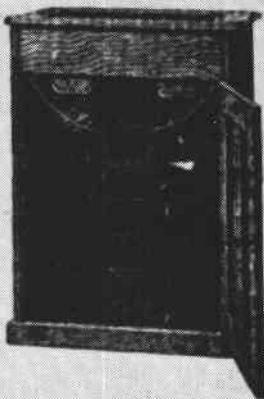
THE LIBRARY JOURNAL

# THE RUDOLPH CONTINUOUS INDEXER.

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The Capacity of the INDEXER is 53,400 volumes, averaging two lines to a title.

The INDEXER stands 42 inches high and is 20 inches wide by 30 inches broad.

We shall be pleased to give further information and list of testimonials from leading librarians.

Through the courtesy of the American Library Association the INDEXER is now on exhibition with the Bureau of Education's exhibit in the Government Building at the World's Columbian Exposition.

**RUDOLPH INDEXER CO., Masonic Temple, CHICAGO.**

Photo from *The Library Journal*

The Newberry Library in Chicago has one of these ingenious machines.

not be misfiled, removed, or stolen were still unperfected. So, too, were guide cards, follower-blocks, and other devices which eventually would render the card catalog quite useable. Finally, the cards, being in manuscript, were in a relatively unfamiliar form. In the words of Joseph Green Cogswell of the Astor Library, "such a catalog is, of course, only fit for the use of the officers of the Library."<sup>5</sup> Most library patrons were inclined to agree. The *Boston Transcript* professed to speak for all of them when it stated in 1881:

It is not necessary to describe a "card catalogue," since every frequenter of any library . . . in which it is in use knows to his sorrow exactly what it is, and that it has wasted more of his time in the invention of becoming epithets in its condemnation than he has given to the books consulted through its use.<sup>6</sup>

There was another development during the latter half of the nineteenth century which had perhaps even more significance for cataloging. This one involved a change in the basic function of the catalog. In 1850 most librarians would have agreed that the purpose of a catalog was primarily to enable the reader to determine what books were in the library—to serve as a "finding list." Gradually, however, the catalog was expected not only to reveal what books were in the library but also what was in those books—their subject content. And there were even those librarians who believed that still another dimension should be added to the catalog—descriptive and critical annotations of the books. It was not enough, they said, to leave the reader to an uninstructed choice among the several books on various subjects. Such basic changes in the nature of the catalog understandably greatly increased the costs and the difficulties of compiling and printing catalogs.

As the delegates to the San Francisco Conference listened to the description of Rudolph's "new method of cataloging," they were acutely aware of all the cataloging problems described above. They must have recalled that it was primarily in the hope that these cataloging problems could be solved jointly that they had formed the American Library Association fifteen years previously. They must also undoubtedly have remembered that one of their first acts as an Association was to form the Co-Operation Committee, under the chairmanship of Cutter, and to charge it explicitly with the task of developing some form of cooperative or centralized cataloging. Lastly, they were certainly aware that all of the Association's many efforts to solve the cataloging problems in the preceding years had largely come to nought. There is little wonder, then, that the delegates departed for their homes in varying states of hopefulness, disbelief, and confusion.

The library profession at large heard nothing more about the "new method of cataloging" until the following spring. On May 7, 1892, the *San Francisco Chronicle* carried an apparently authorized account of the invention.<sup>7</sup> One week later the American Library Association convened for its fourteenth annual conference in Baltimore. There, for the first time, librarians heard a full account of the invention—and from no lesser

a person than the President of their association—William I. Fletcher. Mr. Rudolph's invention, Fletcher stated, "is a new method of arranging, not of making, catalogs."<sup>8</sup> Mr. Fletcher then proceeded to describe the invention.

The Rudolph Indexer, as the invention was termed, was truly an ingenious device. Its basic element was a sheet of pressboard, sixteen by four inches, with metal edges grooved for the ready receipt of entries in card or slip form. Some 350 of these pressboards, joined together in an endless chain, were stacked compactly in the lower portion of a wood cabinet forty-two inches high, twenty inches deep, and thirty inches wide. Near the top of the cabinet were two hexagonal drums over which the file of pressboards could be drawn, in either direction, by revolving a crank. Through a plate glass cover on top of the machine five of the pressboards could be viewed at one time as they passed over the top of the drums. Each pressboard accommodated about thirty-five entries averaging four lines in length. Thus, the capacity of the machine was about 12,000 entries of which 175 could be viewed at one time.

From Fletcher's description of the Rudolph Indexer, it must have been apparent to all except the most naive that the original claims made for the machine could in no way be substantiated. Shortly, an editorial appeared in the *Nation* which took Rudolph and his supporters sharply to task:

It turns out that the invention is not a new method of cataloguing at all, but a new way of holding the catalogue after it is made. . . . It will take just as long to prepare the catalogue as before; there is no saving in brain-work, no saving in investigation, no saving in pen-work or type-writing or printing. . . .<sup>9</sup>

The editorial also noted that, most seriously, the machine could be used by but one reader at a time.

A few weeks later Rudolph replied to these charges in the columns of *Nation*. In answer to the argument that there was no saving in time, brain-work, and investigation, Rudolph simply replied that in the San Francisco Public Library the saving was "greater even than was anticipated," and that it could "be appreciated only by actual use of the machine."<sup>10</sup> To the charge that there was no saving in "pen-work, or type-writing, or printing," Rudolph described their procedures of cataloging:

The entries for the machine are clipped from library catalogues and publishers' lists of recognized authority, pasted upon cardboard prepared for the purpose, then inserted in the linked plates. The plates, being easily put in or taken out of the machine, this work is done at the cataloguer's table, and when finished, inserted in the machine. No calculation need be made for space for future entries, as all the insertions are movable, and new plates may be put in wherever it is necessary. By using printed matter already carefully revised, greater legibility and accuracy are secured, in addition to the speed. To facilitate the cutting of the entries for insertion, we use a machine which separates neatly single nonpareil lines though the spacing be less than one sixty-fourth of an inch.<sup>10</sup>

In an editorial in September of this same year, 1892, the *Library Journal* observed:

We should have supposed that the time required for hunting up the entry in catalogs and publishers' lists of recognized authority, and hunting up, be it remembered, several copies, one for the author and the others for the various subjects under which the book must be entered, and the time spent in cutting them out and pasting them upon cardboard, this we should have supposed would be longer than the time of writing the titles upon cards, even in the best library hand.<sup>11</sup>

Such were the criticisms of the Rudolph Indexer prior to its appearance. Upon seeing it, however, many librarians were inclined to improve their judgment of the machine. The editors of the *Library Journal*, after viewing it, wrote in their March issue:

We have had an opportunity of inspecting the perfected Rudolph catalog machine, and we find it a work of great ingenuity, a remarkable adaptation of means to ends, in which the evident expenditure of a great deal of thought has led to a result at once so simple and so apt that the inconsiderate public will think it required no thought at all. It may work a great revolution in cataloging, or rather in the method of presenting the catalog to the public, for cataloging proper is not affected by it in the least. . . .<sup>12</sup>

In the summer of this year the library profession at large was permitted to view the indexer for the first time at the A.L.A. exhibit at the World's Fair in Chicago. The *Library Journal* summarized the delegates' reactions thus:

No single object shown interested so many people so much as the Rudolph catalog machine. . . . The extravagant claims at first made for this machine, the ridicule with which they were met, the feeling which has been growing in many minds that in view of its achievements and possibilities the original claims, certainly not sustainable literally, were not so absurd as they at first appeared to be, made many look closely at the specimen which they then saw for the first time, try it in every way, and discuss it thoroughly with each other. The general result of these debates seems to be that the machine has a very great advantage over the usual card catalog . . . in presenting many titles to the eye at once; that its manipulation, though not yet altogether agreeable, will be much less annoying to the public than picking over cards; that it is as easy to keep in alphabetical order to the latest date as the cards. . . .<sup>13</sup>

With this encouragement, Rudolph put his Indexer into commercial production. His first advertisement appeared in the June issue of the *Library Journal* for 1893.<sup>14</sup> The San Francisco Public Library announced in March of this same year that the Indexers were being installed there.<sup>15</sup> Other libraries soon followed suit. In a survey of library practices in 1894, Lane reported that the Indexer was used or being seriously considered for use in the Brooklyn Library; Detroit Public; New Haven, Connecticut, Free Public Library; Newberry Library; Enoch Pratt Library; Stanford University; Oakland, California Public Library. Even the redoubtable

Cutter was considering its use in the Forbes Library in Northampton, Massachusetts.<sup>16</sup>

In December of 1893 Rudolph also announced that he would shortly begin to furnish printed catalog cards, under the direction of Charles A. Cutter, for use with the Indexer.<sup>17</sup> He intended to begin with the "A.L.A. Model Library" and some other libraries which had given him commissions to catalog their books. Ultimately, he intended also to publish cards for all new books published in the United States and England. For the time, this was a most ambitious scheme, indeed.

From the outset things did not go well for Rudolph. Simultaneous with his announcement of a plan for printing cards, the Library Bureau announced a similar scheme, with the result that Rudolph's plan never got off the ground.<sup>17</sup> Advertisements of his Indexer, which by now was also available in book and drawer form, ceased to appear in the *Library Journal* after April of 1894, although the machine was certainly available after that date.<sup>18</sup> One year later, in April, 1895, Thomas Kane & Company announced that they were taking over the sale of the Rudolph Indexers.<sup>19</sup> Kane fared little better. George E. Wire, in his report on classification and cataloging at the A.L.A. Conference of 1898, reported that "the Rudolph Indexer, from which so much was expected . . . has failed even in its new home."<sup>20</sup> He had reference to the Newberry Library where both Cheney and Rudolph had gone as Librarian and Assistant respectively.

The reasons for the failure of the Rudolph Indexer are, frankly, not well documented. It was evident from the first, of course, that the Indexer was merely a means of presenting the catalog, and did nothing for the basic problem of compiling the catalog. The Indexer did have one of the great merits of the book catalog—the simultaneous view of many entries—combined with the great advantage of the card catalog—the facility for being kept current with the latest acquisitions. Unlike the book catalog, however, it could not be taken from the building and was available in only one copy. And unlike the card catalog, it was not nearly so flexible. Its great and probably fatal defect was that only one reader could use it at a time.

Rudolph did not permit the failure of his Indexer to discourage him for long. In the March, 1889, issue of *Library Journal*, he had an article entitled "The Blue-Print Process for Printing Catalogs."<sup>21</sup> This novel plan, he proclaimed, would enable libraries to publish "a complete catalog of their books at short periods, say every six months, or even at shorter intervals." More importantly, "its wonderful simplicity makes it possible for each library to do its own printing." Once more, the resourceful Rudolph was off and running.

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### MISSES PRESSEY AND KENTON LEAVE DEWEY OFFICE

Julia C. Pressey and Alice M. Kenton retired June 30 from the LC Decimal Classification Office after 29 and 31 years of service. The *LC Information Bulletin*, in announcing their retirement, said, "In various capacities, the two have had more to do with the details of Dewey Decimal Classification and its use than any other living persons." They were dined, wined, and gifted by their LC colleagues and the Forest Press (publishers of Dewey).

Hard on this event, at the ALA Conference, Miss Pressey was awarded the Melvil Dewey Medal "for her outstanding achievements in the field of classification." The Citation said, "She undoubtedly did more than any other person to further Melvil Dewey's dream of uniformity in the use of classification numbers through her assignment of DC numbers on LC cards, through editing *Notes and Decisions on the Application of the Decimal Classification*, and through consulting with and advising librarians on the interpretation and application of the Decimal Classification."

The gratitude and congratulations of all of us go with both ladies. We hope that they thoroughly enjoy their new lives in their new home in Claremont, California.

# John William Cronin

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BELLA E. SHACHTMAN, *Chief  
Catalog & Records Section  
United States Department of  
Agriculture Library, Washington*

*The Margaret Mann Citation in Cataloging and Classification is awarded in 1961 to John W. Cronin in recognition of a distinguished career devoted to the development of centralized cataloging and bibliographical services. As administrator, as bibliographer, as consultant, he has contributed notably and uniquely to the identification and the satisfaction of the bibliographical needs of librarians and scholars.*



John W. Cronin

WHEN JOHN W. CRONIN planned for his future career, he had no idea what that career would turn out to be. Born in Lewiston, Maine, he grew up in that state and received his Bachelor of Arts degree from Bowdoin College. Law was the career he had in mind for the future, so it was natural that he should come to the Nation's capital to attend Georgetown University from which he received the Bachelor of Laws degree. It was while he was attending Georgetown that Mr. Cronin took his first position in the Library of Congress. Then, just as now, college students needed money, and this was a way to earn what was needed, and at the same time

to be in a institution where he had at his fingertips legal bibliographical treasures into which to delve.

With a law career still in the forefront of his mind, Mr. Cronin became a member of both the Maine and District of Columbia Bars, while continuing his work in the Library of Congress. He progressed from his first position as an assistant in the Card Division, to Assistant Chief, and later, Chief of that Division. As his new-found career progressed, he found himself becoming more and more interested in and fascinated by libraries and the problems they face; in fact, his interest was such that the American Library Association was the first professional association he joined. The challenge of library problems was one that John's superbly logical mind could not ignore. Recognizing the capabilities of this mind, the dy-

namic physical drive which could not rest until solutions to problems were found, and the outstanding leadership which Mr. Cronin exhibited, the administration of the Library of Congress promoted him to Assistant Director and then to Director of the Processing Department, the position which he holds today.

To visit John in his office is always a delightful experience. His warm greeting and cordiality make one feel at home immediately. He is so interested in whatever his visitor wishes to discuss that he gives the impression of having all the time in the world, regardless of deadlines which he must meet. Apart from the library, his hobby is raising flowers—lucky are those who have received bunches of his beautiful pansies.

Although John Cronin has modestly kept himself in the background as far as publicity in library circles has been concerned, his name has become a familiar one to librarians and all other book people. Sitting quietly at some large open meeting during an ALA conference, he has been described as looking like a cherub with not a care in the world. But looks are deceiving; and while the meeting was in progress, thoughts were milling in his mind which eventually resulted in tools of major usefulness being made available to catalogers and to the entire world of scholarship. At smaller committee meetings, "cherub" is perhaps not the best word to describe John. It is at these that his inquiring mind leads him to ask the questions which must be asked, and that his forceful and understanding leadership is so effectively displayed in order to help his national library meet the needs of librarians on a world-wide basis.

Mr. Cronin has been largely responsible for the development of such Library of Congress publications as: the monumental 167 volume *Catalog of Books Represented by Library of Congress Printed Cards* with its 42-volume supplement, *Books: Authors*, and its transition to the international basic library tool, the *National Union Catalog; Books: Subjects* which he is continuing to study to make even more effective and useful; *New Serial Titles* which has become a "must" publication for major libraries of various kinds; *East European Accessions Index*; and the *Monthly Index of Russian Accessions*. He has been the driving force behind the movement to develop catalog rules for non-book materials, and has been responsible for extending the Library of Congress printed card service to publications in Chinese, Japanese, Korean, and Arabic. John Cronin introduced to the library world the system of mounting cards for offset reproduction used in the production of book catalogs and accessions lists, and he keeps abreast constantly with new technical developments in this area. He was a leading figure in the establishment of the Microfilming Clearing House and continues to cooperate in microfilming projects. With his support, the Preassigned Card Number Project and the All Books Program were developed, making life easier for catalogers in all parts of the world.

Largely because of Mr. Cronin's leadership and encouragement, the Cataloging in Source experiment was undertaken by the Library of Congress. Although this project was not continued, John could not allow

catalogers to lose all of value from this project. He worked closely with the R. R. Bowker Company, and as a result, Library of Congress cataloging information is being published in *Publisher's Weekly*. Not content with this, he is now exploring with book publishers and dealers how they can supply the books libraries order, with complete sets of catalog cards enclosed.

The list of Mr. Cronin's successful accomplishments on behalf of cataloging, catalogers, and libraries in general could go on and on. Suffice it to say that, even at the moment this is being written, along with many other projects such as the third edition of the *Union List of Serials*, he is deeply involved in and concerned about the development of the new *Code of Cataloging Rules*, not only from the viewpoint of the Library of Congress, but even more from the viewpoint of all libraries.

Over the years, John Cronin has worked closely in advisory and planning capacities with various library associations, but with none has he worked so arduously as with the American Library Association. Within the American Library Association, he has been most closely identified with the Cataloging and Classification Section, and, within that section, with the Cataloging Policy and Research Committee—a committee with which he works strenuously, and one which he continuously inspires to carry out projects which will benefit the entire cataloging community.

Because of these many and varied accomplishments, because libraries on an international basis have been assisted in ways which would not have been possible without him, and because he encourages his staff to become leaders in the field of librarianship, all members of the profession join his friends in rejoicing that the 1961 Margaret Mann Citation has been awarded to John W. Cronin.

### MARGARET MANN CITATION

Suggestions for the 1962 recipient of the Margaret Mann Citation are requested by the Committee on the Award. The Citation is awarded for "significant professional achievement in the fields of cataloging and classification," for a notable publication, or for an outstanding contribution in teaching, new techniques, or the activities of a professional cataloging association.

According to the new ground rules laid down at the Cleveland Conference, the recipient should have performed this outstanding service within the past five years, but need not be an A.L.A. member, nor a United States citizen.

Please submit your suggestions before January 1 to

Roger P. Bristol, Chairman,  
Margaret Mann Award Committee  
Alderman Library  
Charlottesville, Va.

# Cataloguing and Reclassification in the University of Toronto Library, 1959 / 60

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LORNA D. FRASER

*Assistant Librarian and Head of the Cataloguing Dept.  
York University, Toronto; formerly Head, Catalogue Dept.  
University of Toronto Library*

IN 1956 the University of Toronto Library was requested to consider the effect upon its facilities and services of a doubling in size of the University within a period of about ten years. The implications of this anticipated development were enormous. As the University proceeded with its plans to accommodate an enrolment of 23,000 students, the Library attempted to foresee the demands that would be made upon it, and to assess its ability to provide the materials and services necessary to support not only expanded teaching programs at all academic levels, but also the increasingly wider scope of scholarly research within its own community as well as in other academic communities in Canada which rely heavily upon the rich resources of the University Library.

Provision of effective means of bibliographic control presented formidable problems. The University Library's collection then numbered almost 800,000 items, and its resources were supplemented by more than fifty other collections acquired and administered by the federated universities, colleges, and the various faculties, departments, institutes, and schools which together comprise the University, bringing total campus holdings to approximately one and a quarter million volumes. Clearly, these collections would be vastly enlarged. Special or separate facilities might be required for undergraduates, or for certain subject areas, such as biological and medical sciences. The need for a storage library or storage library techniques, might arise for out-of-date or little-used materials. In a highly decentralized system of libraries some form of centralized processing might become an economic necessity and some form of union catalogue a desirable source of information concerning campus holdings. The need for adequate methods of bibliographic control could not be ignored, and the Library was forced to evaluate the effectiveness of its traditional methods of cataloguing and classification to meet these new situations.

The University Library's collection was classified according to a local scheme consisting of broad classes and sub-classes for which no written schedules existed. Sub-arrangement by author and title was achieved by the use of Cutter numbers for perhaps half of the collection, while for the remainder it was dependent upon the accuracy of the library staff responsible for shelving the books according to entry information on the book-card. In addition to overcoming difficulties in determining the scope

of broad classes, cataloguers often found it necessary to re-Cutter many old titles in order to insert one new one in its proper alphabetical position. Local practices pervaded the dictionary catalogue, also, and the savings usually realized by the use of standard rules and Library of Congress cards were thereby limited. Failure to apply local policies and decisions consistently had led to serious inconsistencies on the shelves and in the catalogues. All this, together with a high rate of staff turnover in recent years, led to an inevitably slow rate of cataloguing, as a result of which there developed a disturbing backlog of uncatalogued materials.

That its methods were both expensive and inadequate to serve the needs of scholarship the Library was well aware, and this knowledge was also shared by many of its users. Little hope could be entertained, therefore, that with its existing systems the demands of the future would be met. Yet the possibility of obtaining the financial assistance necessary for any drastic change seemed remote indeed at that time. Nevertheless, steps were taken within the next two years to investigate the solutions to like problems reached by certain North American libraries already existing under conditions similar to what our own might be ten years hence and offering services such as we might be expected to provide. At the same time the University's Presidential Advisory Committee on the Planning for Future Library Facilities began an intensive study of the Library and its needs. Convinced that a major change in methods of cataloguing and classification were not only essential but feasible, this Committee ultimately recommended that the University Library adopt the Library of Congress classification scheme as soon as possible. With the assurance that the necessary funds would be available, the Library Committee of the Senate voted unanimously in favour of the recommendation in February, 1959.

### *Basic Policies*

Encouraged to anticipate the Library Committee's action, the Library in the previous December had agreed upon basic policies to be adopted. Its plan of action embodied as its principal policy the simultaneous adoption for all new acquisitions of the Library of Congress classification scheme, the ALA's rules for entry, and the Library of Congress rules for description and its subject heading practices. As a result, reclassification would become inevitable and, if the cataloguing of new acquisitions were not to be impeded by recataloguing, a new catalogue would become essential. Total reclassification was ruled out from the very beginning, and it was estimated that the most-used portion of the old collection, amounting perhaps to some 300,000 volumes, could be reclassified over a period of about ten years. The plan accepted the perpetual existence of an old and a new collection.

It did not, however, accept the necessity of maintaining two catalogues indefinitely. Although the Library possessed a catalogue in dictionary form, it felt that the best hope for circumventing the difficulties of two catalogues lay in the divided catalogue. By establishing the new catalogue in

divided form, consisting of an author-title file and a subject file, and by dividing the old catalogue in the same way, we believe it would eventually be possible to interfile the old and new author-title files, providing at least one approach to the whole collection through main and added entries. Much recataloguing would need to be done before such an interfiling could take place. Some would be accomplished as reclassification progressed, since for all reclassified titles new sets of cards would be prepared for the new catalogue. More might result when old entries would be brought into line with the new catalogue code, and some might even be avoided altogether if various filing devices could be employed. In any event, when the interfiling would take place—probably at the end of the reclassification project—there would remain two subject files, the old and the new, and the old one we proposed to eliminate as a card record by printing it as a book catalogue. Thus, our final apparatus some ten years hence should consist of a single author-title catalogue on cards for the entire collection, a subject catalogue on cards for new and reclassified books, and a subject catalogue in book form for older and less-used materials.

#### *General Estimates and Budget for Reclassification*

After consideration was hastily given to the most significant effects of this plan upon the work of all departments of the Library and to other proposals being introduced at the same time, a target budget was prepared in December on the assumption that the changeover would take place, as in fact it did, on May 1, 1959. No test runs or comparative shopping were possible; educated guesses, based when possible on the experiences of other libraries, were all that could be attempted in the time available. Indeed, so great was the need for haste that the library staff as a whole, while aware that changes of some kind were imminent, was given little opportunity to study the proposals; and although some people found them hard to accept, the majority rallied enthusiastically to the new challenge.

Since special funds within the Library's budget were to be set aside each year for ten years for reclassification staff, the reclassification requirements for each department were estimated separately. When finally approved after minor modifications, the number of new positions to be added for reclassification alone, representing an estimated expenditure of \$71,300 in 1959/60, were as follows:

- Order Department—1 senior library assistant, for extra checking in two catalogues
- Periodicals Department—1 library assistant, class 2, for extra help in the Binding Division
- Catalogue Department—1 librarian, Grade II
  - 6 1/2 librarians, Grade I
  - 2 library assistants, class 1
  - 7 library assistants, class 2

## Circulation and

Reference Department—1 librarian, Grade II

2 librarians, Grade I, to assist readers in using two catalogues and two collections

Beginning salaries for these grades in the academic year 1959/60 were: Librarian, Grade II, \$4,500; Librarian, Grade I, \$4,000; Senior library assistant, \$3050; Library assistant, Class 1, \$2750; Library assistant, Class 2, \$2450.

Equipment and supplies immediately required for reclassification were also estimated separately, and a special appropriation, to be spent by the end of June, 1959, was obtained. Thereafter, additional equipment and supplies were to be obtained through the regular budget. A special appropriation of \$5,000 for additional binding resulting from reclassification was also obtained.

### *Preparation: General*

After the first round of planning, the Library then threw itself into months of hectic intensive preparation. The changeover afforded an opportunity to take a close look at all library procedures and to introduce better ones wherever possible. Each department prepared lists of the general problems upon which decisions were required; these were pooled and arranged in order of priority; and a time-table was set up for discussing them at meetings of department heads. In every department internal problems were being tackled at the same time. Committees and sub-committees flourished, reports and memoranda appeared almost daily, and the writing of minutes could barely keep pace with the number of meetings held. Communications were strengthened. In an effort to inform the library staff of new developments, bulletins were issued at frequent intervals. A letter was addressed to all members of the teaching staff announcing the new policies and explaining the conditions under which the Library would necessarily operate in the immediate future. Notices and articles appeared in the student newspaper, and announcements were sent to various professional journals. Plans were laid for the preparation of a series of guides to the library.

Amid confusion and pressure, progress was made. A schedule of priorities for the groups of material to be reclassified was established. A new charging system was planned, and new call slips, including special ones for recalling books for reclassification, were designed. Until the effectiveness of the new system was proven, it was agreed that book-cards should continue to be made. People and books were shifted around to make way for new activities and new equipment, and the old collection was packed back on each storey of the stacks to permit similar materials in the LC collection to be shelved nearby. A multiple order-form system was designed, and the procedures for routing of its slips were established. After long discussion it was decided, first, to give up recording accession information in the shelf-list and, finally, any form of accession record at all.

Also, after long discussion, a proposal to establish a central serials record was rejected, and the Catalogue Department was instructed to devise a suitable checking-card system for recording bound and unbound serial holdings in the public catalogues and shelf-lists. A Catalogue Department proposal to omit a record of number of copies from entries in the public catalogues was also rejected on the grounds that the shelf-list was not sufficiently accessible to all departments and that searching time would be increased. The desirability of providing separate entries in the main catalogue for the various locations in which copies of a title could be found was, however, affirmed, and a new list of location symbols for this purpose was prepared. Much thought was given to the future of the Government Documents Division, until then a combined public service and cataloguing unit administered by the Catalogue Department; and the general lines along which its collection could be integrated into the general collection and its services transferred to existing departments were laid down. Arrangements for acquainting the library staff, and particularly the Catalogue Department, with the LC classification scheme were carried out; two senior cataloguers spent two weeks in March gaining valuable experience by working with the LC classification scheme in two large American academic libraries, and in April a senior cataloguer from another spent a month in our Catalogue Department, during which time no active cataloguing was scheduled.

#### *Preparation: Catalogue Department*

Although, for the official ceremonies on May 1st, the Catalogue Department could provide the President of the University with an LC book to place on the shelves and a set of cards to file in the infant catalogue, many of its procedures were worked out only gradually after certain basic decisions were reached. Much time was spent in studying the new catalogue code draft to determine if future recataloguing could be forestalled by adopting any part of it in advance of its final state. Reluctantly, and with the knowledge that entries in the new catalogues eventually might need to be changed, we decided against departing from the 1949 ALA rules. The "no conflict" policy was adopted, but it was necessary to state that in a brand new catalogue this implied no conflict with entries in the LC printed catalogues and, in view of the eventual inter-filing of the old and new author-title catalogues, with entries in the old catalogue also. The scope of all new catalogues and files was defined. It was agreed that in general no attempt would be made to connect entries in the old and new catalogues, except series added entries, and for this purpose linking cards were designed. Procedures were written and form cards prepared for authority files, providing for the fact that references might be needed only for the author-title files, or only for the subject files as well as for both. The Library of Congress filing rules were adopted for all new catalogues in spite of the fact that the old catalogues were filed according to a letter-by-letter modification of the ALA filing rules.

As a matter of general policy, LC call numbers and subject headings

were to be followed, but it was understood that only in their latest form would they be acceptable. Certain deviations from the LC schedules were permitted. Special schedules were adopted for Canadian history and Canadian literature (both English and French) and special provision made for the classification of fiction classed by LC in PZ 1-4. Dissatisfaction with the effect of the LC scheme upon the arrangement of bio-medical periodicals has lately resulted in a novel procedure whereby they are classified by LC, but, in those areas of the library where it seems desirable to do so, they are shelved alphabetically. General guidance was provided for classing a monograph series together or separately in opposition to LC's practice for that series. To avoid the hazards of keeping numerous copies of the LC schedules up to date, the "Additions and Changes" were cut up and mounted on cards to form a special file which is weeded or consolidated from time to time. In order to provide a solid body of LC call numbers in the shelf-list as soon as possible, it was decided to concentrate at the beginning on cataloguing books with LC cards or proof slips. Consequently, a mass searching of uncatalogued books took place, resulting in thousands of orders for printed cards. In conjunction with this searching operation, uncatalogued books were rearranged on the Department's shelves in a manner intended to facilitate quick location of a desired item. After some discussion, it was decided to omit "see also" subject references from the new subject files and in place of them to substitute copies of the LC list of subject headings and its supplements.

Searching routines to collect information useful to the cataloguer and necessary for the proper distribution of material within the Department were prepared, and a suitable searching slip was designed. Finally, a flow-of-work pattern emerged, first for monographs, and, several months later, for serials. With their completion, the basic procedures for cataloguing and classification had been established, and the first tentative efforts to put them into operation began in June.

### *Staffing and Reorganization*

From the outset of our planning a pattern of organization and lay-out for the Catalogue Department had been envisaged, and on the basis of this, our estimates for new staff and equipment were made. Although one major change—separation of descriptive cataloguing and subject cataloguing and classification—took place in the last stages of planning, the original estimates still proved to be adequate. Assuming that in order to keep pace with an over-growing book budget the Catalogue Department should be geared to increase its rate of production within a few years to an annual output of 60,000 new volumes in addition to carrying forward its ambitious reclassification programme, the establishment of positions for the Department was increased to 49½, with an almost equal balance between professional and clerical staff. In actual fact, during the first year of the new regime, while permanent positions were filled slowly, many more clericals than professionals were employed, frequently on a temporary basis for special jobs. Thirty-nine people, of whom 11 were pro-

professionals, 13 were full-time clericals, and 15 were temporary assistants, were hired between June, 1959, and May, 1960. In all, the Catalogue Department employed 66 people during that period. Training and supervising new staff members were especially difficult when even the senior and experienced members of the Department were unfamiliar with the new policies and procedures.

Despite permission to take on new staff on a limited basis in March, 1959, hiring began in earnest only after the end of the spring term, and by June 1st it was possible to put the new organization plan into effect, even though many vacancies still existed. Six divisions were thereby established, and their areas of responsibility defined: Descriptive Cataloguing (consisting of three sections: Searching, Monographs, and Serials), Subject Cataloguing and Classification, Reclassification, Government Documents (since disbanded), Card Production and Processing, and Catalogue Information and Maintenance.

### *Equipment and Supplies*

Apart from the usual array of standard desks, chairs, typewriters, waste-baskets, book-trucks and book-cases that are required when staff is enlarged, our major equipment purchases were a Xerox camera, adapted for photographing four cards at once, a heavy-duty paper cutter for chopping strip card stock, an Arabic typewriter, an additional Cyrillic typewriter, and several different sizes of catalogue units for the various locations in which new catalogues would be required. New supplies included large-size multilith masters, pre-punched strip card stock, rubber stamps, angle-tab guide cards with perforated sheets of printed headings, glues, sprays, and the wide range of materials for the use and maintenance of the Xerox camera. A subscription for LC proof slips was paid for as a supply item, but LC classification schedules and other cataloguing tools were purchased from book funds.

### *Division of Old Catalogues*

Early in June, division of the old main and medical catalogues began. The original staff of three was later increased to five, one of whom was the professional cataloguer in charge of the project. In dictionary form the old main catalogue consisted of about 1,168,725 cards occupying 1,440 drawers in 36 catalogue units of 40 drawers each. The old medical catalogue contained some 62,000 cards in 60 drawers. As a result of the division and packing back of the old main catalogue, the author-title file occupied 17 units and the subject file 13 units, thus releasing 6 catalogue units for use elsewhere. The entire operation lasted from June 10th to the third week in September.

The procedure for dividing the main catalogue was as follows: Each drawer was divided into two sections. At the front of each drawer were filed all the main entries, added entries and references to those entries contained in the drawer; at the back were filed all the subject entries and references to those entries. Blue projecting cards were placed in front of

each section explaining this arrangement of cards. As each drawer was completed, the letters covered by each section and the measurement of each section in inches were recorded. Thus, while the division of cards was in process, no shifting or re-labelling of drawers was necessary. When all the drawers were completed in this manner, the merry jigsaw puzzle of putting author-title cards into one file and subject cards into another began. Extra empty catalogue units were used temporarily to allow for initial manoeuvring. As shifting proceeded, the blue projecting cards were discarded. Drawers were packed to a depth of ten inches, and further minor shiftings then were made to provide as simple an alphabetical coverage for each drawer as possible. Temporary labels were made as work progressed; lists of these were drawn up and from them permanent labels were prepared. From the measurements taken during the process of splitting the drawers, it had been possible to estimate how many catalogue units would be required for each file and the floor lay-out could therefore be arranged. Units could then be moved into place as they were filled. New and old author-title files were placed together on one side of the catalogue area, new and old subject files on the other. Finally, new blue projecting cards were filed into each drawer of both catalogues advising readers to consult also the new or old catalogue, as the case might be, and a sign was posted on each file explaining its nature and coverage. This same procedure was repeated for the medical catalog.

References constituted a major problem in division. Those referring to a heading that would appear in both the author-title and subject files were not duplicated but arbitrarily placed in the author-title file. Those that referred only to a subject heading were, of course, placed in the subject file. Thus, each reference had to be followed up, but, although this was arduous and time-consuming, many blind references and faulty spellings were thereby discovered and corrected. No other corrections or re-filing were attempted.

### *Catalogue Information*

The finishing touch in the physical reorganization of the main public catalogues was the preparation of an information board which attempted to explain and to illustrate the dual systems of cataloguing, classification, and filing which users of the catalogue would need to master. To assist the naturally bewildered reader confronted with four such confusing files, a Catalogue Information Service is also provided by the Catalogue Department from 9 A.M. to 5:30 P.M., Monday to Friday. During other hours this service is provided by the public departments. The Division, staffed by two professional cataloguers who alternate between cataloguing and information desk duties, strives to instruct the reader in the use of the catalogues, interpret them for him, and assist him to locate what he is looking for. Bibliographies and catalogues in the near-by Reference Room are consulted to establish the identity of the item sought, but other questions that cannot be answered directly from the catalogues are referred to the appropriate departments. The observations made by this

Division are especially helpful in evaluating the success or failure of our cataloguing practices. The Division is also responsible for the filing and maintenance of the main catalogues, the medical catalogues and the undergraduate reading-room catalogue, and draws upon clerical staff to perform these duties under professional direction.

### *Reclassification*

When most of our policies and procedures had been established, reclassification could begin, and in June the first reclassified books began to appear on the shelves. We must frequently explain that in a sense reclassification is not our major project; rather, we have been primarily concerned with creating conditions under which the cataloguing of new acquisitions can proceed with best results, and, given our particular circumstances, reclassification is something that must be undertaken simply because it cannot be avoided. This, of course, does not detract in any way from its importance nor from the urgency attached to it.

So that the work of reclassification would not impede the progress of new cataloguing, a separate Reclassification Division was set up with a staff of 3 professionals and 5 clericals working under the supervision of the senior cataloguer in charge. It observes the policies and practices of the Department as a whole, but its procedures are naturally influenced by the special nature of its task. It is responsible for all duties, professional and clerical, required for its work, except for the actual production and filing of new cards, which are handled by the regular staff of the Department.

Although it is neither possible nor desirable to establish absolutely rigid priorities for reclassification, there are several categories of material that are being tackled according to a certain order. Believing that the acquisition of new copies of titles already in the collection indicates that all available copies are in demand, we reclassify all copies of a title when a new copy is received, and both old and new ones are handled by this Division. It has not always been possible to reclassify all copies of a serial title when a new copy is received, and we have resorted to a temporary device: the new copy is classified in LC, entered in the new catalogue with temporary instruction cards filed in both catalogues referring the reader to the "opposite" catalogue in which other copies are shown. We do not reclassify other editions of a title when a new edition is received unless by special request of the public service departments. In this initial phase our efforts are also bent upon completing the reclassification of our undergraduate collections, after which the Reference Room and Bibliography Room collections will be completed. To date the majority of reclassified titles have been monographs. Live serials and works in progress which are classified in the old scheme pose a large problem. It is, of course, undesirable to increase the old collection by adding new serial volumes to it, and, in the case of analyzed serials, to add cards to the old catalogue. On the other hand, it is virtually impossible to reclassify immediately all the live serials to which a library of our size subscribes. As a

temporary measure, therefore, new serial volumes are, in fact, being added to the old collection and the old records, but as soon as reclassification of the above-mentioned collections is finished, the reclassification of live serials will be staggered over a period of several years, according to broad subject groups. When all of this unavoidable work is completed, other individual titles in frequent use will be selected for reclassification. At this stage weeding of the old collection may be systematically approached, and the old collection may become, in effect, a broadly-classified storage collection.

Our primary object in the reclassification programme is to process the volumes themselves in as short a time as possible, and an attempt is made to give 24-hour service on volumes in the main building, and 3-day "portal to portal" service on books from departmental libraries and outside reading-rooms. In most cases, therefore, titles are catalogued and classified, copy numbers are assigned, and new book-cards prepared before the volumes are recalled for remarking. An intricate routine for cancelling old catalogue records, preparing new ones, and recalling books has been developed by the Division. Books frequently are not immediately available because they are in use or cannot be located, and an elaborate system of reporting, follow-up, and control is required.

Books are recalled on a special call slip, made out in triplicate, one copy of which is retained in the Division, the second retained by the service department concerned as a charge, and the third, which is returned in the book for identification purposes, serves also as a discharge notice when the book returns to its destination after reclassification. Unless specifically requested to do so by the public service departments, the Re-classification Division does not forward books in poor condition to the Bindery for repair. This is usually done by the public departments after the books have been returned to them and reclassification charges cancelled.

### *Observations*

Several observations can now be made upon a reorganization that has been in operation for twenty months. Changes of the magnitude of those undertaken by the University of Toronto Library cannot be accomplished overnight. In spite of planning as carefully as time and energy would allow, our attention could not be given to several of the important problems identified in the early stages of preparation until matters of more immediate urgency had been settled. Some of these are only now being solved. Failure to anticipate some of the problems for which decisions would be required or to foresee the effect that certain decisions would have upon the work of other departments of the Library created unexpected delays. Despite all our efforts to avoid them, mistakes have been made. We have misjudged the efficiency of some procedures, we have miscalculated the speed with which certain routines (such as establishing names, series, and subject headings for a new catalogue) could be performed, and, understandably, we did not allow for a high incidence of

illness which so easily can upset the most carefully calculated estimates of production. The first year was indeed a year of experiment, but out of it has emerged, nevertheless, a body of decisions and procedures which, if constantly reviewed and refined, should successfully sustain the weight of the load they will bear.

It is gratifying, then, to find that in the first year more new titles were catalogued and more new volumes added to the collections than ever before. Estimates based on six months' performance indicate that this record may be exceeded by as much as 25% this year. In the first year almost fourteen thousand volumes were reclassified; this total has already been passed in the last seven months, and we can expect that at least twice as many volumes will be reclassified this year as last. At the end of our second year of operation there should be approximately 80,000 new and reclassified volumes in the LC scheme (roughly 1/10 of the old collection at the time the change took place). Current acquisitions are reaching the shelves and appearing in the catalogues more quickly than before. Books that previously would have been widely separated on the shelves now stand side by side according to their specific subjects. The new catalogues have grown rapidly, the new main catalogue alone occupying 5 units of 60 drawers each, and their use increases daily as more and more of the recent and frequently used titles appear in them.

Nevertheless, the existence of two collections and a dual system of catalogues have created obvious difficulties for everyone. These are perhaps more serious in the initial years than they will be even a few years hence. Some, of course, will be eliminated as the reclassification of special collections is completed; others, to some degree at least, will remain even after the entire program comes to an end.

The substantial gains already achieved by this major change in our methods of bibliographic control have been won, then, not without certain sacrifices, temporary though some of these may be. This is the risk that had to be taken to reach our objectives, and as these objectives begin to be realized, we believe it was a risk well worth taking.

# School Libraries and the Draft Code\*

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THE PROPOSED NEW cataloging code has much to offer school librarians. It has more practicality for them than earlier codes had. It provides a more direct approach to materials. It emphasizes the reader's approach, and school librarians are very much concerned for their readers.

The school library catalog serves basically as a finding list. Both elementary and high school students use the direct approach to find answers to definite and specific questions. At the secondary level, the catalog has the added responsibility of providing for teaching that will carry over into the use of public and college library catalogs.

The principles for the entry of names as expressed in the Introduction to the proposed *Code of Cataloging Rules* are those to which the school librarian can subscribe. Entry under the name, and form of that name, by which the author is most commonly identified in his works seems very reasonable and understandable to the student. In effect, the principle gives official recognition to the "no conflict" rule which the Library of Congress has been using. The use of a distinguishing title or date only when there is a conflict in names saves time and effort for both librarian and student without confusing either of them. The use of the original title as a filing medium, however, has little appeal for the school library where the files are not long and where the English language title is probably the best known one for most translated works.

Rule 15 [person with pseudonym, sobriquet, nickname, etc.] presents no new concept for the school library catalog where it is not uncommon to use the title page form of name for the author entry, especially for fiction. Of course, title page forms of the same name may vary slightly in the use of full names and initials so that checking with the library's authority file is necessary to maintain a consistent form for the same name. But there is no conflict with the pseudonym of that same author represented in the catalog for other titles. In both the real name and the pseudonym, the student's need has been served, for he tends to use the direct approach and generally knows the author by the name which appears on the title page. Nevil Shute and Erich Berry are more significant for the student than Nevil Shute Norway and Allena Champlin Best.

\* Editor's Note: The Summer 1961 issue of *LRTS* carried several papers discussing the question of the practical applications of the proposed new catalog code. This paper should be considered in conjunction with those earlier ones.

Where names and pseudonyms are used interchangeably for the same title as in the case of well known authors such as Samuel L. Clemens, who used the pseudonym "Mark Twain," a choice must be made. In some libraries entry will be made under the real name, but in others, with equally appropriate judgment, entry under pseudonym will be chosen. Such a choice is seldom necessary for a current author, since the same title does not usually appear under two forms of names during the author's lifetime. The needs of a person who may be interested in all of the works of an author who has published under a variety of names can be met by a reference card which lists the other name forms.

The addition of dates, titles, and other designations (rules 14b and 16) to personal names only when they are needed to distinguish between persons of the same name is another new rule which has been successful in school libraries for some time. Titles of honor and of nobility are of little concern. It is not generally necessary to identify persons by such titles as "Pres. U. S.," "Lord," or "Baron."

Abridged editions of works with little textual change are rightly entered under the original author in accordance with rule 7. Rule 10 [adaptations] is more precise for scholarly purposes than entry under the original author, but the school library is often better served by entry under the original author. The school library, particularly in the elementary school, has a very different approach to adaptations than a college library has. What about adaptations, especially of juvenile classics, which may be considerably rewritten? *Twenty Thousand Leagues Under the Sea* is *20,000 Leagues Under the Sea* in the eyes of the elementary or secondary student whether it is in the original edition or in an adaptation which contains little textual relation to the original. Various Johnnies have reading difficulties, but they have heard of *Les Miserables* by Victor Hugo; they look on the open shelves of their school libraries where books by Hugo are shelved and find *Les Miserables*. It concerns them little that one Johnnie selects the adaptation by Ettie Lee, another the abridgment by D. G. Crawford, and still another the complete work by Hugo. There has been no loss of prestige in the eyes of the first Johnnie or of his peers because he does not have to search on the "easy" shelves for the "edition" which he can read. If the library is Cuttered, Johnnie might still find his adaptation shelved with the original work, but many school libraries are not Cuttered.

Schools are not especially concerned about entering different editions of a work under the original title (rule 7b). A "see" or "see also" reference, as needed, from *March of Democracy* to *History Of the United States* would probably be more useable for James Truslow Adams' work than the use of the original title as a filing medium in the school catalog. It presents less confusion for the student who is looking for a specific title and who has learned that the title is on the line below the author.

Such variant titles as appear on Shakespearian plays, at the whim of the publisher, have little problem for those who make their own cards and represent editions generally under the significant title, e.g., *Hamlet*,

not under the several forms as *Shakespeare's Tragedy of Hamlet, Tragedy of Hamlet, Shakespeare's Hamlet, or Hamlet, Prince of Denmark.*

Corporate names are not as frequent in school library catalogs as in some others. The new code which provides that societies and institutions be entered under their names (no longer under separate rules) provides a useful direct approach so that the material may be easily found. Some files may be increased but others will be decreased. For us, it decreases the "California" file by removing the University of California. There will not be long files of "University" for various states in our catalogs. If Johnnie wants information concerning the University of California, he is much more likely to start with "U" than with "C." The University of Southern California is to him U.S.C. and not easily found under Los Angeles.

As we plan toward the new cataloging code and consider what it will mean in our libraries, we realize that the problems it presents for a school library differ from problems presented in libraries serving other groups of our population.

A school library collection is not a research collection to be kept intact in anticipation of scholarly study, but is a currently useful collection. It is the responsibility of the librarian to maintain it so and to keep it in its appropriate relationship to the curriculum. This demands a constant awareness of the contents of the collection and an active discarding and weeding policy. Of course it costs money to convert to a new code, but the conversion can be an almost automatic, painless process completed in a few years because of this policy of maintaining a current collection. During this conversion period, the judicious use of appropriately chosen and worded "see also" references will serve to aid the reader. Consequently, change in cataloging policy is more easily handled in a school library than in research libraries.

The school library catalog should be simple and practical. The new code provides much simpler rules than we have had. A number of these new rules are old friends which have been in effect for many years in school libraries, so that there is less need for change in established school catalogs to conform to new rules than might be expected.

Perhaps what I am trying to say could be said in just a few sentences. Because school library collections are constantly changing, there are fewer problems in converting from one set of catalog rules to another. There may well be less need for recataloging, because some of the new rules are in accordance with practices already in effect in school libraries at the present time.

The population explosion in California has been reflected in school growth. There are many pressing matters in the school library. The most important of these is the demand upon the librarian's time to give service to his public. A well-made catalog saves demands upon the librarian and provides more opportunity for independence for the student. Of course, it frequently takes more time to teach a student to help himself than it would to do his work for him, but the school librarian is a

teacher. More books are needed to help more students, and these books must be cataloged with shelflist and catalog records and must be prepared for the shelves. There is seldom sufficient staff to give the students service and do other than a minimal amount of cataloging unless the librarian uses those hours "between two and four in the morning." Recataloging does not have a top priority. Too often one librarian is the only professionally trained person in the school library.

I have indicated some of the high points of the effect of the new cataloging code on school library cataloging. The rules seem much simpler, and catalogers in central offices will appreciate them. When we find them to be too complex for our needs, we will probably ignore them and skip merrily along in our own cataloging way as our friends in school libraries do who have to serve their public and do the technical, housekeeping tasks whenever they can find a few moments. But we like the rules. They will make our lives easier.

## Serial Practices in Selected College and University Libraries

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North Carolina State College  
Raleigh*

SINCE A REVIEW of the literature published in the field of serials revealed little or no material on procedures in college and university libraries with holdings of between 4,000 and 6,000 periodicals, a questionnaire in October, 1959, was sent to those libraries listed in "College and University Library Statistics, 1957-58 (Group I)" of *College and Research Libraries* for January, 1959, which had periodical holdings in this range. Sixteen usable questionnaires were returned by the libraries of the universities of Alabama, Colorado, Duke, Iowa, Johns Hopkins, Maryland, New York, North Carolina, Oklahoma, Oregon, Pennsylvania State, Rutgers, Texas, Virginia, and Wayne State and by the library of North Carolina State College. This paper is based upon data gleaned from the returns.

Six libraries reported having separate Serials departments. These were Colorado, John Hopkins, North Carolina State, Oklahoma, Rutgers, and Texas. Nine stated that they had separately-administered serials units as divisions of larger departments, and one (Iowa) said that both its Cataloging and Acquisitions departments were responsible for its serials. Of the six separate serials departments, not one had the responsibility of performing all of the functions relating to serials, such as the ordering, the catalog-

ing, the preparing, the binding, and the servicing of serials. Rather, the functions were shared or divided among two or more departments.

### *Acquisition Methods and Records*

Of those libraries having serials departments, only at Johns Hopkins University was all ordering and acquiring of serials done by its Serials department. In the University of Colorado and the University of Oklahoma libraries it was done by the Order department. In the other three libraries of this group, the ordering was split between the Order department and the Serials department. The Serials department of the Rutgers University Library ordered only back volumes to fill in a file, while the Serials department at the University of Texas only placed standing orders and subscriptions. In the North Carolina State College Library the Serials department was responsible for placing all standing orders, subscriptions, and orders for back volumes to fill in serial files, and single items when the whole file was not to be acquired. All of these libraries used multiple-order forms for ordering serials except the University of Texas which was required to use the form prescribed by the Texas State Board of Control.

All of these libraries maintained a card record of subscription payments. Rutgers arranged its cards first according to agent and then alphabetically by main entry. North Carolina State, which used McBee Keysort cards, arranged its cards alphabetically by main entry. Texas, which used IBM cards, arranged its cards by agent for the first four months of the fiscal year, and then, after the large renewal orders had been paid, it rearranged the cards in a straight alphabetical file by main entry. The rest of the libraries of this group arranged their cards alphabetically by main entry.

Of those libraries which had a separately-administered serials unit, the ordering of serials was done by the serials unit in only two—at the University of North Carolina and at Wayne State University. The Order department was responsible for ordering all serials in the other libraries of this group. Multiple-order forms for ordering serials were used by seven of the libraries, with an eighth using the forms to order back sets and single items but not for subscriptions or standing orders.

All ten libraries of this group maintained a card record of subscription payments by title. Eight of these libraries arranged the cards alphabetically by title or main entry. The ninth, the University of Alabama, arranged its record alphabetically by title by department, and the tenth, the University of Virginia, arranged its by agent. Duke and Wayne State recorded their subscription payments on McBee Keysort cards punched for agent, department, and month of renewal. Oklahoma and Virginia also used Keysort cards, but used them as their permanent order record, and, among other things, punched them for agent, fund, and date ordered.

### *Records—Their Form and Location*

Of the six libraries which had serials departments, four (Colorado, North Carolina State, Oklahoma, and Rutgers) had central serials records

located in their serials departments. The fifth, Johns Hopkins, stated:

We have accepted in principle a central serial record. At the present time this record, housed in the Serials department, is not complete. It is, in the first place, only a current check-in record. Holdings of bound volumes of these titles are in the official shelflist. Furthermore, this record does not yet, and may never, include the documentary serials of the U. S., Great Britain, and the international agencies with the exception of UNESCO. Certain gift serials are received in the departmental libraries and recorded there.

The sixth, the University of Texas Library, did not have a central serials record and was not considering the establishment of one.

Of the remaining libraries, six had central serials records, one did not have and was not considering the establishment of one, and three did not have but were considering their establishment. The University of Maryland was one of the latter. Carl R. Cox, Head of the Technical Services Division, who answered the questionnaire, wrote:

We are now taking the first steps toward a consolidated serials record which will in time make some of our procedures, as here reported, change. Currently we house periodical records in Kardex files, while serial records are maintained on 3" x 5" check cards. Eventually we may go to another type of visible file record, but are concentrating our efforts at the moment toward centralizing the records physically within one area regardless of form.

The majority of the libraries used catalog drawers or visible files or a combination of the two to house their serials records. The visible file by Kardex was the brand most often given. One library used a Post index for checking its periodicals and electrically-operated Herring-Hall-Marvin rotary file for its other serials. Two others used Acme visible files for checking periodicals, and still another used Globe Wernicke visible files. Duke affectionately referred to its Herring-Hall-Marvin rotary file as the "tub," as it somewhat resembles one in appearance, and has found it quite satisfactory for housing the records of continuations.

As to indicating purchases, gifts, or exchanges on their records by colored cards, colored tabs, separate alphabets, etc., five libraries made no distinction, seven typed source on the card, two used colored cards, one used colored tabs, and one used colored cards for exchanges but typed sources of gifts and purchases.

For discovering issues of current serials that had not been received, the majority of the libraries, on the receipt of a new issue, checked to see if previous issues had been received and at least once a year (some did it two or three times a year) checked the entire file for missing issues. Rutgers University used red and green Kardex Graph-A-Matic signals for all titles received regularly and read its file continuously.

### *Cataloging*

Fifteen of the libraries indicated that they cataloged their periodicals; fourteen noted that this included subject headings; and thirteen, that this included added entries. Duke did not assign subject headings, and Colo-

rado only assigned some. Texas, Colorado, and Duke added a limited number of added entries. Wayne did not catalog its periodicals.

Twelve of the libraries classified all of their periodicals; two classified only some of their periodicals; and two, Wayne and Rutgers, did not classify any. Of the fourteen libraries which classified their periodicals, eight classified by Dewey and six by LC. Colorado began in 1959 to reclassify its periodicals from Dewey to LC. Most of the libraries which classified their periodicals used the same classification scheme as they used for the rest of the collection.

A separate public catalog containing periodicals and other serials is maintained by only five libraries: Alabama, North Carolina State College, North Carolina, Duke, and Virginia. New York, however, stated that it planned such a catalog as a project for the future.

Methods of indicating serial holdings to the public varied considerably. With slight variations in wording, three libraries stamped the main entry card with a note similar to one of the following: "For holdings see Serials Checking File," or "See Serials or Periodical File for holdings." Colorado and Johns Hopkins used: "v.1—date" on the main entry card and penciled in the beginning volume and date if it were other than volume 1. Checking cards were used by Iowa, Maryland, North Carolina State, North Carolina, and Texas. Some other variations are listed as follows:

Pennsylvania State had a stamped note referring the public to the Periodicals Desk for holdings for branch serials and for periodicals serviced by the Periodicals Desk, but it added holdings to the main entry card in the Public Catalog for all other serials. It hoped eventually to eliminate all record of holdings from the Public Catalog. Virginia used in the Public Catalog: "v.1—date" on the main entry card and in the Public Serials Catalog used holdings cards. In the Wayne State University Library the public found only a title entry, both in the Public Catalog and on visible spindle strips. Service desks, however, could phone to the Serial Records Center for information. Alabama entered on holdings cards the full dates and volumes individually as they were added. New York University was beginning to make holding cards. Duke entered the precise holdings on holdings cards. Rutgers used checking cards for classified serials, but for periodicals it used: "v.1—" on main entry card and a note: "For record of holdings see Serials Record."

Only five libraries (North Carolina State College, North Carolina, Alabama, Colorado, and Duke) had separate serials shelf lists. All were arranged by call number except those of the University of Colorado Library and of the North Carolina State College Library which were arranged by main entry.

Nine libraries cataloged from the first bound volume, and six cataloged from the first issue received. Although it did not catalog them, Wayne State did put a title entry in the Public Catalog for its periodicals. A few of the libraries which cataloged from the first bound volume placed a temporary card in the Public Catalog, giving only the title, the beginning of the Library's holdings, and the location.

Only two libraries, Texas and Oklahoma, said that they did not recatalog for a change of title. The other twelve recataloged but did not recutter for a change of title, although Iowa admitted that it did not always recatalog.

Library of Congress cards, when available, were preferred by thirteen libraries as the final authority in establishing a serial entry. Only two libraries, Wayne State and North Carolina State College, used the entry in the *Union List of Serials* or *New Serial Titles*; however, Wayne did not catalog its periodicals. Still another library, Johns Hopkins, expressed the following interesting opinion: "We use any authority available. We do not always accept LC or any other copy if the material and our needs indicate otherwise."

The cataloging statistics kept for serials varied from the simple to the complex. Two libraries, Iowa and Colorado, did not keep separate statistics for serials but included them with those of monographs. The majority of the libraries kept cataloging statistics for serials on, or on a slight variation of, the following:

- Number of new titles cataloged
- Number of new volumes cataloged or added
- Number of added copies added
- Number of titles recataloged
- Number of volumes recataloged
- Number of typed cards
- Number of analytics made

In addition to these basic statistics, the University of North Carolina kept a count of the shelflist cards, catalog cards, typed cards, Library of Congress cards, etc.; Oregon kept its record of new, changed, and withdrawn titles separated by source, i.e., purchase, gift, or exchange, and counted only bound volumes with value; and Virginia kept its count of titles broken down by open entries, monographs, rare books, microfilm, microcards, microprint, newspapers, and paper analytics.

The majority of the libraries had no idea what percentage of their serials they analyzed. Others ranged from 90 percent for Rutgers to 5 percent for Oregon. Ten of the libraries either had standing orders for Library of Congress analytic cards for all or for part of the serials they analyze; the rest did not.

Practice varied in regard to analyzing serials indexed in an index. Six libraries did not analyze any serials so indexed; the other ten did so occasionally. The University of Virginia Library was currently compiling a list of the serials that it analyzed which were also in an index.

### *Binding and Preparations*

Of those libraries having serials departments, one stated that its Serials department was the unit responsible for the preparation of serials, but not of books, for the bindery. Still another stated that its Serials department was responsible for both books and serials. Another gave the Bindery

Preparation Unit as the unit responsible for both serials and books. Two indicated that the subject division librarians were responsible for serials and books. The last stated that the Serials department was responsible for binding the first volume of a serial with all volumes thereafter being prepared by the departmental libraries; however, the Serials department was not responsible for the preparation of books for the bindery.

The serials sections of seven libraries were responsible for the preparation of serials for the bindery, but in only five of these seven was this same section responsible for the preparation of books for the bindery. Of the other libraries which had serials sections, one said the binding of serials and books was the responsibility of the Order department, another said that the librarians in the reading room prepared for binding the serials and books located there, while the serials unit prepared serials shelved in the stacks. However, only the bindery records for books—not actual preparation—was maintained in the serials unit. In one library the Acquisitions and Periodicals departments prepared serials and books for the bindery. In summary, the unit responsible for the preparation of serials and books for the bindery was in the majority of cases the serials section or department.

The Catalog department in ten of the libraries queried was responsible for pasting in pockets and bookplates and for marking the spines of serials. In two libraries this was divided between the Acquisitions department and the Catalog department; in another, between the Catalog and the Serials departments. In still another, the Order department did it. In only two libraries was this the responsibility of the serials unit. In four instances the mending of serials was not done by the unit which was responsible for the pasting and marking but by the Bindery or Book Repair Service.

### *Service*

It was interesting to note that the physical organization of the reporting libraries was reflected in some cases by the various answers that were received concerning the servicing of periodicals. The departmental libraries at Johns Hopkins were responsible for the servicing of its periodicals. Periodicals at Texas were not centrally located but were in six different service areas as well as in the stacks, which meant that all public service divisions serviced the periodicals. The public service divisions at Wayne were responsible for the servicing of its periodicals. Periodicals at the University of Maryland did not circulate, and at the University of Iowa they were available in open-shelf collections.

At Virginia the Reference division serviced the current periodicals, and the Circulation division serviced the bound volumes. A similar arrangement was found at Pennsylvania State University, with the exception that the Reference department serviced only the unbound and bound periodicals indexed in the *Readers' Guide to Periodical Literature* and the *Education Index*, and the Circulation Department serviced the rest. The libraries of both the University of Oregon and the University

of North Carolina had subject divisions which were responsible for the servicing of periodicals. The periodicals of five other libraries were serviced by the Circulation department.

Worthy of note was the fact that in only one instance did a library indicate its serials unit was responsible for the servicing of periodicals. The Serials department of Rutgers serviced the unbound periodicals; however, the Circulation department serviced the bound volumes.

## The Use of Henry E. Bliss's Bibliographic Classification at the Southern California School of Theology

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### *Introduction*

THE SOUTHERN CALIFORNIA School of Theology, Claremont, began library classification in May, 1958, using Henry E. Bliss's Bibliographic Classification. This was a radical departure in a country whose librarians have been dedicated to the Dewey Decimal system for over eighty years, and for whom the perfection of the Dewey system was an article of professional faith.

The decision to adopt the scheme was the result of a search for the scheme best suited to the particular needs of the new graduate school of religion at Claremont. The decision was in keeping with the expressed desire of the President and faculty to move toward a distinctive position in every realm, including library. The Library already contained nearly 50,000 uncatalogued volumes, and a long-term project showed a research collection of 300,000.

A careful study of Dewey, Union, and the Library of Congress systems by the school's Librarian led to the publication of an article which concluded that none of the schemes presently in use was adequate.<sup>1</sup> The study looked forward to a more ideal classification scheme for theological libraries than was then available in the three under investigation.

Further study led to a consideration of the Bibliographic Classification devised by Henry E. Bliss, a scheme not unknown to the Librarian, but one which had had little attention since library school days at the University of Denver in Ruth French Strout's cataloging classes. The Librarian visited City College, New York, where Mr. Bliss had labored from 1891-1940, and corresponded with librarians abroad who had adopted the scheme. These included several in England, Africa, New Zealand, and Australia.

Although the Bibliographic Classification scheme was officially adopted by the Library as of July 15, 1956, the investigation and practicability of using Bliss was carried forward during the remainder of that year and throughout 1957. The scheme was first applied in May, 1958, by the Cataloger, James P. Else. Thus, the decision to use Bliss was unhurried and deliberate. An attempt was made to work through most of the Bliss alternative methods of classifying certain subjects at the outset, recording decisions, etc., in order to assure integrity of the scheme and avoid some of the pitfalls of classification which otherwise can crop up years after a scheme has been adopted.

The following material will further identify and describe the Bliss Bibliographic Classification and indicate some of the reasons the scheme is considered well suited for the classification of a theological library. The remarks are based on experience with the scheme as published in *The Organization of Knowledge in Libraries, 1939*, the four volume *Bibliographic Classification, 1953*, and the *Bliss Classification Bulletin, 1954*—, all published by the H. W. Wilson Company, New York.

### *Bibliographic Classification*

Henry E. Bliss's Bibliographic Classification was over fifty years in the making. It is primarily the result of his work at City College, New York, especially in the period 1900-1940. The School of Library Service at Columbia University is reported to have in its possession a file of letters to and from Bliss which indicates considerable correspondence with some of the recognized leaders in the library profession during those early years. John Jamieson of the H. W. Wilson Company says of the file, "This is a collection of roughly 500 letters to and from Bliss arranged chronologically from about 1917 until the publication of the first edition of the *Organization of Knowledge in Libraries* in 1933. Among the correspondents are Bishop, Cutter, Richardson, Dewey, and various members of the ALA Headquarters staff and of the ALA editorial committees which reviewed Bliss's manuscripts."<sup>2</sup> From 1940 until the publication of Bibliographic Classification in its completed form in March 1953, Mr. Bliss continued his work on the scheme, together with cooperating subject specialists around the world.

There was some concern in the 1940's and 1950's lest Mr. Bliss, (then past 70) die before his work was finished. Significantly, he lived a full two years after publication of the completed work—long enough to serve as editor of the first three issues (Volume 1) of the *Bliss Classification Bulletin* which carried most of the corrections that needed to be made, plus a number of significant additions. Henry E. Bliss, then 85, died on August 9, 1955, having given his entire life to the development and perfecting of a classification scheme, suitable for all bibliographic purposes, hence the term "bibliographic" in the title.

### *The Notational Symbol*

Library classification schemes are often identified by the kind of nota-

tional symbol used, e.g., Dewey uses all numbers, Library of Congress usually uses two letters plus four numbers, etc. The Bliss scheme is basically a letter notation, often beginning with three capital letters in the same manner as found on automobile license plates.

Bliss had advocated a reform in automobile license notation in 1933 when he pointed out:

In the notation of automobile licenses such combinations as 2N-48-37-N.Y. and 1-387-964-N.Y. exceed the economic limit and are far beyond the speed-limit for instantaneous vision. Letters have been introduced, but not enough of them. If letters were used consistently, the permutations of five would mark over ten millions of vehicles, and four would mark over 450,000; and the state could be denoted by a prefix of one or two letters, set off by a hyphen: thus, NY-BHAT, and D-FKL (D for Delaware, MS for Mass., MP for Mississippi, etc.) Such notation would be more quickly read in the flash of an eye or of a street light, when the speeders or robbers are flying fast; it would be more distinctly impressed on the sense and more accurately remembered.<sup>3</sup>

Although the Bliss notation uses capital letters to represent major divisions of knowledge, lower case letters, numbers, and even other symbols, to provide for very close classification, when desirable, the complete classification notation is reasonably short. If compared with other notations, it is usually shorter, and when it is longer, it is probably because a better job of classification has been done. Many digits would normally have to be added horizontally after the decimal point in Dewey to show comparable specificity.

Bibliographic Classification may use a comma to indicate the presence of a letter added from a Systematic Schedule rather than an additional letter sub-division. A decimal point could have been used, but since one is dealing with letters instead of numbers, and since the comma is not always inserted at the same point, i.e., after the third character, it seems wise to follow Bliss's suggestion and use the comma for the purposes intended by him. Certainly, the comma (or a like symbol) must be used, if one is to apply the classification as set forth in the complete edition of the scheme. Unfortunately, City College, following the older work of Bliss, does not make use of the comma.

Numbers may be suffixed to the main stem of capital letters to achieve many advantages over schemes with only a pure (i.e., all letters or all numbers) notation. Thus, certain reference type works, bibliographies, etc., may file logically and easily at the beginning of a particular class by suffixing numbers. One is never caught in a straight jacket as to the placement of material by form (e.g., bibliographies) whereas in Dewey it is usually necessary to go beyond the decimal point to indicate such.

### *Filing Order*

Filing order is simple, even with a shelf of the most complicated Bliss classification symbols. In reading characters left to right in any given classification symbol—each character is to be considered, one at a time. Suf-

fixed symbols, regardless of the number of capital letters in the main stem, follow this order rigidly:

1. Suffixed numbers, as in PMK<sub>9</sub>
2. No suffixed symbol, as in PMK
3. Suffixed comma and capital letter, as in PMK,A
4. Suffixed comma and lower case letter, as in PMK,a

### *Mnemonics*

The numerals or characters in the Bliss scheme are often mnemonic and aid the classifier and library patron. The numeral 1 is consistently used for dictionaries and certain other reference books, 2 for subject bibliographies, etc. Mnemonic letters are occasional or casual, never forced. There are a considerable number of literal mnemonics throughout the scheme, but never as a sacrifice to logic. Photography, for instance, is VR because this is where it belongs logically, not two letters away in VP.

A few mnemonic second letters follow:

AL	Logic
HH	Human Hygiene
IM	Mental Disorders
KE	Ethnology
LA	Archaeology and Antiquities
MG	Germany
NO	Ohio
OJ	Japan
PE	Ethics and Morals
QC	Charity, Philanthropy
RI	International Relations
SE	English Law
VA	Architecture
WE	Etymology and Semantics
XG	Greek literature
YP	Poetry, English
ZU	University and College libraries

Letter combinations resulting in actual words also aid the memory in locating specific points in the scheme. One should have little difficulty in remembering such combinations as:

PAL—Classification symbol for relation of religion to ethics.

PEP—Classification symbol for happiness, pleasures.

PET—Classification symbol for passions, etc.

Combinations resulting in objectionable words are omitted, although Mr. Bliss maintained that one should disregard what they spell and see them as notations. Although there really is no valid objection to such spellings as CAT, RAT, PIG, FAT, etc., it does seem wise to skip some of them—but probably only those also deemed wise to omit from automobile license plate notations.

### *Advantages of a General Scheme*

Bibliographic Classification seems well suited for a theological library. Such libraries are apt to be much less specialized in content than is customarily supposed, and there are many advantages in using a general scheme which covers all fields of knowledge adequately. This argument could also be used in favor of Dewey and Library of Congress, and, in point of fact, may partially explain the continuing popularity of these schemes in certain theological libraries. The swing to Union in the 1940's may have been reactionary, possibly as a result of a mistaken idea that a seminary library was supposed to crowd everything into the Dewey 200 class, or the BL—BX of the Library of Congress system, leaving other classes barren. The Union scheme undoubtedly grew in favor because it spread a collection fairly evenly throughout its own sound notational system.

A separate religion class is still convenient and necessary in the classification of knowledge, but it can be de-emphasized. Thus, in our interpretation of the Bibliographic Classification's P class (religion), we attempt to class many topics out of P and locate them with their secular counterparts. Thus, pastoral counseling goes to class I, psychology; religious education goes to class J, education; the church and social problems go to class Q, applied social science and ethics; and the church and economics is shifted to class T, economics.

This is also one of the operating principles of the Union scheme, but Union locates in close proximity, or as is stated in the Preface to the printed scheme, "in convenient proximity."<sup>4</sup> Although it is certainly untrue, it is almost as if Julia Pettee took a religion classification such as the Cutter BR—DZ, or the Dewey 200, or Library of Congress BL—BX, and cut up one of these schemes into segments and attached the various segments to established secular classes, in order to provide for theological books in "convenient proximity" to the secular counterparts. In other words, the classification for any given theological segment remained fairly intact.

On the other hand, in our interpretation and application of Bibliographic Classification, we do not make any overt attempt to keep a separate religion classification within or under secular topics, nor do we add a distinguishing mark to indicate a given work has a religious slant. Wherever possible, religious and theological works are subsumed by the regular Bibliographic Classification schedules, completely de-emphasizing the traditional distinction between sacred and secular.

Either way, the fringe disciplines are more adequately provided for and there is a more even distribution of books assigned to the various classes. It is interesting to note that in our "theological" library, only 5,000 titles have been cataloged thus far by Bibliographic Classification, but only one letter (F, Botany, including Bacteriology) remains unused as a location symbol in shelving and in the classified subject catalog. This means 25 letters representing main classes are already in actual use,

whereas, if we were using Library of Congress and omitted the corresponding Q, Science class for Botany, the spread of our collection would be limited to 19 letters. This is partly explained by the fact that the Library of Congress scheme omits the letters I, O, W, X, and Y—reserving them for subjects unknown at the time of the preparation of the scheme. Mr. Bliss, on the other hand, points out the folly of this practice, as when new subjects are added they should fit into the framework of the classification as already established, and not be isolated, completely apart from all other subjects.

Theological librarians should be better prepared and qualified to initiate and expand schedules for religion rather than for the so-called secular subjects. They know best their own literature and are frank to admit they are often severely limited in a grasp of the other disciplines. Thus, an up-to-date general scheme provides the detailed help needed in fields outside theology and at the same time gives a built-in safeguard against improper classification and treatment of non-theological materials. Although this may not always seem important, the fact is, "How otherwise can you deal with the changing, shifting concerns and emphases of seminary education to meet the changing problems of secular life?"<sup>5</sup>

It may also be pointed out that, due to the high cost of initial classification and cataloging, it is no longer possible to go back and reclassify when it becomes obvious that violations have been committed in the other disciplines.

In any case, it is certainly a great convenience for theological librarians to find adequate provision for the classification of subjects thought initially to be outside the field of interest of a theological library, but subsequently found to be relevant. Even now, the Southern California School of Theology is planning a new program called, "Frontiers Unlimited," which will bring specialists in other fields to the campus for convocations, enrichment courses, and in-residence activities, increasing the need for library materials outside the scope of religion.

#### *Flexibility and Up-To-Dateness*

One of the advantages of the Bibliographic Classification scheme is its flexibility. Logical alternatives are identified, and one has the advantage of being able to make a decision based on local needs and considerations. This practice also minimizes the need for a central agency to keep the system up-to-date. The "up-to-dateness" of the scheme then becomes directly related to the degree of "up-to-dateness" of the school. The library can be kept aware of curriculum revision, changing emphases, and nomenclature at all times; and, in this way, keep the classification scheme alive and fresh over the years.

This is much easier to accomplish with the Bliss Bibliographic Classification, the most up-to-date scheme of those of comparable scope, having been completed less than ten years ago. Since that time the Wilson Company has issued the *Bliss Classification Bulletin* which serves as a medium of exchange of ideas and interpretations, together with additions and

corrections suggested for the main four-volume work of 1953. The up-to-dateness of the scheme is well illustrated in many subjects ancillary to religion such as education, psychology, psychiatry, social sciences, history, and music.

### *Classification and the Educational Philosophy of the School*

It is important for the library classification scheme to be in harmony with the educational philosophy and general policies of the school where it is to be used. Included in the policies of the Southern California School of Theology is the statement "That a variety of theological positions will be represented on the faculty . . . that openness to secular concerns is important in theological education."<sup>6</sup> The school is interdenominational and ecumenical in spirit, personnel, and outreach, where no one theological point of view is expected of professor or student. The attitude of a typical library patron is likely to be exploratory, functional, and ecumenical, and usually there is a willingness to examine anew all aspects of man's religious experiences and needs. Censorship of ideas and materials through pre-determined classification and classification resulting from bias rather than the scientific method may be distracting and an actual hindrance in research.

Yet an analysis of Dewey Decimal, for example, makes one wonder how other countries can make any use of the scheme. Raynard C. Swank, writing in a recent issue of the *ALA Bulletin* makes this observation:

. . . But Dewey was never conceived as an international classification. It is oriented to the West—indeed, the nineteenth century, Protestant, New England West. The intellectual and political violence that it does to a Taiwan Buddhist of this generation could not conceivably have been anticipated by its author.<sup>7</sup>

Bibliographic Classification, on the other hand, is not slanted toward any particular religion or socio-economic group. Mr. Bliss was committed to a deeper recognition of the unity of all truth under God and the building of one world through the achievement of an individual and social outlook which is universal.

### *Schedules for Religion*

A very complete schedule is available for specification under any religion, sect, church, or religious community. This schedule is consistent with suggestions elsewhere for close classification and consequently provides for details sometimes beyond those found in the Union scheme, but with a more consistent pattern of development. There is also a similar schedule for sub-classification under any religious society, community, or order, not a church or sect. Other schedules are also available for use in connection with classification for religion. These include form divisions, geographical subdivisions, subdivisions by languages, subdivision by historical periods, and for special subjects relative to any author, philosopher, or personage. There are 47 different schedules in all which may be applied

throughout the scheme. These provide for specification of almost unlimited possibilities without the need for promiscuous local expansions and adaptations.

### *Bibliographic Classification and a Classified Subject Catalog*

Although interest in classification is usually in connection with its suitability as a scheme for the arrangement for books on library shelves or pamphlets in vertical files, one should also evaluate the scheme in terms of its usefulness for all bibliographic purposes, especially as an arrangement for a classified subject catalog.

Mr. Bliss predicted the classified subject catalog was probably entering a new period of development.<sup>8</sup> This may or may not be true, but the strengths of the classified catalog as a major tool for information retrieval are becoming increasingly well known and must be reckoned with by library schools who have traditionally all but ignored this avenue of subject approach.

In order to utilize to the fullest extent the strengths and purposes of Bliss's classification, a classified subject catalog is being developed at the Southern California School of Theology. This catalog is housed physically apart from the standard author-title catalog. It is composed of an index to subject terms or topics for materials thus far cataloged in the library and the main body of the catalog, a card file arranged by Bibliographic Classification. As many subject entries as needed per book may be inserted at various points in the classified catalog. Arrangement is by the Bibliographic Classification symbol in the upper right hand corner, as distinguished from the call number in the upper left hand corner. A further refinement in this catalog is the inverse chronological arrangement of all cards filed under any given classification symbol. A user need not wade through inches of cards representing outdated material if this is not part of his research program. Or he may proceed to a particular decade without regard to published works in that field under other dates.

### *Conclusion and Prediction*

Although there are now well over 5,000 titles (8,000 volumes) fully cataloged according to the *Bibliographic Classification*, it is still difficult to assess the degree of acceptance on the part of the users of the collection. There has been no publicity or announcement to the fact that a different scheme is in use. Other than a very brief note as to filing order, there are no instructions posted concerning the scheme, no synopsis of schedules, and no library instruction or orientation for new students.

Three large volumes, containing the complete scheme and index reside on top of the 60-tray author-title catalog, but they appear to have little use. A sheet of instructions for using the classified catalog, another 60-tray unit apart from the author-title catalog, is available from the top of that catalog unit. Actually, it is the index to the classified catalog, housed immediately ahead of the subject catalog, which the public uses more than

anything else to find their way around in the classified catalog and also in the book collection itself.

Most users seem indifferent to the whole thing and express little concern or surprise even when they realize the scheme is different from anything they have ever used before. They proceed to use the scheme without any apparent difficulty, and no complaints have been registered—only an occasional comment, “Well, this doesn’t look like Dewey!” But users are never concerned or bitter over the discovery the library has departed from the “known.” All users appear to adapt themselves to the situation without any trouble or inconvenience.

One part-time student employee, a shelver for all of our library materials, states that he can shelve books more rapidly and easily in the Bibliographic Classification sequence than he can in the Dewey Classification sequence—in fact, he says he prefers it. Not all shelvers or filers would say this—particularly those who file in the classified catalog, for Mr. Bliss’s comma (an extremely useful device to set off additions from schedules) can be confusing to the unwary. PM,K is not the same as PMK, and they cannot be filed together.

Thus far, no special instruction has been given to the library staff. Those of the staff who work with the classification in one way or another most of the time, have no difficulty. Others need to remind themselves about some of the intricacies from time to time.

When a new cataloger is added, it cannot be expected that he will have been trained in Bibliographic Classification, but this should not present a problem. Any professionally-trained cataloger should be able to use the scheme quite readily, regardless of background. A transition from another scheme should be no more difficult than going from Dewey to Library of Congress or Dewey to Union, etc. The main difficulty would come in carrying out the policies and decisions concerning alternative classification for various subjects and maintaining integrity of the scheme as adopted.

Faculty comment has been almost nil. One or two members of the faculty frankly state they have no interest in classification and prefer to use specialized subject bibliographies. Others give the impression they will tolerate almost anything so long as they can find the book they want! One member expressed appreciation and even praise for the arrangement in his particular field of interest.

Although the book arrangement appears to be entirely satisfactory, it is undoubtedly the classified catalog which will eventually make the classification scheme worthwhile. The classified catalog is being used more and more and in the opinion of the staff justifies rather close classification for some subjects.

In future months, it is planned to provide the usual classification and cataloging visual aids, library manuals, and instruction and orientation sessions, in order to give students assistance in the use of the library. Meanwhile, the lack of these refinements do not seem to deter use. Circulation of library materials is at an all time high, and the overall

use of the library is constantly increasing, while student enrollment remains fairly constant—approximately 100.

The Bliss Bibliographic Classification will not join the ranks of dead schemes such as Cutter in the United States and Brown in England. The present disillusionment with classification as a means of retrieving information will hopefully lead to its discovery. All library schools should include a study of Bliss and his work in their regular curricula, and more attention needs to be paid to classified subject catalogs. This is particularly true if they would aspire to a higher level than that of a trade school. Meanwhile, the Wilson Company reports that over sixty libraries are now classifying according to Bliss, and the British Committee for the Bliss Classification purposes to keep the scheme up-to-date with the help of libraries of all types around the world.

Barbara Kyle of London recently pointed out the difficulty in choosing a classification scheme for the social sciences and concludes her article with a challenge appropos this paper:

In these circumstances the temperament and training of the chooser will inevitably affect his choice: the scientific and adventurous-minded will experiment, the timid and historically disciplined will choose known, in preference to unknown, imperfections.<sup>9</sup>

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### BELLA SHACHTMAN HONORED

Bella E. Shachtman, Chief of the Catalog and Records Section of the U. S. Department of Agriculture Library, received Agriculture's Superior Service Award from Secretary Orville Freeman at the Department's Annual Honor Awards Ceremony held in the Sylvan Theatre on the Monument Grounds, Washington, D. C.

Miss Shachtman was cited for "exceptional service, initiative and leadership in library science, resulting in more effective nation-wide service to Department research workers and agricultural scientists."

# Please Help Me To Understand\*

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EDWIN CASTAGNA, *Director*  
*Enoch Pratt Free Library, Baltimore*

I HAD BEEN AT the Enoch Pratt Free Library barely long enough to find my way to my office when the invitation came to speak here. I accepted almost automatically because I want to meet as many of my Eastern fellow librarians as possible. And also I must say Charlottesville has a powerful lure for me because of its Jefferson, Poe, and Wilson associations. And even if this were not true, a chance to travel over the beautiful Skyline Drive through Shenandoah Park was reason enough.

I had thought some about what I would say, but I had not gotten to that point where I felt the need to be specific when I received a courteous letter asking the title of my talk. It was wide open and up to me what I would talk about. I thought a little about giving you my impressions of the East, having spent my first half century mostly in the Far West. And this would have had a certain novelty since most of what we hear is by returned Easterners ticking off the uncivilized West so the folks back home will be glad they stayed put. I might have said something about how we did our cataloging in California. But you would have seen right off that I am not an expert in your field. And I try not to get beyond my depth before I know my companions pretty well. Miss Moreland had suggested that I introduce the topic of this meeting afterwards of subject cataloging. But that is obviously ice too thin for me. I might have spent a few after-lunch moments telling you how wonderful catalogers are. But I threw this aside even though flattery cheers better than mint juleps. This being a political year, I considered the possibility of an all-out attack, even though I feel no natural animosity but rather affection and respect toward catalogers. Anyway, you've had more than your share of abuse.

Here's an example:

Nobody loves a cataloger. Catalogers are the pariahs, the untouchables, in the caste system of librarianship. Everyone seems to loathe or pity them. Their fellow workers regard them as psychotic or sub-normal, grubbers in detail, dabblers in trifles, sticklers for convention, idolaters of conformity, dull, obstinate people, literal-minded and humorless. Library boards deplore the cost of cataloging and cherish a stubborn conviction that any business man could reduce it overnight to microscopic dimensions. Administrators and executives defend catalogers—insincerely—in public, and bully them in private. The order department resents the divergency of library entries from those that appear in booksellers' catalogs.

\* Talk given at a meeting of the Potomac Technical Processing Librarians, in Charlottesville, Virginia, October 8, 1960.

The reference room begrudges the catalog room its working tools and ridicules its misuse of the terms, "Research" and "authority." The circulation staff scolds ceaselessly because every accession is not completely processed within thirty-nine minutes after its arrival. And readers of every race, creed, age, and sex complain to Heaven and to each other, whenever a book is not listed under the nickname that they happen to use for it. Thus from every direction, always, and by everybody catalogers are an abused people.

You may recognize the sharp words of Pierce Butler from your own *Journal of Cataloging and Classification*, March, 1953. Who can compete with something like that? The big lie is always hard to handle. So I discarded all my first thoughts and went back to a subject that interests me more and more, not only in librarianship but in every human activity. It is something we talk about endlessly. It is simply how to make ourselves understood. We always seem to fail in some way to do it well. Why? Might there be an answer in this quotation from an article, "The Progress of Science. Communications: Contact and Concert" in *Discovery* for August, 1960? This refers "to the principle in physics which states that in order for energy to be transmitted efficiently from one electrical network to another it is necessary that there be an impedance match between the two circuits. Similarly, for transmission of information, more accurately human understanding, between two individuals there must be matching of backgrounds. Although matching between scientists exists, and matching between humanities is sufficient, there is an historical lack of impedance matching between devotees of science and the humanities."

This states something we have all observed. It's as obvious as the C.B.I. in your catalog rooms. But somehow we seem to forget such simple facts when we try to tell other people important things about our specialty. And although catalogers and other librarians may not be as far apart as scientists and humanists, impedance is still not perfectly matched.

M. W. Thistle, in an article called "Popularizing Science" in *Science* for April 25, 1958, puts his finger on part of the problem. "Rightly or wrongly, the language barrier is generally felt to be inside the scientist rather than inside his audience, and there is some justification for this view. I know a lot of scientists whom I love, but whose operations in the English tongue remind me of an elephant on stilts—ponderously inelegant. . . . It is about time that we stopped expecting miracles of even the best exposition; you can get the same glassy stare by declaiming Gaelic poetry to a deaf sea gull."

Now I wish I could give you some examples of writing about technical processing so horrible we would all shudder. I did find a few promising candidates. But the main trouble with them was not that they didn't communicate. I could figure out what the authors really meant. However, they often clouded their messages in fogs of long words from the Latin in which I lost my way and had to grope toward the meaning.

One of your own group said it pretty well. "Any student worth his salt will, I fear, damn most cataloging literature as a dreary waste. Many pedantic people are quoting endlessly from one another with solemn mock

scholarship to prove the obvious. Long-winded logic, forced humor, opinionated gossip. A bit of bragging, too, now and then, about 'how we save money at Raspberry Center'." This neat jibe by Paul S. Dunkin is from his article, "Petty Codes and Pedagogues." It is in *Journal of Cataloging and Classification*, Spring, 1951.

Here is a piece of professional writing that says something but seems terribly stodgy and cluttered with tired words: "During the postwar period several trends in the organization of serials and documents have been discernible. The most noticeable point toward the study and adoption of procedures designed to eliminate wasteful duplication in records pertaining to serials; a continuing search for practical means of giving collections of government publications maximum effectiveness; the increasing use of bibliographic controls as aids in acquisition as well as means to implement and supplement existing records; the revival and extension of cooperative movements leading to the acquisition of serials and documents by exchange; and the growing acceptance of microphotography to meet problems connected with the storage of certain categories of material which must be preserved, and with the securing of publications not readily obtainable in printed form."

Again, here is a statement that leaves me uneasy and dissatisfied:

Insofar as a trend can be discerned, it appears that the pragmatic approach is in the ascendant. There are suggestions, more in the air than on paper, that subject catalogs are destined to be freed from their logical framework and developed along more utilitarian lines in the future. And the substance of the discussions at the institute on subject analysis suggests that there is wide recognition of the urgent need to define objectives and principles in the immediate future.

This writing somehow fails to make pictures in my mind. Maybe it isn't supposed to do that, but it should give me, I think, a clearer picture than I get.

I don't believe with Rudolph Flesch that to be understood you must write sentences of seventeen short words or less. I am not proposing the simplicity you need to communicate with idiots. Our culture is too vulgarized now. But I find about five pounds or more of printed material on my desk every day. If very much of it is like this, I'll either go to sleep or put it in the pile that never gets read.

Listen to this:

My father's favorite piece of den furniture was his oak and 'rhinoceros hide' armchair. It was ostentatiously a masculine, or rather a bachelor's chair. It had a notched, adjustable back; it was black, cracked, hacked, scratched, splintered, gouged, initialed, gun-powder-charred and tumbler-ringed. It looked like pale tobacco leaves laid on dark tobacco leaves. I doubt if Father, a considerate man, was responsible for any of the marring. The chair dated from his plebe days at the Naval Academy, and had been bought from a shady, shadowy, roaring character, midshipman 'Beauty' Burford. Father loved each disfigured inch.

Obviously it's underhanded to introduce such writing into a talk like this. This is from *Life Studies* by Robert Lowell. Not many of us will take

the time nor have the gift to select such precisely right words to put a picture into the mind of the reader.

Maybe one reason librarians don't write better is because they don't seem to read discriminatingly enough. I was often shocked in California, while sitting on interview boards, to find candidates for high library positions who thought authors like Lloyd Douglas and Frank Yerby our finest writers. Many of them seemed to read mainly *Life*, *Time*, and some shoddy newspaper, if they read at all.

There are, of course, reading librarians who do get across what they mean even while they rile their readers. Of this tough breed is Lawrence Clark Powell. Here are a couple of Powell passages:

When the social scientists, educationalists, and documentalists entered the book world, they brought their jargon with them. Order and cataloging work became *Technical Processes* and *Bibliographical Control*, reference work the *Retrieval of Information*. Librarians became Mediators in a world of *Spatial Mobility*.

I recognize a need for specialists to deal with the proliferation of scientific information. They must be trained to master this material, and therefore, schools are needed for their training. Let them be called Documentalists, or Retrievers, or Communicators, or Mass Mediators, rather than Librarians. I have no quarrel with them personally. They are sincere and dedicated men—sincerely wrong and mistakenly dedicated. Humanists need good housekeeping; likewise, housekeepers need humanizing.

This book-struck Powell, who damns library educators and administrators "whose utterances," he says, "are devoid of bookish references . . . for books and people are basic in librarianship, and to omit them is to play Hamlet without the Prince," is without mercy but full of an easily-understood message. Now he has become a library educator himself. It will be interesting to see what he turns out in the way of new biblio-humanists. I should admit that I am not objective about Powell. He is an old personal friend and I carry a commonly-shared virus with me to the East Coast. Not many of us are in his class as colorful writers. But we can learn from him.

Occasionally in your literature I have come across lively passages. Refreshing oases they are, in bleak and barren expanses. Here is a nice quarrelsome little exchange from your own JOURNAL. Maybe you can identify the authors. The fight started this way:

The much praised flexibility claimed for Uniterms sharing common accession numbers is actually a process of involute binding of simple concepts and generic relationships, cemented to more remote or far-fetched concepts and relationships. The degree to which the simple and generic becomes muddied, diffused, confused, or hidden will increase as the body of reports handled by this system increases.

Perhaps it is not amiss to draw an analogy to some of the opossum lore which is particularly indigenous to the South. It is said that the lowly opossum (*Didelphis virginianus*) is one of the few marsupials of North America. For a considerable period the mother opossum carries her young on her back after their birth. Now, suppose instead that the mother opossum were not only to carry her young on

her back for their lifetime (and hers), but that all female opossums of the second generation were to carry their offspring on their backs for life too. It is not difficult to see that after even three generations, it gets fairly rough on the old lady, and that she becomes quite hard to locate in the welter of her offspring as well as those of her sons and daughters.

Here is what the author got back as a result of his beastly attack:

We can match Mr. x's opossum lore with some animal lore which has worked its way into the annals of logic. A lecturer who was attempting to demonstrate the basic simplicity of logic to those who had the will or wit to understand it commented on the formal generic relations,  $y$  includes  $yx$ . The relation, he said, always holds no matter what ideas are substituted for the variables, e.g., swans include white swans; the class round tables are included in the class tables; the number of tall men cannot exceed the number of men, etc. But the lecturer concluded by pointing out to his readers the 'equine paradox,' namely, 'There are more horses' necks than there are horses.'

That's sharp, explicit and full of flavor. It may not be in the best taste. Strictly speaking, it's on the animal level. But at least it keeps you reading, engages your attention, and it might even make you think.

One of the disturbing things about this whole business is the fact that aside from a few people like Paul Dunkin, who writes pungently himself, and is aware of the shortcomings in the literature of cataloging, there seems to be either indifference or unawareness about how far this literature really falls short as effective communication. In *Occasional Papers*, Number 58, University of Illinois Library School, March, 1960, a half dozen librarians reviewed the literature in evaluative bibliographic essays. As far as I can tell, they have done a thorough job listing and describing the content of the material, but there is not a word about how dispirited most of the writing is. Why this blind spot among librarians? We of all people should do better. After all, we handle rivers of print. You might suppose we would hesitate to add more drab writing to the already generally dismal and ever-widening stream.

One reason, of course, is that we don't or won't take enough time with our writing. We are busy with many other things. And we live in a culture which puts continuous strident distractions before us. Maybe that's why we just don't get around to polishing and simplifying our writing. Since language is our instrument and makes up the bulk of our collections, don't we have the obligation of using it with the greatest clarity, simplicity, and precision of which we are capable? In *The House of Intellect* Jacques Barzun says, "language is liable to abuse and decay, it can be ruined as quickly by its guardians, the linguists, or its workmen, the critics and artists, as by the indifferent—the scientists and the democrats." Probably the only reason he left librarians out is because he doesn't have to read our stuff. Surely we don't want to dig our own graves by contributing to the destruction of the language which is in one way or another our bread and butter.

M. W. Thistle, whom I quoted earlier, gives excellent advice librarians should take to heart:

I might point out that we have some very old precedents for breaking through the barriers and talking to ordinary folk about extraordinary things. Jesus had such a problem. His technique was to put what he had to say into a perfect little short story, dealing only with familiar things that you can touch and see. He would begin with, 'A certain man had two sons,' or, 'Behold, a sower went forth to sow'. To this day, the only device I know that will actually work for an audience of fishermen, tax gatherers, publicans, housewives, or other groups of laymen is this same technique of analogy, comparison, metaphor, simile, and parable.

Cataloging is a creative and complex art full of theories and abstractions. It isn't too easy to talk or write about it in little Biblical short stories dealing with "familiar things that you can touch and see." Some people shy away from this kind of writing because it is often trite and usually full of clichés. Each must in the long run decide how he is going to try to make himself clear. And he should, out of simple humanity, take pity on editors. If editors are often seen muttering to themselves and seem embittered, it may just be that they have been subjected to inhuman doses of indigestible prose. Let's not add further to their travail, but keep in mind that when Anthony Hope cautioned, "Unless one is a genius it is best to aim at being intelligible," he was giving good advice to most catalogers and other librarians who write for publication.

Finally for those who recall the announced title of my talk, "Don't be so technical," I want to apologize. To say "don't" to your betters is always bad manners. And doubly so on first meeting. I'd like to change the title to "Please help me to understand."

## Conventional Titles: Further Observations

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ROBERT M. PIERSON, *Humanities Librarian*  
*McKeldin Library, University of Maryland*  
*College Park*

IN A RECENT ISSUE of *LRTS* John Caldwell proposed that conventional titles with cross references from publishers' titles (cf. LC rules, p. 75ff.) be used in entries for literary as well as for musical works.\* Seymour Lubetzky has prescribed conventional titles in the proposed new rules for author and title entries, specifically Rules 7 and 8, and Paul

\* Caldwell, John. "Conventional Titles: A Suggestion," *LRTS*, 4: 243-246. Summer, 1960.

Dunkin has commented on his recommendations.\* Conventional titles constitute an answer—certainly interesting and for the most part, I should think, acceptable—to a serious need in catalog construction: namely, to create instruments (1) for locating particular works known only by their publishers' titles, (2) for locating texts known by titles other than those borne by particular presentations of the texts, and (3) for surveying libraries' holdings of closely related texts. I should like to offer a few remarks of my own supplementing the observations of Messrs. Caldwell, Lubetzky, and Dunkin. Some of these have to do with filing problems which the LC filing rules illumine (specifically, Titles, IV and X).

First, one should concede that, as Mr. Lubetzky points out in Rule 8a, not all libraries need to accomplish what conventional titles achieve: ". . . in a library largely limited to materials in the language of the country, where foreign works are generally represented in translation only, the original title is preferably omitted. . . ." In the following paragraphs I shall consider the needs of libraries that *are* concerned with the problem of identifying and bringing together similar works of varying titles.

It seems to me self-evident that some libraries will feel unable to revise or replace existing cards in line with Mr. Caldwell's and Mr. Lubetzky's suggestions unless they confine their revision to entries for philosophy, belles-lettres, and the like (assuming that such a distinction can be consistently made); even then, the expense might seem too great. I assume that it will not always, or even often, be practicable to *insert* conventional titles below author entries; nor will all libraries feel able to prepare the barrage of cross references from publishers' titles without which conventional titles may well impose more barriers than they remove.

I offer no solution to the problem of cross references; but, regarding the *first* difficulty, I might point out that if libraries do not wish to employ conventional titles, they may find adequate substitutes in filing titles added to the upper right corners of cards, such as are used in various libraries, notably LC (See Filing rules, Titles, IV). Cards bearing "corner marks" could easily be interfiled with cards bearing conventional titles (I assume that, should LC printed cards with conventional titles become available for works other than musical, libraries will want to use them).

Mr. Caldwell points out that the ALA rules regarding entries for anonymous classics, *e.g.*, the Bible, can serve as clues as to how conventional titles of works of known authorship may be expressed. (I wonder, by the way, whether, for works in translation, there might ever be some value in adapting the form of Bible entries and so achieving such phrasing as [Odyssea. English. Pope. 1950].) Another clue as to how conventional titles may be expressed is provided by such LC tracings as "Homerus. Odyssea." A library using this particular tracing but not em-

\* *Code of Cataloging Rules: Author and Title Entry; An Unfinished Draft . . .* (ALA, 1960) p. 10-13. Rules 42 and 43 also introduce bracketed titles, but not as a solution to the problems which Mr. Caldwell considers.

ploying conventional titles would probably file the subject card headed "Homerus/Odyssea" *before* the main card headed "Homerus/The odyssey" (and, of course, nowhere near "Homerus/The story of the odyssey"). But by modelling a conventional title upon the tracing—thus achieving the entry "Homerus/[Odyssea]/The odyssey"—such a library could easily maintain conventional filing order.

The best conventional title for all the known works of an author would probably be [Works]. For selections, one would probably use [Works. Selections], which could probably be more easily filed—and found—then Mr. Caldwell's [Selected works]. The only catch I see is the difficulty one sometimes has in determining in a reasonable period of time whether a particular collection or set really contains all the known works of an author. (Many *Poems* are complete; some are not.) Some libraries may wish to evade this difficulty by employing some such phrasing as [Works, collected and selected].

Conventional titles for works, collected or selected, representing one literary type, *e.g.*, all or some of the plays of Victor Hugo, could be constructed by analogy with titles for collected and selected works in particular musical forms such as [Songs] and [Quartets. Selections]. Thus one would achieve such titles as [Plays] and [Essays. Selections] and even, perhaps, such variations as [Sonnets], [Briefe], and [Orationes]. Another possibility is inverted titles constructed by analogy with titles for collected and selected musical works in particular media, *e.g.*, [Works, piano. Selections]. This practice would simplify filing arrangements if it seemed desirable to separate entries for collections in particular forms from entries for individual works. But although one *might* swallow [Works, poetic] and [Works, dramatic. Selections], is not [Works, epistolary] somewhat doubtful? And who will stomach [Works, prose, expository, brief]? This last not only is repellent but also does not carry quite the same meaning as the familiar term [Essays].

As I have suggested, the use of conventional titles involves filing decisions. Three possible—and feasible—arrangements of the works of an author occur to me:

1. All titles and cross references in one alphabetical sequence.
2. Works; then selected works; then form titles, individual titles, and cross references interfiled.
3. Works; then selected works; then form titles; then individual titles and cross references interfiled.

The second arrangement is the one prescribed at LC. If, as at LC, one interfiles form and individual titles, he may choose between two arrangements:

1. Strictly alphabetical, with [Sermon on . . .] preceding [Sermons].
2. Partly classed and partly alphabetical, with [Sermons] (and [Sermons. Selections]) preceding [Sermon on . . .].

The second arrangement is the one prescribed at LC. The conflict in these choices seems to be basically between classifying and alphabetizing.

A filing system introducing classification facilitates surveys of holdings and facilitates searches for texts not known by publishers' titles, but requires of the catalog user that he understand the classification; a filing system which adheres to the alphabet facilitates searches for particular items and for works known only by publishers' titles and is probably more accessible to the uninitiated catalog user. LC's arrangement of music involves a compromise (see Filing rules, Titles, X): entries for works, selected works, and collected and selected works in particular *media* precede other entries; but entries for complete and selected works in particular *forms* are interfiled with entries for individual works—although (as noted above) the form title [Sonatas, piano] would, for example, *precede* the individual title [Sonata, piano, no. 1 . . .] (but would *follow* the individual title [Slavonic dance]).

Some libraries may wish to bring together an author's individual works in particular forms, with a pattern of this kind perhaps resulting:

- Essays, collected
- Essays, selected
- Essays, individual
- Plays, collected
- Plays, selected
- Plays, individual

and so on. LC achieves approximately this effect with Cicero (see v. 29, p. 125 ff.). I therefore wonder whether it is ever advisable to use such conventional titles as [Novels. L'homme qui rit. English]. To do so would facilitate such a filing arrangement as is suggested above but might confuse users of a catalog in that, I assume, they would suppose plural or collective terms like "Novels" to indicate plural or collective objects. Italicizing the "form word" might help; so might expressing it in a corner mark (although one would probably not want to use *both* a conventional title and a corner mark).

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Mr. Lubetzky's proposals, Dr. Dunkin's commentary on them, and Mr. Caldwell's article thus point the way to an area of speculation regarding an important aspect of cataloging. May I, in closing, point to a quite incidental achievement: they can serve to reassure those of us whose efforts lie largely in philosophy, philology, and literature that we are not, as it is sometimes hinted, working in fields that require of catalogers less skill and imagination than do music and the sciences.

# German National Bibliographies

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IN 1958 AND 1959 there appeared two studies of the German national bibliographies which are of considerable interest to librarians and students of foreign bibliography. The first, entitled "Die deutschen nationalen Bibliographien" (German national bibliographies), by Rolf Weitzel, was published as a special supplement to the *Boersenblatt fuer den deutschen Buchhandel*, Frankfurt edition, on July 25, 1958. The second, a *Festschrift*, celebrating the opening of the new library building of the West German bibliographical center in Frankfurt, is a collection of essays by outstanding librarians and bookmen. It was first published on April 22, 1959, as a special supplement to the *Boersenblatt* and is entitled "Bibliographie und Buchhandel" (Bibliography and book trade). The following review is based largely on Weitzel's monograph which is a most welcome guide to the major national bibliographies in the German language. Although aimed primarily at members of the West German book trade, it contains a wealth of information which should make the use of current and retrospective national bibliographies a more satisfying experience for anyone not fully up-to-date or familiar with them.

Before describing some of the highlights of these studies, it may be well to list the major national bibliographies under consideration. There are, first, the four privately published retrospective trade bibliographies beginning with Heinsius's *Allgemeines Buecherlexikon* for the years 1700 to 1892, and including Kayser's *Vollstaendiges Buecherlexikon* (1750-1910), *Hinrichs Buecherkatalog* (1851-1912), and Georg and Ost's *Schlagwort Katalog* (1889-1913). In 1914 and 1915 the Boersenverein, the official organization of the book trade, bought up Kayser's and Hinrich's bibliographical enterprises, thereby laying the foundations for a truly national German bibliography. At the time, a decision had to be made as to which bibliographical system should be followed in the future. It was made in favor of the Kayser's *Buecherlexikon* which Weitzel regards as the most detailed and best organized of the retrospective bibliographies. This meant a continuation of the rules of entry used in Kayser's *Buecherlexikon*. The principles of transcribing titles of publications exactly and fully and of physically examining the works to be entered were also retained. Thus, in 1916, there was published the first volume of the *Deutsches Buecherverzeichnis*, covering works published for a four-year period beginning in 1911. Except for the years 1911-14 and 1915-20, the *Deutsches Buecherverzeichnis* has been issued in five-year cumulations.

The bibliographies mentioned above, including the *Deutsches Buech-*

*erverzeichnis 1936-40*, contained monographs, composite works, series, periodicals, and maps published by the trade in the entire German linguistic area. Music and publications outside the regular book trade were excluded. Furthermore, with the exception of the *Schlagwort Katalog*, these national bibliographies were arranged alphabetically by author entries. Following a practice which was later embodied into the Prussian Instructions (the "official" cataloging rules) the principle of corporate authorship is not recognized. Therefore, society and other "corporate publications" are considered as anonymous works to be entered under title.

The consequences of World War II have had a fateful effect on current German national bibliography. The division of the country has resulted in the establishment of a new West German bibliographical center in Frankfurt in addition to the one in the traditional book capital of Leipzig. Each center is issuing a series of national bibliographies. The Leipzig center, called *Deutsche Buecherei*, is continuing the *Deutsches Buecherverzeichnis* and the *Deutsche Nationalbibliographie*, a periodical publication, which has been appearing since 1931. Following a classified arrangement, the *Nationalbibliographie* is divided into two series: *Reihe A*, appearing weekly, covering current publications of the book trade; and, *Reihe B*, appearing three times every month, covering other than book trade publications. The third East German bibliography is the annual *Jahresverzeichnis des deutschen Schrifttums*. The first issue has entries for works issued during 1945/46. It is arranged alphabetically by author.

The *Deutsche Bibliothek* in Frankfurt has become the second national bibliographical center. It also publishes a series of national bibliographies, all under the title, *Deutsche Bibliographie*. Varying subtitles indicate the periodicity of the series. The first is the *Woechentliches Verzeichnis*, or weekly catalog, which follows a classified arrangement. The others are the *Halbjahresverzeichnis*, or semi-annual catalog, and the *Mehrjahresverzeichnis*, covering periods of five years. The *Mehrjahresverzeichnis* is the most extensive of the West German bibliographies, because it endeavors to include, not only publications in the possession of the *Deutsche Bibliothek*, but all domestic and foreign works including maps and atlases in the German language with an imprint date of May 8, 1945 or later. The only exceptions are graphica, dissertations, and music (*musica practica*) which are contained in special bibliographies published by the *Deutsche Buecherei* in Leipzig. Both the *Halbjahresverzeichnis* and the *Mehrjahresverzeichnis* are arranged alphabetically by author entries. Only the first issues of the first volumes of periodicals are entered in the *Woechentliches Verzeichnis* and the *Halbjahresverzeichnis*. Full bibliographical data are given in the fourth bibliography, presently published by the *Deutsche Bibliothek* under the sub-title: *Zeitschriften* (periodicals).

Another group of current national bibliographies in the German language is published in Austria and Switzerland. The Austrian national bibliography, published by the *Oesterreichische Nationalbibliothek* in Vienna, is entitled *Oesterreichische Bibliographie*. It follows a classified arrangement and has been appearing on a semi-monthly schedule since

1949. It was originally published in 1946 and covers a period beginning in 1945. The Swiss bibliographies emanate from the Schweizerische Landesbibliothek in Berne. There are three series: The first is entitled *Das Schweizer Buch*, a classified subject bibliography, which has been appearing since 1943. It is divided into two sub-series: *Reihe A* and *B* which correspond in coverage to the sub-series of the *Deutsche Nationalbibliographie*. *Reihe A* appears semi-monthly and *Reihe B*, by-monthly. The second is the *Schweizer Buecherverzeichnis*, first published in 1951 and covering Swiss publications from 1948 on. Originally intended to include three years of publications, the catalog has been expanded to a five-year period. The last of the Swiss national bibliographies is a five-year catalog of Swiss periodicals entitled *Schweizer Zeitschriftenverzeichnis* which first appeared in 1956 and attempts to cover periodicals beginning with 1951.

A guide to these fifteen national bibliographies in the German language, eleven of which are still being published currently, is a difficult undertaking indeed. Mr. Weitzel has solved it successfully by discussing the bibliographies within the framework of three objects of bibliography: 1. Control over currently-published materials ("Literaturkontrolle"); 2. Verification of bibliographical items ("Titelsuche"); and 3. The collection of materials according to a specific subject ("Literatursuche").

With a view to meeting the requirements of "Literaturkontrolle," bibliographies should appear currently, regularly, and frequently; they should arrange their materials by subject areas and be up-to-date. Weitzel finds that, except for the last-mentioned requirement, all criteria are being met by the *Woehentliches Verzeichnis der Deutschen Bibliothek*. It includes composite works, monographs, serials, maps, and atlases appearing in both parts of Germany, and foreign German-language publications which have been received by the Deutsche Bibliothek. Excluded are German publications from Austria and Switzerland. The latter are entered in the semi-monthly editions of the *Schweizer Buch (Reihe A)* and the *Oesterreichische Bibliographie* which are supplied to subscribers of Edition II (the book trade edition) of the *Woehentliches Verzeichnis*. It uses a classified subject arrangement comprised of 25 subject and form classes which was taken over almost unchanged from the *Deutsche Nationalbibliographie* and which is quite similar to those used in the Swiss and Austrian semi-monthly bibliographies.

An analysis of the various indexes to the national bibliographies is found in the following chapter of the Weitzel study which analyzes their usefulness from the point of view of verification of bibliographical items. The index to the *Woehentliches Verzeichnis* is made up of catch-titles and personal author entries. Significantly the catch-titles are taken from titles and sub-titles, particularly if the latter provide a more expressive term illuminating the subject content of the item. The *Monatsregister*, or monthly indexes, are compiled with a view to bridging the gap between the weekly and the semi-annual, West German bibliographies. They index not merely the West German weekly bibliography, but also the semi-monthly *Schweizer Buch (Reihe A)* and the *Osterreichische Bibliographie*.

A further tendency toward the use of subject entries in the indexes of the West German national bibliographies is noted in the indexes to the *Halbjahres- und Mehrjahresverzeichnisse*, the semi-annual and quinquennial editions of the *Deutsche Bibliographie*, in which catch-subject entries predominate over catch-title entries.

Another important tool is the West German *Zeitschriften*, or periodicals bibliography. Weitzel notes that the compilation of a special bibliography for periodicals breaks with a two-hundred year old German tradition of including periodicals in the general bibliographies. The first volume issued to date covers the years 1945-1952; another for the years 1953-1957 is being compiled. Periodicals of the entire German-speaking area are included as well as some official publications, *i.e.*, non-book trade materials. The arrangement of the titles is according to a classified subject arrangement comprised of 23 classes which are in part identical with those of the *Wocheentliches Verzeichnis*. However, much use is made of some 200 divisions. Class 15 (Economics), for example, is sub-divided into 57 divisions and sub-divisions. Another deviation from established practice is the arrangement of the titles within the various divisions and sub-divisions. While the Prussian Instructions require adherence to a "grammatical" order of words, the new method follows a "mechanical" order. That means that the first word of the title is considered the first *Ordnungswort*, or entry word, except for articles, prepositions, and conjunctions.

The "mechanical" order of words is generally used in the Anglo-Saxon countries. In the index to the periodicals bibliography, entries of a "grammatical" and "mechanical" word order are mixed. Weitzel observes that this development represents the partial acceptance of Anglo-American principles. It may be noteworthy that a modified form of the "mechanical" order was endorsed in 1956 by the Cataloging Committee of the North-Rhine-Westphalian Library Association in a draft proposal of rules for an alphabetically-arranged catalog.

The final chapter of Weitzel's study is devoted to the use of national bibliographies in the compilation of subject bibliographies. Among other things, the author explains the "Systematische Uebersicht der im Register vorkommenden Schlagwoerter" which are classified arrangements of catch-subject entries listed in the indexes to the semi-annual and quinquennial West German national bibliographies. These classified listings, which are appended to the indexes of the bibliographies, are composed of 35 main classes and some 170 divisions. Through a system of notations the index entries are tied to the classified list.

Throughout the entire study, Weitzel attempts to clarify the rules of entry which are and have been used in the compilation of the various German-language bibliographies. Here are just a few illustrations of concepts which are rarely found in American usage. What is the "entry word" for anonymous works whose authors are unknown? The *Ordnungswort*, according to the Prussian Instructions, must be the first independent noun or word used as a noun (*substantivum regens*). The principle is explained by citing the following serial title: *Marburger geographische*

*Schriften* (or Marburg geographical papers). According to the Instructions, the entry word will be *Schriften!* Other illustrations concerning the rules of entry have to do with the catch-title (Stichwort) and catch-subject (Schlagwort) entries which are used in most of the indexes to the various current national bibliographies. While the catch-title is defined as the word which best expresses the main concept of the title and *must* be taken from the title, the catch-subject expresses the main content of a publication. It may be taken from its title or sub-title or be derived from the contents of the work itself. That definition is somewhat at variance with one given in a current library text.<sup>1</sup>

No review of current German national bibliographies would be complete without discussion of two proposed special bibliographies for official publications. An excellent source is Anneliese Budach's chapter, "Amtliche Druckschriften," in the *Festschrift* cited above. Miss Budach writes that two projects are presently being undertaken by the staff of a special public documents department in the West German Deutsche Bibliothek. The first is the compilation of a catalog of official publications which aims to include documents beginning with the year 1950; the second is the publication of a bibliography of official publications on an annual basis. It is expected that the first volume, which incidentally will comprise documents for two calendar years (1957-58), will be ready soon. The bibliography is to list official and some semi-official West German publications issued by the federal government, State governments, cities, and churches. Titles of issuing agencies will be arranged alphabetically under these four main classes in accordance with the "mechanical" word order.

The general impression obtained from a study of these various developments points to an unusually active bibliographical program in Germany as well as in Austria and Switzerland. Although there is some duplication of these efforts in East and West Germany, it is felt that the establishment of a second bibliographical center in West Germany was an absolute necessity in view of the political situation in the Eastern Democratic Republic. The cooperation between the West German, Swiss, and Austrian centers also deserves special mention, culminating, as it does, in the sale of the weekly West German national bibliography together with its semi-monthly Swiss and Austrian counterparts and the joint indexing of the three bibliographies in the monthly West German index. With regard to the type of bibliography issued, the tendency seems to be in favor of classified subject arrangements with personal author, catch-title, and catch-subject entries. Separate classified bibliographies for periodicals have also been introduced in West Germany and Switzerland. The adoption of a "mechanical" word order in the West German periodicals and documents bibliographies may foreshadow a gradual giving way of some of the time-honored rules of entry in the Prussian Instructions.

#### REFERENCE

1. Tauber, Maurice F. *Technical Services in Libraries*. New York, Columbia University Press, 1955. p. 153. For another definition of these terms, see UNESCO's *Vocabularium bibliothecarii* (UNESCO *Bibliographical Handbooks* no. 2) Paris, 1953. p. 124.

# The Need for New Standards for Library Binding\*

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## *Background*

In the past several years, discussions among the various agencies concerned with library binding have not been notably fruitful. Participants in these discussions became increasingly aware that despite the existence of several partial studies and a wealth of opinions from the interested parties, there was little factual information about the binding practices and, especially, the binding needs of libraries in the United States. In the winter of 1960 the Bookbinding Committee of ALA's Resources and Technical Services Division formulated a proposal for a study of library binding needs which would work toward the development of performance standards for library binding. The Council on Library Resources granted funds in support of this study, specifying the purpose of the grant to be: (a) to assemble data, through visitation to libraries, regarding the binding needs of libraries, (b) to identify and define, as a result of the foregoing, the principal categories of library binding for which performance standards, specifications, and acceptance tests are needed, (c) to make plans and estimates for Phase II of the project, a testing program which will establish performance standards, specifications, and acceptance tests for one or more of the principal categories of library binding thus defined.

## *Procedure*

This project was placed under the joint sponsorship of the American Library Association and the Special Libraries Association and under the direct supervision of ALA's Library Technology Project. The Bookbinding Committee, to which was added a representative of the Special Libraries Association, served as advisor to the project. A two-man survey

\*The full report of this study, *Development of Performance Standards for Library Binding, Phase I*, may be obtained from the Library Technology Project, American Library Association, Chicago 11, Illinois, for \$1.00 per copy. It was thought to be more helpful to the profession to give the facts of the study (i.e. this summary) than to provide a critical review of the report. However, *this* processing librarian cannot let the discussion close without commenting on the fact that neither the report nor this summary mentions the plastic jacket. Although not, strictly speaking, a binding process, use of the plastic jacket has (and is) apparently revolutionizing the administration of, and budgeting for, binding and mending in public and (possibly) school libraries. It is to be greatly regretted that this opportunity to obtain factual information on this important matter was missed.—EJP

team and a consultant were appointed. The survey team was composed of William Foley, Manager of Printing and Binding Services, University of California, Los Angeles, and Stephen Ford, Head of the Order Department, University of Michigan Library. William J. Barrow, restoration specialist at the Virginia State Library, Richmond, was appointed as Consultant.

Visits were made to 44 libraries of all sizes and types of services, with as broad a regional representation as possible and covering the wide variety of climates in this country. This unusual opportunity for interviews in depth was supplemented by a mail questionnaire which was answered by 333 libraries, again affording a broad representation of the libraries in the United States.

### *Binding Needs in Terms of Use*

The results of the study were arranged to reflect binding needs as expressed in terms of the end uses of library materials. All libraries have large quantities of material receiving heavy use which, when they require binding, must have a highly durable binding. Many libraries also have significant amounts of material which will not receive heavy use and require a binding that will permit both moderate circulation and indefinite preservation. This binding does not need to be as durable as that required for heavily-used material. In addition to these two principal categories of binding use, libraries have material which presents binding problems because of its physical form or its special use.

These materials receive heavy use: all adult fiction and non-fiction in public libraries; almost all serials and a few monographs in special, college, university, and research libraries; a few serials in public libraries; children's books in public and school libraries. A durable binding similar or equal to that presently available from the Class A specifications is required for these materials.

In college, university, and research libraries there are significant amounts of material which are not heavily used but which must have a binding treatment that will permit them to stand on the shelves, to circulate, and in many cases, to be preserved indefinitely. In special and public libraries there are also moderate amounts of this material, but not to the same degree as in the research libraries. School libraries and children's collections in public libraries do not have lesser-used material in this sense. Librarians need and are searching for economy in binding in the face of constantly-increasing amounts of unbound material which they must collect and preserve.

### *Binding Needs for Special Forms of Material*

Use is the primary criterion in determining the type of binding selected for materials in all libraries. Most books and serials fall within one of the use categories referred to above. They are materials which do not present special problems because of their physical form. The balance of binding needs represents materials from a minor part of the collections

of the libraries visited, but these needs are by no means a minor part of librarians' expressions of need. As in other procedures, the exceptions to the rule are most troublesome.

Materials which are difficult to bind spur the greatest eloquence from librarians. Inner margins which are too narrow for any sewing represent a serious problem, especially with the growth of paperback book publication in the past few years. When these materials cannot be considered expendable, a common practice is reinforcing them by adding boards to their already weak covers. Only one solution is practical: one of the forms of adhesive binding now in use in several libraries. Paper which is too brittle for sewing is also a serious problem; microform is not usually acceptable to a library's patrons, and photographic reproduction is too expensive for all but the most important pieces. Librarians have developed many methods for handling poor paper, ranging from discarding, through wrapping in paper, to boxing. Adhesive binding, again, represents the most satisfactory solution for these materials. The binding of extraordinarily heavy books is a problem in many libraries. There is need for a heavy weight binding, better than Class A, which can be applied to very heavy books. Indexes, bibliographies, and other reference materials which have a heavy format require special reinforcement. Some commercial library binderies are apparently providing a binding heavier than Class A, largely through sewing on tapes, but the method and the product are either not available to all libraries as they should be, or are not sufficiently known to librarians.

Music also presents problems. Pockets, envelopes, and other methods of providing for parts are developed satisfactorily; the problem is the binding of music so that it will open flat on the music rack or table. All librarians handling bound music express the need for flat opening, but many of them also regret that their bound music does not lie flat as it should. There are methods of spine construction for binding music to assure flat opening without hinging each sheet, but these are not available to all libraries or librarians are not aware of them. Specifications for binding music to open flat are needed.

A number of librarians believe that a Class A type of binding is too heavy and otherwise inappropriate for belles-lettres. They believe that the spirit of poetry and drama of the Twentieth Century as well as many novels and memoirs is destroyed by heavy binding, and that specifications for a durable binding using lighter weight boards and light weight cloth in more suitable colors than standard library buckram should be developed.

### *Binding Books Abroad*

Many university and research libraries are having books bound abroad at the point of purchase. In certain countries labor costs are so low that this is an economy for all libraries in the United States. Binding costs vary around this country, and a small group of libraries finds that all binding done abroad is less expensive than that done here. The elimination of the

separate handling for binding of a book after receipt in a library is also an important economy for many large libraries. The quality of these bindings is generally regarded as satisfactory, and most librarians expect an extension of their programs of binding books abroad.

### *Repair and Restoration of Fine Bindings*

The repair and restoration of the bindings of rare books pose problems in a number of libraries. Professional work of good quality is expensive, but there is no acceptable alternative to this expense. The damage that can be done by amateurs is alarming. The most frequent practice is the employment of a hand binder as a member of the library staff, often on a part-time basis. In the libraries where there is not enough work to justify the employment of a binder, volumes requiring repair and restoration are sent to one of the several independent fine binders in the United States.

### *Publishers' Bindings*

A study of publishers' bindings was not included in the original concept of the study, but the survey team was unable to avoid discussion of publishers' bindings with the librarians interviewed, and, in most cases, librarians' comments on trade binding are so strongly stated that they require reporting. The consensus of these comments is that trade binding is poor and that some concerted action should be taken to promote improvement. Weak hinge construction or end papers and initial signatures serving as hinges are the first and most important complaint; books bound in this manner may serve only two or three circulations before they must be rebound. Narrow inner margins, frequently with inadequate adhesive bindings, prevent proper rebinding and pose serious problems for librarians. Poor paper covers in place of, or masquerading as, cloth do not withstand more than a few circulations. Librarians have great difficulties placing call numbers on grainy or glossy cover materials and on spines with lettering or decoration that leaves no space for a call number. Spiral bindings must usually be rebound before they can be circulated to patrons since they tear the paper under normal use. Librarians are particularly irritated by the number of expensive and heavy art, reference, and medical books which are poorly bound. The improper use of adhesive, or "perfect," bindings on heavy art books in the past few years is most disturbing. These are not minor problems for librarians; they extend to many kinds of materials and are no less irritating because they could be prevented with the use of materials and methods at the same or only slightly more cost as those currently in use.

Librarians are buying reinforced library editions of children's books heavily—usually whenever they are available—and they are generally satisfied with the quality of these bindings, although in some instances books are too tightly sewn with side sewing or have chain stitching which children can pull out. Librarians feel that the existing variety of names for these editions is confusing and misleading and that there should be some

standardization of the names used by publishers. Specifications for reinforced library editions of children's books are needed to provide uniformity of quality and representation of these bindings.

Most school and public libraries buy pre-bound children's books. These libraries usually buy all "flats" or picture books pre-bound, as well as many other juveniles, and they frequently buy classics among older children's books in pre-bound form. High school level and adult books are purchased pre-bound only rarely. A small majority of librarians express satisfaction with pre-bound books, but the minority is outspoken and articulate in its criticism of pre-bound (as distinguished from comments on Class A re-binding). The essence of these complaints is that pre-bound children's books are too heavily bound: the boards and buckram used are of a heavier weight than is necessary and desirable, and many pre-bound books do not open flat. Some librarians believe that this is uneconomical, particularly on the many occasions when pre-binding is aesthetically offensive. Pre-bound books are clumsy and too much like "library" books; the illustrations, end papers and original covers are often destroyed or undesirably altered; and the unity of the art editors' work is lost in pre-binding. In some libraries it is considered so important for children to see books in their original condition that the books are purchased without pre-binding for display in order that children, in handling them, can develop a sense of good binding and a love of books as a whole. Many attempts have been made by librarians and by pre-binders to develop a lighter weight pre-binding that is still durable, and some of these attempts are considered satisfactory, but there is no uniformity among them, and this binding is not easily available to all librarians or many librarians are unaware of it. Specifications are needed for a lightweight, aesthetically pleasing pre-binding for children's books and for a heavier weight pre-binding similar to the existing specification.

### *Binding Substitutes*

Substitutes for binding reflect the use of library materials and binding needs. The chief substitute is microform, and the major use of microform is as a substitute for binding newspapers. This use is now so general that the need for standards or specifications for binding newspapers does not exist. Some libraries also use microform as a substitute for binding serial publications, but its use is rarely more than occasional. This does not imply that many large libraries do not have large microform collections; they do, but not as substitutes for binding. Boxes and divider type shelving are used as substitutes for binding in several libraries. Boxes are, for these libraries, enough less expensive than LUMSPECS binding to make them attractive, and they provide a flexibility of use for individual issues of serials that is an advantage to some special and public libraries. Another binding substitute frequently referred to by public and school librarians is replacement. When a book requires rebinding, most of these librarians decide whether or not it might be more economically and more suitably replaced with a new copy, a new edition, or even a new title.

### *Adhesive Bindings*

The use of adhesive bindings for library binding and rebinding is one of the most interesting developments in libraries at this time. The poor experience of many librarians with cheap adhesive bindings used on the wrong materials has closed their eyes to the potentialities of these bindings, especially to the newer types. The library profession needs more information on adhesive bindings in terms of the durability of the whole book and the durability and stability of its components.

### *Education*

Although most librarians understand how books and bindings are made, too many librarians have only partial information in this area. There is serious need for the education of both library science students and trained librarians in these terms. This education should include the elements of book construction, how various kinds of bindings are made, how a library bindery does its work, what kinds of library bindings are possible, for which types of library materials each binding is appropriate, and how to make judgements on the repair and restoration of fine bindings. A complete new manual on binding should be prepared and steps should be taken to encourage American library schools to include in their curricula more education related to the physical book and to suitable choices of bindings for library materials.

### *Performance Standards*

The three bookbinding specifications now in common use are based solely upon materials and methods rather than upon the results to be accomplished. Specifications are manufacturers' "blueprints" for making a commodity, but specifications standing alone tend to be inflexible. With the rapidly-advancing technology of the present day, librarians must be assured of receiving the benefits of these advances. This can be done only through the establishment of standards in terms of performance. Using such standards as bases, specifications may then be developed which will be flexible because they will be continuously rewritten in response to the results of the testing of new materials and methods.

In order to develop performance standards, performance must be measured. Tests of a commodity, properly used, determine the performance that can be expected of it. This is as applicable to the binding of books as to other products. Existing tests and tests which must be developed can provide correlation with actual use. They will test the durability of the complete volume and of the component parts of a binding, and they will determine the stability of the materials of binding.

Performance standards will then be formulated from the results of these tests. The performance standards will be translated into concise, workable terminology for the use of librarians with means of progressing from the reports of the results of testing to meaningful statements of probable durability and stability.

### Summary

The end uses of library materials identified in the study demonstrate that standards are needed for five types of library binding: (1) Heavily-used material, (2) Heavy-format material, (3) Lesser-used material, (4) Music, (5) Belles lettres.

There is also serious need for realistic performance standards for trade or edition bindings that would permit publishers to produce books that will be more durable for library use. Presuming even the most pessimistic prospects for the wide use of standards by the publishing industry, they would, at the least, serve as guideposts to effect some improvements in trade binding.

These standards should be established to assist librarians to get the best binding appropriate to their needs at minimum costs. There are four qualities which should be common to each of these bindings: durability and stability of the various elements of the binding, durability of the total binding, freedom of opening reading and photocopying, and legibility of lettering and numbering.

The standards for these types of binding should bear names which will be unrelated to the present titles for specifications in order to avoid confusion with them. The standards required by the end uses of materials should be of a performance type.

## The Departmental Allocation of Library Book Funds in the Junior College: Developing Criteria

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THE HENRY FORD Community College Library recognized the desirability of a departmental allocation of the library book funds as a possible solution to some of the problems the Library faced. The Library wished to produce an attitude of sustained interest in the Library and its policies as well as to encourage the faculty to offer expert counsel in building up the book collection. If this could be accomplished, the Library felt that the faculty would show greater willingness and ability to stimulate student use of its facilities. Our goal was a program of service which would make the Library a more important part of the instructional program of the College. With these aims in mind, the librarians and Faculty Library Committee decided that a departmental allocation

of the book budget might well be an important method of bringing about increased cooperation.

The final decision to change from a budget administered completely by the Librarian to a departmental allocation of book funds came out of a joint study made by the Faculty Library Committee and the librarians. This decision meant that each department in the school would be allocated a definite percentage of the library book budget. The Library would reserve for its own use a sum for a general fund from which reference books and recreational books could be purchased. From his allocated bank of money, the Department Head or his representative could order books to build up the collection in his field. The Library was to be responsible for keeping the accounts and for making a monthly report to the departments. The actual ordering of books would, of course, be done by the Acquisitions Librarian. Under this system, each department could make long-range plans to build the collection in its field or fields. At the beginning of each school year, the department would be advised as to how much it could spend.

The problem which confronted the Faculty Library Committee and the librarians at this point was how to determine the amount each department was to receive. The librarians were well aware from reading library literature that no university or four-year college had come up with a completely satisfactory formula capable of wide application. The situation called for a flexible plan, tailored to the needs of our College, and capable of being used in future years when a number of the factors in the situation would be changed. It is rather like building a house for which the specifications are forever changing. The librarians were also aware that while allocating a part of the library budget to each department tends to stimulate faculty interest in the library and to develop faculty support for a larger library budget, it also could produce bitter, inter-ecine warfare. The battle lines could be drawn between department and department as well as between a department and the library.

The librarians and the Faculty Library Committee agreed that the first step in allocating percentages was to develop criteria or yardsticks by which departmental demands and needs could be measured. The Faculty Library Committee asked the librarians to evolve this set of criteria together with recommendations as to the percentage each department was to receive. The library staff found that precedents for an allocated budget were difficult to find among other junior college libraries. The precedents to be found at four-year colleges and universities needed careful examination and analysis before they could be adopted. The yardsticks we were to develop must reflect junior college needs.

Two basic groups of criteria, external and internal, were worked out. We felt these would be valid when applied to the demands and needs of each department. External criteria were yardsticks which were objective and did not involve factors implicit in our local situation. Internal criteria were constructed to measure factors which were peculiar to our college, our departments, and our faculty.

External criteria are:

1. *The degree of completeness of a collection in a field must be determined by using bibliographies and faculty experts.* This kind of work can often best be done by a departmental representative who is a specialist in the field and is, presumably, best qualified to make this kind of judgment. There are, of course, bibliographies that can be used to measure the degree of completeness. These bibliographies must of course be used with the particular needs of a college in mind. Some of these bibliographies are Mary N. Barton's *Reference Books: A Brief Guide for Students and Other Users of the Library*. 4th edition (Baltimore, Enoch Pratt Library, 1959); Foster E. Morhardt's *A List of Books for Junior College Libraries* (Chicago, A.L.A., 1937); Frank J. Bertalan's *Books for Junior Colleges* (Chicago, A.L.A., 1954); W. Stanley Hoole's *The Classified List of Reference Books and Periodicals for College Libraries*, 3rd edition (Atlanta, Southern Association of Colleges and Secondary Schools, Commission on Colleges and Universities, 1955); Philipp J. McNiff's *Catalogue of the Lamont Library, Harvard College* (Cambridge, Mass., Harvard University Press, 1953); *The Harvard List of Books in Psychology* (Cambridge, Mass., Harvard University Press, 1955), and *Supplementary List* published in July 1958; R. R. Hawkins's *Scientific, Medical and Technical Books Published in the U.S.A. to December 1956*, 2nd edition (Washington, D. C., National Academy of Science, National Research Council, 1958). Louis R. Wilson's *The Library in College Instruction* (New York, H. W. Wilson, 1951) and Patricia Knapp's *College Teaching and the College Library* (Chicago, A.L.A., 1959) will be found useful to gain perspective on the problem of evaluation.

2. *The number of books published each year in a subject field has an important bearing upon deciding allocations.* Every order librarian knows that certain subject areas are covered much more completely than others. For example, in each year's publications the rate of publication in the fields of English and political science is much higher than in automotive technology or mathematics. While junior college librarians cannot attempt to buy a majority of the titles published in any field, they must consider the rate of publication as a factor in allocating funds.

3. *The relative cost per volume of books in a given field must also be considered.* Art books, for example, tend to be much more expensive than books published in the field of history or literature. In 1958, the average cost of an art book was \$11.35, while the average cost of a history book was \$6.46. The average cost of a book in the field of literature was \$3.54.<sup>1</sup> Similarly, books published in the fields of science and technology are relatively expensive.

4. *The rate of obsolescence among books in a given field is a fourth factor to consider.* Books in technology and science are much more frequently in need of replacement because old editions have been superseded. The life of a technical book is seldom more than five years. New

discoveries each year and frequent changes in technical processes make the field a relatively expensive area to keep up to date in.

Internal criteria reflect the need to construct measurements which assay the needs and habits of a particular institution and a particular department. It is these criteria which most surely determine whether the junior college library will provide the resources needed to meet the curricular needs of its own college. Beyond this, these criteria must insure that the materials selected help in inspiring teaching, stimulate faculty and students, and keep the faculty abreast of current scholarship. Local needs can be measured as follows:

1. *The number of students taught by a department, the number of classes taught, and the number of classes ranging from the beginners' classes to advanced classes can be used as a measuring device.* This is one of the most important criteria. There is no doubt that sheer quantity of students and the size of the department present an important factor to be considered in allocating the budget. There is some danger, however, that faculty groups looking for an easy measuring device may seize upon this criteria as the most important one. This can lead to a seriously unbalanced collection. The danger is especially real because the enrollment of students in the department and the number of classes can be reduced to statistics which in turn can be turned into an easy formula.

2. *The amount of use and the kind of use made of library materials by the teachers in a department form another criteria.* There are some departments in junior colleges which rely much more heavily on the use of textbooks than others. Some teachers limit the greater part of their assignments to a few reserve books. To be considered here are a number of fields in the junior college curriculum which are best served by periodicals rather than books. Consequently, some departments need fewer books and more periodicals and pamphlets. Whether or not a department has the policy of assigning research papers to its students must be reflected in the departmental allocation. These internal conditions serve to indicate that two departments with the same number of students might receive quite different allocations.

3. *Departments which have recently added new classes or plan to expand their offerings must receive special consideration.*

4. *The number of different kinds of courses taught in a department will have a bearing upon the allocation figure it is assigned.* There are departments such as the social science department which have many different courses in such widely separated disciplines as sociology and history. Further, books in English history are not of much help in the study of Russian history even though both courses are history.

5. *The record of participation by a department in book ordering over the past years is a relevant factor in determining the allocation.* Teachers who have been alert and conscious of the contribution the library can make to the education of their students have a greater claim upon the library budget than those who have not actively participated in book selection. A liberal provision for this kind of library-orientated depart-

ment is not to be interpreted as a reward, but as a recognition of their interest in building a well-rounded collection. These teachers can be relied upon to spend their money carefully and wisely.

Unhappily, unspent or misspent departmental allocation are not uncommon on college campuses. Because most junior college libraries are still struggling to build up an adequate collection and are operating on a restricted budget, they are more than usually concerned about the quality of the selection which the department will do. Critical and perceptive ordering in the past is an excellent index to future performance.

Once these criteria were established and defined, the library staff was in a position to make allocations to the various departments in the college. No attempt was made to assign some kind of numerical value to a criterion so that the percentage of the library budget could be assigned in a so-called "objective" fashion. The staff felt that any plan of scientific apportionment would inevitably rest upon subjective judgments. The attempt at a formula would not protect the library from the accusations charging favoritism nor would it arrive at a formula that could be used year after year. The junior college, perhaps, more than any other college, is constantly adapting its curriculum to new needs in the community; and any plan must be geared to change. The staff felt that it was better to be frankly impressionistic in applying these criteria to a department.

After each department had been measured against the criteria evolved by the staff, percentages were assigned to the departments. Twenty-five percent of the total book budget was assigned to a general fund to be used by the library in the purchase of reference books and sets, recreational reading, and to buy books in areas in which there was no departmental responsibility. One per cent was also reserved to the college administrators to use in buying books on various aspects of higher education.

The next step was to take the suggested percentages to the departmental chairmen for the purpose of discussion and revision. This step, we felt, was in many ways the most crucial. If the experimental plan for an allocated library budget would flounder, this was the place in the proceedings at which difficulties would develop. The acrimony and possible competition for money did not develop as we had expected; the experimental budget was changed, however, as a result of these consultations with the departments. Sometimes the allocations were revised upward when new facts were offered by the chairman of a department, and in other cases, the allocation was cut. In all events, these discussion meetings with the departments were highly successful and contributed substantially toward an equitable distribution of library book funds.

As the next step, the revised allocation list was finally brought to the Faculty Library Committee for review. At this meeting, it was made very clear to the Faculty Library Committee that the allocated budget which had been evolved was only to remain in effect for one year. In a following year, the allocations would be changed to meet a new curricular emphasis or to concentrate library monies in subject areas which badly needed expansion.

The Library Committee asked for and received an explanation justifying several of the allocation percentages. After some debate, the Library Committee voted to change a few of the percentages. The library staff accepted the changes, and the allocated departmental library budget was ready to go into operation.

The following list shows the allocations made:

	Percentage
Administration	1
Art	3
Business & Economics	7
English	
Journalism; Philosophy; Speech; Theatre	17
Foreign Languages	1
General Fund	25
Management & Supervisory Training	2
Mathematics	2
Music	1
Nursing	4
Physical & Biological Sciences	9
Physical Education & Community Leadership	2
Psychology & Education	3
Related Trades Instruction	3
Social Sciences	
History; Geography; Political Science & Sociology	15
Technical	5
	Total 100%

Because there are so many intangible factors involved, one of the most difficult tasks of librarianship is to determine the effectiveness of a course of action once initiated. Nevertheless, the library staff feels that certain benefits from a departmental allocation of library book funds have already accrued to the Henry Ford Community College Library.

We have detected a much greater interest in the library as a whole, the building of its book collection, and book selection procedures and problems. Departments and individual faculty members who were formerly apathetic towards the library have taken a much greater interest. Much more support has been developed for a request to double the library budget in the next fiscal year. As a result of making the allocations, college administrators now have a much clearer picture of the library needs and how it spends its money. Their task of taking the library budget requests to the superintendent of schools has been made easier because departmental requests stand in back of the librarians' requested budget. The surveying of the collection by the librarians and faculty members, made while determining the percentage of the budget to be allocated to a department, could now be used for making budget requests at the superintendent of schools level.

Departmental allocation of the library budget has also safeguarded the library staff from charges that one department, field, or faculty member has been treated unjustly. The acrimonious exchanges sometimes evoked by curbing faculty members with unreasonable demands are no longer possible.

By far the greatest gain has been found to be in building of a better book collection. Faculty members with undoubted competency and technical knowledge of the bibliography of their fields are now participating in building the collection. The kind of special bibliographic knowledge that the average junior college library staff can never muster (because it is too small and is engaged in too many other operations) is now being effectively utilized.

## RTSD President's Report, 1960-1961

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MELVIN J. VOIGT, *President*

THE ACTIVITIES OF the ALA Resources and Technical Services Division involve many RTSD members. These activities may be divided as follows:

Office of the Executive Secretary,  
Board of Directors,  
Sections,  
Committees,  
Representatives,  
Regional Groups, and  
Publication (*Library Resources and Technical Services*)

The report of the Executive Secretary is printed elsewhere in this issue. It is my responsibility to report briefly on the highlights of the past year for the remaining agencies of the Division.

The year's activities have included steady progress toward long-term goals, some exciting new developments, and important changes in personnel. The latter have created problems for the Board of Directors which have taken time to solve. The solutions have been good ones, and we can look forward to an increasingly active and useful division in spite of these unexpected changes.

The most important change was caused by the resignation of our Executive Secretary, Mrs. Orcena Mahoney. Her loss has been a matter of great concern to the Board. A committee appointed for this purpose screened possible successors and recommended the appointment of Mrs. Elizabeth Rodell, Head of the Catalog Department at Rice Institute.

The Board unanimously and enthusiastically approved, and recommended to the ALA Executive Director that he offer her the appointment. Mrs. Rodell becomes RTSD Executive Secretary on September 1, 1961.

A key appointment made by the Board during the year was that of Ray O. Hummel, Jr., of the Virginia State Library, as Managing Editor of *Library Resources and Technical Services*. The resignation of the Chairman of the Council of Regional Groups left another gap. M. Ruth MacDonald of the National Library of Medicine agreed to step into this spot until a successor could be elected.

A report on the year's work of RTSD is largely a report of many separate activities, some closely related, others connected only through identification with one of the areas of the Division's responsibilities. While this Division, like others in the ALA, operates largely through its sections and committees, most of those active in the Division's work believe that RTSD is a logical combination of interests which cannot help but profit through close association. The acquisition and cataloging operations in libraries are constantly being brought closer together. We hope and believe that through RTSD, this integration will result in improved services and efficiencies in selection, acquisition, and cataloging in libraries of all types.

#### *Cataloging and Classification Section* (Sarah Vann, Chairman)

The oldest and largest, and probably the most active section in RTSD is the Cataloging and Classification Section. Those of you who read ALA programs and schedules carefully know that an annual or midwinter conference never passes without several days of CCS meetings. Catalog code institutes, catalog code revision committees, CCS Policy and Research Committee meetings, and often half a dozen CCS executive committee meetings combine to make our catalogers the busiest of all librarians at an ALA conference.

The Section's major concern has been and continues to be the revision of the catalog code. Through the active support of the Library of Congress in the past, and through financial support by the Council on Library Resources at critical points, there has been steady progress in this important undertaking. The library world owes a great deal to Seymour Lubetsky, formerly of the Library of Congress and now at the UCLA Library School, for past and continuing leadership in editing the code. Thanks are also due to Wyllis Wright of Williams College, who heads the Section's Catalog Code Revision Committee and who will be the American representative at the International Conference on Cataloguing Principles sponsored by IFLA this fall. The work of internationalizing catalog codes is an important aspect of the work of our Committee, one which can have far-reaching effects in increased usefulness of foreign catalogs and bibliographical work in this country and in their use for catalog copy by American libraries. It is hoped that the U. S. code will be completed by the 1963 conference and published in 1964. It is also hoped that agreement can be reached with our British colleagues so that the

code can be published as an Anglo-American one. Because of the wide interest in the code, all ALA divisions have been invited to send representatives to Catalog Code Revision Committee meetings.

All librarians are aware of the work done by the Cataloging and Classification Section on cataloging in source. While the goal of providing catalog card copy in currently-published books was not realized, the idea is not dead. CCS intends to continue studies and has endorsed the program of distribution of library cards with the books as they come from the publisher or jobber.

A third important activity of the Section is in the area of subject headings. Working closely with the Library of Congress, CCS committees are staking out the areas which need to be covered, the scope of subject heading codes, and the procedures to be followed in their development. It is believed that two codes are needed, a philosophical and critical approach to subject headings, and a practical manual to be used with the Library of Congress list of subject headings.

#### *Acquisitions Section* (Harald Ostvold, Chairman)

The Division's next largest section is the Acquisitions Section. Its areas of interest are many and varied. They range from mechanization of acquisition processes, to bibliographical aids in selection, to cooperation and improvement in procurement of books from various areas of the world.

One of the Section's important services to libraries is the work done by the Committee on the Cost of Library Materials. Its indexes, reflecting changes in prices of library materials, are valuable to all libraries.

Other activities of the Section include that on Fair Trade Practices as they relate to library-dealer relationships, and on reprinting through the Reprint Expediting Service. The Section also is working jointly with the Serials Section on two major projects, the collecting of publications of international organizations, and the development of listings of international subscription agents.

#### *Serials Section* (Stephen W. Ford, Chairman)

The Serials Section, in addition to the projects listed above, is carrying out investigations in the use of serials, the acquisition and bibliographical control of publications of American conferences and congresses without fixed location, a list of annual publications, and on problems in publisher practices which make serials physically unsuitable for permanent library use. The Section is now responsible for the Duplicates Exchange Union, formerly the responsibility of ACRL.

#### *Copying Methods Section* (Charles G. LaHood, Jr., Chairman)

The Copying Methods Section's activities at this time are centered around questions of standardization. Its Committee on Library Standards for Microfilm is producing a revised edition of *A Guide to Microfilming Practices*. A second project which will be important to all libraries is the

development of a standardized photographic order form. This form, like the standard inter-library loan form, will, it is hoped, be produced by commercial library supplier as a regular stock item.

The Section has also authorized the publication of a new edition of *The Directory of Institutional Photoduplication Services in the United States*.

### *RTSD Committees*

Much of the work of the Resources and Technical Services Division is done through committees. I can report here on only a few of these.

The Bookbinding Committee under the chairmanship of Arnold Trotier has a major project underway and another planned for next year. Its primary concern is the development of library binding performance standards. American libraries spend millions of dollars each year on binding; thus standards of this type are long overdue. The first phase of this project, supported by a grant from the Council on Library Resources, has been completed. This phase has consisted of an interview-type survey conducted by Stephen Ford of Michigan and William Foley of the University of California. Libraries were sampled to collect data on binding needs in order to identify and define the categories of library binding for which performance standards, specifications, and acceptance tests are needed. The second phase will be a testing program to establish performance standards, specifications, and acceptance tests. Plans for phase two are being worked out now. The Committee's second project is a one-day institute on bookbinding and repair which is now scheduled for Saturday, June 6, 1962, the day before the official opening of the Miami Beach Conference.

Another hardworking committee has been the Public Documents Committee under the able chairmanship of William Pullen. The Public Documents Committee completed its work this year as a divisional committee. Because of the great importance of documents to librarians in other divisions, the Committee now becomes an interdivisional committee of the Reference Division and RTSD. Responsibility for documents is one of a number of areas which ALA reorganization left in limbo. None of us are sure that the interdivisional committee will fully meet the problem and the needs, but both of the divisions involved have agreed to try it. We hope that with a strong committee, this important area can be given the attention it requires.

The major emphasis of the Committee during the past year has been on depository library legislation. Last year the depository bill died in the Senate Rules and Administration Committee. In spite of the obvious need and importance of legislation on depository libraries, our Committee reported at Cleveland that at this time there is no legislation pending in the Congress to revise the depository library laws.

The Regional Processing Committee under the chairmanship of Evelyn Day Mullen is interested primarily in centralized processing for public libraries. A manual of procedure and operations is being drafted

with a completion deadline set for next February. Centralized processing has become particularly important in connection with projects under the Library Services Act. Various management studies of such centers are underway. Through a grant from the Council on Library Resources, a study has been made this past year of one of the outstanding regional processing centers, that of the Southwest Missouri Library Service. With increasing pressures on libraries everywhere to reduce processing costs, the work of this Committee becomes more and more important to libraries of all types.

The Resources Committee, under the dynamic chairmanship of Ralph Ellsworth, is working on projects of tremendous value to all research libraries. Most of its work is done through two sub-committees whose names are indicative of their importance; the Sub-Committee on Micro-publishing Projects and the Sub-Committee on the National Union Catalog. The first sub-committee is making steady progress on the long-term project of establishing itself as a national clearing house. The publication of the National Union Catalog, the problems of its continued development, and the publication of the Cyrillic Union Catalog are among the most important projects of the second sub-committee.

In another area, the School Library Technical Services Committee has been active in sponsoring a manual on centralized cataloging and processing for school libraries. A draft has been prepared and will be revised before publication.

The Division has many other committees whose work is more in the nature of divisional operation. Without them the Division could not operate. They include the By-Laws Committee, the Organization Committee, the Conference Program Committee, the Nominating Committee, and the Elections Committee.

Many of the Division's activities of great value to all of us go on year after year without fuss or fanfare. Two of the most important of these are *Library Resources and Technical Services* and the Council of Regional Groups. *LRTS* speaks for itself. It is often referred to as one of our best professional periodicals. This is due almost entirely to Esther Piercy, its Editor, her staff of Assistant Editors, the Managing Editor, and the Advertising and Circulation Managers. The Council of Regional Groups reaches to every part of the country. Through these groups, most of them associated with state and regional library associations, and through the visits of our Executive Secretary to them, come much of the progress in processing methods and procedures and, conversely, many of the ideas which lead to important activities and programs in the Division, its sections, and committees.

# Report of the RTSD Executive Secretary, 1960-1961

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ORCENA MAHONEY, *Executive Secretary, 1954/61*

**A**FTER SEVEN BUSY and rewarding years at Headquarters, one of the final duties was the preparation and now the presentation of this report. If its style sounds slightly different from those in the past, the setting of its writing may be the reason. For, instead of the desk in the RTSD office, it is being written on the porch of my home overlooking Wonder Lake.

It is not my intention to recall the events of the past seven years, but I can't help thinking of my introduction as Executive Secretary at the Conference in Minneapolis in 1954. It was a thrilling experience, though at that time I never imagined that the DCC, with a membership of approximately 3,000 would grow into the RTSD with its current membership of over 5,800. The reorganization of ALA provided turmoil and anxiety, but the results seem to me to have been worthwhile, not only to the Headquarters staff, but to the membership as well. It is not perfect, and we no doubt all have our own ideas of changes that would rectify some of the resulting imperfections. A few changes are being made, and it is inevitable that a future reorganization will set a new pattern for our association to cope with changing conditions in our profession. It is, however, the year 1960/61 about which I should be reporting, and as always I acknowledge that the significant work of the Division is being done by our officers and committees. The President's report contains highlights of RTSD committees, and the section chairmen will describe the activities of the section committees. Headquarters makes no distinction in our work with our various units; some call on us more than others. Perhaps I can mention briefly some of the ways in which we do assist. For the Bylaws Committee this past year we reported a suggested ammendment from one of the regional groups, and we submitted bylaws of a state group petitioning for affiliation as a regional group. For the Award of the Margaret Mann Citation Committee, we are responsible for the preparation of the citation, notification of the recipient, and publicity in connection with the award. We co-operated with the Duplicates Exchange Union Committee by mailing notices to all the members. As the division responsible for the naming of the ALA representative to the Joint Committee on Government Publications, we polled the members to elect the chairman. We made arrangements for the RTSD booth for the Descriptive Catalog Committee Chairman, Bernice Field, who planned and executed the Catalog Code Revision display at this Conference. For the School Library Technical Services Committee we served as liaison

between the Editor of the Manual and the ALA Publishing Department. We duplicate and mail reports of each of the Policy and Research Committee meetings. We are glad to work with all committee chairmen and have assisted many more than those just mentioned.

One of the important projects of the Division for which Headquarters assistance has been involved is Catalog Code Revision. Several reports are being made by the Cataloging and Classification Section, so I shall mention only significant staff assistance. We reproduced and mailed letters to 19 National Library Associations to obtain approval of Wyllis Wright as official delegate from the United States to the International Conference on Cataloguing Principles being held in Paris in October. We were responsible for preparing the ALA report to the Council on Library Resources on the "Travel Grant to Promote the International Coordination of Cataloging Rules." It was this grant that enabled the four IFLA representatives (Mr. Chaplin, Dr. Sickmann, M. Poindron, and Miss Lavrova) to attend the Montreal Institute on Catalog Code Revision last summer. Also, as a follow up of the Montreal Institute, we arranged for mimeographing of the *Proceedings* and for mailing copies to all registrants of the Institute. We continue to serve as liaison in communication between the Cataloging and Classification Section and the Library Association in connection with the proposed Anglo-American collaboration on cataloging rules.

ALA assigned the responsibility of administrative sponsorship of American Standards Association Sectional Committee on Photographic Reproduction (PH<sub>5</sub>) to RTSD. In the past year we arranged for mimeographing and distributed two proposed American Standards with letter ballots to the membership of PH<sub>5</sub>. One of these standards, "Proposed American Standard Specifications for Micro-opaques" (PH<sub>5</sub>:5/56) was approved and submitted to ASA where it was approved as an American Standard. Each year we prepare, with the cooperation of our representative, Hubbard Ballou, a personnel roster of PH<sub>5</sub> for ASA. We also prepare for mimeographing and distribute to the membership for both the fall and spring meetings of PH<sub>5</sub> the "Call for Meeting" and Minutes of each meeting.

The RTSD Executive Secretary serves as Circulation Manager for *Library Resources and Technical Services*. For each issue we have to order the press run, and I must confess in several instances to being more conservative than a good guesser. With the exception of one (the Summer 1960 issue) I underestimated the need whenever *LRTS* is out of print. For Summer 1960, the press didn't send as many copies as ordered, and we had to have a rerun. Because of the expense, we ordered only those needed to satisfy members and subscribers, so that that issue is also now out of print. During 1960/61 only one new exchange was arranged, and that was between *LRTS* and the *Bulletin of the Council for Sciences of Indonesia*.

Because of my continuing interest and belief in centralized processing, the Editor, Esther Piercy, asked me to write an article for *LRTS* sum-

marizing centralized processing activity in the United States. For my information I sent a checklist to all the processing centers listed by the Library Services Branch of the U. S. Office of Education. My findings appeared in the Winter, 1961, issue of *LRTS* along with other articles on centralized processing; all have been very well received by the profession.

RTSD sponsors several projects made possible by foundation grants. In order to receive a grant, a proposal must be drafted and approved, first by the RTSD Board of Directors, and then by the ALA Executive Board before it can be submitted to a foundation.

Grants made by the Council on Library Resources, Inc., have provided four projects undertaken or completed during this fiscal year by RTSD. A grant of \$1175.00 has made possible a reevaluation study of the Southwest Missouri Library Services, Inc. Mrs. Frances Dukes Carhart made the survey, and her report has been received and is being edited for publication by ALA. A sum of \$1000.00 was granted to the Library Standards for Microfilm Committee to produce a revision of the *Guide to Microfilming Practices*. Two amounts were granted for Catalog Code Revision: \$4900.00 for meetings of the Catalog Code Revision Committee and \$4000.00 for editorial work on the Code. Another project has been completed as a result of a \$4900.00 grant to determine "The Feasibility of Developing a Code Number for Identifying Individual Current American Publications." The study was made by Gustav Harrer and Alex Ladenson. Their final report was submitted in April, and ALA's report to CLR has been made, thus completing the project.

Last Fall each member of the Headquarters staff was asked to prepare a job description for the Deputy Executive Director/Management. Although a chore, mine was useful to the Committee appointed to seek my successor. You might be interested to know that the largest proportion of my time, 50%, is spent in correspondence and working with the Division and Section officers. Other large percentages are devoted to writing reports and in serving in advisory capacities. Relying to inquiries falls into the latter category. In recalling some of these queries I find that most frequent topics had to do with cataloging in general, subject heading lists, special classification schemes, catalog card reproduction, organizing library materials, suggestions of names to fill cataloging position vacancies, centralized cataloging for school libraries, processing centers, book purchasing policies, approved bookbinders and specifications for library bindings, library relations with book dealers or jobbers, cataloging audiovisual materials, the revised cataloging code, and the Wilson Company policy of using title-page entry on Wilson Cards. I attempted to answer all inquiries, but many, of course, were also referred to committee chairmen for additional information. Even after seven years, I don't claim to know all the answers, although it is surprising how frequently the same questions are repeated year after year.

Our advisory activities also take the form of field trips. In many ways these trips are the most rewarding of all my duties. Getting acquainted with the membership has always seemed to me one of the most pleasant

and most important responsibilities of the Executive Secretary. This last year my travel was rather limited, but I did get around a little. In September I attended, in New York, a joint meeting of the Catalog Code Revision Committee Steering Committee and the Cataloging and Classification Executive Committee to plan continuation of code revision. In early Fall, I accompanied Mrs. Carhart to Bolivar, Mo., on her first reevaluation visit to SMLS. In October I attended two library association meetings. The Michigan Library Association met at Lansing where I participated in a "circles of information" meeting at the centralized processing table. At the Southwestern Library Association meeting in Tucson I spoke to a newly-organized Technical Services Section on "Technical Services: Progress and Prospects." Early in November I attended the Indiana Library Association Meeting in Indianapolis. There I had an opportunity to discuss the Manual on centralized school library cataloging with the editor, Mary Louise Mann. And, finally, in April I went to El Paso to speak on catalog code revision at the Texas Regional Group meeting and to attend the joint meeting of the Texas Library Association and the New Mexico Library Association.

To conclude, I suppose I should have some words of wisdom to offer. All I can think of are thanks to all the wonderful people who have helped me so much. The cooperation of the staff at Headquarters has been remarkable. Losing my Secretary, Mrs. Lehar, last winter was a blow, but we are fortunate to have Mrs. Harriet Freeman as our new Secretary. She has been doing yeoman service for the past two months in running the office herself except for the day or so a week that I have been there. The division and section officers and committee chairmen have worked diligently and effectively, and I appreciate their help and wise counsel. I cherish the wonderful friendships it has been my privilege to make through this office. Although I shall no longer serve as RTSD Executive Secretary, I hope I shall be able to serve the Association in other ways in the future. And may I close by wishing the Division and Mrs. Rodell much success, progress, and good fortune in the days ahead.

## Remarks at the RTSD Membership Meeting, July 11, 1961

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HELEN M. WELCH  
*President, RTSD, 1961-62*

**F**ELLOW MEMBERS OF the Resources and Technical Services Division:

It is a proud thing to take office as your president. The past presidents of this young Division can be counted on the fingers of one hand without the aid of the thumb. Each has brought many excellent qualities to the

office, and I have sought to learn a lesson from each, which I might apply in the year ahead.

From Ed Colburn, his statesmanship in the formative year of the Division;

From Bernice Field, the down-to-earth, practical, and competent mind at work, refusing to be diverted from the main issue;

From John Fall, a sort of wise graciousness which eases the rough places;  
and

From Mel Voigt, level good temper and steadiness under catastrophic changes.

If these lessons were not enough, I could learn from Molly Mahoney the devotion which grows out of knowing the total program and the competence to keep it going.

I cannot stop without mentioning Esther Piercy. To me Esther is the old pro (age is not involved here), wise, patient, having known most of the problems, but willing to go over them again with each new wave of officers and assistant editors, never assuming the mantle of privileged knowledge based on experience, always able to pick out the important long-run results of any activity or area of discussion.

I will be mindful of these qualities. To them, I will bring good intentions and diligence.

I shall not keep you long, here at the end of a long day. But this occasion of greeting you as I assume office seems to be the only chance for the President to speak out. During office, a president presides, and thereafter he becomes—quickly—an elder statesman, which is a kind way of saying a “has been.”

Our past is good. I am proud of the statesmanship of a membership which voted to join together in the united strength which is the Resources and Technical Services Division. Four years have seen us settle onto a firm foundation. The problems which have been solved make our present problems seem solvable too. No crises will occur during the coming year; we've had them all during the past year, and the law of averages protects us.

The challenge of unsolved old and new problems we shall have in abundance: recruitment; the creation of a more immediately responsive sounding board for testing new ideas; the financial difficulties of ALA, which are ours too; closer coordination of the technical services for more efficient operations; and the drive for the Acquisitions, Serials, and Copying Methods Sections to catch up with the several years start which the catalogers have had. I think it is correct to say that these three Sections are in the exciting stage of formative years, which CCS passed through before RTSD was invented.

Molly said that “the significant work of the Division is being done by our officers and committees.” Mel said, “My report and those which

have preceded it . . . have shown again that the . . . Division operates largely through its constituent agencies—sections, committees, representatives." I agree, but perhaps because I work each day in the rather individualistic, nonconformist area of acquisitions instead of in cataloging, where small details must be patiently worked into an area of common agreement, I find that the good things which happen and the progress which is made have their beginnings in the mind of one person. Individuals must have the ideas and express them. The one thing which I want to leave with each of you, then, is a call to duty. You have given me a job, and I am giving you one. If you see a possible solution to a problem, or if you can define a problem, let one of your officers or your committee chairmen know of it. You are the Division. You are daily enmeshed in its areas of responsibility. You will make its future, and we want its future to be good.

I hope to see all of you in Miami. Today's program has been a fine one and an ambitious one. Miami's will be less ambitious as to length, but, we hope, every bit as worthy of your attention. Our present plan is to present a program which will bring you up-to-date on applying modern data processing mechanisms to library procedures.

And now, as my first official act, I have the pleasant duty of thanking Melvin Voigt in your behalf for a job well done. In this age of jet travel, no other division of ALA has had so mobile a president or a better one.

As my second official act, I declare this meeting adjourned.

## Our New RTSD Executive Secretary

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Elizabeth G. Rodell

ELIZABETH GOODSON RODELL, formerly Head of the Catalog Department, Rice University, assumed on September first the position at Headquarters as Executive Secretary of the Resources and Technical Services Division of the ALA.

A native Texan, Mrs. Rodell received her A.B. (with distinction) from Rice Institute (now University), her B.S. in Library Science from Denver University, and also did some graduate work at the University of Chicago. Her early experience included an apprenticeship in the Rosenberg Public Library, Galveston, Texas; Circulation Assistant at the Houston Public Library; the operation and

ownership of a rental library in Houston; Cataloger for the Houston Recreation Department; and Librarian of the Kinkaid Preparatory School in Houston. During the War, she headed the Contract Files Department of the Reed Roller Bit Company (Houston) and served as Office Manager of RFC. After the War, she returned to cataloging, first at the University

of Chicago, and then at Rice, becoming Head of the Department in 1953. She has also taught English at South Texas College (in night school) and cataloging at the library schools of Denver and Florida State universities.

Mrs. Rodell has been active in various library associations, local, state, and regional, as well as ALA. Among other assignments, she served as the DCC representative to Council, and as a member of the same Division's committees on public relations and membership, the latter as Chairman. In addition to this, she has been active in such groups as the Houston Great Books Council (in which she was a discussion leader) and is a member of Phi Beta Kappa.

In announcing her appointment, David Clift, Executive Director of ALA, said, "We are fortunate, indeed, to have the services of Mrs. Rodell in this highly important post. Growing international attention is being directed toward this field of librarianship . . . [and her] outstanding career fits her well for the increasing responsibilities in this highly specialized area of the profession."

Elizabeth Rodell answers to the names of "Elizabeth," "Liz," or "E.R."; she speaks in a soft drawl with a touch of Texas twang, has an elfin sense of humor, is modest in manner, but confesses to being enough of a "ham" to enjoy public speaking. It has been noted that her interests are "broadly cultural as well as seriously professional."

It's good having you a'board, ma'am.

## Regional Groups

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BARBARA WESTBY, *Chairman  
Council of Regional Groups*

THE OFFICE OF CHAIRMAN of the Council of Regional Groups has been unusually active this year. William Kurth (National Library of Medicine) resigned at Midwinter ALA, and Ruth MacDonald (National Library of Medicine) agreed to serve until the election of a new Chairman. On behalf of the Division and the Council of Regional Groups, I wish to express our appreciation and gratitude to her.

The Council of Regional Groups luncheon was held on Wednesday, July 12, during the Cleveland Conference with 52 in attendance representing 24 Groups and the Division and Section officers. An orchid was presented to Orcena Mahoney in appreciation of her services to the Council as Executive Secretary of RTSD. She made a few farewell remarks and introduced her successor, Elizabeth Rodell (Rice Institute, Houston, Texas.)

The regional groups now total 29. As my first official act as your new Chairman, it was my privilege at the annual business meeting of RTSD to move approval of the affiliation of the Resources and Technical Services Section of the New York Library Association. We welcome them to the Council and anticipate the report of their activities.

The position of the RTSD Council on Regional Groups is now more firmly established than ever. One of the Regional Chapters of the Reference Services Division sent its report to your Chairman.

Catalog code revision continues to be a leading topic for discussion at the Regional Groups, as revealed in the reports of the meetings of six of the eleven groups included in this article. This priority is justified, since the code, when adopted, will influence our work for years to come.

At their April breakfast meeting the Florida Group of Catalogers heard the working papers given at the Montreal Institute summarized by Edna Van Syoc, Patricia Broad, Sarah McCook, and Eleanor Lucas.

The Nashville Catalogers held an open meeting in April at which a distinguished panel (Isabel Howell, Tennessee Library and Archives; Margaret Thomas, Joint University Libraries, Nashville; and Frances Cheney, Peabody Library School) discussed the catalog code, particularly rules 13b, 27a, 33, 42, and 47a. David Kaser (Joint University Libraries) served as moderator. All present agreed on the wisdom of accepting the basic principles proposed, but there was heated and lively discussion on "no-conflict," permissiveness, disregard of jurisdiction levels, and the difficulty of teaching the new code.

At its fall (1960) meeting the New England Technical Services Librarians heard a discussion on the "Proposed Catalog Code Revision" by a panel composed of Helen Oustinoff (University of Vermont), Mildred O'Connor (Boston Public Library), and Margaret L. Ellsworth (Mount Holyoke College). Albert Donley (Dodge Library, Northeastern University) spoke to the Group at its spring meeting on "Marginal Libraries and Information Agencies." He proposed the cooperation and coordination of acquisition, cataloging, storage and dissemination of resources by means of nine ecological regional libraries in the U. S. and suggested mechanical devices for the reproduction, storage and retrieval of information.

Ruth French Strout (University of Chicago Graduate Library School) spoke at the May meeting of the Ohio Valley Regional Group of Technical Service Librarians on "The New Cataloging Code," reviewing its objectives and principles, and highlighting the changes which will result from application of the proposed rules.

"Revision of the Cataloging Code" was the subject of the talk by Alice Pattee (Oklahoma State University) to the Division of Technical Services, Oklahoma Library Association. Louise Gibson (University of Oklahoma) spoke briefly on the third edition of the *Union List of Serials*.

Orcena Mahoney, immediate past Executive Secretary of RTSD, addressed the Texas Regional Group of Catalogers and Classifiers on "Catalog Code Revision: Its background and Current Status." Also on the program were talks by Katherine Hart (Austin Public Library) describing the Graham-Pease Collections at the Austin Public Library, and Sam Whitten (Southern Methodist University) discussing the processing problems relative to establishing the new science library at the University.

The other five groups had an interesting variety in the programs. Frazer Poole (ALA Library Technology Project) addressed the Chicago

Regional Group of Librarians in Technical Services, describing the Project and defining its five categories; testing and evaluation, standardization, research and development, system studies, and information services. Then he outlined studies underway or projected in each of these categories.

The Technical Services Section and the College Section of the Michigan Library Association and the Northern Ohio Technical Service Librarians held a successful joint meeting at the Lucas County Library, Maumee, Ohio. At the morning session Mary L. Eckford (Library Service Center of Eastern Ohio, Barnesville, O.) described the organization and daily operations of the processing center which serves 19 public and 30 school libraries. After luncheon, William Dunbar (History Department, Western Michigan University) addressed the group on "Local History Collections in the Library." The members then formed two discussion groups which were led by James Babcock (Burton Historical Collection, Detroit Public Library) and Jesse Shera (School of Library Service, Western Reserve University).

The winter workshop of the Catalogers Section of the New Jersey Library Association was held in February, 1961, with two groups—one for college and large public libraries and the other for small and medium sized libraries—discussing everyday mutual problems, e.g., subject headings, cross references, analytics, etc. At the spring meeting of this Group, Evelyn Day Mullen (Library Services Branch, Office of Education) spoke on "Recent Developments in Centralized Cataloging."

The Philadelphia Area Technical Service Librarians, at their annual dinner meeting in May, heard Brother Edmund Joseph (LaSalle College) speak on "So Likely To Report." His topic was the use of electronic machines in the library, specifically the use of IBM punched cards to analyze and evaluate circulation statistics. At LaSalle College this system is used to show the subject of the book borrowed and the year and subject specialization of the borrower. This report of how books are used influences book-buying policies.

### LEIBEL "IBS" PLAN

A new plan under which one order and one invoice will deliver books from any publisher in any type of binding, cataloged and prepared to duplicate any system requirements, has been announced by Carl J. Leibel, Inc. Identified as IBS (Immediate Book Shelving) the plan was developed in cooperation with Professional Library Service. Wilma Bennett is acting as head librarian of IBS. According to the Leibel organization, cataloging and preparations of even large orders (including prebinding, if desired) will add just a few days to the time normally required for delivery of books. Under the plan, the Leibel company will sell books at its established discounts and prebinding charges, with an additional charge for processing based on the operations required by a specific system. All charges will be included in a single invoice.

Details of the "IBS Plan" are contained in a new booklet available from Carl J. Leibel, Inc., 1236 South Hatcher, La Puente, Calif.

# Substantive Changes in the Draft Code, June 1960-July 1961

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AUDREY SMITH  
*Catalog Department  
Free Library of Philadelphia  
Philadelphia, Pennsylvania*

THE LATEST published version of the catalog rules now being developed is the *Code of Cataloging Rules: Author and Title Entry; an Unfinished Draft for a New Edition of Cataloging Rules Prepared for the Catalog Code Revision Committee by Seymour Lubetzky* published by ALA in March, 1960. Since its appearance its provisions have been debated by various groups, and changes have been voted which will appear in the next revised draft. Some of the rules that cause the most controversy have been altered by these votes, others reaffirmed. The most important of these are here brought together to serve to up-date the 1960 draft for use until the next revision appears. The meetings referred to are as follows:

- Institute on Catalog Code Revision, McGill University, June 13-17, 1960;
- CCS Executive Committee and the Catalog Code Revision Steering Committee, September 24-25, 1960;
- Catalog Code Revision Steering Committee, December 29-30, 1960;
- Catalog Code Revision Committee, January 29-30, 1961;
- Catalog Code Revision Committee plus CCS Executive Committee, Cataloging Policy and Research Committee, and consultants from various divisions of ALA, July 8-9, 1961. Except when specified otherwise, the vote is that of the Code Revision Committee alone.

Rule 1 (General Rule) The Executive Committee decision of September 24, 1960, to limit Volume 1 of the code to books and book-like materials automatically requires the revision of Rule 1 to exclude music, phono records, etc.

Rule 5b (Work of Changing Authorship) Mr. Lubetzky agreed with the many people at the McGill Institute who said this exception should be dropped.

Rules 7-8 (Editions and Translations) These two rules are to be rewritten in line with the decision of the Code Revision Committee at Midwinter 1961 that collocation of all editions and translations of an individual work may not always be desirable. It "is needed only for those

works which an individual library holds in a number of editions or for authors, of which an individual library holds a numerous or confusing variety of titles. When collocation is desired, it should be accomplished by means of the main entry. When it is not desired, the relationships between editions should be explained by means of notes on the catalog cards." In the revision of Rule 7, 7c is to be expanded to cover works of international organizations published simultaneously in editions in various languages. The criteria to be followed will be those governing the names of such bodies. 7d is to be cancelled. The changes in 7c and 7d were decisions of the Steering Committee, December 30.

Rule 12a (Concordances and Indexes) The Code Revision Committee decided January 30, 1961, that this rule should be re-worked to omit references to subject headings and to indicate that concordances should have an added entry for the work concordanced.

Rule 23c (Work of Several Divisions of a Corporate Body) At the same meeting the Committee agreed that the wording here should be changed to "one or more divisions acting for the corporate body as a whole."

Rules 27, 33, and 47a were reconsidered thoroughly by the Code Revision Committee, July 7-8, 1961, in the attempt to provide for entry of some corporate bodies under place or jurisdiction. Every alternative method proposed was thoughtfully considered and each was found to involve such difficulties in application or such illogic in results as to be unacceptable. The verdict was to uphold the substance of these present draft rules.

Rule 42 (Work of National or Local Jurisdiction) was also upheld at the above meeting, but the elimination of the form subheading "Laws, statutes, etc." received a much slimmer majority than the conversion to standard titles of "Declaration of Independence," "Constitution," and "Treaties, etc."

Rule 72 (Serials under Title) was revised by the Committee, July 8, because of the objection to having three choices with no indicated preference. The revised rule will incorporate the following ideas: "A serial which has undergone changes of title should be entered under the successive titles which it has borne. If collocation of the whole file is desired, as in the case of a serial which has ceased publication, the entry should be under the last title."

*Implementation of the Code.* While not a matter of rule, it should be of general interest to know that a substantial majority of all those present at the July 8 meeting were prepared to recommend to their directors that the new rules be implemented primarily for new authors only and with only a very limited effort being made to change established headings.

# Studies and Surveys in Progress

MARIAN SANNER  
*Enoch Pratt Free Library*

## CATALOG CODE REVISION STUDIES

A FEW OF THE STUDIES which were made comparing entries formulated according to the present ALA Rules and the March 1960 draft of Seymour Lubetzky's *Code of Cataloging Rules* were reproduced for distribution at the Catalog Code Revision booth at the ALA Conference in Cleveland. Summaries of three of these studies follow:

1. Comparison of Entries of Works of a Corporate Body with Changed Name under ALA and CCR Rules, prepared by Audrey Smith.

The corporate example chosen was the National Council on Crime and Delinquency which has had four different names. The latest change of name occurred in 1960, and had not appeared in the supplements to the *National Union Catalog* at the time of this study. The study was in two parts: the first dealt with monographs and the second with a serial issued by the corporate body. Twenty-nine monographs catalogued by LC through the 1959 bound volume of the *National Union Catalog*, with 94 traced cards, have required 90 changed cards to date and will require 123 additional changes to the fourth name. Under CCR the only revisions necessary are those for the history cards, and even these can be avoided by using "see also" references to link earlier and later names.

2. New York Headings, prepared by Rudolf Engelbarts.

Mr. Engelbarts' study lists the entries under New York found in the UCLA catalog. In parallel columns the entries are given in the form sanctioned by CCR. The list contains about 660 headings, of which about 23 percent would be changed according to the draft *Code*.

3. Survey of State-Supported Colleges and Universities According to ALA and CCR Rules, by Roger P. Bristol.

For this study the names of 345 institutions were taken from *American Library Directory* (1957 ed.), supplemented by checking against *American Universities and Colleges* (1960 ed.), and rechecking when necessary against the 1960 ed. of *American Library Directory*. Mr. Bristol divided the changes in entries into those of a major or minor nature; a major change would require removal of the card from the catalog and refile after extensive correction, a minor change would require only simple erasure or lining out and could be done at the catalog. It was assumed that only main and secondary entries would be corrected.

The study indicated that 110 (32 percent) of the entries would require minor changes, while 235 (68 percent) would necessitate major changes. Of the institutions listed, 146 were represented in the public catalog of the University of Virginia by 28,380 cards. Mr. Bristol estimated that 5,110 of the cards could be corrected at the catalog, and 23,270 cards would require major changes under the March 1960 draft *Code*.

## REVIEW

Keyes D. Metcalf. *Cooperation among Maine Libraries. A Report Prepared for the Larger Libraries of Maine.* Cambridge, Massachusetts, 1961.

This report was financed by a grant from the Council on Library Resources to Bowdoin College. Mr. Metcalf, who has been involved at some point in the development of each of the three co-operative storage libraries now operating in the United States and has thought and written much about other aspects of library cooperation, was particularly well qualified to make the survey and write this report. His introductory remarks on the general problems of library cooperation are not intended to apply only to Maine and while for the most part not new, since much of this material is an acknowledged summary of some of his own earlier writings, they deserve frequent restatement and re-reading by all librarians. One can hope that with sufficient repetition more librarians will not only acknowledge the truth of these fundamental facts and their consequences, but some day begin to act in accordance with them instead of, as now, acting as if they did not exist or were of no pertinence.

Mr. Metcalf's specific suggestions for cooperative programs by Maine libraries sound reasonable and probably are reasonable; no one, last of all this reviewer, who has not himself made a survey of Maine libraries comparable to Mr. Metcalf's, is in a position to judge. I must admit, though, to a curiosity about his statement that "Since libraries in the State of Maine are as isolated from large collections in other parts of the country as any group of libraries, with the exception of those in the Rocky Mountain States and in some parts of the South, it is evident that researchers in the State are sorely handicapped. . . ." To a

present midwesterner who was brought up on the Pacific Coast it seems that Maine libraries are as near to major library research collections as most other libraries. I may be wrong, and the only reason I raise the point at all is that I think his specific suggestions for Maine, like his general remarks, are probably adaptable to a good many other areas. Considered as general recommendations rather than as the specific recommendations their author intended, several are deserving of wide attention.

The first of these is his recommendation that the Maine State Library ought to accept a definite responsibility for acquiring and cataloging as promptly as possible all newly-published Maine material, that is for material by Maine authors, about Maine, and published in Maine including the official publications of State and local governments, and for making catalog cards for this material available to others for the cost of preparing the extra cards. In addition he recommends that one copy of every new entry for Maine material be sent to the National Union Catalog. A related suggestion is that a union list of Maine items held by all Maine libraries be prepared and published with the State of Maine making an appropriation for editing and publication. Although there may be some states for which these recommendations should be modified (for the New York State Library to try to catalog all material published in New York, for example, would be unnecessary duplication) in general it would appear that if this recommendation is sound for Maine, it is sound for most states.

A second suggestion of general interest is his recommendation against a complete union catalog of the holdings of the seven major libraries of Maine, either in each library or only

in one. The possible benefits, he concludes, do not nearly justify the costs. His related recommendation for a union list of the holdings in Maine libraries of serials, periodicals, and newspapers, of microreproductions, of expensive and important but infrequently used research sets, of all publications produced before 1700, of American publications before 1801, and of all volumes in rare book collections (he suggests including books valued today at more than \$50) is perhaps less widely applicable. Also less generally applicable may be his recommendation for supplementing the union lists just mentioned with detailed descriptions, rather than complete listings, of special collections, and of the official documents of Maine, the U. S. Government, and of other states, countries, and international organizations.

In the area of cooperative acquisitions Mr. Metcalf recommends a program in which each library would spend two per cent of its budget for books and periodicals for periodicals not now received in the state. He estimates that the two per cent spent in this way might increase the current and future periodical receipts by perhaps 35 per cent. Percentages for such a program would undoubtedly vary in other areas, but a program like this would seem particularly promising for college libraries in most areas. He also recommends cooperation in the acquisition of U. S. documents.

Another recommendation (that the participating librarians agree not to buy a book or set costing more than fifty dollars without checking the proposed union catalog to see if another copy is available and the spending of the proposed sum on something else not in the state) has elements of applicability elsewhere and the merit of being practical. But while the ground

of cost is a simple and practical criterion, one might question its logic in a more general application. Five tens make fifty, and the catalog costs are five times as great. Logic would put the selection on the ground of use if practical methods of selection could be determined so that the potential cooperative savings were not consumed in delays and in decision-making time.

A final recommendation of Mr. Metcalf's deserves special note. He says, "It is further recommended that the librarians should keep in mind that, in spite of increased inter-library loan between Maine libraries, as research work in their institutions increases in amount, their calls on the larger libraries outside Maine may and probably should increase to such an extent as to become an undue burden on privately endowed institutions such as Harvard and Yale. If and when this occurs, I recommend that the Maine libraries be prepared to reach an agreement with these institutions to pay for the actual cost of inter-library loan when books are borrowed, perhaps on the basis of two dollars for each volume borrowed. If this is agreed upon, I think it would be found that Harvard, Yale, Columbia, and other universities would be more liberal in their inter-library loan policies and it should help the whole situation at a comparatively small cost." The suggestion of payment for inter-library loans is not new, and while it is here applied to Maine libraries, presumably he would extend it to all libraries. There is not space here to discuss all the implications of this suggestion, particularly since they have been previously considered by many others. It is, however, interesting to see the idea is by no means dead.—*Gordon Williams, Director, Midwest Inter-Library Center, Chicago*

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The May-June, 1961, issue of *Special Libraries* was largely devoted to cataloging and classification in technical and business libraries. The two lead articles describe how data processing equipment can be utilized for the preparation of library catalogs, a third explains how catalog cards can be produced with a small offset printer, two outline specific adaptations of traditional classification schemes to special collections and two more deal with cataloging and classification problems being studied by international groups. The issue includes the following special articles: "Simultaneous Preparation of Library Catalogs" (Robert E. Durkin and Herbert S. White); "Automation Raps at the Door of the Library Catalog" (Charles A. Vertanes); "International Conference on Cataloging Principles" (Charlotte F. Chesnut Shenk); "Modification of Dewey for a Business Library" (Suzanna Lengyel); "Classifications Schemes for Electronics and Data Processing" (Ellis Mount); and "Geography and Map Cataloging and Classification in Libraries" (Arch C. Gerlach)

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