

LIBRARY RESOURCES & TECHNICAL SERVICES

Vol. 11, No. 1

Winter, 1967

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Library Resources & Technical Services, the quarterly official publication of the Resources and Technical Services Division of the American Library Association is published at 2901 Byrdhill Road, Richmond, Va. 23205. *Editorial Office:* Processing Division, Enoch Pratt Free Library, 400 Cathedral St., Baltimore, Md. 21201. *Circulation and Business Office:* 50 E. Huron St., Chicago, Ill. 60611. *Subscription Price:* to members of the ALA Resources and Technical Services Division, \$2.00 per year, included in the membership dues; to nonmembers, \$5.00 per year, single copies \$1.25, orders of five or more copies (same issue or assorted), \$1.00 each.

"Second-class postage paid at Richmond, Va., and at additional mailing offices."

LRTS is indexed in *Library Literature* and in *Library Science Abstracts*. Its reviews are included in the *Book Review Digest* and *Book Review Index*.

Editors: Material published in *LRTS* is not copyrighted. When reprinting the courtesy of citation to the original publication is requested. Publication in *LRTS* does not imply official endorsement by the Resources and Technical Services Division nor by ALA, and the assumption of editorial responsibility is not to be construed necessarily as endorsement of the opinions expressed by individual contributors.

In Retrospect: RTSD 1957-1967

EDWIN B. COLBURN*

The H. W. Wilson Co., New York

JANUARY 1967 MARKS THE TENTH ANNIVERSARY of the formation of the Resources and Technical Services Division of the American Library Association. On this occasion it seems appropriate to look back over the ten years which have elapsed to consider to what extent the Division has achieved the goals envisioned by those who were primarily responsible for the impetus that made its organization possible. A review of the aims that were foreseen, the manner in which the new Division was brought into being, and the results that have been accomplished by it is basic to planning for the future.

Prior to the reorganization of the American Library Association in 1956-57, the groups which were later to be a part of the new Division had a variety of organizational structures. The catalogers and classifiers had a very active division of their own; the acquisitions people were represented by the Board on Acquisition of Library Materials; those interested in serials work belonged to the Serials Round Table. Other groups which were later to be a part of the new Division were covered by committees in the ALA structure, while some had no home at all in the Association.

The report on the survey of the organization of the American Library Association, by Cresap, McCormick and Paget in 1955 recommended that the Serials Round Table be continued, but the Steering Committee on Implementation of that survey did not accept the recommendation. Instead the Committee suggested that the functions of the Serials Round Table be dispersed among the appropriate divisions of ALA. This proposal disturbed ALA members who were in serials work, since it left them no home in the ALA organization and, therefore, no way of communicating with each other for their common good.

At the same time, some members of the profession were concerned about the separation of acquisitions and cataloging, particularly in view of the growing tendency to associate these two functions, as well as those of serials and binding, in departments of technical services in libraries.

In March 1956 a questionnaire was sent to members of the Serials Round Table, the returns from which showed that the vast majority favored sectional status for serials people in a division devoted to technical services. If acquisitions and cataloging were to have separate divisions, a small majority voted for affiliation with an acquisitions division.

* This article was prepared with advice and consent of the other members of the original Organizing Committee of RTSD: Benjamin A. Custer, F. Bernice Field, Bella E. Shachtman, Edwin E. Williams, and Avis Zebker.

At the 1956 Miami Beach Conference of the American Library Association, members of the Division of Cataloging and Classification, the Serials Round Table, and the Board on Acquisition of Library Materials met with Ralph R. Shaw, then President of the American Library Association. It was decided, in view of the common interests of people involved in acquisitions, cataloging, and serials, to conduct a poll of all members of ALA who were interested in these fields to determine whether they favored one division which would embrace all of them, or separate divisions for acquisitions and for cataloging, with serials becoming a part of one or the other division. This poll, conducted in the late summer and early fall of 1956, showed a definite majority of the people in each of these fields to be in favor of a combined division that would represent all of the interests involved.

As a result of the poll, President Shaw appointed a committee to work toward the formation of a division with responsibility for acquisitions, cataloging, and serials. This committee consisted of Avis Zebker and Edwin E. Williams representing acquisitions, F. Bernice Field and Bella E. Shachtman representing serials, and Benjamin A. Custer and Edwin B. Colburn representing cataloging.

The Committee met in New York on September 28, 1956 and proceeded to make preliminary plans for the formation of the new division. Among its activities was the naming of a Nominating Committee and a Committee on Committees, and the drafting of a statement of responsibility for the new division. (This was to be reworked and reworded many times before its adoption by the membership of the Division.) The Committee also considered a name for the Division, and recommended the name which was finally adopted: Resources and Technical Services Division. The Division of Cataloging and Classification had generously offered its publication, the *Journal of Cataloging and Classification*, to the new Division, and the Organizing Committee voted to accept this offer, with a change of name to *Library Resources & Technical Services*. It was also decided to incorporate in the new publication the material which had hitherto appeared in *Serial Slants*, the publication of the Serials Round Table.

The primary purpose of the Organizing Committee was to form an organization in which all of the interests represented could find a place, to provide for membership activities within an atmosphere where all would be at home, and to avoid submerging any particular interest in the interests of the group as a whole.

One of the problems which faced the Organizing Committee was the fear on the part of some members that the new Division might be dominated by the strong Division of Cataloging and Classification, which had had a long history of useful activity within the American Library Association. This was especially true among those members of ALA who were concerned with acquisitions. To safeguard against this, the Organizing Committee from the beginning insisted upon strong sections. The result has proved the wisdom of this stand, for the other sections within the

Division have developed to a position which has guaranteed their freedom of action and the continuity of their fields of interest. A union of strong sections has also stimulated the efforts of each to prepare and promulgate a program of its own and make a substantial contribution to the overall program of ALA.

As time went on, it became evident that other groups within the ALA organization would look to this Division as a home within which they might find the best location for their interests. ALA members interested in copying methods early indicated an interest in affiliating with the new Division as a section, and the Board on Resources of American Libraries was assigned to the Division by the Committee on Organization.

As the Midwinter Meeting of 1957 approached, the Organizing Committee prepared a plan of organization to offer the membership for ratification and presentation to the Special Committee on Implementation of the Management Survey. It provided for the establishment of a Resources and Technical Services Division, with sectional status for Cataloging and Classification, for Acquisitions, for Serials, and for Copying Methods, with the ALA Board on Resources of American Libraries becoming a Division Committee. At the Midwinter Meeting, the Committee on Committees suggested the formation of eleven committees, some of which were to be transferred from the constituent groups forming the Division. Today the number of Division committees totals seventeen, with several subcommittees. At the same time, committee activity of the Sections has also increased, so that there are fifty-seven committees in all.

As the Organizing Committee looks back over the accomplishments of the Resources and Technical Services Division, it can view with pride a great many achievements, and it can also see weaknesses in the Division organization. The Organizing Committee held the firm belief, which has been realized, that technical services departments in libraries would continue to grow in number and in size. As a natural result of this, people in acquisitions, cataloging, and serials are keenly interested in each other's work. The formation of one overall Division therefore provided a vehicle for communication among members with similar interests. This facility had not been available on as large a scale previously and, in fact, was not available at all in some areas until the organization of some of the groups which became a part of RTSD. Through its program and activities the Division has created a wider understanding of the activities encompassed in its fields of interest.

The Division journal, *Library Resources & Technical Services*, has carried many articles on the various phases of processing, which have served to acquaint members of the Division with the range of activities that are their immediate concern, and, perhaps even more important, with what is happening in fields of contiguous interest. Outstanding among these have been the reviews of the work of the year in the various fields covered by the Division.

The organization of the Board of Directors of the Division provides for representation of the varying interests, which has resulted in a com-

mon sharing and a common understanding of the aims of each group, and of its problems and difficulties.

Reports of activities undertaken by each Section, made at the annual meeting of the Division, have acquainted the members of the various Sections with what is being done in each Section, and given them an overall picture of the whole technical services program of ALA.

Joint activities between or among Sections have been made possible without going through the ALA parent organization; thus delay due to the necessity of seeking inter-divisional cooperation has been avoided. Examples of this kind of cooperation are the Joint Committee to Revise *Lists of International Subscription Agents*, and the Joint Committee on U. S. Congresses and Conferences without Fixed Headquarters, of the Acquisitions and Serials Sections.

The preparation of a budget for the Division and its Sections on a division-wide basis has tended to broaden the perspective of all concerned, and to promote wider understanding of the relative importance of various activities and programs of the Division and its Sections. Thus, requests to ALA for funds for activities deemed most important have been strengthened to assure the carrying out of the programs.

At the time of the formation of RTSD, the membership was in the neighborhood of 4,000. In June 1966 this had grown to more than 8,000, or approximately double that of ten years ago. The Sectional figures in June 1966 were as follows: Acquisitions, 3164; Cataloging and Classification, 4586; Copying Methods, 2614; and Serials, 2816 (Division members may belong to any or all Sections). It is reasonable to assume that this membership growth has given the Division greater weight in the planning and deliberations of ALA than would have been possible if there had been individual divisions for each of the major activities.

Through the meetings of the Division, both business and social, individual members have widened their circles of acquaintances by meeting people from related areas of the profession. This has led to greater understanding of the programs and problems of people in other phases of library work.

Early in the organization of the Division the question arose about the affiliation of the regional groups which had been part of the organization of the Division of Cataloging and Classification. It was decided that these should become affiliated at the division rather than the section level, with the result that they have offered their membership a wider variety of programs and have fostered the interaction of ideas and interests at the local level.

Another early question was the relationship to the Division of discussion groups composed of the heads of technical services in large and medium-sized university and research libraries. A vote in favor of inviting these groups to affiliate with the Division resulted in the establishment of two such groups: one for large research libraries and one for medium-sized libraries. Most recently, a group representing large public libraries has been formed. This affiliation has been mutually beneficial,

for it has brought to the attention of the Division the needs and problems of technical services as a whole, while it has provided the groups themselves with official status within the ALA organization.

Prior to the establishment of RTSD, the Division of Cataloging and Classification had a strong Board on Cataloging Policy and Research, which generated needed studies and useful tools. In the new organization this continued as a Section committee, and similar committees have been formed by the other Sections, as well as a Planning Committee at the Division level. The deliberations of these committees have resulted in a wider understanding of the Division's professional problems and have provided the impetus for finding solutions.

Lest it appear that the original Organizing Committee has prepared this article only to praise its own work, we must in all fairness admit that there are still weaknesses in the Division's structure. Perhaps some of these are inevitable, but at least some stem from failure to plan properly or to implement fully the organization which was created ten years ago.

There has been insufficient long-range planning. An obvious example is automation. Certainly it has been clear for many years that automation would play a larger and larger role in technical services. Yet RTSD did not give sufficient attention to this matter, and the Division's failure to make provision for automation resulted in the creation of a new division of ALA at the 1966 Midwinter Meeting. The question might well be asked whether ALA is splintering in its organizational pattern, and if so, what should be done about it.

Another area which has not been as fully developed as could be desired is that of the regional groups. Communication between the Division and its regional groups, and among the regional groups themselves, has not been as completely implemented as could be wished. These groups provide an excellent avenue through which to explain the professional problems of the Division, to give information concerning projects underway such as catalog code revision and the drafting of new filing rules, and to obtain membership opinion on ongoing projects and the needs for the future. Although the Chairman of the Council of Regional Groups conducts a brief discussion session with the chairmen of the various groups at the Annual Conferences, more effort should be made to ascertain opinions of these groups on Division problems and projects. Undoubtedly more is needed than one meeting a year of chairmen who are elected by the local groups and who in many cases feel little responsibility to the Division. Communication among different groups would also be extremely salutary, providing a means of transmitting information concerning solutions to problems, or disseminating news about interesting developments in one area or another.

RTSD has been blessed since its formation with two extremely competent and devoted Executive Secretaries, Orcena Mahoney (1957-1961) and Elizabeth Rodell (1961-date). Neither of them has had the support which should have been forthcoming. We recognize that the American Library Association does not have unlimited funds; and yet the manage-

ment of the affairs of a large division, with four sections and many committees, is more than one individual can satisfactorily carry. Moreover, it is our belief that the officers and membership have not always given our Executive Secretary the support which is needed and required. It is all too easy for a busy officer of the Division to think that he can leave to the Executive Secretary many of his own duties. This happens frequently enough to keep the Executive Secretary from carrying on in the way she would like, the multiple, complicated affairs of the Division. A solution to this problem must be found.

In preparing this article the Organizing Committee has done a certain amount of soul searching. We believe that those who worked with us helped to build a healthy organization in the ALA structure. With greater foresight and better planning we could have improved the Division which we helped to create. Were we to go back ten years there are many things which we would have done in the same way, and others which we would have done differently. We believe that this review after ten years has proved useful to us, and we hope that it will be useful to the Division as a whole. In fact, it is our firm belief that such a periodic review in greater depth should be taken at regular intervals, both by the Division and by ALA as a whole. We hope that self-survey may become standard ALA policy.

EDITORIAL NOTE

As this issue of *LRTS* went to press, notice was received of the untimely death of its esteemed Editor, Esther J. Piercy, on January 10, 1967. In consequence, a special meeting of the Editorial Board was called by RTSD President Wesley Simonton, in New Orleans on January 12. Members of the Board agreed that the Spring issue should appear on schedule under the guidance of the Managing Editor, utilizing papers which Miss Piercy had previously approved for publication. The Summer issue, under the special editorship of Paul S. Dunkin, will be designed as a memorial to Miss Piercy and will consist in part of the ten-year reviews of the literature on technical services which the Editor had commissioned before her death. Because of this schedule, the "year's work" papers will not be included in the Spring issue as has been the custom heretofore.

The Future of RTSD 1967—

WESLEY SIMONTON
President, RTSD

AS THE MOST VISIBLE, but with no claim to being the most knowledgeable, officer of the Resources and Technical Services Division, I have accepted the invitation of your Editor to assess the future of RTSD as it approaches its tenth birthday. In part because of the short history of the Division and in part because of my lack of qualifications as a historian, I shall proceed on the assumption that we can forecast the future from an analysis of the activities of most recent date, specifically, that is, from an analysis of RTSD and ALA activities at the most recent annual conference.

Reviewing, from an admittedly-prejudiced point of view, the activities of the American librarians as evidenced by their meetings in New York in 1966, I would assert that interest in and support available for activities relating to resources and technical services are both at a high point, as evidenced by the attendance at three meetings in particular: a meeting on "Centralized Cataloging at the National and International Level" sponsored by RTSD and the ACRL University Libraries Section; a program on "Library Implications of the Higher Education Act of 1965," co-sponsored by five divisions, and the President's Program on "Library Cooperation for Reference and Research." A recurring theme of these meetings was the urgency of devising intelligent and effective means for making use of the substantial funds now being made available to libraries of all kinds for the development of their resources and the effective organization of these resources. The extent of interdivisional sponsorship of these meetings leads me to suggest that at no time in its ten-year history have the activities of RTSD been recognized by the profession as a whole as being of such a crucial and central nature.

Assuming that this recital of recent events has demonstrated the thesis that the profession as a whole is, as never before, aware of the importance of the Division's official functions, how can the Division respond to its intensified responsibility for effective action in the areas of resources and technical services?

Within the Division itself, the tradition of strong sections united in a strong division must be maintained. The pattern has worked well, providing an effective system for assignment of responsibilities and activities within the Division, including intersectional cooperation, as needed. At the same time, the committee structure should continue and be strengthened. The list of committees in the annual organization issue of the *ALA Bulletin* is, indeed, a long one; but much of the important work of the

Division is carried on by its committees, and there are few instances of committees with no report of important activity during a given year. At the same time, the committees represent the most efficient, if not always the most used, device for introducing new members of the profession to the activities of the Division. It is clear that the regional groups, and indeed, any other appropriate devices that provide for the dissemination and the exchange of ideas and information need strengthening. At the same time, means must be found to permit the Division to pay more attention to long-range planning in the areas of its interests. The numerous housekeeping duties of the Division combined with the annual rotation of officers and the heavy work load of the Executive Secretary in Chicago make provision for such long-range planning difficult to achieve.

Within the American Library Association, there is increasing awareness of the common goals of librarians, regardless of type of activity and type of library. Co-sponsorship of meetings at the annual conference is merely the most visible manifestation of the importance of interdivisional activities. RTSD must find ways to become aware of, and involved in the activities of, other divisions that have significance for RTSD. The most obvious present instance of the need for such interdivisional cooperation is in connection with the new Information Science and Automation Division. As the division to which ALA has assigned responsibility for the majority of the functions likely to be subjected to automation and influenced by information science, RTSD welcomes the new division and pledges its cooperation in all matters of mutual concern and professional responsibility. The Division must also respond more effectively to the needs of the public and school library segments of the profession than has been possible in the past.

In a year notable for the first international conference on library mechanization and for visits of Library of Congress officials to foreign countries to discuss international cataloging arrangements, it is clear that the Anglo-American Cataloging Code is merely the first manifestation of a growing need for international cooperation in library matters. The Division should be mindful of this need and seek efficient methods for satisfying it.

Research activities demand much more attention than they have received in the past. Examples of significant research projects sponsored by the Divisions and its sections during the past ten years are inexcusably few in number. Recognizing the inherent difficulties of devising and securing support for research activities in an organization as large and complex as ALA, and recognizing that important research projects are usually conceived and executed by individuals rather than by committees, we must find ways to utilize the resources of ALA for evaluation of projects, for assignment of priorities, and for support in securing the funding of research projects.

The American Library Association seeks to advance the development of the library profession (1) through effective organization of its members and their organized activities, (2) through research, and (3) by means of

publications. What evidence have we of RTSD activities at the New York Conference in these areas? With regard to matters of organization, RTSD was active at several levels. First, it established an *ad hoc* committee to review the functions, activities, and future developments of the regional groups. These groups represent crucial contacts at the local level with members of the association and the profession, and their development must be encouraged in every way possible. At the level of organizational patterns vis-a-vis other units of ALA, the Division established a Technical Services Standards Committee, charged with reviewing the technical services aspects of proposed or published ALA standards. It also created an *ad hoc* committee to explore relations with the newest division of ALA, the Information Science and Automation Division. Organizational activity extending beyond the scope of ALA itself was reflected in the approval by Council, upon recommendation of COO, of a joint committee of the Division and the American Book Publishers Council, "to consider mutual problems and provide for communication of ideas between members of the Council and the Division." In the area of research, the Board of Directors of the Division approved, in principle, a Proposal for the Establishment of Demonstration Centralized Processing Programs, to be submitted to an appropriate agency for funding. In the area of publication, the New York Conference witnessed the transfer from the Division to the Publishing Department of ALA of the *Anglo-American Cataloging Rules*, representing the culmination of many years of work.

This review of RTSD activities and interests in 1966 has sought to demonstrate the Division's recognition of the importance of the traditional techniques of librarianship with awareness of the need for their possible modification in response to new methods and machines, its concern for a logical organization of units within the Division and between the Division and ALA, its desire to work effectively with other units of ALA and other appropriate professional groups in pursuit of common goals, and its recognition that research into the problems of resources and their organization is long overdue. With modest pride in its first-decade record, RTSD enters its second decade confident of the importance of its assignment in ALA and determined to devote its best efforts to responding to the challenge of demonstrating the importance of libraries and librarians in the modern world.

LEARNING USE OF NEW CATALOG CODE

The University of Illinois Graduate School of Library Science is offering a four-week course (July 17—August 12, 1967) on the application of the newly-revised code of cataloging rules. It will be taught by Seymour Lubetzky, will carry one unit of graduate credit, and will be open to people with a fifth-year professional degree or to students in the fifth-year master's degree program who have completed at least the basic cataloging course at Illinois.

For further information write Dr. Herbert Goldhor, Director, Graduate School of Library Science, University of Illinois, Urbana, Ill.

JCC/LRTS 1948-1964: One Man's View

THEODORE S. HUANG, *Research Fellow*
Graduate School of Library Service
Rutgers—The State University
New Brunswick, New Jersey

THE JOURNAL OF CATALOGING AND CLASSIFICATION (*JCC*), v. 5, no. 1, appeared in the Fall of 1948 as the first issue of a new periodical to succeed the *News Notes of the Board of Directors* of the ALA Division of Cataloging and Classification. The first volume of this new periodical had five issues, and later v. 9 (1953) had only three issues. Thus it had been issued thirty-two times (eight volumes) by the time it and *Serial Slants* were replaced by *Library Resources & Technical Services (LRTS)*, a result of the reorganization of ALA and the emergence of the Resources and Technical Services Division. It was in the Winter of 1957, when the first issue of the new quarterly, *LRTS*, came to the scene. Through 1964 *LRTS* had been published eight years. In analyzing the magazine, it was decided to divide the sixteen years of *JCC/LRTS* into four periods of four volumes each. It was an arbitrary decision, made by the author. This is one man's view of *JCC/LRTS*. What about *Serial Slants* being left out? Another arbitrary decision.

A few other arbitrary decisions: In *JCC/LRTS* there are items other than articles. It was decided not to consider news notes, messages from the presidents and the executive secretaries of the Division, reports of Divisional activities, "notes and queries," "studies and surveys in progress," biographical notes, and verse. Introductory remarks to a symposium or a group of papers are considered as articles only when they are of substantial length. Book reviews are treated as articles when they appear on the contents page with their authors' names, as are reports of other than Divisional activities. Lists of books are always taken into consideration.

The remaining articles have been tabulated by the types of libraries represented, by the types of the articles themselves, and by the subjects covered. It must be confessed here that the decision of how many and what subjects there should be and the assignment of one article to one subject instead of another are arbitrary. What is attempted is to indicate some trends, rather than to be absolutely sure about the exact number of articles on certain subjects. This also applies to the treatment of types of libraries represented and types of articles published.

Types of Libraries Represented

Table I shows the types of libraries with which authors of articles are affiliated or for which they speak. If an author was not affiliated with any

library at the moment the article was written and he did not speak from the point of view of any particular type of library, he has not been counted in the tabulation.

TABLE I
TYPES OF LIBRARIES REPRESENTED

	JCC v. 5-8 1948-52	JCC v. 9-12 1953-56	LRTS v. 1-4 1957-60	LRTS v. 5-8 1961-64	JCC/LRTS 1948-64
Public libraries	8	23	25	28	84
School libraries		1	4	2	7
College libraries	5	9	11	28	53
University libraries	29	25	70	68	192
Research libraries	9	13	17	14	53
Special libraries	6	8	4	9	27
Total	57	79	131	149	416

The figures in Table I refer to the numbers of articles published. Research libraries are defined as libraries which provide for research needs but do not primarily serve any particular academic institution or organization. Among research libraries the Library of Congress is the one represented in the majority of articles published. Most of the writers affiliated with university or public libraries are from large rather than small libraries. The preponderance of university libraries, not to say academic libraries as a whole, over other types of libraries including public libraries, is apparent. (The imbalance is less in the 1953-1956 period.) Research libraries are also more closely related to university libraries than to public libraries.

Types of Articles Published

TABLE II
TYPES OF ARTICLES PUBLISHED

	JCC v. 5-8 1948-52	JCC v. 9-12 1953-56	LRTS v. 1-4 1957-60	LRTS v. 5-8 1961-64	JCC/LRTS 1948-64
Activities	7	10	14	11	42
Experiences	29	25	41	45	140
Descriptions			3	7	10
Surveys	2	4	22	32	60
Studies	8	6	15	11	40
Bibliographies	3	4	4	1	12
Book reviews	1		8	3	12
Discussions	33	55	48	91	227
Total	83	104	155	201	543

Table II is a tabulation of articles by type. The figures refer to the number of articles published. The eight categories need further explanation: (1) Activities—Reports of other than Divisional activities, meetings, progress reports, etc.; (2) Experiences—Reports of experiences in particular libraries, practices in particular libraries, case studies, etc.; (3) De-

scriptions—Descriptions of methods, equipment, books, etc.; (4) Surveys—Surveys of literature, annual reviews, state-of-the-art surveys, histories, etc. (what distinguishes survey articles from descriptions is their comprehensive nature); (5) Studies—Reports of various kinds of studies other than case studies (questionnaire studies are included); (6) Bibliographies—Book lists, annotated bibliographies; (7) Book reviews—Reviews of books, including editions of DC; (8) Discussions—Discussions of various kinds, including some theory, and definitions of terms (mostly personal opinions, assertions, often mixtures of presentation of fact and/or principles, references to other writings, and opinions and beliefs).

It is obvious that reports of particular experiences and discussions are very common types. Reports of studies have not really increased much in recent years. Most of them are questionnaire studies. The encouraging sign is that there have been more survey articles and descriptions. More of both are needed. Comprehensive annotated bibliographies of tools and other publications in the field should be a regular feature. The number of book reviews published is actually much larger than that shown in Table II, as those not listed with their authors' names on the contents page have not been counted.

Articles in the initial issues of *JCC* are frequently very brief. There are three articles reprinted from other journals in the sixteen years (*JCC*, v. 5, no. 5; *LRTS*, v. 4, no. 3; *LRTS*, v. 6, no. 4). As space is limited in *JCC/LRTS*, in each case an "Editor recommends" note should suffice. Reports of particular experiences are of some value provided that they tell us something new, whether principles, procedures, or machines. Otherwise they should not occupy the precious space in any journal. Catalogers tend to write of particular experiences rather than in a general way. When not restricting themselves to practices in their own libraries, they usually present the results of a questionnaire inquiry. In a way it is good that they like to exchange experiences and seek others' ideas before they make any decision, and certainly there have been articles written on cataloging which are neither testimonial nor summaries of questionnaires. Non-catalogers are not entirely immune from testimonial writing or questionnaire inquiry either, although to a lesser extent, perhaps simply because more catalogers write.

Subjects Covered

The subjects covered by *JCC/LRTS* in the sixteen years have been tabulated (Table III). As *JCC* only is considered here as the predecessor of *LRTS*, the subjects are grouped into two main divisions: (1) those related to cataloging and classification, and (2) those related to subjects other than cataloging and classification and to technical services as a whole (or including more than cataloging and classification).

In Table III, "Cataloging (general)" refers to those articles which deal with the technical aspect of cataloging and are not included under other listed subjects, such as cross references and analytics; while "General discussion" includes theory, purpose, cataloging from the administrative

point of view, etc. "Classification (general)" covers classification theory and any scheme other than Decimal Classification, editions (15-16) of which have been extensively discussed in *JCC/LRTS*. Regional union lists are under "Union catalog." "Cooperative cataloging" refers to articles that deal with cooperative aspects of cataloging other than "Centralized cataloging" and "Prenatal cataloging." "Prenatal cataloging" includes one article introducing Ranganathan's term, and nine papers on

TABLE III
SUBJECTS COVERED

JCC v. 5-8 *JCC* v. 9-12 *LRTS* v. 1-4 *LRTS* v. 5-8 *JCC/LRTS*
1948-52 1953-56 1957-60 1961-64 1948-64

Cataloging & Classification

General discussion	9	6	1	4	20
Cataloging (general)	1	3	8	12	24
Descriptive cataloging	1				1
Subject cataloging	17	12	2	4	35
Indexing		2		2	4
Classification (general)	4	2	2	3	11
Decimal Classification	2	19	7	5	33
Rules of entry (general)	3	4	1	7	15
Lubetzky Report		7	1		8
Catalog code revision		4	1	12	17
Paris Conference			1	8	9
Classified catalog			2	3	5
Divided catalog			3	3	6
Book catalog			4	10	14
Union catalog		1	4	2	7
Cataloging of special materials	6	7	8	7	28
Cataloging in small libraries		2		2	4
Recataloging & reclassification	4	5		2	11
Filing	1	1	1	1	4
Use study	1	1		1	3
Cooperative cataloging			1		1
Centralized cataloging	1	4	7	6	18
Prenatal cataloging		1	9		10
Organization & administration			6		6
Statistics		2	1		3
Personnel	2	3			5
Education & training	7	6		6	19
Management	10	4	4	2	20
Catalog card reproduction		1	1	4	6
Total	69	97	75	106	347

TABLE III (Continued)

	JCC v. 5-8 1948-52	JCC v. 9-12 1953-56	LRTS v. 1-4 1957-60	LRTS v. 5-8 1961-64	JCC/LRTS 1948-64
<i>Others</i>					
Technical services			3	10	13
Organization & administration	1	1	5		7
Management			5	5	10
Acquisition			14	23	37
Book selection			3	1	4
Allocation of book funds				4	4
Resources			6	1	7
Exchange			3		3
Serials	3		11	14	28
Government documents	1		5	10	16
Copying methods			7	12	19
Binding			3	4	7
Book lists	2	3	3		8
Miscellaneous	7	3	12	11	33
Total	14	7	80	95	196
<i>Grand Total</i>	83	104	155	201	543

the LC cataloging-in-source experiment. "Catalog card reproduction" is separate from "Copying methods." Under "Management," which is separate from "Organization and administration," there are papers on cost studies, procedures, work load, etc. There is "Management" in both main divisions, also "Organization and administration." Technical services in general, and processing of materials other or more than cataloging, are under "Technical services." It is interesting to note that only since the inception of *LRTS* have there been papers that treat various aspects of processing materials and not just cataloging. The first one is Pons' "Technical Services of Microfilms at Columbia University Libraries" (*LRTS*, v. 2, Spring 1958). The subject "Book selection" includes evaluation of library collections. "Miscellaneous" covers various topics such as inventory, shelf-reading, teaching the public the use of catalog, sorting cards, and interlibrary loan.

In the eight years of *LRTS* there has been virtually no imbalance between papers on cataloging and classification and those on other technical services, provided that the other technical services are taken as a whole. The greater number of papers on cataloging and classification evidences, in part, our long concern with cataloging and classification.

Cost has often been touched in papers reporting on the operations of individual libraries, e. g. Ham's "Reclassification of the University of South Carolina Library Collection" (*JCC*, v. 11, October 1955). In papers on operations with machines, whether it is the Xerox at Yale (*LRTS*,

v.3:223-229, Summer 1959) or a computer (CDC 1604, *LRTS*, v.7:71-77, Winter 1963; Crossfiler, *LRTS*, v.7:350-365, Fall 1963), cost is among the things discussed. Attention has been directed not only to cost in cataloging, but also to cost in other technical services. There are the cost survey of ordering, cataloging, and preparations in Southern California libraries (*LRTS*, v.6, Fall 1962), Heinritz's study of book versus card catalog costs (*LRTS*, v.7, Summer 1963), Wynar's report on cost analysis in a technical services division (*LRTS*, v.7, Fall 1963), and Brucher, Gessford, and Rixford's paper on "Cost Accounting for the Library" (*LRTS*, v. 8, Fall 1964). Methods of cost analysis need to be learned by librarians. With the introduction of machines, especially computers, librarians are more cost conscious. This may explain partly why we see figures in articles dealing with machines. Yet whether there has been effective measurement of library operations, not to say services, is an entirely different matter.

We live in a world full of machines. It is no wonder that in the pages of *LRTS* there have been mentioned various kinds of machines, beginning with pasting machines, duplicating machines, book marking machines, and the Flexowriter (*LRTS*, v.1:206-210, Fall 1957) through IBM 407 printer and Compos-O-List camera (*LRTS*, v.8:359-369, Fall 1964). Many articles still relate their authors' experiences in particular libraries, but the topics deal with machines. It is to the editors' credit that *JCC/LRTS* always reflects the real world we are in and the increasingly-ramifying interest we have been developing. A reading of *JCC/LRTS* places us in the mainstream, so to speak.

More attention needs to be paid to methodology. In so many questionnaire studies none is really concerned with random sampling. Pickett's "San Francisco State College Library Technical Services Time Study" (*LRTS*, v.4, Winter 1960) contains the only computation of standard deviation found in *JCC/LRTS*, 1948-1964. There is Heinritz's fine paper on "congestion," which starts with the definition of the term and suggests the application of probability theory (*LRTS*, v.8, Summer 1964).

From the tabulation of subjects covered it is evident that subject cataloging, Decimal Classification, rules of entry and catalog code revision, cataloging of special materials, acquisitions, serials, and "Miscellaneous" each have twenty-eight or more papers in the sixteen years under consideration. It is a bit strange that in the eight years of *LRTS* there have been fewer articles on subject cataloging than in the eight years of *JCC* (6 versus 29). It is regrettable that rules for subject cataloging have been left out of our code for so long, and that there is no immediate prospect of restoring them alongside rules of entry and rules for descriptive cataloging. In this connection, it should be mentioned that filing rules average one article every four years. Indexing has not been covered well: A reflection on conventional libraries? The only comment on catalog code revision is that each revision requires such a long period of discussion, and each new code may need revision as soon as it is completed and published. The large number of papers on cataloging special materials indicates the

large number of various types of special materials under discussion. There have been a considerable number of articles on acquisitions. It is hoped that more information will be published in *LRTS* as to acquisition tools and dealers. Annotated lists of them should be helpful.

In comparing *LRTS* and *JCC* certain trends reflect certain facts. For instance, the fact that papers on serials as well as government documents appear more in *LRTS* is explained by the one-time existence of *Serial Slants*. Among the subjects introduced since 1957 are those other than cataloging and classification: "Copying methods," "Binding" (in *Serial Slants* too), "Resources," "Book selection," "Allocation of book funds," and "Exchange," and also subjects on cataloging such as "Classified catalog," "Divided catalog," "Book catalog," and "Cooperative cataloging." Again, this is a mirror of the times. It may be noted here that since the beginning of *JCC* there have been papers on the education and training of catalogers, yet so far there has not appeared a single article on the education and training of other technical services librarians.

More Comments

Of those who sought new answers to old problems, considering the time and place in which they wrote, the following should be mentioned: Steinweg on "categorical division" of subject headings (*JCC*, v.6:40, Spring 1950), Henry Black on his experiment with removing all cross references from the catalog (*JCC*, v.6, Summer 1950), Ellinger on non-author headings (*JCC*, v.10, April 1954), and Donald Johnson on sorting backwards (*LRTS*, v.1, Spring 1957; *LRTS*, v.3, Fall 1959). Lilley's "How Specific Is 'Specific'?" (*JCC*, v.11, January 1955) and Richmond's paper on cats (*LRTS*, v.3, Spring 1959) are two excellent pieces of theoretical writing. Verona's paper on form headings (*LRTS*, v.6, Fall 1962) once more reminds us of our own weakness in the comparative approach. Helen Field has examined critically our basic assumptions about subject headings (*JCC*, v.8, December 1952); Frarey has identified the role of research in establishing standards for subject headings (*JCC*, v. 10, October 1954).

Now some questions. There are three papers by Higgins, Mary Seely, and Wagman in *JCC*, v.11, October 1955. Except Wagman's, which is admittedly a statement of his personal view, they were supposed to represent the views of groups of librarians (reference and school librarians). Nowhere in the papers, however, can it be found how the authors secured these representative ideas. How did they? In Eckford's detailed report on the Library Service Center of Eastern Ohio, "processing costs were projected" and given, "based upon the statistics from the first months of operation" (*LRTS*, 5:21, Winter 1961), but, those statistics were not given in the paper nor was it ever explained how the cost projections were made. How did this happen? In Rolland Stevens' account of library experience with the Xerox 914 Copier (incidentally, the majority of the articles on copying methods deal with Xerox machines), it was said that few "libraries could afford the approximately \$950 monthly rental

charge for the Copyflo, or the cost of a similar copier from another manufacturer" (*LRTS*, v.6:25, Winter 1962). Who is the other manufacturer? What is the name of the similar copier? It was not specified. Why not?

As stated in the beginning, all this is one man's view of *JCC/LRTS*, 1948-1964. Much has been said by way of illustration. Zachery remarked of the literature on reorganizing a catalog in 1953: "Statements of experience were numerous; statements of theory, less frequently found. But all that were found, both theory and experience, appeared to be directed at the large library" (*JCC*, v.11:29, January 1955). The same could have been remarked of technical services in general, and still would remain true now.

NOMINEES FOR 1967/68

Resources and Technical Services Division

For Vice-president (President-elect):

Margaret C. Brown, Free Library of Philadelphia, Philadelphia, Pa.
Mrs. Annette L. Phinazee, Atlanta University Library, Atlanta,
Georgia.

For Director-at-large—three-year term:

Lorna D. Fraser, York University Library, Toronto, Ontario, Canada.
Mrs. Mary E. Kahler, Library of Congress, Washington, D. C.

For Council—four-year term:

C. Donald Cook, Columbia University Libraries, New York, N. Y.
Paul B. Kebabian, University of Vermont Library, Burlington, Vt.

(Nominating Committee, RTSD: Edwin B. Colburn, Chairman; Richard M. Dougherty, Richard O. Pautzsch, Esther J. Piercy, Carol H. Raney, Mrs. Ruth F. Strout, Melvin J. Voigt.)

Acquisitions Section

For Vice-chairman (Chairman-elect):

Sam W. Hitt, University of Connecticut Health Center Library, Hartford, Conn.

Allen B. Veaner, Stanford University Libraries, Stanford, Calif.

For Member-at-large—three-year term:

James W. Barry, Rutgers—The State University, Library of Science and Medicine, New Brunswick, N. J.

Doralyn J. Hickey, School of Library Science, University of North Carolina, Chapel Hill, N. C.

(Nominating Committee, Acquisitions Section: Richard M. Dougherty, Chairman; Alice D. Ball, George N. Hartje, Kathryn R. Renfro.)

Cataloging and Classification Section

For Vice-chairman (Chairman-elect):

- Carlyle J. Frarey, School of Library Service, Columbia University,
New York
Joseph A. Rosenthal, New York Public Library, N. Y.

For Executive Committee Members:

- (1) Frances R. Lubovitz, Massachusetts Institute of Technology Li-
braries, Cambridge, Mass.
Emilie V. Wiggins, National Library of Medicine, Bethesda,
Maryland.
- (2) Jay E. Daily, University of Pittsburgh Library, Pittsburgh, Pa.
Paul J. Fasana, Columbia University Library, New York, N. Y.

(Nominating Committee, CCS: Esther J. Piercy, Chairman; Clare E.
Ryan, William J. Welsh.)

Copying Methods Section

For Vice-chairman (Chairman-elect):

- Russell C. Shank, School of Library Service, Columbia University,
New York.
Joseph H. Treyz, University of Michigan Library, Ann Arbor, Mich.

For Secretary—three-year term:

- Theodore F. Gould, University of California Library, Davis, Calif.
Robert D. Sullivan, Library of Congress, Washington, D. C.

(Nominating Committee, CMS: Melvin J. Voigt, Chairman; Edmond L.
Applebaum, Kathryn R. Renfro.)

Serials Section

For Vice-chairman (Chairman-elect):

- Charles G. LaHood, Library of Congress, Washington, D. C.
Mrs. Jane R. Moore, Brooklyn College Library, Brooklyn, N. Y.

For Secretary—three-year term:

- Mrs. Roma S. Gregory, Bowling Green State University Library Bowl-
ing Green, Ohio.
Beverly M. Pfeifer, Yale University Library, New Haven, Conn.

(Nominating Committee, Serials Section: Carol H. Raney, Chairman;
Jane Ganfield, Frank P. Grisham.)

F. Bernice Field

JOSEPH H. TREYZ, *Assistant Director
University of Michigan Library, Ann Arbor*



The Margaret Mann Citation in cataloging and classification is awarded in 1966 to F. Bernice Field for her extraordinary contributions to librarianship, particularly through her scholarly and practical leadership in the area of descriptive cataloging; for her influential continuous participation in national, regional, and local professional associations; and in recognition of her sustained, distinguished performance for the Yale University Libraries.

THIS YEAR MARKS THE FIFTEENTH ANNIVERSARY of the award of the Margaret Mann Citation. To honor the occasion and this year's choice, the former recipients who were present were invited to sit together and rise in a body to be recognized at the annual meeting of the Cataloging and Classification Section. It was, indeed, a distinguished group who rose on this occasion: Lucile M. Morsch, Maurice F. Tauber, Pauline A. Seely, Seymour Lubetzky, Esther J. Piercy, M. Ruth MacDonald, John W. Cronin, Wyllis E. Wright, and Catherine MacQuarrie. On the platform, F. Bernice Field joined their ranks.

The citation, read by Margaret W. Ayrault, could do no more than outline briefly Bernice Field's major contributions. To this outline, Miss Field herself added a fuller dimension when in the program meeting which followed she discussed the objectives and changes of the new *Anglo-American Cataloging Rules*. The members of the audience became quickly aware of the clarity and analytical insight which have marked her contributions to the profession. Her eloquence on this subject has firm foundations in her professional activities: from 1955-1966 she served on the Catalog Code Revision Committee as Chairman of the Sub-committee on Serials, and from 1960-1966 on the Steering Committee. From 1960-1966 she was Chairman of the Descriptive Cataloging Committee. It would be difficult to imagine any area of professional ac-



Margaret Mann Award Winners, 1951-1966

Standing: Wyllis E. Wright (1962), John W. Cronin (1961), Seymour Lubetzky (1955)

Seated: Pauline A. Seely (1954), Catherine MacQuarrie (1964), F. Bernice Field (1966), M. Ruth MacDonald (1960), Esther J. Piercy (1958)

Absent: Lucile M. Morsch (1951), Maurice F. Tauber (1953), Susan G. Akers (1956), Andrew D. Osborn (1959), Arthur H. Chaplin (1963), Laura C. Colvin (1965)

Deceased: Marie Louise Prevost (1952), David J. Haykin (1957)

tivity more dependent on the combination of experience, intelligence and reasonable practicality which she possesses.

Service on these committees during the eleven years when the revised code was slowly, with the expenditure of countless hours of thought, study, and labor, coming into the light of day, was only a part of Miss Field's accomplishments. At the same time she was Chairman of the ALA Editorial Committee (from 1962-1965) and served as ALA representative on the Joint Committee on the Union List of Serials (from 1957-1966). Many other demanding professional assignments preceded these responsibilities. Among these were: Vice-president and President of the New York Regional Catalog Group, and Secretary-Treasurer and Chairman of the Serials Round Table. In DCC, she was a member of the Committee on Descriptive Cataloging, 1947-1949, and Chairman of the Subcommittee on Serials, 1947-1948. In RTSD, she served as a member of the Organizing Committee, 1956-1957, and as Vice-president, 1957-1958, and President, 1958-1959. She was a member of the Executive Committee of CCS, 1956-1958. In addition to addressing professional groups on many occasions and publishing articles in journals, Miss Field has lectured at McGill and Simmons Library Schools. Next spring she will conduct a workshop on the *Anglo-American Cataloging Rules* at the University of British Columbia.

Although she is closely identified with Yale University, Bernice Field grew up in the Midwest, her native state being Minnesota. Her grandfather was the second man to stake out a claim in the Dakotas, and her father practiced medicine in Wisconsin until he was eighty years old. Miss Field was graduated from Carleton College, a member of Phi Beta Kappa, in 1927, and began her professional training at the University of Illinois Library School that summer. From 1927-1930 she served as Assistant Librarian and cataloger at the American University Library, during which time she completed the requirements for her B.S. in Library Science, receiving the degree in 1930. Following her graduation, she accepted a position as cataloger at the Queens Borough Public Library. Her next position took her to Yale in 1931 as a serial cataloger. In 1939 she joined the Vassar College Library staff as a cataloger and, while there, earned her A.M.L.S. degree at the University of Michigan in 1944.

Yale was anxious for her to return, and when she rejoined the staff their continuing esteem and appreciation were shown in the progressively increased responsibility given to her: 1944-1947, Senior Cataloguer; 1947-1952, Assistant Head Cataloguer in charge of the Serial Department; 1952-1955, Assistant Head of the Catalogue Department; 1955-1963, Head of the Catalogue Department; 1963-1965, Assistant Librarian in charge of Cataloguing and Classification; and 1965- Associate Librarian for Technical Services.

Bernice Field's remarkable personality can be characterized as warm, sincere, and dedicated. Her commitment to librarianship as a profession—its needs, its demands, its rewards—is obvious. Many of us remember with appreciation her response to an article on the editorial page of the

New York Times that opened with the statement, "If there were an opinion poll to determine the dullest task in the world, such things as door knob polishing, library cataloging, and inventory taking in a pin factory would get high ratings." Her letter of reply printed in the *Times* was a succinct and clear statement of the rewards of the library profession, and cataloging in particular. The last paragraph read:

Cataloging, rather than being one of the dullest tasks in the world, is one of the most challenging to the true lover of books, for it gives him not only the chance to use everything he has ever learned in order properly to organize the books for use, but it also makes him continuously aware of how much there is yet to learn and daily sends him off into new fields of inquiry. Perhaps the greatest reward is the feeling that he is making the contents of the library available to those who need these resources to extend further the boundaries of knowledge throughout the world. Without a good catalogue a library's treasures are lost to its users.

Those who have worked with Bernice remember her unassuming manner, kindness, and interest in people. This combination, together with her reputation for competence, draws requests for assistance and counsel not only from her own staff but from elsewhere in the university community—and, of course, from her profession. Her concern for others is enhanced by a rare objectivity in judging herself. Those who have the capacity to see themselves in perspective find it possible to give more of themselves, both to other people and to the work they have chosen. From the early years as a cataloger at Yale when her wit and humor were the delight of her fellow workers to the later years as administrator during which she has held the admiration of the entire staff, her spirit has been contagious. The number of library school graduates who first graduated from the non-professional staff of Yale's Catalogue Department is testimony to her inspiration. The Margaret Mann Citation this year honors a dedicated member who has significantly enriched, enlarged, and advanced our profession.

PAPER DETERIORATION

Two studies are underway of importance to libraries and the preservation of their materials.

One, funded by the Council of Library Resources, is being done under the aegis of the Graduate Library School of the University of Chicago. Richard D. Smith, a doctoral student, will be principal investigator for a laboratory study of non-aqueous deacidification treatments to improve the permanence of paper.

The other study, conducted by the Institute of Paper Chemistry and sponsored by 20 manufacturers of cotton fiber (rag) paper, commenced in 1963. The purposes of this program are "to determine the validity of an accelerated aging test which has been in use for many years" and "to establish a better measurement for the durability of papers." The work to date, according to the Cotton Fiber Paper Manufacturers' Technical Committee, "has contradicted the basis upon which the oven-aging test depended"; it is finding that varying humidity content of the papers and the humidity during aging produce varying results.

Centralized Cataloging at the National and International Level

JOHN W. CRONIN, JOHN M. DAWSON,
WILLIAM S. DIX, and JAMES E. SKIPPER

Except for Mr. Cronin's paper, this is a verbatim report of a program at the New York Conference of ALA on July 11, 1966, sponsored jointly by the University Libraries Section of ACRL and the Resources and Technical Services Division. The program was organized by William S. Dix, Librarian of Princeton University and Chairman of the ARL Committee on Shared Cataloging, who served as moderator of the panel.

Introduction

WHEN PRESIDENT JOHNSON SIGNED on May 13 of this year the Second Supplemental Appropriation Act for Fiscal Year 1966, the earth did not shake nor did the seas open up. I have not heard that there was even dancing in the streets of Lake Placid. But a notable event in the history of libraries had occurred. For in that bill was \$300,000 to fund in part, for the next 6 weeks, Part C of Title II of the Higher Education Act of 1965. This simple piece of legislation reads as follows:

Sec. 231. There are hereby authorized to be appropriated \$5,000,000 for the fiscal year ending June 30, 1966, \$6,315,000 for the fiscal year ending June 30, 1967, and \$7,770,000 for the fiscal year ending June 30, 1968, to enable the Commissioner to transfer funds to the Librarian of Congress for the purpose of—

(1) acquiring, so far as possible, all library materials currently published throughout the world which are of value to scholarship; and

(2) providing catalog information for these materials promptly after receipt, and distributing bibliographic information by printing catalog cards and by other means, and enabling the Library of Congress to use for exchange and other purposes such of these materials as are not needed for its own collections.

In other words, the Federal Government, after more than one hundred years of hoping and planning by librarians, has accepted a responsibility for the cataloging of books for non-Federal libraries, as a part of its support for higher education, and has provided funds to begin meeting this responsibility.

Title II of the Higher Education Act also provides funds for another notable first, direct money grants to colleges and universities for acquisitions—what I think of as the Edmon Low Bill—, but that is not the subject of tonight's meeting. This panel has been asked to tell the story of nationally-centralized cataloging—of its history, of what has been achieved, and of what its future prospects may be. The latter part of this story has not been told until now to any public audience, although the members of the ARL, and the Executive Committee of the ALA cat-

aloging and Classification Section have been kept informed, for those involved in it have not wanted to report until they had something to say. They now have progress to report.

Let us begin with the early history of centralized cataloging. I call first on John Dawson, Director of Libraries at the University of Delaware, who has served as a consultant to the Committee on Shared Cataloging of the Association of Research Libraries during its investigations. Mr. Dawson's article, in the *Library Quarterly* for January, 1957, was influential in calling renewed attention to the unnecessary waste of effort in the repeated original cataloging of the same work by individual libraries.

A History of Centralized Cataloging

JOHN M. DAWSON

The first documented proposal for centralized cataloging in America was suggested 119 years ago when Charles Coffin Jewett, then Librarian of Brown University and later Librarian of the Smithsonian Institution, wrote to his English friend, Harry Stevens, asking him to discuss with "gentlemen connected with the British Museum" his plan to make stereotype blocks for individual titles that could be used for later reprintings. Jewett's plan, published a year later, was for the printing and updating of book catalogs. Together with this simple technique for keeping catalogs up to date, Jewett envisioned a uniform system of cataloging with the Smithsonian serving as the agency for centralized cataloging. This proposal is well known to every librarian, and it would be foolish to elaborate on it here. Unfortunately, the scheme flourished and failed because of administrative short-sightedness in the Smithsonian, lack of funds, and the technological inadequacy of the time.

The year 1876 is a landmark in the history of American librarianship and in the history of centralized cataloging. For the Philadelphia Centennial Exposition of that year the United States Bureau of Education published a survey of the public libraries of the country in which Otis H. Robinson advocated centralized cataloging for college libraries, and F. M. Muller, Orientalist and former Librarian of the Bodleian Library, suggested national centralized cataloging, with the British Museum cataloging English books, the Bibliothèque Nationale cataloging French books, and so on, with the cataloging available to all. It is interesting to note that in January of this year (1966) a conference was held at the British Museum to discuss the proposal of the Library of Congress to accept for cataloging purposes the description of publications listed in the national bibliographies of some 18 countries, and that this program is now being implemented by the Library of Congress for books listed in the *British National Bibliography*. One cannot avoid the wry comment that the mills of librarians grind exceeding slow—let us pray that they grind exceeding fine!

In the convention of librarians held in Philadelphia in that same year—the convention which led to the founding of the American Library Association—cooperative cataloging was one of the principal topics. The committee to which this was referred had its hands full with Poole's index so that a year later a new committee was formed to forward cooperative cataloging. (This organizational hassle is not unfamiliar to us today.) Little emerged from this second committee other than proposals to standardize library supplies, and they made no suggestions for centralized or cooperative cataloging.

However, Melvil Dewey, who had raised the question of cooperative cataloging at the 1876 meeting, used the pages of the *Library Journal* to ask, "Shall we try to establish a central cataloging bureau supported by the Association? Can the publishers be induced to prepare suitable titles and furnish them with books? Is it practicable for the Library of Congress to catalog for the whole country." He concluded that centralized cataloging was practical, and, like Jewett, saw the need for uniform cataloging and went so far as to present rules for the preparation of cooperative copy. So a committee on Uniform Title Entries was set up. Impatient with the proliferation of committees (another modern note?) Dewey was equally impatient with the paucity of results. "While we have so much with which to be satisfied, there has been no progress in what seemed the main question—cooperative cataloging." Proposals similar to Dewey's were made by Justin Winsor and C. A. Nelson.

The enthusiasm and demand for joint action in cataloging that flourished in these years bore but little fruit. *Publishers' Weekly* did begin publishing "title-slips" prepared under the supervision of librarians, but this plan was abandoned after operating at a loss for a year. Still, the concept was not forgotten. In 1882 W. K. Stetson (in an article aptly titled "Cooperation Again") advocated centralized cataloging and gave the result of what may well be the first study of duplication between libraries.

In 1887 the ALA Publishing Section attempted the printing of catalog cards from electrotypes set for the *American Catalog*, but the lack of subscriptions brought this venture to an early demise. Not until late in 1893 were concrete plans for printing and distributing catalog cards again discussed. The Rudolph Indexer Company proposed to issue cards for use with its ingenious catalog cabinet, and the Library Bureau announced its own plans for printing cards. The Rudolph Indexer program was short lived, but the Library Bureau continued its activities until, in 1897, the Publishing Section of the ALA took it over. About sixty libraries subscribed; many publishers sent their books for cataloging and, by selling the books as well as the cards for some 1,350 titles per year, the project maintained an uncertain self-sustaining position. To this in 1898 was added the printing of cards for analytics for a selected list of periodicals, the copy furnished by a few major research libraries. This combination of centralized and cooperative cataloging seems to have been the first really successful endeavor in the field.

At the end of the nineteenth century, librarians had been discussing cooperative and centralized cataloging for some fifty years. Of the many schemes proposed, a few had been tried, and one had been operating with some success for seven years. It was centralized cataloging on a small scale, to be sure, but it had demonstrated, for the first time, that such a scheme was practical. It was a monument to faith and persistence. But there were other developments since Jewett's day: the card catalog had been generally accepted; the catalog card had been standardized; the need for uniform rules of cataloging had been recognized, and a beginning had been made in the formulation of the necessary codes; and, perhaps more important, a climate of opinion favorable to the development of cooperative and centralized cataloging had been created. The stage, then, had been set for the progress of the twentieth century.

At the Montreal Conference of the ALA in 1900, Ernest Cushing Richardson reported that the Co-operation Committee had unanimously recommended the formation of a bureau under the Publishing Section for the cooperative cataloging and printing of cards, the cooperating libraries to guarantee the costs. Arrangements were made for the Library of Congress to sell to the Publishing Board cards for current American titles. Dewey favored the plan but thought that a better solution would be for the Library of Congress to print and distribute its cards.

Dewey's hopes were soon to be fulfilled. Herbert Putnam, recently appointed Librarian of Congress, announced that the Library of Congress was prepared to distribute copies of its cards directly to libraries desiring them, and on October 28, 1901, issued a circular describing its plan. This had been urged as early as 1876, and at last the Library of Congress had accepted at least a part of this responsibility. In addition, the depository catalog system was established so that scholars throughout the country might be aware of the resources of the Library of Congress. In the first full year of service 212 libraries ordered cards, cash sales had been made to the amount of \$3,785.19, and deposit accounts of \$6,451.53 had been received. The success of the enterprise was assured.

A few years later other government agencies agreed to furnish copy to the Library of Congress for printing and distribution, and in 1905 the Washington Public Library began supplying copy. At the end of 1902 cards were available for about 90,000 titles; six years later cards were available for some 347,000 titles. Then, in 1910, depository libraries were asked if they would supply copy for titles which the Library of Congress did not expect to catalog; about one-third agreed to do so, but the number supplying copy increased as the number of libraries using LC cards increased. And in 1930, through subscriptions, a section was established at the Library of Congress to add Dewey Decimal numbers to these cards.

This program was eminently successful and might have been expected to answer the needs of the libraries of the country. It soon developed that the needs of research libraries were not adequately served,

and in 1923 ALA appointed a Committee on Bibliography with the expansion of centralized cataloging as its objective. Little came of it. In 1927 the Catalog Section held a symposium which culminated in the appointment of another committee. This committee reported that from 20 to 75 percent of the annual accessions of college and university libraries were not covered by LC cards, and asked that Council appoint a permanent committee to work on the problem. This committee, with Keyes Metcalf as chairman, was appointed and a grant secured to finance its investigations.

The Metcalf committee studied duplication of original cataloging (again!) and other aspects of the problem, and worked out a scheme for an office at the Library of Congress to solicit and revise copy to be distributed by the Library of Congress, with an initial support grant. The Richardson Committee felt that this new committee was infringing on its territory, and a bitter internecine quarrel resulted.

In 1932 the office began its work; in 1934 it was reorganized as a department of the Library of Congress and eventually absorbed the earlier contributions of cooperative copy. This continued until 1940 when, in the general reorganization of the Library of Congress, it severed its connection with the Cooperative Cataloging Committee and was reorganized as the Cooperative Cataloging Section of the Library of Congress. For years cooperative copy was a significant proportion of the number of LC cards in print; in recent years this proportion has been declining.

The Library of Congress card service is the largest and most successful centralized cataloging agency in the world. In 1965 it sold over 61 million cards at a gross revenue of over \$3,700,000 to some 17,000 subscribers. Yet so extensive a service has not completely met the needs of the larger libraries. In 1937 a study was made of some 65 university, college, and public libraries; it found that the range of use of LC cards was from 15 to 82.5 percent, with a median of 66.6 percent. In a survey made of 11 large libraries in 1947/48 of the cost of cataloging, 6 reported their use of LC cards as ranging from 51 to 75 percent. In 1956 an intensive study of the use of LC cards by nine major academic libraries showed that they were available for from 30 to 65 percent of the titles acquired by those libraries.

The constant need for more centralized cataloging than has been available has led to many proposals. In 1941 the Colorado College and Head Librarians Conference appointed a committee to study centralization of technical processes which produced an extensive program of research in the field that excited national interest. As a result of their proposals, in 1943 a "Joint Committee for the Study of Basic Problems in Technical Processes" was appointed. Unfortunately, war and other circumstances prevented the development of this committee's activities. When the Midwest Inter-Library Center was in its planning stage, centralized purchasing and cataloging were urged as important elements of its program, but this suggestion came to naught. In 1948 Ralph Ells-

worth, at the invitation of the Library of Congress, studied the existing system and recommended the establishment of a Centralized Cataloging Service to which participating libraries would send copies of their order slips so that if the Library of Congress had not already acquired the book, it would do so and catalog it promptly. Libraries were to pay for this by paying not the cost of printing and distribution alone, but what it would have cost them to catalog the book themselves.

The concept of "cataloging-in-source" was implicit in a number of very early proposals for centralized cataloging and persisted down through the years. Finally, in 1958 the Council on Library Resources, Inc., made a grant to the Library of Congress to explore the possibilities of such a plan, and Andrew D. Osborn, then Assistant Librarian of Harvard University, undertook the study. He recommended the project. The Council on Library Resources made a grant to the Library of Congress to finance a pilot operation. The work began; publishers were solicited to cooperate by sending copy before publication so that facsimiles of LC cards could be incorporated as an integral part of the published book. Some 1200 titles were so cataloged, and a panel of experts made a study of "consumer reaction." It is fruitless to delve into the project too deeply. The conclusion of the Library of Congress was "that neither a full nor a partial Cataloging-in-Source program is desirable. . . . There should be no further experiments with Cataloging-in-Source. . . ." On the other hand, the principal recommendation of the Cataloging Policy and Research Committee on the consumer reaction survey was "that a national program of Cataloging-in-Source be undertaken immediately by the Library of Congress, with as complete publisher cooperation as possible." The Librarian of Congress stated, "I am compelled to the conclusion that a modified Cataloging-in-Source program could not be justified in terms of utility versus cost and that the Library of Congress should not seek funds for a further experiment along those lines." One of our professional wits quoted, "They came to bury Caesar, not to praise him." Cataloging-in-Source died, but it died hard, and one still runs across lamentations in current library literature.

And so we come to the next phase—the concern of the Association of Research Libraries with centralized cataloging which led to the "Shared Cataloging Project."

Recent Developments in Centralized Cataloging

WILLIAM S. DIX

It is hard to know where to pick up the story of which John Dawson has sketched in the background. Perhaps this phase begins with Ralph Ellsworth's characteristically forthright editorial in the Fall, 1963, *Colorado Academic Library*, in which he picked up an old theme of his and pointed out forcefully the absurdity of each individual library labori-

ously and independently cataloging the same books at the same time. Perhaps it begins with a letter which Richard Logsdon, as Chairman of ARL, wrote to Ellsworth on October 29, 1963, saying, in part, "Since writing to you a few days ago I have pretty much come to the conclusion that ARL could do nothing more important in the next year or two than improve the situation with respect to coordinated and centralized cataloging."

At any rate, in the fall of 1963 various members of the Association of Research Libraries began informal discussions looking toward some solution of a problem which was becoming intolerable. From a very general survey it appeared that the 74 ARL libraries were spending about 16 percent of their total budgets on cataloging. This amounted to about \$16,000,000 a year for this small group of libraries alone. Yet they still had to do about 45 percent of original cataloging, without benefit of copy from the Library of Congress, even though LC had been since 1901 making available copies of the cards prepared for its own use and had last year sold 46 million cards to some 17,000 individual libraries. Backlogs of uncataloged material were mounting sharply in many libraries, having increased 160 percent in the previous decade.

Against this background the members of the ARL, upon recommendation of the Executive Board, voted unanimously at the Sixty-third Meeting in January, 1964, to make some solution to the cataloging problem its principal priority and to appoint a committee to attack the problem. The Committee, which immediately named itself the Committee on Shared Cataloging, was composed of Ralph Ellsworth, Richard Logsdon, Stephen McCarthy, James Skipper, and, later, Edmon Low, with William Dix as Chairman.

There is time here to trace only in the barest outline the development of the Committee's thinking. It decided first of all that it needed more facts and, like all committees, proposed a series of studies. Only one of these was in fact undertaken, a study of the characteristics of original cataloging being done in a sample group of libraries, an updating of the study made by John Dawson in 1952 and published in the *Library Quarterly* in 1957. This study, financed by a grant from the Council on Library Resources, was valuable in confirming original impressions that centralized copy was particularly needed for current Western European monographs and in general for indicating the nature of the problem.

It soon became clear, though, that no one was in a mood to wait for long studies, and during the next year in a number of meetings the Committee concluded, more or less in this sequence, that a way must be found to reduce the percentage of original cataloging of current monographs, concentrating first on Western Europe; that copy must be available very promptly to be useful; that some single, centralized agency would probably be more feasible than any system of cooperative cataloging by a number of libraries; and that the Library of Congress, already meeting 55 percent of our needs, was the logical agency.

A meeting was held with the Librarian of Congress and his staff, at which Mr. Mumford stated that he believed the specifications of the Committee could be met under certain conditions, but that he could not initiate budget proposals for solving the problem without legislation specifically authorizing and directing the Library of Congress, as the national library, to extend its current program to meet the national cataloging need.

All through this period there was a feeling, in the absence of hard cost analysis, that it might be possible for the libraries themselves to finance a central agency; but a strong and vocal element insisted that there was strong justification and at least a dim possibility of obtaining government support. This brings us down to February of 1965.

About this time, the Higher Education Act appeared, with various forms of library assistance in Title II, and the idea dawned that the centralized cataloging concept might be added. Along with other library witnesses on other aspects of Title II, the Committee presented testimony before Congresswoman Edith Green's House subcommittee on March 10, 1965, and Senator Morse's subcommittee on May 19, 1965, proposing to each the amendment of the pending legislation to provide funds for the Library of Congress to increase its acquisitions, to catalog the books promptly, and to distribute copy to other libraries. In introducing the House testimony on the cataloging proposal, Mrs. Green generously said, "While it is not something that, to the best of my knowledge, is covered in this particular bill, I do think it is perhaps more significant than any part covered in the bill." Senator Morse was even more dramatic. He interrupted me half-way through my prepared statement to say: "I think you have proved your case. I want to announce that I am willing to introduce this as an amendment." And he did, that afternoon.

Now, all of this did not happen by accident. We had a sound idea, but we would not have had the right hearing for it without the skilled and careful advance work by Germaine Krettek, Director of the ALA Washington Office; by James Skipper, Executive Secretary of the ARL; and particularly by a new friend, Professor Julian Levy of the University of Chicago, an old Washington hand. What happened then and later would have been impossible without the help at critical moments of dozens of others, particularly Edward Freehafer of the New York Public Library, then Chairman of the ARL.

There followed a year in which both congressional committees reported out bills with the cataloging provision intact; it survived the conference committee in spite of a considerable hassle over other aspects of the legislation; and the Higher Education Act was finally passed on November 8, 1965, at the very end of the session. But the appropriations bill, which was approved almost simultaneously, omitted Title II completely, for reasons too complicated to recount. There began again work with the Office of Education, the Bureau of the Budget, and the Congress to get an appropriation the next time around, ceasing, tem-

porarily, only with the signing of the appropriations bill which I cited at the beginning of this program as a rather significant event.

I hope that from all of this I have left an impression of an orderly, well-planned march toward an objective—for I would like to deceive you. Actually, I must confess that there was quite a bit of barking up the wrong tree, of running off down the wrong lane, and in general of thrashing around in the Washington underbrush. It must be said, though, that the Committee did keep its collective eye clearly fixed on a single objective, the providing somehow from a central agency of a considerably-greater amount of cataloging copy. The prospects for reaching this objective look brighter than they have for a good many decades.

Through all of this the Library of Congress, once the will of the Congress was clear, has acted with energy and imagination. We are all indebted to John Cronin, Director of the Processing Department at LC, who has, with his associates, worked vigorously with the Committee on Shared Cataloging to develop a program implementing the Act. He will now describe the program which has been begun.

Remarks on LC Plans for Implementation of New Centralized Acquisitions and Cataloging Program Under Title IIC, Higher Education Act

JOHN W. CRONIN

The general purpose of my part in this program discussion* is to report to you on the new program of centralized acquisitions and cataloging to be undertaken by the Library of Congress under authorization granted under Title IIC of the Higher Education Act of 1965. By this action, the Congress took two most important steps to aid libraries of higher education in the United States: (1) it fully recognized for the first time, the importance of granting Federal aid and assistance toward solving the problem of cataloging in this country; and (2) it gave the Library of Congress a clear mandate to provide new and unparalleled services for the benefit of academic and research libraries of this country.

For many years librarians had longed for the coming of centralized cataloging, but it remained only a dream until the passage of the Higher Education Act. The impetus for this legislation originated first in discussions of the Subcommittee on the National Union Catalog of the ALA/RTSD Resources Committee at its meeting held at the Library of Congress in November 1963. The Committee, at that time, requested the Library of Congress to prepare alternative agenda proposals for a centralized cataloging program to be considered at the 1964 Midwinter meeting of the Association of Research Libraries in Chicago. These proposals were as follows: the first concerned a shared cataloging program

* This paper has been enlarged to include some information not included in the program presentation in New York.—Editor.

based on a decentralized plan of having the Library of Congress distribute catalog entries for current publications supplied by cooperating libraries to the National Union Catalog; and the second was on the basis of establishing a centralized cataloging control for current publications at the Library of Congress. In December 1963 both the above draft proposals were reviewed by LC staff with the Cataloging Policy and Research Committee of RTSD at a meeting held at the Library of Congress. Representatives of the ARL, the National Library of Medicine, and the National Agricultural Library were in attendance. It was the unanimous opinion of the Cataloging Policy and Research Committee that a centralized cataloging program based at the Library of Congress was to be preferred since such a program would insure a standardized product and would be of maximum benefit to all libraries concerned.

The proposals were then considered at the ARL Midwinter meeting at Chicago in 1964, and it was decided to establish a Committee on Shared Cataloging to plan the implementation of a centralized cataloging program and to report definitive recommendations to ARL for necessary action. The matter was further discussed by the ARL at its St. Louis meeting in June 1964, and the Committee met also with the Librarian of Congress and his staff in the late Fall of 1964. Formal approval was given by ARL at the 1965 Midwinter meeting to the Committee's recommendation that Federal funds be sought for the purpose of establishing a centralized acquisitions and cataloging program to be administered by the Library of Congress. This action was also endorsed and approved by RTSD and the ALA at the same meeting. Congressional hearings in both the Senate and House followed, with final passage of the Act in October 1965. Great credit is indeed due to the Washington Office of ALA, the ARL, and others for their diligent efforts in securing necessary amendments to the Higher Education Bill, resulting in Title IIC of the Higher Education Act.

At the hearings on the Bill before the Committees of the House and Senate the testimony of the ALA and ARL spokesmen, and others, stressed the need for the new program. The highlights can be summarized as follows:

1. College and university libraries of the country face a critical situation in attempting to gain prompt and effective cataloging control of ever-increasing quantities of important materials being published throughout the world. Until they have been fully cataloged, these materials are of little value to potential users ranging from students to advanced researchers.

2. Cataloging the types of materials which are required for college and university libraries involves technical skill and intellectual competence of a high order.

3. To cope with all library materials currently published throughout the world requires, therefore, a cataloging staff to deal with the whole range of human knowledge and with the entire span of languages in which materials are published.

4. There has been and continues to be a severe shortage of qualified catalogers.

5. It is wasteful of this limited manpower to require duplicative cataloging of the same titles in a number of libraries across the country.

6. Centralized cataloging of these books at the Library of Congress would eliminate wasteful duplication of effort, would provide the most efficient use of the limited cataloging resources available, and would result in much improved cataloging control.

7. The original cataloging of a book, if it is done in a consistent and standard pattern, need not be repeated when the second library gets the same book—if it can also get a copy of the first library's catalog card promptly. University libraries of the country can obtain Library of Congress catalog cards when they need them for only a little over *half of the books they acquire each year*.

8. The reduction of this nearly 50 percent of original cataloging which is now required, much of it duplicated in libraries across the nation, will result in substantial savings. The obvious central agency to perform this service is the Library of Congress, which has already established the mechanisms of information and distribution and is essentially a national bibliographic center. The Library of Congress should be authorized and directed (a) to acquire on the most comprehensive basis currently-published library materials of scholarly value; and (b) to provide catalog copy for these accessions promptly after receipt, generally within 3 to 4 weeks.

It must be noted that the funding for the new program was delayed by the Congress. During the last fiscal year ending June 30, 1966, a small supplemental appropriation of \$300,000 was approved which made it possible for the Library of Congress to make a small start toward implementing the program. For the fiscal year beginning July 1, 1966, an appropriation of \$3,000,000 was made for the new program operations during the year. This amount is less than half the authorized amount included in the 1965 Act. Consequently, it will be necessary to limit the scope of coverage for the program. In addition, the effect of this late funding will be to limit the original authorization to a four-year period in so far as active operations are concerned.

It should also be noted that, based on the testimony of ALA and ARL representatives and others on the Bill at hearings before committees of the House and Senate, it is obvious and can be considered that the funds are made available to the Library of Congress for two main purposes:

(1) To accelerate its present acquisitions and cataloging operations for the material it ordinarily acquires; and

(2) To acquire and catalog promptly all other titles that are added to libraries of higher education in the country.

In planning the implementation of the program, the Library of Congress has, from the beginning, consulted with the ARL Shared Cata-

logging Committee in determining the general policy guidelines to be followed by the Library of Congress in the development of the new program. (Messrs. Dix, Ellsworth, Logsdon, McCarthy, Skipper, and Low). It will continue to do so in the future. The following is a summary of the various issues and points of consideration discussed between the Library of Congress and the Committee.

Three basic issues were discussed by the ARL Shared Cataloging Committee and the Library of Congress at a joint meeting on October 25, 1965. They were:

(1) Is the program intended primarily to build up the collections of the Library of Congress or to provide "on order" cataloging for other libraries?

(2) Should the program be entirely centralized at the Library of Congress or should supplementary arrangements be made for the "dispersal" of the cataloging workload?

(3) Should the catalog copy be distributed in the form of catalog cards or in machine-readable form?

The ARL Shared Cataloging Committee and the Library of Congress were in agreement that:

(1) The program should have the dual purpose of building up the collections of the Library of Congress, as the national library, thereby benefiting libraries as a whole, and of providing catalog information to meet the needs of other libraries. The two purposes are inseparable.

(2) The program should be centralized at the Library of Congress, but the Library of Congress should work out arrangements, as prove feasible, for sharing the cataloging workload with the National Agricultural Library and the National Library of Medicine.

(3) Initially, catalog copy should be provided in the form of catalog cards, but provision should be made for conversion to machine-readable copy when this becomes feasible.

As to scope of coverage it was agreed:

(1) All titles published with imprint date 1966 and later and all titles listed in current foreign national bibliographies regardless of imprint date will be eligible for acquisition and cataloging under the program.

(2) Earlier imprints will not be acquired, but the Library of Congress will attempt to catalog and print cards for its holdings of earlier imprints now under preliminary control, on request of cooperating libraries.

(3) The program will cover both trade and non-trade monographic publications, including titles in numbered and unnumbered series, annuals (reports, yearbooks, proceedings, transactions), individual foreign dissertations selected for their collections by cooperating libraries, and atlases.

(4) Periodicals and non-book-format materials will not be covered at the beginning of the program. Offprints will not be covered.

The present acquisition policies of the 74 ARL libraries (including the Library of Congress, the National Agricultural Library and the National Library of Medicine) are necessarily selective though comprehensive and also representative in scope. Materials in various subject fields are selected in order to meet the general as well as the special research interest requirements of their individual institutions. Considering the time element involved in the selection and ordering of different titles by each library, it is necessary to institute coordinated acquisition

controls between the Library of Congress and all cooperating libraries in the new shared cataloging program if the centralized cataloging objectives are to be achieved.

Even if the Library of Congress could acquire all items currently published throughout the world, it would not be able to supply promptly catalog cards for the titles acquired by other libraries to meet their service requirements if it did not know specifically what material was being currently collected by them. Priorities in a centralized cataloging operation are a necessary requirement to successful operation in meeting the current cataloging needs of cooperating libraries.

The processing operations will be accelerated as follows:

(1) LC will use air freight for its current foreign acquisition operations. The prompt acquisition of all current foreign material needed for the program is of primary importance in making the program effective for overall control purposes both in LC and cooperating libraries.

(2) For purposes of the earliest possible selection of titles currently published throughout the world LC will establish close working arrangements with the authorities in each country who are responsible for publication of national bibliographies. LC will attempt to secure in advance of publication in national bibliographies all entries that are to be listed. LC will also endeavor to improve its present arrangements for acquiring domestic material.

(3) LC policy for its recommending officers will be to continue to select and recommend, as at present, on a selective, comprehensive but representative basis within the limits of LC appropriations for the purchase of books.

(4) Where cooperating libraries have established broad blanket order arrangements with foreign book dealers, the Library of Congress will place similar orders with these dealers to assure complete coverage for cataloging purposes.

(5) LC will make arrangements to receive a second copy of all titles supplied by Farmington Plan dealers.

(6) LC will place orders for all series now under standing continuation order or ordered in the future by cooperating libraries. Arrangements for the purpose will be made with cooperating libraries. It is also planned to prepare a list of all series for checking and control purposes.

(7) LC will accelerate and expand its purchasing arrangements in such areas as Latin America, Africa, Southeast Asia, etc., where the book trade is not well organized and where there are no national bibliographies.

(8) Cooperating libraries will be expected to send copies of all their orders for both current domestic and foreign acquisitions for which no catalog card is found in their depository control file of LC cards or the published *National Union Catalog*. This applies also to all items received on an automatic basis unless already provided for as a result of coordination of blanket order arrangements.

(9) LC will provide a copy of each card printed for current im-

prints (1956 to date) to each cooperating library for its cataloging control purposes. This file will serve the following purposes:

(a) Provide full bibliographical information about the title to be ordered;

(b) Provide catalog copy which can be used for card reproduction needs of the cooperating library or for ordering LC cards by number.

These cards will be sent on a weekly basis and will be in filing order.

(10) LC will request the Government Printing Office to accelerate and improve all card printing operations. To this end, the Government Printing Office has already established a second shift in its Library Branch Printing Office.

The Government Printing Office will also be requested to provide a faster schedule for the printing of issues of the *National Union Catalog* (monthlies, quarterlies, and annuals).

(11) LC will institute a special recruiting program for catalogers. The lack of qualified cataloging staff is the most serious problem facing LC in implementing the new program. The efficient implementation of the new program is dependent on LC's ability to recruit and train sufficient staff for the purpose. Accordingly, it can be expected that full performance cannot be realized until staffing has been accomplished. LC expects that it will take about three years to meet fully the objectives envisioned.

(12) As noted in (2) above, LC will make arrangements with foreign national libraries or other national authorities responsible for publication of national bibliographies to accelerate their acquisition and cataloging operations. It will also make arrangements to use the cataloging information in these bibliographies for its own cataloging purposes. LC and ARL recommend acceptance of the description of the publication (i.e. title transcription, imprint, collation, and notes) given in the national bibliography as "standard" for the purposes of the new program. Choice and form of main entry as well as corresponding secondary entries will be adjusted according to *ALA-LC Cataloging Rules for Author and Title Entries*. It is to be noted that the title description used in national bibliographies is equivalent to, or fuller than, the present LC standard as established in the *LC Rules for Descriptive Cataloging*. Adoption of this proposal will result in a most important step toward international cooperation in cataloging.

(13) Where LC is unsuccessful in acquiring through its own acquisitions channels material for which cataloging copy is known to be needed by a cooperating library, LC will borrow this material from the cooperating library and catalog it.

(14) LC will arrange regional meetings with technical processing staffs of ARL and other academic libraries to explain the plans for the new program and to insure coordination between LC and cooperating libraries.

At its 67th meeting, in Chicago on January 23, 1966, the ARL con-

sidered the detailed proposals listed above and approved them in principle.

Meanwhile the Library of Congress had been engaged in a further exploration of the possibility of international cooperation in cataloging under the Higher Education Act. This has been mentioned briefly above, but some further details may be of interest.

Anticipating increases in the acquisition of foreign publications, the shortage of trained catalogers, and the accelerated procedures required under the Act, LC's Processing Department investigated the feasibility of using as cataloging aids the entries in national bibliographies from countries in which the book trade is sufficiently organized for adequate bibliographies to exist. After its study, the Department proposed that LC accept for cataloging purposes the descriptions of publications listed in the national bibliographies of 18 countries: Austria, Belgium, Czechoslovakia, Denmark, France, Germany, Great Britain, Hungary, Italy, the Netherlands, Norway, Poland, the Soviet Union, Spain, Sweden, Switzerland, Turkey, and Yugoslavia. It was understood that the form and choice of the main and secondary entries would be adjusted, as necessary, to conform to the pattern of the Library of Congress catalogs and to the *ALA Cataloging Rules for Author and Title Entries*. At its recent meeting the ARL accepted this feature of the Library's overall proposal.

Since international acceptance of the principle of "shared cataloging" would be a first but most important step toward international cooperation among national libraries, the Director and Principal Librarian of the British Museum, Sir Frank Francis, arranged for a small international conference to discuss the Library of Congress proposal. The meeting, with Sir Frank Francis as Chairman, took place in the Trustee Room of the British Museum on January 13. It was attended by Peter Brown, A. Hugh Chaplin, and R. A. Wilson, all of the British Museum; A. J. Wells and Joel Clarke Downing, both of the *British National Bibliography*; Etienne Dennery, Director of the Bibliothèque Nationale, and Roger Pierrot of the cataloging staff; Harold L. Tveteras, Director of the Oslo University Library; Kurt Köester, Director of the Deutsche Bibliothek, Frankfurt; Gustav Hofmann, Director of the Bavarian State Library; and, from LC, L. Quincy Mumford, Librarian of Congress; John W. Cronin and William J. Welsh, Director and Associate Director, respectively, of the Processing Department; and Johannes L. Dewton, Assistant Chief of the Union Catalog Division.

A working paper prepared by the Processing Department, with a large number of sample entries from national bibliographies and adjustments to Library of Congress form was the basis of the discussions. The discussions led to complete agreement in principle for standardizing descriptions based on the listings in the national bibliography of the country in which the publications originate.

The acceptance and implementation of the principle of "shared cataloging" should result in a more uniform international description

of each publication, identified by a reference to the listing in the national bibliography of the home country. As advance listings are made available, they are expected to speed up ordering and cataloging procedures, to result in faster bibliographical control in the home country and abroad, to reduce the cost of cataloging in libraries all over the world, and to contribute toward the increased sale of publications on an international scale, with resulting benefits to libraries, scholars, publishers, and book dealers alike.

In order to provide a testing of the shared cataloging concept in cooperation with national bibliographies, the Library of Congress, since January 1966, has operated a prototype shared cataloging program in cooperation with the *British National Bibliography*. Under this program, advance printer's copy for entries to be published in the *BNB* has been received 2 to 3 weeks in advance of publication in the *BNB*, and LC has accelerated its own acquisitions of current British imprints by a combination of dealer blanket-order selection and LC selection by its own recommending officers. In addition, LC has used the *BNB* descriptive entry listing as the base for its own cataloging. In order to test the efficiency of the new program operations, a number of large research libraries were requested to send to the Library of Congress copies of their current purchase order requests for British titles with imprint date 1956 to date. It is to be noted that all titles with 1966 imprint date were automatically ordered if they had not been selected for LC collections in the first place. The results indicate that acceleration of LC recommendations for its collections plus the additional recommendations for titles not selected in the first place by LC give satisfactory evidence that the shared cataloging program based on the British prototype controls should meet the requirements of the shared cataloging program.

Analysis of the statistics of searching 4,873 orders for 1966 British imprints received from 29 selected libraries for the period April 25 to July 1, 1966, show that 3,823 (78.4%) of the titles either had printed cards available, were already received and in process of cataloging and card printing, or had already been ordered by LC. During the period, LC placed 1,050 orders (21.6%) for titles not originally selected by the Library of Congress.

In addition, during late April and May, exploratory discussions were held with national bibliography authorities and dealers in the following countries: Great Britain, Norway, Austria, Germany, and France. Another visit was made to London in late June to establish the shared cataloging program in cooperation with the *British National Bibliography* on a fully-operational basis, beginning July 1, 1966. Discussions in each country visited were concerned with the following general arrangements:

- (1) Securing of final printer's copy for new titles in advance of printing in the national bibliography.

- (2) Preparation of LC preliminary cataloging entries from this copy.

(3) LC blanket order purchase acquisition arrangements, plus additional LC selection of new titles with dealer cooperation on basis of LC requirements, with inclusion of preliminary cataloging copy.

(4) Listing of published titles not yet received by the national bibliography authorities and the preparation of preliminary cataloging copy.

(5) Regular checking of book trade listings, dealer catalogs, etc., against master control files to assure completeness of coverage of all new titles published or to be published.

As a result of these discussions, it is expected that shared cataloging program arrangements will be operational in the centers noted below on the following time schedule:

(1) LONDON. *British National Bibliography* and dealer—Stevens & Brown. Operational July 1, 1966.

(2) OSLO. Royal University Library and dealer—Tanum. Operational in October, 1966.

(3) VIENNA. Austrian National Library, the Oesterreichisches Institut für Bibliotheksforschung and dealer—Prachner. Operational in September, 1966.

(4) WEST GERMANY. The Deutsche Bibliothek (Frankfurt) and dealer—Otto Harrassowitz (Wiesbaden). Operational in September, 1966.

(5) FRANCE. Limited cooperation between the Bibliothèque Nationale and the Library of Congress, for the present as follows: LC will receive on a weekly basis copies of entries for new titles currently deposited in the Dépôt Legal and final corrected page proof for current issues of the *Bibliographie de la France*. In addition, LC will select currently-announced publications listed in the *Livres de la Semaine*. Tentative arrangements have been made with a dealer—Stechert-Hafner—to establish a processing center for current French titles in Paris in fiscal 1967.

Other arrangements are as follows:

(1) EASTERN EUROPE. Exploration has been made of the feasibility of an informal conference of Eastern European librarians in the fall of 1966 in Vienna with a view to establishing processing centers in Munich and Paris for East European publications.

(2) AFRICA. In May, LC staff visited countries in East Africa and Central Africa, and a director for field operations has been appointed to begin acquisition operations on July 25, 1966.

(3) LATIN AMERICA. During June, LC staff visited Rio de Janeiro and Buenos Aires, and it is hoped to establish acquisitions centers in both places during fiscal 1967.

In closing, I would like to note that great credit is due ARL and its Shared Cataloging Committee, ALA and especially the Washington Office, and many others for their efforts in securing the necessary legislative authorization to enable the Library of Congress to provide a centralized cataloging service to American libraries.

Hill, Mavis Millicent.

Auschwitz in England: a record of a libel action [by] Mavis M. Hill and L. Norman Williams, with a foreword by the Right Honourable Lord Denning. London, Macgibbon & Kee, 1965.

293 p. 22 cm. 36/-

(B 65-1787)

1. Dering, Wladislaw Alexander. 2. Oswieclm (Concentration camp) 3. Uris, Leon M., 1924-
1914- joint author. II. Title. I. Williams, Leon Norman,



341.33

66-2467

Library of Congress

[5]

Griffiths, Reginald.

Calculations in ceramics, by R. Griffiths and C. Radford. London, Maclaren [1966]

ix, 157 p. tables. 22½ cm. 35/-

(B 66-3788)

1. Ceramics—Tables, calculations, etc. I. Radford, C., joint author. II. Title.

TP809.G7



666.0151

66-2455

Library of Congress

[5]

LC Cards Using the *British National Bibliography* for the Descriptive Part of the Entry

Edlin, Herbert Leeson.

Know your conifers, by Herbert L. Edlin. London, H. M. S. O., 1965 [i. e. 1966]

56 p. illus. 28 cm. (1Gt. Brit.; Forestry Commission. Booklet, no. 15) 5/-

(B 66-3191)

1. Coniferae. 2. Trees—Gt. Brit. 1. Title. (Series)

QK495.C75E3



585.2

66-2425

Library of Congress

[5]

Mannheim, Ladislaus Andrew, 1925-

The Rollei way: the Rolleiflex and Rolleicord photographer's companion [by] L. A. Mannheim. 8th ed. London, New York, Focal P., 1965.

357 p. illus., tables, diagrs. 21½ cm. 42/-

(B 66-846)

1. Photography—Handbooks, manuals, etc. 2. Rolleiflex camera. 1. Title.

TR263.R6M35 1965



771.31

66-2536

Library of Congress

[5]

LC Cards Using the *British National Bibliography* for the Descriptive Part of the Entry

James Skipper, Executive Secretary of the Association of Research Libraries and former Director of Libraries at the University of Connecticut, helped bring this whole sequence of events into being, and from the beginning he has been quick to see the significance of each new development. I have asked him to discuss some of the new possibilities which he perceives.

Future Implications of Title IIC, Higher Education Act of 1965

JAMES E. SKIPPER

The most significant future implications of Title IIC of the Higher Education Act of 1965 are based on the expectation that the Library of Congress will become the world center for bibliographic control. For the first time in modern history we will have a library capable of global comprehensiveness in collecting currently-published material of scholarly value and providing bibliographic information for these titles quickly enough to be used by all libraries in cataloging their own acquisitions.

All future implications flow from this fact.

Perhaps the most exciting prospect of the program concerns the possibility of international cooperative action. We have long dreamed of being able to communicate in an international bibliographic language. Mr. Cronin's article describes the bold and imaginative planning being done by the Library of Congress to utilize to the fullest the bibliographic information produced in foreign national bibliographies. This is a tremendously significant development. It involves the use of an operating program to achieve international cooperation. Such a vehicle is essential to move us beyond international agreements, resolutions, and other manifestations of good will. This program will not only reduce costs and improve efficiency at the Library of Congress, but it has the potential pragmatic effect of drawing the international bibliographic centers together in an operating situation. It has the possibility of becoming a two-way street. If we admit that it is economically and socially wasteful to catalog the same book more than once in the United States, it would seem to follow that the same principle could be accepted by other countries, provided, of course, that catalog copy of high standards is readily available.

Without doing violence to reality, it is possible to speculate that the expanded and accelerated bibliographic information being generated at the Library of Congress would be of more than passing interest to foreign libraries. Many of these institutions lack adequate bibliographic control for their collections, and it is conceivable that increasing numbers of libraries would take advantage of the LC product, to be used without modification, or by altering elements to suit local needs and customs.

A careful reading of Part C, Title II of the Higher Education Act will reveal three elements: (1) the Library of Congress is authorized to become globally comprehensive in acquiring currently-published materials of scholarly interest; (2) a bibliographic record is to be created for these titles shortly after receipt, that is, within three to four weeks; and (3) this bibliographic record is to be distributed by printed catalog cards *and by other means*.

The ARL Shared Cataloging Committee was convinced that the quality of the total program would depend on the comprehensiveness of the materials being collected and the availability of intellectual manpower required to identify, or catalog, these titles. These two elements are essential whether the catalog information is to be distributed by printing on a piece of pasteboard or by digital form on magnetic tape.

Thus, the program developed was conceived as the requisite base for an automated system to make the access to this bibliographic information more efficient. The Committee was well aware that an effective system for distributing catalog copy was an essential element. This factor has been demonstrated by several studies which reveal that LC catalog copy has been available, but not used for 8 to 9 percent of the books cataloged originally in research libraries, and it was assumed that inefficiencies in our present system of file maintenance and bibliographic "matching" were largely responsible for this lack of utilization. It is hoped that automation will have an effect in resolving some of the difficulties which have been experienced in the past. Future implications for automation reach beyond the area of bibliographic identification and suggest possibilities for some type of information retrieval.

The topic of bibliographic automation should also be related to future international cooperation. Experience gained at the recent Anglo-American Conference on the Mechanization of Library Services held at Brasenose College, Oxford University, suggests the possibility that automation itself may be the catalytic agent that will draw the international library community together under common systems of bibliographic controls which have eluded us in the past. For centuries, musicians and mathematicians have been able to communicate internationally by a standard language of symbol and notation. One of the most significant future implications of the present program is the possibility of achieving greater bibliographic compatibility.

It is certainly true that the local library will experience a considerable impact from Title IIC. In fact, the entire program started in an effort to increase the availability of cataloging copy to individual libraries. The higher degree of reliability of Library of Congress copy could result in a larger number of libraries shifting to LC cataloging standards. As one example, Stanford University has decided to change to LC cataloging with only selective recataloging of its retrospective collection.

A cynic has suggested that no technological displacement of manpower should be anticipated under this program as the increased num-

ber of LC cards available will require an ever-larger local staff to modify the standard bibliographic information. A more optimistic view of the future would suggest that the increased availability of copy would tend to discourage local modification and that cataloging information from the Library of Congress would be accepted without change just as libraries accept entries in the *Reader's Guide*, the *New York Times Index*, and *Chemical Abstracts* without local modification.

At present, the absence of a sufficient amount of LC copy requires large, linguistically-competent staffs in research libraries to catalog materials in foreign languages. The increasing availability of LC copy—especially for materials in non-Western languages—could relieve libraries of a currently-serious manpower problem.

It is admitted that a standard bibliographic product cannot be all things to all types of libraries. Theological libraries, for example, may require modifications of main or added entries to provide adequate access to their collections. One can visualize a future cataloging network through which the LC product will pass to be "re-packaged" by a national sub-system and made available to all special libraries of a type. The basic cataloging information from LC would be used to the fullest extent with required modifications being done but once on the national level.

Title IIC concerns expanding bibliographic control over currently-published material. It is obvious that, over the years, what is current now will become retrospective. In addition, the forthcoming publications of the *National Union Catalog* should provide an invaluable bibliographic tool for cataloging older titles.

It is anticipated that the Library of Congress will indicate the price of the title on each catalog entry when this information is readily available. As these entries should reach local libraries in advance of foreign bibliographies, it is possible that this record could be used for book selection purposes with the attendant advantage of having reproducible catalog copy immediately available.

The Association of Research Libraries looks upon the Title II program at the Library of Congress as the logical extension of two earlier efforts which the Association supported to obtain greater coverage of currently-published materials of scholarly interest. The first of these programs was the Farmington Plan, implemented by ARL in 1949. The second was the Public Law 480 amendment, which authorized the use of excess counter-part funds in designated foreign countries to acquire library materials. The latter program, ably administered by the Library of Congress, channels materials to twenty or twenty-five of our research libraries. It seems logical that IIC should afford the possibility of not only obtaining one copy for the Library of Congress, but also acquiring multiple copies for distribution to additional libraries thus providing adequate national access to these titles. One copy will not, in most instances, be sufficient. ARL is presently developing this phase of the program with the cooperation of LC.

Up to this point, the IIC program has been related to cataloging. With the demonstrated need for indexes to the periodicals of Latin America, Africa, and the Orient, it is reasonable to anticipate a future program under an expanded Title IIC which would authorize this type of bibliographic activity at the Library of Congress. This effort would be directly related to the strong subject divisions now existing at LC and the fact that the present program would bring to these collections the most comprehensive group of serial titles in the world.

While it is easy to speculate on the future implications of Title IIC, we must be very careful to structure extensions of this program so that they are logically ordered and interrelated. Funding and manpower problems must be fully considered. Thus, while our motto is "Ad Astra Cum LC," we must exercise patience, demonstrate common sense, and, most important, cooperate to the fullest extent with the institution which has accepted responsibility for the most exciting bibliographic venture of our time—the Library of Congress.

ARCHIVE OF FOLK SONG RECORDINGS

The Library of Congress Archive of Folk Song will gain through a gift to the Library of Congress from the Martha Baird Rockefeller Fund for Music, Inc. This gift will enable the Library's Music Division to transfer to magnetic tape over 15,000 American folksongs, contained on more than 4,000 10-inch, 12-inch, and 16-inch disc recordings. Established in 1928 in the Music Division of the Library of Congress, the Archive has made recordings of the folk traditions of the American Indian, Negro, cowboy, railroad worker, miner, sailor, lumberjack, and southern mountaineer, and has also become the leading repository for American folk music recordings, as well as an important storehouse for folk music from all over the world.

ASIAN AND AFRICAN BIBLIOGRAPHIES

Two monthly publications have been established to list the "latest books issued in English from the two continents of Africa and Asia."

One, *Asian Books Newsletter*, will list in subject arrangement, books (excluding "very elementary text books and children's books") from Aden, Ceylon, Indonesia, Japan, Lebanon, Philippines, Syria, Viet Nam, Afghanistan, Hong Kong, Iran, Korea, Malaysia, Saudi Arabia, Taiwan, Yemen, Burma, India, Iraq, Kuwait, Nepal, Singapore, Thailand, Israel. The subscription is Rs.150.00 a year payable in advance. This includes postage (not airmail).

The second, *African Books Newsletter*, is Rs. 170.00 per year and will include books from Algeria, Central African Republic, Ghana, Liberia, Mali, Nigeria, Sierra Leon, Tanzania, Bechuanaland, Ethiopia, Guinea, Libya, Mauritania, Rhodesia, Somalia, Uganda, Gambia, Ivory Coast, Malagasy Republic, Morocco, Senegal, Sudan, United Arab Republic, Zambia.

For information write K. K. Roy (Private) Ltd., 55 Gariahat Road, P.O. Box 10210, Calcutta 19, India.

*DECIMAL CLASSIFICATION EDITORIAL POLICY
COMMITTEE, ANNUAL REPORT, 1965/66*

The year began with the appearance of the 17th edition and the 9th Abridged. The Committee has devoted much of its time to a consideration of the reception of the new editions, holding a special meeting on the subject in addition to its two regular meetings.

As usual, and as expected, there was complaint regarding the number of changes introduced in the new editions. In general, however, the changes in the schedules have been accepted as good in themselves, although they do cause difficulty to those libraries which decide to revise their shelf locations to adopt the new numbers; and the use of the new numbers of LC cards cause difficulty for the libraries which do not revise. This is a necessary result of efforts to keep the Decimal Classification alive and in touch with current developments in the various disciplines.

Complaints regarding the index were considered at length. This index represents a new departure, an attempt to reduce its bulk by referring only once to the various aspects which are shared by a common group of subjects. The Editorial Policy Committee had approved of the idea when it was presented by the Editorial Office, but insufficient time had been allowed in the publishing schedule for the preparation of a radically-new indexing program. After re-examining the index in the light of complaints received, the Committee recommended to the Forest Press that a new index be prepared following the general lines of previous indexes, and that this be done without prejudice to the possible use of the new principles in the preparation of the index for Edition 18. More time will be available for the preparation and study of the indexing for the next edition.

The Committee also devoted attention to the problems created by the growing length of the numbers assigned under the present schedules. The Editorial Office has been asked to investigate possible methods of breaking the numbers into intelligible components, which might both aid in the comprehension of the numbers and make them easier to apply to the limited space available on the spines of books.

The Editor has reported that as a result of additional funds available at the Library of Congress there has been a considerable increase in the number of LC cards now carrying Decimal Classification numbers.

Members of the Committee at present are Edwin B. Colburn, Virginia Drewry, Carlyle J. Frarey, John A. Humphry, Esther J. Piercy, Pauline A. Seely, Marietta Daniels Shepard, William J. Welsh, and Wyllis E. Wright.

—Wyllis E. Wright, *Chairman*

PAYING YOUR 1967 ALA DUES

It is essential that ALA members renew their membership on time! Dues for the current year, due on January 1, should reach ALA Headquarters not later than March 1, 1967. Members whose dues have not been received will be removed from current records as of March 31. Reinstatements then take time, delay mailing of your publications, and create additional expense for the Association. Please renew on time for 1967!

Dewey Lives

BENJAMIN A. CUSTER

*Editor, Dewey Decimal Classification
The Library of Congress, Washington, D. C.*

THERE HAS BEEN SCARCELY A YEAR SINCE 1876 when the Dewey Decimal Classification has not been condemned on the one hand, and praised on the other. The recent past follows this tradition, with perhaps a more severe attack than usual, but in many ways also a warmer defense. Most especially under examination have been the 17th full and 9th abridged editions, each published in 1965, and the Library of Congress's application of these two tools and their predecessors to catalog cards for specific works.

So far as centralized application is concerned, the debate went into high gear with the report of the American Library Association's Classification Committee, "Statement on Types of Classification Available to New Academic Libraries," in the Winter 1965 issue of *Library Resources & Technical Services*, which stated that the proportion of Decimal Classification numbers on Library of Congress cards was low and likely to become lower, and that this factor made Dewey more expensive than the Library of Congress classification to use; and it went into overdrive with Verner W. Clapp's and L. Quincy Mumford's articles on "DC Numbers on LC Cards" in the Fall 1965 issue of the same journal. Meantime, articles and reports indicated that there was a growing "flight from Dewey" to the LC system, in which even public, junior college, and school libraries were participating. The *Library Journal's* issue of September 15, 1966, behind an attention-catching cover, asked, "Is Dewey dead?"

This trend toward adopting LC was occasioned by more than the proportion of DC numbers on LC cards. For one thing, a misapprehension arose that, with the Library of Congress working toward automation, the machine-readable catalog record that it planned to produce would provide bibliographical access through the LC class number but not through the Dewey class number; this was a particularly unfortunate assumption, because the DC notation, by its very nature, lends itself ideally to machine manipulation, since (1) it is purely digital, and (2) it is hierarchically expressive, so that each digit added to a request narrows the field of search, and each digit dropped broadens that field.

For another, the impact of Title IIC of the Higher Education Act of 1965, with its shared cataloging program emphasizing more than ever the economies of accepting LC cards without change, led some librarians to appreciate anew the advantages of discontinuing the use of home-made or locally-adapted classification systems in favor of "LC centralized classifi-

cation," but unfortunately not to appreciate that both DC and LC are "LC centralized classifications," and not to realize, as Phyllis Richmond has pointed out in a letter in the *Library Journal* of October 15, 1966, that one cannot uncritically use either classification exactly as it appears on the card.

But it was the features of the two new DC editions that were responsible for calling forth the greatest hue and cry, as well as the most steadfast approval. The first published review, highly favorable, was followed by an increasing number of complaints, expressions of dismay, and critical comments, in letters, reviews, and face-to-face discussions. These were tempered by an equal number of very laudatory reactions, many emphasizing that users accustomed to earlier editions had to purge their minds of old habits of thought, and accept the new editions on their own logical and internally-consistent terms.

Complaints clustered chiefly around (1) the increasing length of DC notations, (2) the number of relocations, (3) the economy of the presentation, (4) the sophistication of the subject terminology, and (5) the failure of the index to supply exact numbers for all topics sought in it. Conversely, approval clustered around (1) the increased specificity that the longer numbers made possible, (2) the up-to-dateness of the subject relationships, (3) the structural nicety, (4) the literary warrant of the terminology; and even a few people could be found to defend (5) the index.

For the critic who wrote, "[Dewey 17] represents something of a retrograde step in the history of DC" (T. D. Wilson in *The Assistant Librarian*, November 1965), there was the critic who wrote, "This is one of the must editions. The choice is to go forward with it, or backwards without it" (John Metcalfe's pamphlet *Dewey's Decimal Classification, Seventeenth Edition; an Appraisal*, Sydney, 1965).

What actions, then, have the proprietors, the editors, the Editorial Policy Committee, and the Library of Congress taken to meet these criticisms?

Centralized Application

Action: The Library of Congress was able in February and again in August 1966 to increase the amount of its support for assignment of DC numbers to specific titles; by the end of June coverage had increased about 75 percent, included some foreign works in the science and technology fields, and was close to complete for cards for current (1965-1966) non-fiction titles published in the U.S.A. in any language, or published anywhere in English. The Library plans gradually to increase its coverage until at length it is supplying DC numbers to a high percentage of current non-fiction titles, perhaps all those in Western and Eastern European languages. The results will be available on printed catalog cards and, as these are created, on machine-readable catalog records, access to which will be as easy and quick through Dewey Decimal notation as through Library of Congress notation.

Increasing Length of Numbers

Long numbers in the DC are not new. They are implicit in the development of the system, as Melvil Dewey knew when he wrote, in 1922, "As any subdivision may, by adding figures 1-9, be given 9 further subdivisions, any desired degree of minuteness may be secured in classing special subjects" (*DDC*, Edition 17, p. 70); and back in 1890, "The system is . . . capable of unlimited expansion, and can never break down for lack of room for growth" (p. 71). Edition 13 (1932) provided such numbers as 331.88113875221 and 621.384115523, both of which could be preceded by 016 or followed by standard subdivisions. The substitutes for long numbers are (1) mixed notation, (2) wholesale reuse of numbers (development of a new decimal classification using Dewey's notation with new meanings), and (3) lessened specificity in a universe of expanding knowledge. The third substitute may or may not have merit, depending on individual needs, but users generally reject out of hand the other two substitutes.

It has been said that the features of Edition 17 chiefly responsible for lengthening numbers are the introduction of the tables of areas and standard subdivisions. This is an oversimplification. Application of the Area Table produces the same results as the former application of division like 930-990; only a very few area notations are longer than in Edition 16, of which the most notable are those for some of the subdivisions of Pakistan. Double use of area notations is not new; Edition 14 divided 327 (foreign relations) twice to show relations between two countries, but Edition 17 uses the feature more often. And editorially standard subdivisions are no longer than the former "form divisions," except when transferred into a notation of two or three o's. This feature is not new, either, but Edition 17 uses it more often than its predecessors; for example, 321.01-09 was first given special meanings in Edition 8 (1913), 636.08 was first given a special meaning in Edition 10 (1919), yet 01-09 has existed since Edition 3 (1888) as divisions which "can be used wherever needed," and editions since the 13th, p. 1628, have directed the classifier to use 00 or 000 for form divisions when 0 or 00 already have special meanings.

Rather than these editorial features, what has really aroused consternation has been that LC's application in the past two years, as in 1930-1942 before World War II cut deeply into the DC Office's personnel, has included full standard subdivisions wherever applicable and no matter how long the base number.

There are also other factors responsible for lengthening numbers: (1) With the expanding technological publication of recent years base numbers grow longer and longer where Melvil Dewey left no openings, e.g. for electronic and aerospace engineering. (2) A poll of all users authorized a shift in preference in biography from the relatively short 920's to the consistently longer whole classification. (The famous book on Hoffa

before Edition 17 would have been classed in 923.3173 instead of 331.88113883240924.)

Libraries objecting to long biography numbers may: (1) If they now class biography in B or the 920's, continue to do so; both these provisions remain official even if not "preferred" or printed on LC cards. (2) Class less precisely, perhaps adding standard subdivision 092 only at the three-digit level, e.g. any labor-oriented person 331.0924. (3) Instead of using standard subdivision 092, distinguish biography by B, e.g. Abraham Lincoln 973.7.

(B)

Libraries may retain DC numbers of any length on any subject, yet avoid some of their liabilities, by writing them on books and cards in several lines, e.g. 331

.8811

388

324

0924

which makes it much easier to read.

Action: Plans are now being developed to print DC numbers on LC cards in from one to three segments. This new service, which may have been initiated by the time this report appears, will enable those libraries that find some DC notations excessively long for their purposes to cut the numbers meaningfully without assigning professional talent to the task, yet will enable those libraries that find detailed classification useful to pick up from the cards the full numbers provided by the latest unbridged edition of the Decimal Classification. It is one of the virtues of the DC's hierarchically expressive notation that any number of more than three digits can be reduced to any degree desired, with loss of precision but not of correctness. A work on damage to cherry trees by hail can be classed in 634.23914, 634.2391, 634.239, 634.23, 634.2, 634, depending on the degree of closeness in classification required. Each library makes its own decisions as to reduction, but the new service will suggest reasonable places in the notation at which libraries of various sizes may make their cuts.

Many numbers will be printed in one segment; it is recommended that libraries of all sizes consider using such numbers without cutting.

Other numbers will be printed in two segments; it is recommended that small libraries, or libraries with small collections in the specific subject, consider using only the first segment of such numbers, and all other libraries the whole number.

Still other numbers will be printed in three segments—never more; it is recommended that small libraries, or libraries with small collections in the specific subject, consider using the first segment of such numbers, that medium-sized libraries, or libraries with moderate-sized collections in the specific subject, consider using a number made up of the first two segments, and that large libraries, or libraries with large collections in the subject, use the whole number.

In no case will libraries be obliged to cut numbers only as suggested by the segments; any library may cut any number wherever it wishes down to the minimum length of three digits.

The recommended segments will be based on the assumption that small libraries consider 5-digit numbers to be of maximum desirable length, and that medium-sized libraries consider 7-digit numbers to be of maximum desirable length. Some recommendations will provide numbers longer than this, but they will be relatively few.

Relocations

As most users of Dewey know, a relocation is an adjustment in the classification tables that results in the shifting of a topic from the number provided for it in an earlier edition to a number in the next edition that differs in respects other than length. While the DC has a long-standing tradition of stability, it has not infrequently resorted to relocations to accommodate new knowledge and, especially, new ways of relating knowledge.

Contrary to popular belief, relocations did not begin with the 15th edition. Melvil Dewey himself made approximately 100 relocations between the first (1876) and second (1885) editions, e.g. scholastic philosophers from 198 to 189.4, at the same time reusing most of the numbers so vacated for new purposes, e.g. 198 for Scandinavian philosophers. All were carefully listed in the introduction. "Librarians making the necessary changes for the revised edition," he reassured users, "need not fear that a series of editions have begun each of which will call for such changes. The changes here submitted are the accumulation of twelve years' experience in using the system. They have all been very carefully considered, and while the first edition was in its nature tentative, this one may be considered as having the numbers settled after sufficient trial and not likely to be again altered, though of course certain subjects not yet subdivided will in due time have subdivisions added, and suggestions from specialists are invited." This was written at a time when men thought that, except for refinements in knowledge, they knew all there was to know about the world in which they lived, and when it was seriously proposed that the United States Patent Office be discontinued because nearly everything worthwhile had been invented!

In spite of the fantastically-increased volume and complexity of knowledge and literature from that day to this, Dewey and his successors through the 14th edition (1942) took seriously the pledge of 1885, and introduced relatively few relocations, though there were always some. For example, in the 7th edition home preparation of confectionery and ices was relocated from 642 to 641.8+, food from 643 to 641, dining and carving from 643 to 642, and 643 was reused for shelter; in the 11th edition, lake and air transport were added to 387, and in the 12th, river and lake transport relocated from 387 to 386 and highway transport from 386 to 388; in the 11th edition "other" learned societies were relocated

from 069 to 078, and 069 newly developed for museums; in the 11th edition, baseball, football, cricket, polo were relocated from 797 to 796; in the 12th edition, Mormonism was relocated from 298 to 289.3; in the 13th edition, the heading "Homologies" for 574 was dropped and replaced by "Physiologic and structural biology; natural history." None of these relocations was announced, and users may at times not have been aware of them, but all were introduced to make more reasonable and useful provision for arrangement of the literature.

The 15th edition (1951), whose editors perceived that many changes needed to recognize the forward rush of knowledge were long overdue, contained 1015 relocations from the provisions of earlier editions or from practice, a few hundred of which but by no means all were, like Dewey's relocations in the second edition, noted for the guidance of users—this time in the tables themselves instead of in the introduction. So much of the users' dissatisfaction with the 15th edition was directed at these relocations that the 16th edition restored 528 of them; but at the same time, in its efforts to come to grips with the world of the 1950's, it reaffirmed 487, initiated 498 new ones from the provisions of the 14th edition and 224 new ones from those of the 15th. All of these relocations, an important criterion for which was their tolerability to libraries, were noted in the tables. This was a total of 752 for users of the 15th edition, and 985 for users of the 14th.

But the 16th edition did not complete the job of bringing the DC into line with modern concepts. The editors, policy makers, and publishers of the 17th edition, while recognizing the importance of the stability pledged by Melvil Dewey in 1885, were nevertheless faced with increasing difficulties in using the tables for 1960 literature, and gradually became convinced that the criticisms against the 15th edition had been falsely leveled at its efforts to modernize and should have been directed instead at its severe reduction of the tables to a point where their pattern could not be understood and the hierarchy of the system was not discernible; they determined, therefore, to continue to catch up with the years since 1885 by relocating to achieve hierarchical integrity, thus introducing into the current edition another 746 relocations, all of which were noted in the tables. For background the reader should consult section 5.1 of the introduction to the 17th edition.

Action: The world does not stand still, and rigid stability of any classification system, desirable as it may be from the point of view of economy, would in time destroy it. Phyllis Richmond points out, in her *Library Journal* letter cited above (October 15, 1966), that the LC system also changes continuously. Consequently, it seems entirely likely that a reasonable amount of relocation must appear in each succeeding edition of Dewey. However, users may rest assured that the great bulk of the backlog of needed changes that accumulated from 1885 to 1951 and on to 1964/65 has now been dealt with, and relocations in the 18th edition will be much fewer in number than those in the 15th, the 16th, and the 17th editions.

Economy of Presentation and Terminology

Some users of Edition 17 have found its tables difficult to interpret and follow. This has been especially true of persons so solidly grounded in earlier editions that they did not immediately realize that the new edition was based on somewhat different premises from those on which its predecessors were based. These interrelated premises are: (1) that both the subject matter and the notation of a classification are hierarchical, so that what is true of a whole is true of all its parts; (2) that a hierarchical schedule should state a unit of information once, clearly, as an attribute of the whole, and not repeat it at each subdivision; (3) that classification schedules, like the new *Anglo-American Cataloging Rules*, should be based on logical principles that will guide classifiers to make correct decisions instead of trying to anticipate and provide for every contingency; (4) that the terminology of a classification scheme should be based on literary warrant, that is, it should be the terminology used by the literature being classified. Some teachers of classification point out that these premises have not constituted a stumbling-block to students whose first exposure to DC has been by way of the 17th edition.

Action: The premises described above are valid; however, in an era when libraries are finding it difficult to recruit qualified personnel and when most classifiers are too busy to invoke principles and study hierarchical relationships carefully, the Decimal Classification Editorial Policy Committee has decided to modify the editorial rules for the tables of Edition 18 by the introduction of example notes to assist in explaining headings; by less dependence on (but not less use of) centered headings, which make structure clearer but are sometimes overlooked; by the introduction of explicit notes on where to class comprehensive concepts covered by centered headings; by the addition of elementary or layman's terminology; by further substitution of "adding" for "dividing" through the introduction, in addition to the Table of Areas, of other "floating" tables for persons and occupations, languages, and racial-ethnic-national groups; and by other innovations. Although it distorts logical classification patterns, the Committee has also decided for Edition 18 to discontinue the preempting of various O series for general-special concepts and the consequent shifting of standard subdivisions from the one-o series to the two-o series; however, such shifts appearing in Edition 17 are to be retained.

The Index

Since the basic arrangement of the Dewey Decimal Classification (as of all the other major book classifications except Brown's Subject Classification) is by discipline or field of study, and any given subject (thing or concept) may be classified in many or all of the disciplines, that is, be dealt with from various aspects, it is the purpose of the relative index to bring together the various aspects of a subject to show their dispersion throughout the Classification, e.g.

Aerodynamics	
aeronautics	629.1323
astronautics	629.4151
meteorology	351.5153
physics	533.62
Gambling	
criminology	364.172
customs	394.3
ethics	175.9
mathematics	519.1
recreation	795.01

It is obvious that nothing less in extent than a multi-volume encyclopedia can index *every* subject on which works have been or may be written, and each to *every* single aspect. An entry under "plows," for example, to provide all pertinent information, would have to show, among others, the aspects of arts (general works on artistic representation of plows, plus their representation in drawing, painting, sculpture, etc.), customs, folklore, marketing (services: general, internal, international; and techniques), manufacturing (economics and techniques), and, of course, agriculture (description and maintenance), general works on use in crop production, and works on use in the production of *every* appropriate crop and group of crops, e.g. use of plows in production of corn, of potatoes as field crops, of potatoes as garden crops, of squashes and/or pumpkins. Gamma rays' effects on life, for another example, would have to be indexed to 574.19156 for general works, to 581.19156 for effects on plants in general, to 591.19156 for effects on animals in general, to 596.019156 for effects on vertebrates in general, to 599.019156 for mammals in general, to 599.74 for carnivora in general, to 599.744 for land carnivores in general, to 599.7442 for Feloidae in general, to 599.74428 for all cats as well as specific kinds of cats such as lions, jaguars, domestic cats (including Persian, Siamese, alley varieties), and to 612.014486 for effects on man. *Complete* indexing would have to name every phylum, class, order, family, genus, species of plants and animals, because the effect of gamma rays on each is in a separate number.

Such indexing, while it would provide a full and precise number for every work on every subject from every aspect, would not be feasible or economical to prepare and use, so Edition 17, basing itself upon the fundamental principle of hierarchical classification that what is true of the whole is true also of the parts, (1) indexes only a limited number of broad concepts to their most important aspects, e.g. it indexes biophysics only to general works in 574.191, to plants in general in 581.191, to animals in general in 591.191, to man in 612.014; (2) makes "blanket" or "scatter" references to remind one of other aspects, e.g. for the biophysics of every phylum, class, order, family, genus, species of plant and animal, it advises one to "see also spec. organisms"; (3) refers from numerous specific topics to the broad concepts indexed, e.g. from Gamma rays to Biophysics. This index calls the attention of classifiers to the existence of

aspects often previously overlooked, but it does not always supply precise numbers that can be used without reference to the classification tables.

Reaction was unfavorable, first, to the reduced number of entry leads either indirect or direct; second, to the need to scan a schedule to find the precise topic sought ("gamma rays" 16 lines down from "biophysics," and in some cases as much as three or four pages); and, third, to the failure of the index to provide ready-made numbers for all situations. The first criticism was entirely valid, but the other two were based on the unwarranted assumption that indexes of prior editions, constructed by different methods, did in fact supply ready-made numbers for all situations; this is not and has never been feasible. Melvil Dewey himself pointed it out when he said, "The essential complement of the Subject Index is the Tables of Classification" (*DDC*, Edition 17, p. 69).

Action: The publishers, upon the recommendation of the Decimal Classification Editorial Policy Committee, have arranged for the preparation of another kind of index, based on the index of the 16th edition but with new provisions of the 17th added. The new index will provide more entry leads than the first index, and it will not refer up from narrower topics to broader; thus it will eliminate the need to scan schedules for the specific topics named in the index and will provide exact numbers *for those topics and aspects that are included*. But, like all its predecessors, it will necessarily depend on the classifier's understanding of the schedules and his use of them in conjunction with the index. The time-honored admonition will still be valid and necessary: *never classify from the index alone; always verify by checking the tables*, and not just at the precise number led to, but also at each superior step on the hierarchical ladder.

Preparation of this new index to Edition 17 is an emergency measure designed to meet the objections expressed in reviews, and is without prejudice to the form that may later be decided upon for the index to Edition 18. The new index will probably be ready in summer 1967, and the publishers plan to supply it without charge to prior purchasers of Edition 17.

Conclusion

The 17th is a good edition; its policy makers, proprietors, and editors think that, even with its faults, it is the best yet produced. It is their belief that many of its users, like the authors of some of the unfavorable reviews and articles on it, have not done their home work as well as Professor Oliver T. Field of the University of Illinois Graduate School of Library Science, who wrote the Editor, six months after the edition appeared:

I think I have worked out most of the bugs in the 17th now. And they were in my mind, not in the 17th. I found that I was unable to grasp several points because I could not read the word as plainly written: I could not first purge my mind of the old way. I am finding, for example, that my students, new to any scheme of classification, are taking my explanations with no difficulty. I think

the howls about the 17th will come from people, like me, with minds set in the 16th. I am delighted and profoundly impressed with Dewey 17. Presumably the [Decimal] Classification Editorial Policy Committee will hear plenty of renditions of the anthem "Ad Gloriam Status Quo Ante." They ought to hear the Lobgesänge too.

Libraries using Dewey may rest assured that the Decimal Classification Editorial Policy Committee, the Forest Press, and the Library of Congress are earnestly working together toward the goal of a Dewey Decimal Classification maintained at a level of maximum utility to all.

REPORT LITERATURE WORKSHOP

The *Proceedings of the Regional Workshop on the Report Literature*, co-sponsored by the Rio Grande Chapter and the Science-Technology Division of Special Libraries Association, are now available.

The Workshop, held in Albuquerque, New Mexico, on November 1-2, 1965, covered many aspects of the report literature, from announcement to the user, to security classification.

The *Proceedings* were published and are being distributed by Western Periodicals, Inc., North Hollywood, California. The 158-page, paper-bound volume sells for \$10.

BIBLIOGRAPHY ON INDEXING AND CLASSIFICATION

The Nuclear Science and Documentation Divisions of Special Libraries Association have published a bibliography entitled *Indexing and Classification: A Selected and Annotated Bibliography*. It was prepared by Winifred F. Desmond and Lester A. Barrer and microfiched by the Oak Ridge National Laboratory Library. It contains 635 citations to report, journal, conference, and other literature covering the period from 1960-mid 1964. Subjects covered include manual, mechanized, and automated techniques, evaluation of systems, standards, storage and retrieval systems, research, vocabularies, author participation, permuted title indexing, citation indexing, abstracting, and specialized indexing requirements, i.e. chemistry, medicine, patents, and engineering drawings.

As an experiment in primary publication on microfiche, this bibliography is an attempt to determine the utility and reader acceptance of bibliographic compilations in this efficient and economical form. There are two computer-produced subject indexes; one is conventional, and the second, an index of manually-selected terms, provides a comparison of the two methods of access. An author index is also included, and the introduction contains an analysis of the sources of the entries to help librarians plan their reading in this field.

Equally significant is the fact that this publication is a cooperative venture of industry, government, and a professional society. Compiled and supported by two Divisions of SLA, it was issued in microfiche form by the Union Carbide Corporation which operates the Oak Ridge National Laboratory. It is available from the Clearinghouse for Federal Scientific and Technical Information, Springfield, Virginia, 22151 as NP-15937 at a price of \$7 for hard copy and \$1.75 for microfiche.

If this experiment proves successful, the two Divisions plan to issue updated versions of this bibliography for their members at regular intervals.

Dewey Abroad: The Field Survey of 1964

SARAH K. VANN

Director, Field Survey, 1964-65

EXTRACTS FROM, and additions to, the report made on the Field Survey of Dewey Decimal Classification (DDC) Use Abroad, at the meeting of the Cataloging and Classification Section on July 5, 1965, during the Detroit Conference. The Survey, completed in 1964, was undertaken by two surveyors: Pauline A. Seely, Director, Technical Services, Denver Public Library, and Sarah K. Vann.

In the introductory comments of the report, appreciation was expressed to the American Library Association and to its International Relations Office; to the financial sponsors of the Survey: The Asia Foundation, Council on Library Resources, Inc., and Forest Press, Inc.; to the members of the Steering Committee of which Edwin B. Colburn was Chairman; and to all who had contributed to the Survey.

A taped message of greetings from Dr. Godfrey Dewey, son of Melvil Dewey, provided background information on Dewey, the Classification, and the Survey. The message, graciously recorded at the request of the Director, had been carried to many of the Survey countries and was transcribed for future use by some of the librarians.

INTRODUCTION

In at least one way the ALA Conference of 1965 differs from that of 1876. At that Conference, Melvil Dewey, in one of his moments of modesty, begged to be excused from presenting the merits of his recently published Classification even though Lloyd P. Smith, of the Philadelphia Library Company, had prophesied earlier that the "system of our brilliant and indefatigable Secretary, Mr. Dewey . . . is the one we shall all have to come to in the end."¹ How different the story in 1965: Benjamin A. Custer, Editor, Decimal Classification Office, has previewed Edition 17 and herewith a report on the use of the Dewey Decimal Classification board.

At the time of Dewey's death the Classification was being used in twenty nations to which he noted that it had been carried "without advertizing or ajents."² Today the DDC is being used in more than one hundred countries. Paradoxically it is that widespread use which has magnified its strengths and weaknesses and indeed furthered the need for the Field Survey. Since the background of the Survey has been publicized,³ it will not be detailed again; however, there was essentially one compelling reason for it: to make the Classification more useful to libraries wherever it has been adopted.

Countries Surveyed

The Field Survey, projected since 1959, was completed in 1964 when the two surveyors, Pauline A. Seely and Sarah K. Vann, returned from the countries included in the Survey. Fortunately for the Surveyors, the tantalizing decision involving the selection of the countries to be visited had been made before their appointments. Both gathered data on each country assigned to them through study, interviews, and perusal of DDC records and were guided in their planning by the Steering Committee.⁴

The countries visited by Miss Seely were: Greece, Turkey, Lebanon, Israel, Egypt (United Arab Republic), Nigeria, and South Africa. The countries (areas) visited by Miss Vann were: Taiwan, Hong Kong, Korea, Japan, India, Pakistan, Ceylon, Iran, Iraq, Thailand, Malaya (Malaysia), Singapore, Vietnam, Indonesia, and the Philippines. Data secured from two countries not visited (Burma and Ghana) are included also, as well as an expansion of DDC 297 from Kuwait.

Methodology

In pursuing the Survey, the surveyors devised no formal methodology. They responded rather to local planning that encompassed interviews, discussion, questionnaires (which had been distributed before the arrival of the Surveyor in Malaysia, Singapore, East Pakistan, and the Philippines), visiting libraries and library schools, attending meetings where special papers were presented, and attending library association meetings.

Discussion with individuals, such as Dr. Mahmud Sheniti of Egypt who has translated Dewey into Arabic with some adaptations, or classification committees such as the Standing Committee on Cataloging and Classification of the Ceylon Library Association (V. Mahalingam, Chairman), or the Standing Committee on Cataloging and Classification in Singapore and its equivalent in Kuala Lumpur, were especially rewarding.

This summary, reflecting the results of that local planning, is divided into three parts: (I) general observations, (II) the Survey Report, and (III) the possible value of the Survey.

I. GENERAL OBSERVATIONS

There is a universality and communicability in librarianship. Its universality lies in its hope of attainment of service, not in its present uneven development. Its communicability lies, in so far as the Survey was concerned, with classification, specifically the Dewey Decimal Classification, about which few were inarticulate.

There seemed to be far more classificatory zeal and abstract, intellectual interest in classification abroad than is seemingly apparent in the United States. There is not necessarily a correlation between zeal and implementation, but despite some impediments to library progress (one of which, in some countries, is the librarian's personal accountability for book losses), many librarians display a resiliency of spirit in

being able to concentrate on associational, publishing, and classificatory endeavors. A hypothesis might well be, however, that there is an inverse ratio between level of public service activities and classificatory absorption.

The classed catalog is far more popular than the dictionary catalog in many of the countries surveyed, though frequently the depth of analysis was that of the shelf list. Some of the suggestions stemmed, nevertheless, from problems of classifying for classed catalogs and oftentimes revealed an acuteness in analysis of subject relationships not always evident in the problems of the dictionary catalog.

In the Asian countries the use of two classifications, one for Oriental and one for western languages, is a common practice. Among the examples which may be cited are: (1) the University of Hong Kong Library which uses DDC and Ding-U Doo's *Book Classification*; (2) the Tung-Hai University Library, Taiwan, which uses DDC and the *Classification Scheme for Chinese Books*; and (3) Nanyang University Library, Singapore, which uses DDC and K. C. Liu's *Chinese Classification*. In Japan both DDC and the *Nippon Decimal Classification* are sometimes used in the same library.

Classificatory Activity

General classificatory activity was reflected in revision of old, or emergence of new, classifications. Among the recent revisions are:

Korean Decimal Classification. (Seoul, Korea: Korean Library Association, 1964).

Nippon Decimal Classification. 7th new, rev. ed., compiled by Miyoshi Mori; rev. and enl. by the Committee on Classification, Japan Library Association. (Tokyo: 1961).⁵

In Taiwan, where several projects are being undertaken, Yung-hsiang Lai, National Taiwan University, published in 1964 his *New Classification Scheme for Chinese Libraries*.⁶ In India the continuing revision of the Colon Classification under the leadership of its creator, S. R. Ranganathan, fosters stimulating and provocative responses. At the Documentation Research and Training Center, Indian Statistical Institute, Bangalore, the complexities of depth analysis are probed with imagination and vigor.

A new classification system being quietly and efficiently structured is that of the National Diet Library, Japan, which has adopted a notation similar to that of the Library of Congress Classification. As of 1965 two volumes have been completed;⁷ they include:

- A Politics. Law. Administration
- B Parliamentary Publications
- C Legal Materials
- D Economics. Industries
- E Social Sciences. Sociology. Social Security. Labor
- F Education

American classification systems, both the major and some of the minor ones, are known widely and used. Of the minor ones, *A Rational Classification*, by Fred B. Perkins,⁸ may be noted since it was designed, in part, in the 1880's as a counterblast to Melvil Dewey's Classification. The South African Public Library, Cape Town, originally used a modified version of it, and "altho much of the library is now classified by Dewey, books that do not fall in categories that are 'Dewey only' are still given the Perkins fixed location numbers for shelving."⁹ The major classifications found were Bliss, Library of Congress, DDC, UDC.

Bliss Classification. The Bliss Classification was used at the University of Malaya until quite recently when it was abandoned and the Library of Congress Classification adopted. Currently there is an interest in and a sponsorship of Bliss in Africa, primarily in Nigeria, where five libraries use it, and expansions have been made by G. R. Tibbetts, of Ahmadu Bello University, and Carl Hoffmann of Ibadan University.¹⁰ There is, at the same time, however, some tendency to re-classify from Bliss either to LC or to DDC.

Library of Congress Classification. The Library of Congress Classification is held in high esteem and is being used in one or more university libraries in Ghana, Iraq, Malaysia, Nigeria, Philippines, Singapore, South Africa, Taiwan, and Turkey. Expansions have been made in DT by the University of Ghana; in D, G, H, J, L, P, and PL by the University of Singapore; in GN and PL by the University of the Witwatersrand, South Africa. The most comprehensive analysis contributed to the Survey was the complete classification for a law library, using K as its base letter, devised by Elizabeth M. Moys of the University of Lagos, Nigeria.¹¹

Dewey Decimal Classification. The Dewey Decimal Classification is at present the most widely used American classification abroad; in some countries it is the major classification. That India is the largest user of DDC in the Orient might reflect its early introduction into the Indo/Pakistan Subcontinent. It was in 1915 that Asa Don Dickinson first used Dewey at the Panjab University in Lahore; now, fifty years later, he is being honored in the fiftieth anniversary celebrations at the University. The use of DDC has been endorsed, for example, by the Department of Education in Ceylon,¹² by the State Library Services of the Department of Education, Arts and Science of South Africa,¹³ and by the British Council.¹⁴

Among the national bibliographies arranged by DDC or using DDC, with expansions/adaptations when necessary, are the *Ceylon National Bibliography*, the *Indian National Bibliography*, the *South African National Bibliography*, and the *Türkiye Bibliyografyası* (*Turkish National Bibliography*). DDC is used also in the *Greek Bibliography*, compiled within the Ministry to the Prime Minister's Office, General Direction of Press, Research and Cultural Relations Division, Greece; in the *Monthly List of Chinese Books*, of the National Central Library, Taiwan;

and in *Africana Nova*, of the South African Public Library. Many expansions/adaptations have been made by libraries and/or individuals using the DDC, some of which will be noted later. The marked interest in translations, moreover, attests to the widening use of the Classification. Among the translations of the third Summary, one of the abridged editions, or of Edition 15 (some with, some without, modifications) are those in Afrikaans, Arabic, Hebrew, Indonesian, Korean, Malayan, Sinhala, Thai, Turkish, and Vietnamese. The "Vietnamese Decimal Classification,"¹⁵ translated under the direction of Richard K. Gardner, is in Vietnamese, French, and English. The third Summary from Edition 16 has been translated, under the auspices of the USIS Library, Beirut, into Arabic and French.

At present, translations of the 8th Abridged Edition into Greek and Hebrew are in progress. An extract, with expansions appropriate to Indian topics, has been prepared in Bengali by S. Moorkerjee of the University of Calcutta. In 1964 the Indian Library Association passed a resolution that the Association assume responsibility for translations into twelve Indian languages, among them Hindi and Tamil.

Universal Decimal Classification. The Universal Decimal Classification (UDC) is also well known and its relationship to DDC recognized. Its adoption is recommended generally by Unesco experts who assist in documentation programs. (See *Unesco Bulletin for Libraries*, 19:77-100 (March-April, 1965), for a detailed report).

Though UDC was seldom expanded fully in those special libraries which had adopted it, the Council for Scientific and Industrial Research, South Africa, uses it minutely, as the following example illustrates:

UDC number: 624.131+624.15]:061.22.055.5](100)

Meaning: International Society of Soil Mechanics and Foundation Engineering. Canadian Section. Annual Report.

Although the surveyors were particularly concerned with DDC, criticisms were made on all the classifications. Indeed a fair observation, based on the findings of the Survey, would be that no classification as yet developed can be satisfactory totally to all its users and that local adaptations will continue to be made.

II. THE SURVEY REPORT

A study such as that represented by the Field Survey could well have led to one of the following broad recommendations:

- (1) To retain the basic concept of the decimal tens and the structure of the classes and to continue revision within that framework by deepening the analyses and incorporating modern concepts of knowledge; *or*
- (2) To re-structure the Classification so completely that only the Forest Press, Inc., would continue to fulfill Melvil Dewey's deed of grant.

While it is true that there were some pressures for modification that were inconsistent with Dewey's original concepts, most of the participants in the Survey acknowledged a responsibility in, and stated a preference for, retaining an identifiable decimal structure. The findings, which reflect the considered opinions of users who know the inadequacies of the Classification they have adopted and who wish for its progressive improvements, endorse, therefore, the first of these possible recommendations.

The Final Report incorporates the individual reports on each country prepared by the surveyors. It has been transmitted through the Steering Committee to those bodies responsible for the Classification, the Decimal Classification Editorial Policy Committee and the Forest Press, Inc. It is assumed that the Decimal Classification Office, Library of Congress, will implement, as directed, the decisions made by those two bodies after a study of the Report.

As in all surveys, many of the suggestions and recommendations made by the participants are helpful, but there are always some which are so specialized that they cannot be considered for the majority of the users of the Classification. Official statements on the findings and the recommendations must emanate, therefore, from those bodies responsible for the Classification.

The Final Report consists of four parts: (1) formal summary; (2) expansions/adaptations; (3) supporting data; (4) appendices.

Formal Summary

The formal summary includes general recommendations relating to: (1) Cutter or book numbers; (2) *DC&*; (3) editorial policy; (4) editorial revision program; (5) international communication; (6) international conferences; (7) notation; (8) printing, costs, and distribution; (9) teaching of classification; (10) translations. It includes specific recommendations relating to the Classification itself and data supporting the recommendations. The origin and progress of the Field Survey are outlined in an introductory chapter. Comments on the countries surveyed relate, when applicable, to the use of DDC and other classifications, to classificatory activities, and to persons interested in classification (DDC).

The findings encompass general views and specific comments on individual DDC numbers. Among the former are these:

(1) General approval of the evidence in Edition 16 of the technique whereby local/national materials may be given preferred treatment. (Thus Dewey's basic concept of preferred treatment, originally reserved for the United States, adds new flexibility to the Classification).

(2) Reluctant acceptance of the introduction of mixed notation.

(3) Concern over the failure of DDC to include directions for the arrangement of books and other materials within a specific classification number. (Basically Dewey classifies *content* and has tended to leave the decision on shelf arrangement to each library. For those unfamiliar with the Cuttering concept, this has been a grave limitation).

- (4) Some dissatisfaction with the order of the classes.
- (5) Fairly general approval of the Index to Edition 16 other than for the inclusion of topics in the Index but not in the Tables.
- (6) Unawareness on occasions of *DC*⁶; some dismay over revocations in *DC*⁶.
- (7) Interest in the revisional program and policies of DDC.

The specific comments furnish a remarkable array of criticisms, favorable and unfavorable, and of suggestions. In some rare instances, when the data were codified, some of the following conflicting views about a single number emerged: (1) too general, needs more expansion; (2) adopted, analysis good; (3) not adequate; (4) prefer this to _____. Thus, in implementation, not only the wisdom of Solomon but that of Benjamin will be tested! Somewhat surprisingly the 300's received more detailed appraisal than any other class. Questions on terminology, for example, the use of "major" and "minor" in relation to industries and of "cottage industries," reveal semantic problems yet to be solved. The 900's proved a troublesome area, not only because of the recognized inadequacy of historical and geographical analyses, but also because of the following:

- (1) The conflict between the Dewey criterion of spatial/geographical inflexibility versus the present day emphasis on economic/political flexibility in alignments.
- (2) The classification of disputed territory, especially Kashmir and Cyprus.
- (3) The rapid emergence of new nations each of which must be properly and promptly identified.

Expansions/Adaptations

More than two hundred expansions/adaptations, reflecting extensive activity, were gathered by the Surveyors. Some of them have been designed to meet immediate needs; others are experimental and have not necessarily been adopted. Some demonstrate that a solution to an immediate problem engenders subsequent difficulties in related subject areas. Some demonstrate the irresistible and, perhaps, instinctive urge to classify or to arrange knowledge in a pattern conforming to one's own concepts. While it is usual, for example, to assume that a classification reflects the culture in which it was created, some of the expansions dramatize this, particularly the realities of apartheid which can be seen in the expansions of 326 (Colour problems. Race relations) from the Johannesburg Public Library, South Africa, and of 322 (Native administration) from the University of South Africa.

The following table suggests the scope of the expansions/adaptations included:

<i>DDC no.</i> (Ed. 16)	<i>Meaning</i>	<i>Number of Expansions</i>	<i>Country/Countries</i>
181.4	Philosophy of India	7	India
294.3	Buddhism	9	Burma, Ceylon, India, Japan, Korea, Thailand
297	Islam	12	India, Indonesia, Iran, Israel, Kuwait, Leba- non, Pakistan
340's ¹⁶	Law	10	Korea, Philippines, South Africa, Thailand, Turkey
492.7	Arabic language	2	Iraq, Israel
496.4	African languages Negro dialects	2	Ghana, Nigeria
499	Austronesian languages	3	Indonesia, Singapore
499.2	Malayan (Indonesian) languages	2	Indonesia, Malaysia (Kuala Lumpur)
800's	Literature	2	Hong Kong, India
889/891	Medieval (Byzantine) and modern Greek literature/Literatures of other Indo-European languages	1	Greece
892.7	Arabic literature	6	India, Iraq, Israel, Lebanon, Pakistan
950's	Asia	31	Burma, Ceylon, Hong Kong, India, Iran, Iraq, Korea, Lebanon, Pakistan, Singapore, Thailand
966.7	Ghana (Gold Coast)	1	Ghana
966.9	Nigeria	2	Nigeria
968	South Africa	10	South Africa
991.4	Philippine Islands	2	Philippines

The following three libraries contributed extensive expansions/adaptations: University of Karachi, Pakistan, (expansions by Mohammad Shafi, now deceased); Johannesburg Public Library, South Africa; and University of South Africa, South Africa.

The following expansions merit special attention: "Islamic Studies . . . for Oriental Libraries," by S. M. H. Qaisar Amhrovi (S. M. H. Qaiser), Institute of Islamic Studies, Aligarh Muslim University, India; and the *Classification for Judaica as Used in the Judaica Department of the Jewish National and University Library* (Jerusalem: 1964). The latter is an English translation of the second edition (1950) of an expansion made originally in 1927 by G. Scholem (Sholem).¹⁷ Acknowledgment is made in the Final Report to individuals in each country who prepared an expansion. All the expansions/adaptations, generously shared with the Surveyors, both identify the limitations of Dewey and demonstrate

its flexibility and durability. As presented in the Final Report, they bring into a somewhat orderly focus the similarities and differences in the solutions to problems. At the same time they magnify the need for a disciplined and an authoritative intercalation into succeeding editions of many of the subject areas noted.

Supporting Data

Accompanying the official copy of the Survey report are documents, arranged by country, which represent aspects of library development and the classificatory activities within a country; for example, samples of national and other bibliographies, library directories, special reports on classifications, questionnaires, etc.

Appendices

In the appendices are the following reports by Bertha M. Frick and Pauline A. Seely:

Frick, Bertha M., "Report of Libraries in East Asia," Surveyed by Bertha M. Frick, February—May, 1963, for the United Board for Christian Higher Education in Asia. (New York: 1964). 107 p. Mimeographed.

Seely, Pauline A. "Survey Reports: Working Papers." (1964).

Miss Frick's study provides background and supplementary material on libraries in Hong Kong, Indonesia, Korea, Philippines, and Taiwan. Miss Seely's reports are the source of data pertaining to the countries surveyed by her.

To be included, upon its completion, will be the report of the Library Research's Sub-Committee on Dewey Decimal Classification, The Library Association. (A grant from the Steering Committee made possible an analysis of data earlier gathered by the Sub-Committee).

III. POSSIBLE VALUE OF THE SURVEY

It would be premature and somewhat presumptuous to anticipate the possible value of the Survey. First the findings and recommendations must be studied by the Decimal Classification Editorial Policy Committee and the Forest Press, Inc. Its value ultimately will be in proportion to its impact, based on decisions made by those two bodies, directly on Edition 18 and throughout the coming years. Meanwhile all of the countries visited have been informed that:

Some of the changes either had been anticipated or, as of this date, have been incorporated into the 17th Edition. Many of the suggestions, however, are so complex and so encompassing that they will require extensive analysis before they can be evaluated fully. Thus not only the 17th but succeeding editions will reflect the findings of the Survey.¹⁸

Whatever the practical impact of the Survey—whatever the limitations of the Final Report—among the *certainties* will be the awareness of DDC users everywhere of the concern of those responsible for the

Classification that it be made increasingly useful and the knowledge that, by Melvil Dewey's deed of grant, the revisional program for DDC is assured through monies earned by its sale.

As of the Detroit Conference date, both Edition 17 and the Field Survey have been completed. Both confirm what has long been known—that no classification may be considered perfect or complete and that it can survive only if through revision it is continually improved. To DDC users, therefore, Melvil Dewey's comment in 1878 is as applicable today as when he first made it:

Long study of the subject makes it clear that a classification satisfactory in *theory* is, in the nature of things, an impossibility, and that a scheme can be satisfactory in *use* only to those who realize these inherent difficulties and are satisfied because of their knowledge that a plan free from annoying difficulties is wholly unattainable.¹⁹

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1. American Library Association, "Proceedings, 1876." *American Library Journal*, I, 141. November 30, 1876. Smith, L. P. "The Qualifications of a Librarian," *ibid.*, p. 71.
2. Dewey, Melvil. "80th birthday lettr 10 Dec 31," p. 3.
3. *Decimal Classification Additions, Notes, and Decisions*, I, no. 20/24 (Dec. 1963/Dec. 1964), p. 1-3. (DC \dot{c} 1:20/24—1-3); "Dewey Abroad." *Wilson Library Bulletin*, 39: 550-554. March, 1965.
4. Members of the Steering Committee: Jack Dalton, Dean, School of Library Service, Columbia University, representing the Forest Press, Inc.; L. Quincy Mumford (or a delegate appointed by him) representing the Library of Congress; Mrs. Grace T. Stevenson (before her retirement) representing the American Library Association; Raynard C. Swank, Dean, School of Librarianship, University of California, representing the ALA International Relations Committee; Edwin B. Colburn, Vice-President, The H. W. Wilson Company, representing the Decimal Classification Editorial Policy Committee and serving as Chairman of the Committee.
5. Copies of KDC and NDC were given for inclusion in the Survey report by the Korean Library Association and by the National Diet Library, Japan.
6. *New Classification Scheme for Chinese Libraries*. Taipei, Taiwan, National Taiwan University, 1964. "Modern Library Science Series," nos. 1-2. A copy of the two volume *Scheme* was given by Yung-hsiang Lai for inclusion in the Survey report. In January, 1965, the third edition of *The Chinese Decimal Classification*, compiled by Ho Jih-chang, was published.
7. The National Diet Library gave copies of its two volumes for inclusion in the Survey report:
National Diet Library Classification: Politics, Law, Administration. Tokyo, 1963.
National Diet Library Classification: Economics & Industries; Social Affairs & Labor; Education. Tokyo, 1965.
8. Perkins, Fred B. *A Rational Classification of Literature for Shelving and Cataloguing Books in a Library*. Rev. ed. San Francisco, Francis Valentine & Co., 1882.
9. Seely, Pauline A. "South Africa Report," p. 12.
10. Expansions by Tibbetts and Hoffmann included with Survey data.
11. All LC expansions cited are included with Survey data.
12. Ceylon. Department of Education. "Manual of Instructions," Parts I & II. Colombo, 1963. p. 377-384.
13. South Africa. Department of Education, Arts and Science. State Library Services. "Library Organisation and Administration (Instructions to All State Librarians)." Pretoria, 1960. p. 6.

14. British Council *Overseas Circular* 76, 2d ed., July 1958, states: The use of the current edition of the unabridged Dewey Decimal Classification shall be OBLIGATORY in all Council Libraries, with such curtailments, expansions, and other modifications as the character of the collection and local convenience may dictate.
15. Gardner, Richard Kent. *The Cataloging and Classification of Books, Phuong-phap tong-ke va pham-loai sach*. Trans. by Nguyen thi Cut. With the Vietnamese Decimal Classification. *Phuong-phap thap-phan Vietnam*, edited by Richard K. Gardner. Saigon, 1959.
16. The expansion from the Council on Foreign Relations, Inc., New York, is being used in Nigeria and in Pakistan.
17. The expansions by S. M. H. Qaisar Amhrovi and G. Scholem (English translation) are also included in the Survey report as gifts.
18. Text of letter dated and mailed March 10, 1965.
19. Dewey, Melvil. "The Amherst Classification." *Library Journal*, 3:231. August, 1878. Quoted also in DDC, Edition 17, p. 61.

RTSD President's Report, 1965 / 66

WESLEY SIMONTON, *President*

INVETERATE READERS OF ANNUAL REPORTS of RTSD and its sections are well aware that the significant accomplishments of the Division result primarily from committee activities. The major substantive achievements of the Division during 1965/66 are itemized in the following summaries of major committee work.

The Book Catalogs Committee (Ian W. Thom, Chairman) solicited information on book catalogs in libraries through a press release and distributed to libraries known to have book catalogs a questionnaire designed to secure information on existing ones. A subcommittee on the Utility of Book Catalogs in Regional Centers has been activated under the chairmanship of George Moreland.

The Bookbinding Committee (Stephen W. Ford, Chairman) reported the completion of the LTP Binding Performance Standards, representing the culmination of a project begun in 1960.

The Documentation Committee (Melvin J. Voigt, Chairman) emulating the ALA Interdivisional Committee on Documentation requested dissolution of the Committee and recommended the creation of an *ad hoc* committee "to explore areas of joint interest and relations with" the new Information Science and Automation Division of ALA. This recommendation was accepted by the Board of Directors and the new *ad hoc* committee authorized.

The Organization Committee (Paul S. Dunkin, Chairman) received and responded to a request from the Copying Methods Section for a change of name and statement of function.

The Planning Committee (Dorothy J. Comins, Chairman) carried on its traditional wide-ranging discussion of substantive matters of interest to the Division. At the New York Conference, it completed, with the as-

sistance of Sarah Vann, a proposal for the establishment of demonstration centralized processing programs, to be submitted to an appropriate agency for funding.

The Interdivisional Committee on Public Documents (Joseph A. Rosenthal, Chairman) is seeking to ascertain whether depository numbers can be included on government publications. It continues its campaign for extension of the Depository Library Act of 1962 by personal contact with members of Congress. It is also exploring the possibilities of making available the data collected for a directory of document librarians.

The Regional Processing Committee (Peter Hiatt, Chairman) completed a statement of "Guidelines for Centralized Technical Services" (published in *LRTS*, Spring, 1966). In addition, it distributed to fifty-eight identified public library regional centers a questionnaire concerning policies and procedures. The analysis of this material will be the Committee's major work during the current year. The Committee co-sponsored, with the School Library Technical Services Committee, a program at the New York Conference on "Centralized Processing, a Practical Approach."

The Resources Committee (Gordon R. Williams, Chairman) received bids from three publishers for publication of the retrospective *National Union Catalog*. The first issue of a national register of microform masters, prepared in accordance with the Committee's suggestions, appeared during the year.

The School Library Technical Services Committee (Milbrey L. Jones, Chairman) revised the list of school systems with centralized processing for libraries and cooperated with the Regional Processing Committee in sponsoring the New York Conference program.

The Standard Library Typewriter Keyboard Committee (C. Donald Cook, Chairman) was established as an *ad hoc* committee during the year, upon request from the Library Technology Program, for the design of a standard library keyboard which might be made available to commercial firms. Upon completion of the Committee's work, the keyboard was approved by the Board of Directors of the Division and designated as the "Standard Library Bibliographic Keyboard."

The Technical Services Coordinating Routines Survey Committee (Richard M. Dougherty, Chairman) reported completion of its survey, which will be published. Upon the Committee's request, it has been dissolved.

The Technical Services Cost Committee (Paul B. Keabian, Chairman) has adopted, as its first project, the preparation of an annotated bibliography of published articles and studies and reports of technical services costs. It has addressed queries to most of the members of the Association of Research Libraries, requesting information on cost studies and reports made since 1961.

Carlyle J. Frarey, ALA/RTSD representative to Z-39, reports completion of the Standard for Trade Catalogs. Mr. Frarey has been appointed a member of SC/13 as a consultant on classification with refer-

ence to the Subcommittee's on-going project to develop classification standards for various branches of industry which issue trade catalogs.

Four new committees were established at the New York Conference: (1) a joint committee with the American Book Publishers' Council to consider mutual problems and provide for the communication of ideas between members of the Council and the Division; (2) a Technical Services Standards Committee to review the technical services aspects of proposed or published ALA standards and to suggest revisions when needed; (3) an *ad hoc* committee to explore relations with the new Information Science and Automation Division; and (4) an *ad hoc* committee to study the role and function of the regional groups of the Division.

Other individuals to whom your President, and indeed all members of the Division, are indebted for willingness to serve the Division in its regular on-going operations include: John Corbin, organizer of the newly-established Discussion Group for Technical Services Directors of Centralized Processing Centers; Benjamin Custer, who completed a six-year term as RTSD representative to the U. S. Book Exchange; W. Carl Jackson, Chairman of the Technical Services Administrators of Medium-Sized Research Libraries Discussion Group; Alex Ladenson, Chairman of the By-laws Committee; Mrs. Sidney G. Marcu and Joseph A. Rosenthal, Co-chairmen of the Technical Services Administrators of Large Public Libraries Discussion Group; Doris Ransom, who completed a three-year term as Chairman of the Council of Regional Groups; Arnold H. Trotier, Chairman of the Technical Services Directors of Large Research Libraries Discussion Group; and Gordon R. Williams, Chairman of the Nominating Committee.

In closing, a personal note of thanks to our two continuing "officers," Esther Piercy, Editor of *LRTS*, and Elizabeth Rodell, Executive Secretary, for professional stimulation and wise personal counsel beyond the call of office.

RTSD Cataloging and Classification Section Annual Report, 1965 / 66

C. DONALD COOK, *Chairman*

THE OUTSTANDING ACCOMPLISHMENT of the Cataloging and Classification Section during 1965/66 was the completion of the revision of the rules of cataloging. The *Anglo-American Cataloging Rules*, now in process of publication by the ALA Publishing Department, are the result of some fifteen years of devoted and concentrated work by hundreds of catalogers and other librarians, principally in the United States, Great Britain, and Canada, but drawing on others throughout the world. At its program meeting at the New York Conference, the Section

expressed its appreciation to the American Library Association, the Canadian Library Association, the Council on Library Resources, the (British) Library Association, and the Library of Congress for their cooperation and support in the preparation of the rules; and presented a description of the major changes and their administrative implications. It is impossible to acknowledge adequately the assistance of all who contributed in some manner to the revision, but special note should be made of Wyllis E. Wright, Chairman throughout, of the Catalog Code Revision Committee and the Steering Committee; the two editors, Seymour Lubetzky and C. Sumner Spalding; and F. Bernice Field and Lucile M. Morsch, who were principally responsible for the sections on descriptive cataloging. To these, and to all of the members of the Catalog Code Revision Committee and its Steering Committee, goes the gratitude of the Section. It is now up to the library profession to judge the success of the new code.

The major activity of the past year alone, as contrasted with the culmination of long-term work on the catalog code, was the Institute on the Use of the Library of Congress Classification, held at the Essex House and Americana Hotels, July 7-9, 1966, immediately preceding the New York Conference. Some 700 participants heard members of the Library of Congress staff describe the use and application of its classification, with other librarians discussing the problems inherent in the use of the schemes outside LC. The profession's interest in the topic was evidenced by the more than one hundred applications for registration which had to be turned down because they exceeded the capacity of the Institute's accommodations. To the Classification Committee and the Institute Planning Committee goes the Section's appreciation for the development and execution of an exceedingly-timely program.

The committees of the Section continued their active participation in the substantive portion of the Section's activities. The Bylaws Committee presented a revision in the bylaws to provide for increasing the membership of the Nominating Committee from three to five members. The Descriptive Cataloging Committee completed its contribution to the new catalog code and recommended that work be resumed on the preparation and publication of additional transliteration tables for non-Roman alphabets not now satisfactorily provided for. The Far Eastern Materials Committee also participated in the revision of descriptive cataloging rules.

During the year, the Policy and Research Committee recommended the preparation of a new guide comparable to Merrill's *Code for Classifiers*, considered the problem of juvenile subject headings, suggesting that these be based on whichever standard list a library uses for its adult books, evaluated the COSATI *Standard for Descriptive Cataloging of Government Scientific and Technical Reports* and its compatibility with the new catalog code, and considered and referred to other CCS committees matters for their study. The CPRC has followed closely the use of Dewey numbers on LC cards and the steps taken by the Library of

Congress to increase substantially the amount of catalog card data available.

The Subject Headings Committee has continued its study of juvenile subject headings. It has also expressed its interest in a survey of the market for an edition of the Library of Congress *Subject Headings* in card form.

The CCS representative to the Technical Services Section of the Canadian Library Association reported the inauguration by the Canadian National Library of a proofslip service in Xerox form as a first step towards the provision of a card service, which is under active study and consideration. CCS has also continued its representation on the Catalog Use Study Committee of the Reference Services Division and on the Decimal Classification Editorial Policy Committee.

Continuing the Section's desire to recognize distinction in cataloging, the Margaret Mann Award Citation Committee presented the award for 1966 to F. Bernice Field in appreciation of her outstanding contributions to the profession, both in CCS and ALA and in the Yale University Library.

The Chairman wishes to record his thanks to all of the committee members and the thousands of Section members who have been responsible for the achievements of the past year. To Elizabeth Rodell, RTSD (and CCS) Executive Secretary, deep gratitude for skillful guidance, un-failing enthusiasm—and a great deal of hard work.

RTSD Copying Methods Section Annual Report, 1965/66

FRAZER G. POOLE, *Chairman*

THE MAJOR ACCOMPLISHMENT of the Section during the past fiscal year was the publication in July of *Microfilm Norms*, which has been in preparation for the past several years by an *ad hoc* committee of experts under the chairmanship of Peter R. Scott. *Microfilm Norms* is a statement of standards for microfilm intended for use by libraries as well as by the producers of microfilm for libraries.

Action was taken by the Executive Committee at its July meeting to effect a change of name for the Section as recommended by an *ad hoc* committee to consider both the name and statement of function of the Section. Following approval of the Committee's recommendation (with one minor exception) by the Board of Directors of the Resources and Technical Services Division, the CMS Executive Committee voted to refer this matter to the Committee on By-Laws for review, before submitting the proposed changes to the membership of the Section at the San Francisco meeting.

Work of the *ad hoc* Committee on Simplified Payments continued under the chairmanship of Samuel Boone. A questionnaire, designed to elicit information about the problem, has been designed and will be distributed during the coming year. The results will be used in developing a proposal for simplifying the problems of paying for photocopies.

The Executive Committee voted during the New York Conference to recommend a revision of the *ALA Glossary of Terms*. Most of the definitions relating to photocopying, in the present edition, are obsolete.

An *ad hoc* committee appointed last year has been studying the various factors influencing the cost of photocopying. Additional studies of this matter will be conducted during 1966/67, in the expectation that a report can be submitted at the San Francisco Conference.

An *ad hoc* committee has been working for several months with the editor of the *Glossary* of the National Microfilm Association, in an effort to bring definitions into line with current practice.

At the New York Conference, the Section presented a program consisting of a series of discussion groups chaired by experts in fields of interest to members of the Section. These meetings were well attended.

COSTS OF BOOK AND CARD CATALOG

The Baltimore, Md., County Public Library has received a grant from the Council on Library Resources, for a study of the cost and service aspects of its present book catalog as compared with the card catalog in use until July 15, 1965.

Major areas to be investigated in the study are (1) an estimate of the cost of maintenance of the card catalog; (2) an estimate of the basic and annual costs of the book catalog; (3) an analysis of the costs of rendering various services as they have been affected by the adoption of the book catalog; and (4) a consideration of the functions and services eliminated or added to which no valid cost figure can be ascribed.

REGIONAL LIBRARY CATALOGING AND PROCESSING CENTER DESIGN

A project to design a Regional Library Cataloging and Processing Center for university libraries is being undertaken by the New England Board of Higher Education under a grant of \$45,860 from the Council on Library Resources. Inferonics, Inc., will aid in the project.

The purposes of the regional processing center are to provide computer-aided acquisition, cataloging, and book processing services to participating libraries and to eliminate the existing duplication of these processing efforts. The proposed project will evaluate the usefulness of such a regional processing center by an actual test operation.

The center planned will use a central computer connected to the participating libraries by a telecommunication network. In addition, the system design contemplated will make use of machine-form cataloging data created by the Library of Congress when that data becomes available.

RTSD Serials Section Annual Report, 1965/66

ELIZABETH F. NORTON, *Chairman*

THE THIRD EDITION of the *Union List of Serials in Libraries of the United States and Canada* was published in February 1966. Librarians are grateful to all of those who made this publication possible. The Joint Committee on the Union List of Serials decided it would continue, at least for the present, in order to carry out a survey on *New Serial Titles*. Bernice Field who has devoted a decade of faithful service as ALA's representative on this Committee, expressed a wish to have a successor appointed, and Kenneth Soderland has assumed this important post.

William H. Huff, *LRTS* Assistant Editor for Serials, planned an issue of *LRTS* devoted to serials. He edited for publication the report of the Serials Holdings Information Committee submitted by Rosamond Danielson, Chairman. Much useful and informative data on divergent patterns of services for serials is made available in this report.

The Serials Policy and Research Committee cited the urgent need for a single index publication which would carry a listing of all reprinted serial titles. To implement this recommendation the Acquisitions Section has been requested to appoint a member of the Serials Section to the Acquisitions Reprinting Committee. It is hoped this Committee will be able to find a final solution for this important problem to aid in collecting and building the serials resources of libraries.

The Serials Policy and Research Committee is reconsidering the request that *New Serial Titles* begin to include the listing of pre-1950 serials which were omitted or incompletely described in the *Union List of Serials*, 3rd edition.

The Inter-Sectional Committee on U. S. Congresses and Conferences Without Fixed Headquarters (Chairman, Mary E. Kahler) reports a formal notice of Interdok's *Directory of Published Proceedings* appeared in *LRTS*, Fall 1965 issue. A similar notice appearing in the February 3, 1966 issue of the *Library of Congress Information Bulletin* mentioned this directory and also *Proceedings in Print*, which covers a limited field and is issued by the Aerospace Section of the Special Libraries Association. The Committee expects to be able to turn in a final summary report soon.

The Joint Committee to Revise the List of International Subscription Agents changed from an *Ad Hoc* Committee to a Standing Committee. The Chairman, Elizabeth F. Norton, resigned; Roma Gregory was appointed Chairman and Paul Vassallo accepted appointment to the Committee. John Veenstra, the third member, is expected to return from Universidad del Valle, Cali, Colombia.

A proposed amendment to the Serials Section's by-laws was published in *LRTS*, Winter 1966. This change, approved by the membership, permits members of the Serials Policy and Research Committee to be appointed for terms of five years without reappointment for consecutive terms. This was adopted by a vote which was taken at the July 14 program meeting in New York.

Frank S. Hanlin, Chairman of the By-Laws Committee, submitted the draft of a proposed by-laws amendment to permit the formation of discussion groups within the Serials Section. The Serials Section's Executive Committee approved this draft at the meeting in New York. It will be published and presented to the membership for vote at the San Francisco Conference next year.

The Bibliography of Bibliographies of Serials Chairman, Roberta Stevenson, prepared a final report of the Committee's work. The Committee outlined guidelines for a bibliographical publication and referred it to the Executive Committee for implementation.

The Program Committee scheduled in New York a panel discussion on "Great Expectations of Serials Librarians and Subscription Agents for Cooperation from Each Other." Four-hundred people attended to hear panelists Marietta Chicorel, Editor of *Ulrich's International Periodicals Directory*; Harriet Goode, Coordinator of Book Selection, Detroit Public Library; F. F. Clasquin, Vice President of F. W. Faxon Co.; R. W. Dorn, General Manager of Otto Harrassowitz; and Ralph Lessing, Vice President of Stechert-Hafner, Inc.

The members of the Serials Section's Executive Committee unanimously approved by correspondence the proposal to sponsor discussion groups within the Serials Section. Two groups were formed: (1) Large University and Research Libraries under the chairmanship of Maurice La Pierre, Ohio State University Library; and (2) Medium-Sized University and Research Libraries under the chairmanship of Barbara Gates, Boston University Library.

Alpheus L. Walter responded to the request for a revised edition of LC's *List of Series of Publications for which Cards are in Stock*:

We know that the 4th edition, published in 1932, is of little help today. To revise this list and bring it up to date will entail considerable work, but we do plan to do this, just as soon as Title II money becomes available to the Library.

The Library Association, London, asked for help and advice about "controlled circulation" periodicals.

The Director, Bibliotheque, Université de Paris, requested information about discounts to foreign libraries for serials.

AUTOMATIC INDEXING

The Rutgers University Graduate School of Library Service Bureau of Information Sciences Research has been awarded a \$55,000 grant by the United States Public Health Service and the National Library of Medicine to conduct a study of automatic indexing. Susan Artandi will be principal investigator.

Anniversary Year Reflections of the Executive Secretary

ELIZABETH RODELL

LEAFING THROUGH the *Journal of Cataloging and Classification*, I see that at the end of 1955, when Orcena Mahoney was in her second year as our first "career" Executive Secretary, the Division of Cataloging and Classification had 2930 members. In those gracious days, when we were all catalogers and everyone behaved properly, it was still possible for the Membership Committee to write a letter of welcome to each of the 78 members who had joined that year. By the end of August, 1966, the Resources and Technical Services Division had 8501 members, an increase of over a thousand in one year. Since 1955 the office staff has grown only slightly; this summer we added to our team of two persons a half-time clerk typist, Corinne Williams. If it had not been for Mrs. Mahoney's good work in organizing the office in those crucial early years, during which we were joined by acquisitions, serials, and copying methods librarians (who seem to fly by the seat of their pants), our work would be more arduous than it is.

The growth of libraries and the increasing complexity of their operations are reflected in the ALA. More individual librarians turn to us for counsel; relationships with a wide range of outside organizations—governmental, educational, and commercial—become more intricate; new publications and programs are needed; the committee structure grows; and each year brings a stream of new committeemen and officers. Much is expected, and much is given by those chosen to serve the profession in this way. The ALA staff, bearing in mind that each member has a full-time job in addition to his association work, do what they can to help each one make his own special contribution.

Nevertheless, in reading the files, I am uneasily aware that in RTSD we are unable to give each committee and officer as much help as we did ten years ago. That this is true of all the Association is indicated by ALA's offering at Midwinter 1967 a day-long orientation course for division and section chairmen. Those who attend, from a determination to do the job well, will be saved much vexatious effort. Though it has not lightened, but increased our load, I think that the creation of our Planning Committee in 1962 has helped us respond to problems in our field. This, and the similar section policy and research committees, should become more useful as they mature. Gradually, we shall learn to refer to them matters requiring extensive study and thought. When, after due deliberation, a planning committee has been able to formulate a definite proposal, this is to be laid before the executive body for action.

Though the Resources Committee gave our Division the first half of its name, it has served as a silent partner to the technical services in this decade, while working with the Association of Research Libraries and the Library of Congress towards the development of a national system of access to library resources. As one ponders the charge given to this Committee by the ALA, "to study, to recommend, and when appropriate to initiate and to continue actions for improving the availability to American libraries of library materials and their content," one wonders whether the next ten years will not see the Resources Committee become one of the most important bodies in the Association. It is not by chance that Gordon Williams, then Chairman of the Resources Committee, was chosen as the ALA representative and became Chairman of the Committee on National Library Information Systems (CONLIS), which was formed by six national library associations in the spring of 1966. Perhaps the time has come for RTSD to reexamine the structure and status of the Resources Committee, to ensure its having sufficient strength to discharge its heavy responsibilities in the coming years.

The movement to make the Library of Congress more truly the national library, and to obtain funds for a virtually world-wide program of acquisition and cataloging, has had the continued active support of the entire Division. A specific instance, cited by John W. Cronin of the Library of Congress, has been the invaluable assistance of the Cataloging and Classification Section's Policy and Research Committee.

Automation as a means of performing technical services in libraries has been presented to our members, in their own language, at several conferences, and the subject has been well represented in our journal. ALA's pragmatic decision to establish a separate Division of Information Science and Automation will not lessen our interest.

RTSD has been making a real effort to consider the viewpoint and meet the needs of the smaller library; though, through no fault of ours, school, junior college, and small public libraries have been inadequately represented in our councils. Committee appointments are being made with this in mind. Our editors seek out and encourage the publication of articles by workers in the various types of libraries, and conference programs are planned to inform them of the state of our art.

As a result of the great amounts of money which in recent years have been given by local, state, and federal governments to school and public libraries, as well as to colleges, many librarians have experienced difficulties in selecting and working with wholesale book dealers. Urgent appeals have come to us to develop criteria for evaluating the qualifications of jobbers, and to draw up model purchasing procedures and contracts. After years of effort on the part of our Acquisitions Section's Bookdealer-Library Relations Committee, led by Carl Jackson, we had a breakthrough this year. Funds were obtained, and a study is being undertaken in conjunction with the National League of Cities.

Another important step to improve relations with the world of book publishing and distribution was taken this year, with the setting up of a

joint committee of RTSD and the American Book Publishers' Council. This affords a ground for discussion of problems at the working level. Crowded agenda, heated argument, and better understanding of our mutual interests have characterized the meetings held thus far, and there is every indication that this will be one of our most useful committees. In conference programs given by both the Acquisitions and the Serials sections in New York, representatives of the various types of publishers and subscription agents gave librarians an insight into their services. The need for better understanding of the selection and acquisition process, and the education of both librarians and those in the book trade, will be of continuing concern to us.

The movement in the direction of centralized processing seems to gain momentum, while, with few exceptions, those engaged in the movement have been too busy to engage in research or publish careful studies of their operations for the use of others. As a first step, our Regional Processing Committee has drawn up a list of existing centers. A list of school systems with centralized processing has been prepared for the School Library Technical Services Committee. A discussion group, formed this year, will enable directors of processing centers to meet and talk over their problems. Much needs to be done to stimulate the publications of cost and operation studies in this field. Recent evidence of growing interest in centralized processing for academic libraries indicates the need of collecting information about operations of this kind. Another interesting and significant development has been the rise of a number of commercial processing firms. Some of the processing services have urged that ALA set standards in their field. This year we obtained funds to survey existing services, and plans are to maintain an up-to-date directory of those giving evidence of good service.

ALA has not always realized its latent power to set standards which may be useful to libraries and those who supply their materials and equipment. An instance of successful achievement of this kind was furnished this year when a committee was appointed at the request of the Library Technology Project (now Program) that we recommend to a manufacturer a standard library typewriter keyboard. After consultation with manufacturers and libraries of various sizes and kinds, and working closely with the Library of Congress, this Committee completed its assignment in a short time and produced a keyboard which should be of wide usefulness. ALA standards for several types of libraries are now undergoing revision. RTSD has appointed a committee to review the technical services aspects of such standards as are proposed.

Urgent as are the demands from libraries for help in justifying their budgets—a demand satisfied only in part by the admirable library materials price indexes provided by one of our committees—it comes as no surprise to thoughtful persons to learn that there has been no breakthrough as yet in providing cost figures for technical services. (When the little men arrive from Mars, I expect their first question to be, "How much does it cost to catalog a book?") Our Cost Committee is working on

a bibliography of recent cost studies in the various areas of the technical services. A critical evaluation of such studies should be the next step.

Difficult though it may be, it would seem that a uniform system of record-keeping for technical services in various kinds and sizes of libraries is not beyond the capacity of the human mind. Libraries should know what statistics to keep. We should be able to provide them with a list of clearly-defined terms for their complex materials and operations. A library should be able to compare its costs at intervals, under varying conditions. It is, of course, in estimating the quality factors of library services that most difficulties are encountered. The danger of using statistics to compare one library's achievement with another's has caused some of the best and ablest persons in technical services to refuse to keep records which might be misused. The LAD Committee on Statistics for Technical Services has limited itself to the study of statistics for internal use only. Nevertheless, the stubborn hope persists that comparable cost figures can be obtained for libraries of the same size and kind. Perhaps the time has come to give up our amateur efforts and search for funds to have a long, comprehensive job done by experts.

Radically improved methods of reproducing library materials have already upset long-established patterns for interlibrary loans. An immediate need is for a simplified method of payments. More menacing there looms what may be a veritable revolution, leading to the overturn of the whole structure of book publishing and distribution as we know it today. This prospect makes imperative that our Copying Methods (soon to become the Reproduction of Library Materials) Section continue to be led by men of experience and vision.

Several papers in this anniversary number of *LRTS* will sing the praises of our Cataloging and Classification Section in this year which saw the culmination of more than a decade's labors to produce a new Catalog Code. Let the Executive Secretary add her voice to the chorus, and emphasize, as an inspiration to others, the vitality of a group which, even as it received congratulations on the Code, was receiving the grateful thanks of librarians for the splendid Institute on the Use of the Library of Congress Classification. Now, without pausing for rest, it is going forward to grapple with that other major problem, subject headings.

The value of discussion groups, except to those taking part in them, has been questioned; but in my opinion the action of the Serials Section this year in setting the wheels in motion for groups of serials librarians to talk over their special and vexing problems deserves our commendation.

If I had three wishes for RTSD, as we go into our second decade, the first would be to have the advertising, production, and circulation of our journal, indeed all ALA periodicals, handled at Headquarters by a central office. *LRTS*, the pride of our Division, pre-eminent among library journals, has been given an inordinate amount of volunteer help through the years and needs assistance. Its editing, of course, must always be a labor of love.

Secondly, I should wish for better communication with our regional

groups. From the standpoint of the Executive Secretary, visiting the groups, taking part in their meetings, engaging in endless discussions in the halls, is a constant source of valuable insights and ideas. But we should be more useful to them and they to us. I am confident that the new Committee appointed by the Board to study the situation will come up with a solution.

The third? I'd wish that we might have our presidents serve for two years, as Wesley Simonton is doing. What joy, to have a president who knows the ropes!

What a year! In spite of all the frustrations, the wide gap between what needs to be done, and what one can do, what a satisfaction to work with people one admires, on a job that is worth doing!

Computer-Aided Centralized Cataloging at the National Library of Medicine*

IRVIN J. WEISS, *Formerly Head
Research and Development Section
Information Systems Division
and*

EMILIE V. WIGGINS, *Head
Cataloging Section
Technical Services Division
National Library of Medicine, Bethesda, Md.*

Introduction

AT THE NATIONAL LIBRARY OF MEDICINE, the application of MEDLARS (Medical Literature Analysis and Retrieval System) to the production of centrally-prepared catalog copy for books in the field of the medical sciences was defined as a "primary objective" as early as 1961. Through intensive systems work, an interim cataloging module has been developed for the MEDLARS system. This module became operational in January 1966. With its realization, the National Library of Medicine has achieved a computer-produced cataloging output of a typographic quality well in advance of anything yet attained.¹

This latest achievement is based on a long-standing tradition of cataloging and indexing the published literature of the medical sciences.

* Editor's Note: Because this article has been in the publishing cycle several months (prolonged in this magazine because of space shortage as well as being a quarterly publication), the authors have asked that the reader be alerted to the fact that NLM has modified some of the procedures described here, particularly in regard to producing the monthly catalog.

In 1880 the first volume of the *Index-Catalogue of the Library of the Surgeon-General's Office, United States Army* was published by John Shaw Billings. In 1955 the last volume of this monumental series appeared. The *Index-Catalogue* constituted one of the great American book catalogs, as well as an index to medical literature contained in journals. It was discontinued because of enormous backlogs and consequent lagging coverage of current material.

The *Current List of Medical Literature* first appeared in 1941. As its name indicated, it *was* current. However, "medical literature" was used narrowly, for the index was to a limited number of journals only. The *List* grew into the present *Index Medicus* which indexes more than 175,000 journal articles a year from more than 2,400 titles.

When the National Library of Medicine initiated MEDLARS, it was originally planned to publish citations representing its cataloging in *Index Medicus*. This publication was to serve as the only book-form record of NLM cataloging. However, feasibility studies soon made it clear that inherent restrictions on the number and types of citations that could be thus published would prevent NLM from fulfilling its traditional cataloging obligations to other medical libraries. Moreover, technical limitations existing in the MEDLARS programs would not permit the publishing of citations in acceptable form, with complete entries and cross references. In October 1963, therefore, a decision was made to postpone the inclusion of book entries in *Index Medicus*.

This decision left the users of NLM publications still dependent, for citations to books and monographs, on the *National Library of Medicine Catalog*. This publication had been initiated in 1948 by the then Army Medical Library, which had contracted with the Library of Congress to produce the *Army Medical Library Catalog* (later the *National Library of Medicine Catalog*) as a supplement to the *Library of Congress Catalog*. This was a photo-offset reproduction of cards (for books and new serial titles) produced each year from citations prepared by the National Library of Medicine catalogers.

In February 1964, a systems analyst from the Data Processing Division (reorganized into the Information Systems Division, September 30, 1965) was assigned to review all Technical Services Division operations, in order to develop a general computer system for the Division. To gain time for systems development, a decision was made to publish through the Library of Congress a 1960-65 sexennial catalog instead of the usual quinquennial, and to discontinue the present method of producing cards and book catalogs after the calendar year 1965, when the new system would take over.

The new biweekly *Current Catalog* is now providing a useful acquisitions tool to the biomedical librarian. It also makes available timely and authoritative cataloging information for those librarians who use the NLM cataloging system. The quarterly and annual cumulations replace the *National Library of Medicine Catalog* and provide a compact index and bibliographic guide to the monographic biomedical literature.

Systems Analysis

Preliminary to the design of any new system is a detailed study of existing procedures. The study of the Technical Services Division included interviews, observations, and collection of data within each of the Division's four Sections (Selection & Searching, Acquisitions, Cataloging, and Catalog Maintenance). The information was recorded and organized, and flowcharts depicting the manual work flow were developed.

Visits to other libraries were arranged in order to study methods of selection, acquisition, and cataloging. The medical libraries at Yale, Harvard, Columbia, Washington University, the Library at Florida Atlantic University, and the Library of Congress were visited.

Consultants from other libraries were asked to offer critical commentary on the systems study and to suggest ways in which NLM could serve the medical library community.

This part of the study was completed in September 1964.

System Design

A computer system design (see Exhibit A) linking the phases of selection, citation searching, acquisitions, cataloging, and serial record-keeping was completed in October 1965. The Library assigned first priority to the cataloging phase: The Interim Catalog Module (ICM). (See Exhibit B) The term *Interim* was chosen because implementation of the full system for the Technical Services Division was expected to change the Interim Catalog Module.

The Interim Catalog Module produces:

- (1) The National Library of Medicine *Current Catalog*, published bi-weekly, with quarterly and annual cumulations. (See Exhibit C. The catalog is available through the Superintendent of Documents, Washington, D. C.)
- (2) Catalog cards for NLM. (See Exhibit D.)

Express Acquisitions and Cataloging Bulletin

The annual book catalog published since 1948, by the National Library of Medicine in cooperation with the Library of Congress is impractical as a current acquisition and cataloging tool for other medical libraries. The National Library of Medicine staff began to consider the feasibility of an "express acquisitions and cataloging service," utilizing its existing machine capabilities. In September 1965, the Medical Library Association distributed a questionnaire to its members to determine how such a publication could best be prepared to meet their needs and preferences.

The Chief of the Technical Services Division met with all major medical publishers in the United States and with several foreign publishers, to discuss the Library's plan. The publishers agreed informally to send review copies of new books in return for publishing their listings in the express-service bulletin.

EXHIBIT A

Total System for T. S. D.

11/3/64

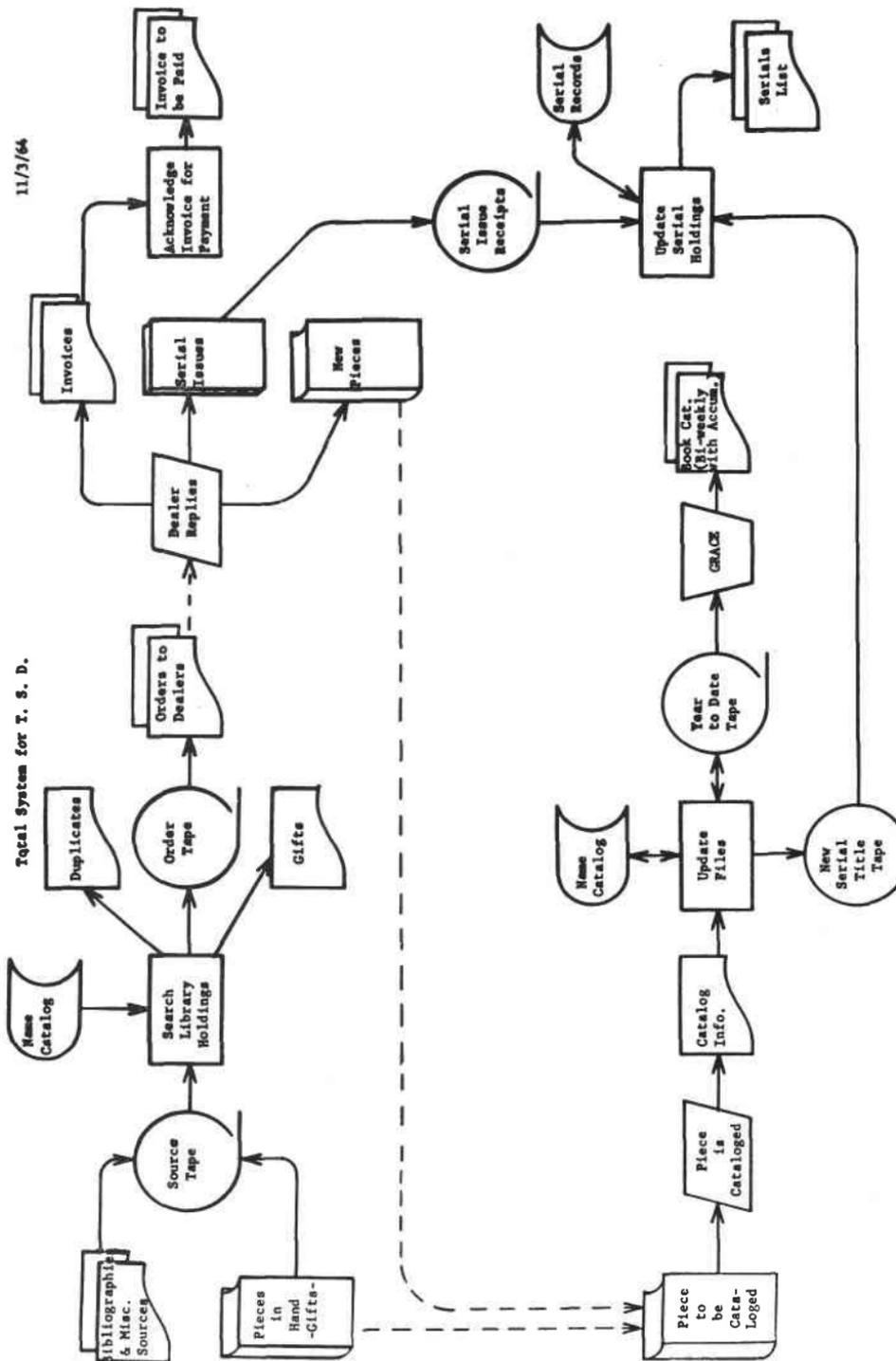
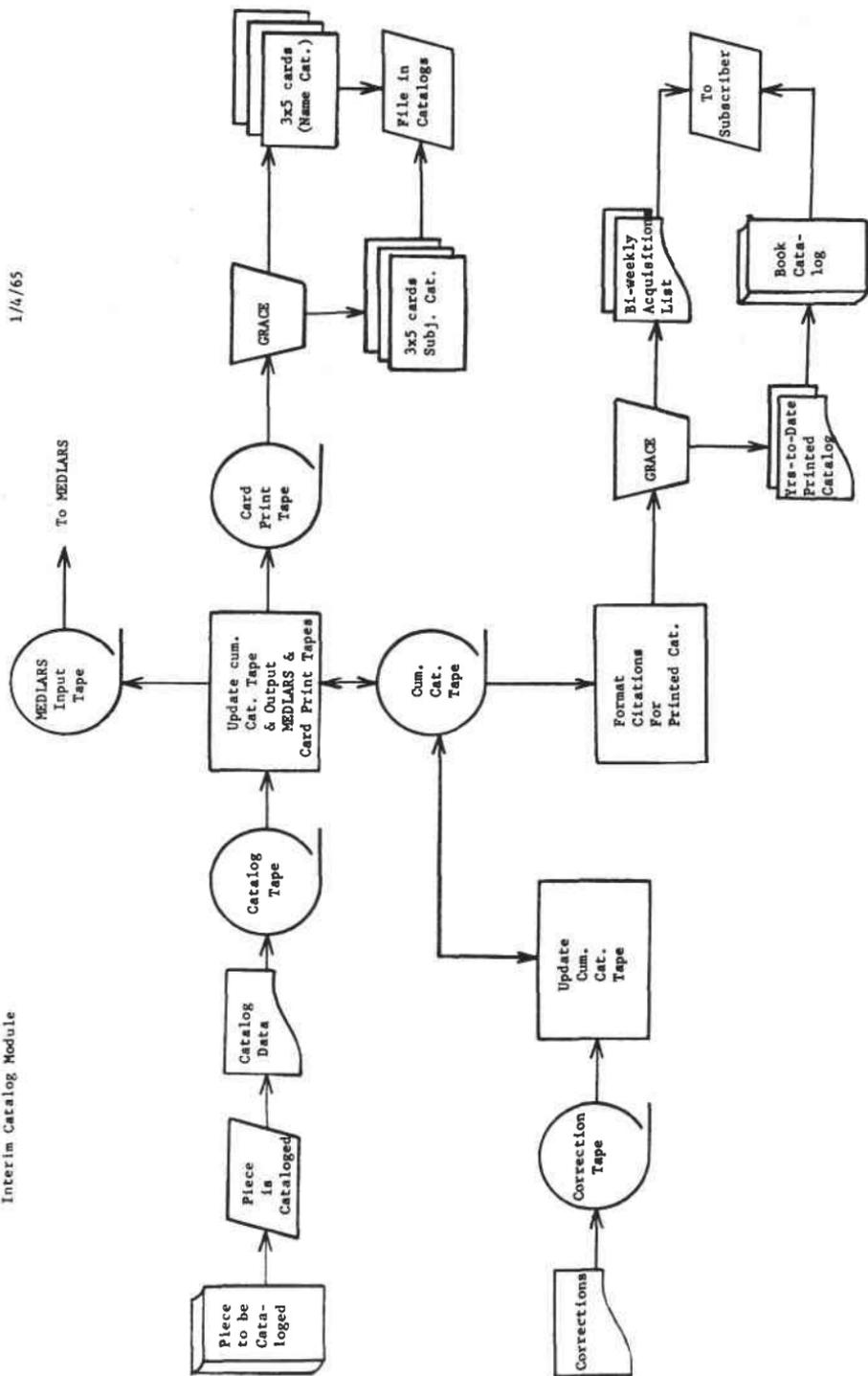


EXHIBIT B

Interim Catalog Module

1/4/65



Original paper tapes and correction paper tapes are spliced together. The correction paper tapes must always accompany the original punched paper tapes in the same input run to be properly processed by the computer.

The first six computer programs² of the MEDLARS input module^{3, 4} have been modified to include cataloging data. The modified programs (referred to as the input submodule⁴) edit the citations, convert medical subject headings from English descriptors to their computer-coded equivalents, and incorporate all daily transactions on an Interim Catalog Module transaction tape.

Citations are checked within the computer for certain types of error. Fields (authors, titles, etc.) incompatible with the input submodule, with the exception of the subject headings field, cause the entire citation to be rejected. If subject headings are incorrect, the history update submodule accepts the citation with the qualification that a "no-catalog card" flag is generated for that citation. This means that no catalog cards will be generated for the citation until file maintenance is performed to correct the erroneous subject headings on the citation. All rejected citations are listed with the following information: citation number, sequence number, and reason for rejection.

All citations on the ICM daily transaction tape, divided into main and sub-records for editing purposes, are sorted and merged into a unit record by the history update submodule. Each citation is assigned a sequential number by the computer and is then merged into the cumulated catalog file (history), thus the cumulated catalog file is in order by citation number. As daily transactions are merged into the history file, each citation is checked for a "generate catalog card" flag. Those citations containing this flag are copied on the card print file. The card expand submodule is responsible for producing a complete set of cards. Each citation is expanded by as many tracings as are contained within the entry.

Except for the omission of price information, the card is approximately the same as that in the book catalog. The format is that of a traditional catalog card with appropriate indentations, call number in left corner, and separate lines for each field where needed. All cards are unit cards, with added entry headings at the top of the card. Cards for the Subject Catalog have the specific subject heading in bold-face type instead of its appearing at the top of the card; this is a substitute for NLM's former practice of underlining tracings in red. All output produced by the interim cataloging module is prepared by the Photon-900 computer phototypesetter GRACE (an acronym for Graphic Arts Composing Equipment).

Catalog card records are formatted on photographic paper for each card image, in 6-point upper- and lower-case font. The paper is then developed, inspected, and microfilmed. After developing the microfilm, the citations are enlarged to 8-point size and reproduced on the Xerox Copyflo machine. The cards are then cut to size, hole-punched, and

NLM CURRENT CATALOG

- Scotland. Dept. of Agriculture and Fisheries
Fisher, Leonard Reginald. Vitamin A, carotenoids and total lipids in the livers of some elasmobranchs. Edinburgh, H. M. Stationery Off., 1964.
 QU 167 F534v 1964 Cit. No. 167
- Scott-Brown, Walter Graham, ed.** Diseases of the ear, nose and throat, ed. by W. G. Scott-Brown [et al.]. 2d ed. Washington, Butterworth, 1965. 2 v. illus.
 1. Otorhinolaryngology
 WV 100 S431d 1965 Cit. No. 535
 Price: 70.00
- Sdruženi podnik pro zdravotnickou výrobu, Praha.** Czechoslovak pharmaceutical industry. [Editor: Karel Navrátil]. 2d ed. Praha, Spota [1965]. 122 p. illus.
 1. Catalogs, Drug - Czechoslovakia 2. Drug industry - I. Navrátil, Karel, ed. II. Title
 QV 772 S437c 1965 Cit. No. 56
- Seattle District Dental Society.** Journal. [Seattle] 196 v. illus., ports.
 1. Dentistry - period. I. Title: Journal of Seattle District Dental Society
 W1 SE182 Cit. No. 35
- Selbutsu kakagu jiten.** [Encyclopedia of biological sciences, ed. by Masuo Usui, et al. Tokyo, Mimizu Shobo, 1956]. xxvi, 474 p. illus.
 1. Biology - encyc. I. Usui, Masuo, ed.
 QH 13 S457 1956 Cit. No. 165
- Selverd, Charles Edward, 1913-** Chemistry for medical technologists. 2d ed. [by] Wilma L. White [and] Sam Frankel. St. Louis, Mosby, 1965. xiv, 430 p. illus.
 1. Chemistry, Analytical 2. Technology, Medical
 I. White, Wilma L. II. Title
 QD 75 S462c 1965 Cit. No. 17
- Shepe, Joseph H.** 1924- Orthodontics. [n.p.] c1965. 273 p. illus., port.
 1. Orthodontics I. Title
 WU 400 S549o 1965 Cit. No. 422
- Shevchenko Scientific Society (U. S.)** Papers, no. 19
Lyslak, Roman. Role of non-thyroxine protein-bound-iodine in idiopathic erythema multiforme. New York, 1961.
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 1. Environmental Health 2. Housing
 3. Sanitation
 WA 670 S559s 1962 Cit. No. 253
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 WB 300 M854s 1962 Cit. No. 273
- Showers, Mary Jane C.** Laboratory manual and study guide for anatomy and physiology [by] Mary Jane C. Showers [and] Edwin Dale. Philadelphia, Saunders, 1966- 1 v. (loose-leaf) illus.
 1. Anatomy - laboratory manuals 2. Physiology - laboratory manuals I. Dale, Edwin II. Title
 QS 25 S523L 1966 Cit. No. 531
- Sirotnin, Nikolai Nikolaevich, 1896-** ed. Nauchnaia konferentsiia povsiaschenaiia voprosam allergii i reaktivnosti organov i sistem organizma pri endokrinnykh rasstroistvakh i drugikh patologicheskikh protsessakh. Chernovtsy Teziy dokladov. [N. N. Sirotnin, otv. red.] Kiev, Zdorov'ya, 1964.
 QV 900 N29t 1964 Cit. No. 414
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 WI 143 W928s 1964 Cit. No. 501
- Skin bacteria and their role in infection.** Malbach, Howard Ira, 1929- ed. Skin bacteria and their role in infection editors: Howard I. Malbach [and] Gavin Hildick-Smith. New York, McGraw-Hill, [c1965].
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 W1 RA332 v.3, no.3 1965 Cit. No. 467
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 1. Education, Nursing 2. Psychology, Educational I. Title
 WY 18 S638p 1965 Cit. No. 225
- Smithsonian Institution**
Bialynitaki-Birula, Aleksei Andreevich, 1864-1938. Arthrogastric arachnids of Caucasia. Pt. 1: Scorpions. Jerusalem, Israel Program for Scientific Translations, 1964.
 QX 469 B576c 1964 Cit. No. 141
- Smithsonian Institution**
Ushakov, Pavel Vladimirovich. Polychaeta of the Far Eastern seas of the U. S. S. R. chief editor: E. N. Pavlovskii. Jerusalem, Israel Program for Scientific Translations, 1965.
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- Lo Smog, 1958-** Torino, Lega italiana per la lotta contro fumi, esalazioni e rumori. v. illus. Issued 1958 as supplement to Autodiffusione.
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 W3 CO606 1963a Cit. No. 418
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Convegno nazionale di studio sulla tossicità dei medicamenti. Bologna, 1964. [Atti] Modena, Mucchi [1964].
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 QV 711 AA1 S6r 1965 Cit. No. 255
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 1. Drugs
 QV 771 S726s Cit. No. 173
- South Africa. Commission of Inquiry into High Cost of Medical Services and Medicines.** Report. Pretoria, 1962. iv, 235 p. illus. R. P. no. 59/1962.
 1. Costs and Cost Analysis 2. Economics, Medical - Africa, South
 W 74 S726r 1962 Cit. No. 127
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South Africa. Interdepartmental Committee of Inquiry into the Treatment of the Alcoholic. Report. [Pretoria, 1963].
 HV 5301.S6 S726 1963 Cit. No. 72

EXHIBIT C

returned to the Catalog Maintenance Section for manual card finishing and filing in the Library's card catalog.

To produce a biweekly list the coded equivalents for subject headings are converted back to natural language. The citations are expanded by the number of added entries in each unit record. Only those citations flagged for the designated two-week period appear in any one biweekly *Current Catalog*. The biweekly list is printed onto photographic film which is developed, cut, inspected, and forwarded to a commercial printer, working under contract to the Government Printing Office.

To produce a quarterly cumulated catalog, the coded equivalents for subject headings are converted, as for the biweekly list, to English subject headings. An additional use is made of them in the cumulations, however. Subject headings are used to format and sequence citations for the Subject Section. Citations are expanded for added entries and for author cross-references. The quarterly cumulated lists are generated first onto positive GRACE film, which is then developed, cut, and inspected, and shipped to a commercial printer.

As the catalog cards, the biweekly list, or one of the cumulated catalogs are inspected, other errors may be detected. Any corrections needed for these citations are noted on correction data sheets. Corrections are made on the cards themselves, as was done in the past, or a new card set can be generated. In either case, the machine record in the Cumulated Catalog File is corrected.

Throughput time for the catalog card is three days, measured from the time the catalog master is forwarded to the Input Section to the return of the catalog cards to the Catalog Maintenance Section. Throughput time for the biweekly is two work weeks measured from when the *Current Catalog* is produced by the computer, through the printing and mailing stages by the Government Printing Office. Throughput time for the cumulations varies from 17 work days for the first quarterly to 43 work days for the annual. The same measure used for the *Current Catalog* is applicable here.

Unit Record Sorting by Computer

Sorting rules and their implementation are important in the preparation of the biweekly list and the quarterly cumulated publications. In general, if the filing sequence is to be different from the entry appearing on the title page, the cataloger must assign a sort entry; otherwise, the computer makes the assignment. The sort entry is typed in upper case without punctuation or diacritical marks (including parentheses or brackets). The rules for formation of sort authors are as follows:

Rule 1. All punctuation, if immediately followed by a space (e.g. Brown, John), is truncated (e.g. BROWN JOHN).

Rule 2. A punctuation mark not immediately followed by a space (e.g. Roche-Organon . . .) substitutes "AA" (e.g. ROCHEEAORGANON . . .) for the mark.

EXHIBIT D

QS

Showers, Mary Jane C

25

Laboratory manual and study guide for anatomy and physiology [by] Mary Jane C. Showers [and] Edwin Dale. Philadelphia, Saunders, 1966 -

S523L

1966

1 v. (loose-leaf) illus.

1. Anatomy - laboratory manuals
 2. Physiology - laboratory manuals
- I. Dale, Edwin II. Title

Rule 3. The apostrophe (') and all diacritical marks are exceptions to Rule 1. The field to be printed (e.g. President's . . .) reflects the following sorted version: PRESIDENTS . . .

Rule 4. Spaces between words (e.g. National Library of Medicine), excepting Rules 1 & 2, are converted to "AA" (e.g. NATIONALAALIBRARYAAOFAAMEDICINE).

The table below illustrates the responsibility for and the assignment of sort entries:

Print Name ⁵	Assignment of Sort Name	Responsibility for Assignment of Sort Name	
		Cataloger	Computer
1. Jones, John Paul	JONES JOHNAAPPAUL		X
2. Smith, Robert W	SMITH ROBERTAAW		X
3. St. John, James	SAINTAAJOHN JAMES	X	
4. Saint John, James	SAINTAAJOHN JAMES		X
5. McArthur, Thomas	MACARTHUR THOMAS	X	
6. MacArther, Thomas	MACARTHER THOMAS		X
7. Douste-Blazy, L	DOUSTEAABLAZY L		X
8. Lopez Mateos, Jose	LOPEZAAMATEOS JOSE		X
9. American Medical Association	AMERICANAAMEDICALAA ASSOCIATION		X
10. CH'IU, Mao-liang	CHIU MAOAALIANG		X
11. el-Ebrashy, Naguib	EBRASHY NAGUIB	X	
12. U. S. Senate ⁶	UNITEDAASTATESAASENATE		X
13. U.S.S.R	UNIONAAOFAASOVIETAA SOCIALISTAAREPUBLICS	X	

The machine Unit Record is sorted in the following sequence:

- (1) Major key—identification number indicating the publication (*Index Medicus*, *Current Catalog*, etc.).
- (2) First intermediate key—format number denoting the section of the publication (name or subject).
- (3) Second intermediate key—main entry (the first 80 characters, excluding initial articles).
- (4) Third intermediate key—title (the first 80 characters, excluding initial articles).
- (5) Minor key—editions statement (eight characters).

The sort criteria for the added entry record are the same major and first intermediate keys as listed under the unit record sort description. The second intermediate key is the added entry; the third intermediate key is the main entry; and the minor key is the title.

The cross reference record consists of the author's alternate name, the word "see" or "see also" and his name as established. Its sort criteria are the same major key and first intermediate key as above. The minor key is the alternate name (the first 80 characters, excluding initial articles).

J/	MEDLARS <input type="checkbox"/> ZZZ non-MEDLARS <input checked="" type="checkbox"/> XXX	<input type="checkbox"/> HMD only <input type="checkbox"/> Cards Only <input type="checkbox"/> New Serial-Title <input type="checkbox"/> Added Card Set	<input type="checkbox"/> Open Serial <input type="checkbox"/> Closed Serial <input type="checkbox"/> Monograph <input type="checkbox"/> MEDLARS Retypes	IMPRINT (Year Only) 1966	CATALOGER LC DATE 23d65	Continued On Back
C/	Title Entry <input type="checkbox"/> A	S E Q # 51223051	C A L L # Q8 25 5523L 1966			
A/	Author and/or Translated or Eng. Title (MEDLARS & All Oriental) & Lang. Abbr.	Showers, Mary Jane C-----: Laboratory manual and study guide for anatomy and physiology++ (by) Mary Jane C. Showers (and) Edwin Dale.				
V/	Vernacular or Transliterated Title (for non- English Titles)					
T/	MeSH Subject Headings	ANATOMY+laboratory manuals=PHYSIOLOGY+laboratory manuals				
X/	-----					
*n	Editions Statement					
*h	Holdings Statement					
*p	imprint	Philadelphia,=Saunders,=1966-				
*s	Collation	1 v. (loose-leaf)-- <input checked="" type="checkbox"/> illus. <input type="checkbox"/> parts. <input type="checkbox"/> plates				
-	Series Note					
*d	Drop Notes					
*c	-----					
*t	Added Entries (Title and Series Included)	Dale, Edwin = T				
*g	Price					
*r	x-reference					
*z	Dashed on Entries					

"Have" Notes/Disposition

EXHIBIT E

The Subject Section consists only of citations by subject; their format is much like that of the added entry record. Sort criteria for the subject record are again the same major and first intermediate keys as above. The second intermediate key is the subject heading, the third, the sub-heading, and the fourth, the main entry. The minor key is the title.

Hardware

In order to meet the speed and volume requirements of the system, the MEDLARS assembly of automatic data processing equipment is employed. This includes:

- (1) Punched paper tape typewriters for conversion of basic data to machine-usable form.
- (2) Honeywell-800 digital computer with seven magnetic tape units for editing, sorting, compressing, merging, and formatting data for subsequent printing.
- (3) Honeywell-200 digital computer to control the input/output functions for the Honeywell-800 computer, with the following components:
 - (a) Card Reader which reads 800 cards a minute, and is used to process maintenance changes.
 - (b) Paper Tape Reader, which processes all daily input unit records at the rate of 600 characters per second.
 - (c) Two Tape Drives for half-inch magnetic tape. These are IBM-compatible and can be used independently or as part of the Honeywell-800 system. They read and write characters at the rate of 20,000 a second.
 - (d) High Speed Printer, to print program assemblies and demand search results at the rate of 600 or 900 a minute, as needed.
 - (e) Card Punch which generates 250 cards a minute.
- (4) GRACE (Graphic Arts Composing Equipment), an optical printer converting computer output into high-quality photo copy.
- (5) Film Processor for automatically developing film from GRACE, thus producing a photo master which can be used directly for the burning of printing plates.

Modifications under Consideration

The following additional functions are being considered for the Interim Catalog Module:

- (1) Separate catalog card processing for cross references, added entries, and subjects. (At present, an entire new card set has to be generated to obtain one new card.)
- (2) Keeping of statistics for each cataloger by machine. (Presently statistics are maintained manually by the cataloger.)
- (3) Addition of Library of Congress call number and subject headings for each citation.
- (4) Computer-generated list of publishers for the biweekly (now prepared manually).

- (5) Subject cross references in quarterly publication. (At present, subject cross references are not used.)
- (6) Catalog card service for other libraries.

System Testing

The cataloging staff was given the newly-designed catalog masters four months prior to the ICM systems test (November 1965). Each cataloger was responsible for duplicating daily on the new master the cataloging effort for one title. These masters were then forwarded to the Input Section, ISD, for practice typing, proofreading, and correction. In this manner the exposure to the new system was gradual, more deliberate, and better oriented to a parallel systems test. Its purpose was to reveal system and programming errors that could not otherwise be discovered before the Module became operational. The systems test ended in the latter part of December 1965. In that time period, the Interim Catalog Module had simulated several thousand catalog cards, several bi-weeklies and quarterlies, one *Index Medicus*, and several demand searches.

The Interim Catalog Module represents further mechanization of library operations at the National Library of Medicine. As its name implies, the Interim Catalog Module, which became operational in January 1966, is but a small part of the total system for technical services. As money and resources are made available to the project, new concepts in library technology will be developed. We believe the products generated by the system will provide material assistance to other libraries for acquisitions and cataloging of biomedical literature.

REFERENCES

1. Strauss, Victor. *The Printing Industry*. Washington, D. C., Printing Industries of America, Inc. [in press] Chapter 2, Section 6: "Computerized Composition."
2. A program is a sequence of steps or coded instructions that are to be executed by the computer to solve a given problem.
3. U. S. Department of Health, Education, and Welfare. Public Health Service. *The MEDLARS Story at the National Library of Medicine*. Washington, 1963. p. 18.
4. A module may be divided into sub-modules, which, in turn, may be divided into programs.
5. German names containing umlauts are automatically assigned by the computer.
6. In the case of the initials U. S., filing will automatically be done as UNITED STATES unless a sort name is input (see example 13). If a sort name were not input in example 13, filing would be under UNITEDAASTATES S R.

INFORMATION RETRIEVAL

The International Business Machines Corporation has issued a 2d edition (compiled and edited by Charles F. Balz and Richard H. Stanwood) of *Literature on Information Retrieval and Machine Translation*.

The 2d edition is actually a supplement to the first (issued in November 1962) and gives an additional 3800 references.

Copies are available through IBM offices.

Processing Costs for Science Monographs in the Columbia University Libraries

PAUL J. FASANA

*Assistant Coordinator of Cataloging
and*

JAMES E. FALL

*Assistant Head of Acquisitions
Columbia University Libraries, New York*

Introduction

PROCEDURES FOR HANDLING MONOGRAPHIC MATERIALS in the Columbia University Libraries Science Division have been studied in detail. The Columbia University Libraries Science Division comprises nine physically-separated libraries, each of which is responsible for selecting and maintaining its collection. Acquisitions and cataloging for these libraries are done centrally in the general library.

This study of science monographs is part of a larger study whose object is to ascertain where (if at all) and how data processing techniques might be introduced to increase the overall operating efficiency of the Library.

The study was conducted as follows:

- (1) Routines for selection, acquisitions, and cataloging were described to establish the general patterns of work, material, and data flow.
- (2) Major activities in the work flow were identified and flowcharted.
- (3) Types of personnel used in each activity were specified.
- (4) Files were analyzed and measured.
- (5) Processing forms were indentified and their data requirements analyzed.
- (6) Processing quantities were measured.
- (7) Processing times and costs were computed.

One of the purposes of this study was to establish with some degree of precision the efficiency and cost of current procedures so that a basis for comparison would be available for any future system changes.

Processing costs and times are here presented for newly-purchased science monographs in a large university library. Comparable studies were recently published for a group of public libraries¹ and for a medium-sized university research library.²

Data for the charts were gathered in two ways: by timing stated samples (e.g. file two batches of 20 cards each), or by approximating unit costs per title for activities not directly involved in processing materials through the cycle (e.g. catalog maintenance).

When the unit cost of an activity could be found directly, samples of the activity as performed by the person usually assigned to it were timed. When only approximate unit costs could be found, the total cost of doing an activity during a stated period of time was calculated. The number of units processed during this same time was also calculated and divided into the total cost to give a cost per unit (in this study, titles rather than physical volumes or orders). As a cross-check, the sample will be run again so that possible variations in work load because of time of year will be reduced.

A reporting sheet was designed to record the data (see Appendix A). Measuring of samples was done during April and May, 1965.

Explanation of the Tables

Major activities (e.g. selection, acquisitions, etc.) are listed separately. Routines within an activity (e.g. order typing, invoice processing, etc.) are briefly described; types of personnel (P for Professional; C for clerical), times, and cost figures for each routine are given. Cost figures are expressed in pennies per title. Time figures are given in minutes per title. Material costs are included where appropriate.

In certain activities (e.g. selection) two cost figures are given. The second represents the cost of doing a routine within the context of the overall system, whereas the first represents the cost of doing a routine by itself. The second of these costs is used as the actual operating unit cost.

Wherever alternate procedures are possible (e.g., card production costs) a weighted average, considering the percent of each type of processing, is given. (See footnote, Table A, for an explanation and example of method used to calculate weighted costs.)

The unit time of an activity was calculated by dividing the time spent processing by the number of items processed. The median salary-per-minute for each job classification was calculated, using the Library's salary range for the period 1965/66. The unit cost of an activity was derived by multiplying the unit time by the median salary-per-minute of the classification of the person doing that activity. Fringe benefits were included in the salary figures. Overhead costs were not considered.

1. MacQuarrie, Catherine. "Cost Survey: Cost of Ordering, Cataloging and Preparations in Southern California Libraries." *Library Resources & Technical Services*. 6:337-350. Fall, 1962.

2. Wynar, Don. "Cost Analysis in a Technical Services Division." *Library Resources & Technical Services*. 7:312-326. Fall, 1963.

TABLE A
Science Division Selection and Ordering

<i>Activity</i>	<i>Weighted Time (min.)</i>	<i>Weighted Cost^a (¢)</i>	<i>Actual Cost (¢)</i>
1. (P) Scanning for selection	.09	1.2	34.5
2. (C) Searching	1.32	6.3	12.2
3. (C) Preparation of book request	4.1	14.8	14.8
4. (P) Science Division Head review	.2	2.8	2.8
P-.29 C-5.42			
SUBTOTALS	5.71	25.1	64.3
(5. Book received ratio adjustment	n/a	n/a	87.4)

1. SCANNING FOR SELECTION: Department librarians scan various media (publishers' lists, bibliographies, *Publishers' Weekly*, etc.) and select items for searching. The weighted scan cost for the Division was found (1.2¢). Since every item scanned does not result in the preparation of a book request, the unit scan cost was multiplied by a title scanned-title ordered ratio to get the actual cost per title. The scan-order ratio for the Division was 28.7; therefore the actual cost per title is 34.5¢ (1.2¢ × 28.7).

2. SEARCHING: Items selected during scanning are searched in the department catalogs and order files. The unit search cost for the whole Division is found (6.3¢). Since every item searched does not result in the preparation of a book request, the unit search cost was multiplied by a title searched-title ordered ratio to get the actual cost per title ordered. The search-order ratio for the Division was 1.94; therefore the actual cost per title is 12.2¢ (6.3¢ × 1.94).

3. PREPARATION OF BOOK REQUEST SLIPS: Searched items are typed on two-part forms.

4. SCIENCE DIVISION HEAD REVIEW: All book requests for the Science Division are reviewed by the head of the Division.

5. BOOK RECEIVED RATIO: Because of duplication in another library and cancellation, only 75.2 percent of the books requested from Acquisitions ultimately result in the receipt of a book. The cost of processing the orders for those not received must be spread over the cost of those received. Therefore, the cost for departmental and some acquisitions activities must be multiplied by a books requested-books received ratio of 1.32 (100 percent ÷ 75.2 percent). 64.3¢ × 1.32 gives an adjusted cost of 87.4¢ per order.

^a The unit cost for each activity in Tables A and E varied among the nine libraries because of differences in routines and personnel. In order to determine actual costs for the entire Division, the following method was used.

1. The number of book orders placed by each library during a one year period (May 1964-April 1965) was counted. Totals were added to give the number of Science Division orders for the year.

2. Each library's percentage of the Division's total was computed.

3. The cost of doing an activity in each library was calculated from the samples taken.

4. To get the cost of an activity for the whole Division, the costs found in number 3 were then averaged, using the percentages found in number 2 to weight the average so that each library's cost would count in proportion to its share of the total work done.

Following is an example of this averaging method.

If A costs 10¢ and represents 80 percent of the total activity and B costs 90¢ and represents 20 percent of the total activity, then a simple average would be 50¢ (10¢ + 90¢ ÷ 2). Weighting is necessary to get the true average.

$$10¢ \times 80 \text{ percent} = 800$$

$$90¢ \times 20 \text{ percent} = 1800$$

$$2600 \div 100 \text{ percent} = 26¢.$$

TABLE B I
Acquisitions Searching and Ordering

<i>Activity</i>	<i>Time</i> (min.)	<i>Cost</i> (¢)	<i>Actual</i> <i>Cost</i> (¢)
1. (P) Preliminary review by Acquisitions Head	.13	1.8	2.4 ^a
2. Searching			
(P)	2.19	19.1	25.2 ^a
(C)	10.89	56.1	74.1 ^a
3. (P) Acquisitions Head review	.37	5.2	6.9 ^a
4. (P) Assignment of dealer	.23	2.2	2.3 ^b
5. (C) Order typing	1.39	6.5	6.7 ^b
6. (C) Distribution of multiple order form	.89	4.0	4.2 ^b
7. (C) Filing of order form	.65	3.3	3.4 ^b
P-2.92 C-13.82			
SUBTOTALS	16.74	98.2	125.2

1. PRELIMINARY REVIEW BY HEAD OF ACQUISITIONS DIVISION: Book requests from Science Division are reviewed by the Head of Acquisitions and sorted to the appropriate order section (i.e. Book Order, Documents, etc.)

2. ACQUISITIONS SEARCHING: Book requests are sorted and assigned to clerical searchers by the Head of the Search Section. Requests are searched in the General Catalog and the Order File. The Head of the Section reviews searching and sorts the requests into those which must be reviewed again by the Head of Acquisitions (41 percent of items searched) and those which can be sent directly to Book Order (59 percent).

3. ACQUISITIONS HEAD REVIEW: Searched book requests are reviewed by the Acquisitions Head and sent either for ordering (37.2 percent of the 41 percent returned from Searching) or returned to the department library for further action (62.8 percent of the 41 percent returned from Searching). The unit cost is computed by multiplying the unit cost of reviewing an item (4.7¢) by 2.7, the ratio of items reviewed to items ordered. This produces a cost of 12.7¢ per item reviewed which is multiplied by 41 percent (the percent of total items reviewed) in order to spread the cost of this second review over all items ordered.

4. ASSIGNMENT OF DEALER: The Head of the Book Order Section assigns a dealer to each request and distributes the requests to typists for order typing.

5. ORDER-FORM TYPING: The typist types a nine-part multiple order form.

6. DISTRIBUTION OF ORDER FORMS: Order forms are proofread, corrected, burst, and sorted. Envelopes are typed and orders sent out.

7. FILING OF ORDER FORM: The Order-File copies of the order forms are filed into the Order File.

^a See number 5, Table A.

^b 3.7 percent of the orders placed are cancelled. Because the cost of processing this 3.7 percent must be spread over the cost of the 96.3 percent that are received, the unit costs of these activities are multiplied by 1.038 to get the actual cost.

TABLE B II
Receipt of Materials and Processing of Invoices

<i>Activity</i>	<i>Time</i> (min.)	<i>Cost</i> (¢)
1. (C) Accessioning	3.3	14.9
2. (P) Review of new invoices	.04	.4
3. (C) Preliminary invoice routines	.41	1.8
4. (C) Processing of invoices	1.55	7.0
5. (P) Signing and review of invoices	.09	.9
6. (C) Final invoice routines	.35	1.6
P-.13 C-5.61		
SUBTOTALS	5.74	26.6

1. ACCESSIONING: Books are compared with the original order form. Receipt of the item is noted in the Order File and the Order Book. Accessioning routines vary depending on how the item was ordered, either from a jobber (67.5 percent) or non-jobber (32.5 percent). Jobber items take 2.75 min. per item and cost 12.4¢. Non-jobber items take 4.48 min. per item and cost 20.2¢. The unit cost for accessioning is computed by taking the weighted average of these two figures.

2. REVIEW OF NEW INVOICES: The Head of Book Order reviews new invoices. The unit time per review is computed by dividing the number of items on the invoices reviewed into the time spent reviewing. The time per item is then multiplied by 27.5 percent since only non-jobber orders and continuation orders receive this review.

3. PRELIMINARY INVOICE ROUTINES: Three copies of the invoice are stapled to a Columbia invoice form; record of receipt of material is searched for. The unit time is computed by dividing the number of items on the invoices processed into the time spent processing.

4. PROCESSING OF INVOICES: Vendor's arithmetic is checked, order numbers and amounts to be paid from each book fund are noted on two copies of the invoice, and the automatic claiming copy of the multiple order form is destroyed. Processing cost is dependent on type of invoice, either jobber or non-jobber. Jobber items take 1.67 min. per item and cost 7.5¢; non-jobber items take 1.3 min. per item and cost 5.85¢. The unit cost for invoice processing is computed by taking the weighted average of these two figures.

5. SIGNING AND REVIEW OF INVOICES: The Assistant Head of Acquisitions reviews invoices and signs them. The unit time is computed by dividing the number of items on the invoices processed into the time spent processing.

6. FINAL INVOICE ROUTINES: Copies of the invoice are dated and then distributed (two to the Controller, one filed in Acquisitions). Unit time is computed by dividing the number of items on the invoices processed into the time spent processing.

TABLE B III
Miscellaneous Acquisitions Activities

<i>Activity</i>	<i>Time (min.)</i>	<i>Cost (¢)</i>
1. (C) Automatic claims	.43	1.9
2. Snags, reports, questions, etc.		
(C)	7.29	34.2
(P)	2.27	22.0
3. (C) Preparation of order book for binding; annual statistics	.14	.7
4. (C) Sorting of mail	.63	3.2
5. (C) Re-filing of order cards	.72	3.6
P-2.27 min. C-9.21 min.		
SUBTOTALS	11.48	65.6

1. AUTOMATIC CLAIMS: The automatic claim copies of the multiple order forms are periodically reviewed and all outstanding orders placed before a certain date (3 months for domestic orders, 4 months for western European, and 6 months for other items) are claimed. 8.6 percent of orders require claims. The cost per claim is 22.8¢. This figure is pro-rated over the total number of orders to get a unit cost per title.

2. SNAGS, REPORTS, QUESTIONS, ETC.: Included are all of the non-routine activities connected with book ordering, such as correspondence with publishers, working out of snags, and the like. The unit cost per title was calculated by measuring the number of items processed during a typical week and the time spent processing. Figures for the sample week were multiplied by 52 to get an annual approximation, which was divided by the total number of orders during the year (May 1964 through April 1965).

3. PREPARATION OF ORDER BOOK FOR BINDING; ANNUAL STATISTICS: The claim copy of the multiple order form is separated from the permanent copy before the order book is bound. The order book is reviewed once a year and the status of each order (received, outstanding, etc.) is noted.

4. SORTING OF MAIL: A typical week was measured. The number of pieces of mail sorted was divided into the time spent sorting to establish a unit time per piece of mail (.42 min.). 73 percent of mail (1,072 pieces) was for book order. 1,072 was multiplied by 52 to get an annual volume of mail sorted (55,744 pieces). This figure was divided by the number of orders (36,775) to get a ratio of pieces to orders (1.5). The unit time per piece was then multiplied by 1.5 to get the unit time per order (.63 min.).

5. RE-FILING OF ORDER CARDS: A sample of order filing was analyzed. For every new order filed, there were 1.1 orders refiled. The cost for filing 1.1 orders was taken to be the unit cost per title for refiled orders.

TABLE B IV
Acquisitions Materials, Etc.

<i>Activity</i>	<i>Time</i> (min.)	<i>Cost</i> (¢)
1. Materials		
a. Multiple order form		3.6
b. Binding of order book		.5
c. Bookplate		2.1
d. Form letters, etc.		3.0
e. Columbia invoice forms and Xerox copies		.7
2. Postage (Preliminary figure)		2.3
3. Transportation on campus	.27	1.3
4. Shipping room activities	.43	1.8
5. Controller's activities (Preliminary figure)		13.2
SUBTOTALS	.70	28.5

1. MATERIALS:

- a. Cost is computed by multiplying the actual cost of a single form by 1.038 in order to pro-rate the cost of cancelled items over the cost of orders actually received.
- b. The cost of binding the permanent order book is divided by the number of orders included in a volume to give a cost per order.
- c. The cost of a single bookplate (1.6¢) is multiplied by the average number of volumes per title (1.3).
- d. Mimeographed letters are used in claiming and snags.
- e. Two copies of every invoice are attached to a Columbia invoice form. If a vendor does not supply 3 copies, Xerox copies are made in Acquisitions.

2. POSTAGE.

3. TRANSPORTATION ON CAMPUS: Books are moved from Acquisitions to Cataloging to Binding and finally to the Department Library.

4. SHIPPING ROOM ACTIVITIES: Packages of books are received in the Shipping Room, opened, sorted, and distributed.

5. CONTROLLER'S ACTIVITIES: (Preliminary figure.) The figure covers all Controller activities (i.e. mortgaging of book orders, payment of invoices, etc.).

TABLE C I
Precataloging

<i>Activity</i>	<i>Time</i> (min.)	<i>Cost</i> (¢)
1. (P) Sorting of books	.324	3.14
2. (C) Searching	22.3	107.
P-.32 min. C-22.3 min.		
SUBTOTALS	22.624	110.14

1. SORTING OF BOOKS: Books arrive on trucks from Acquisitions with order slips inserted. The Division Head and Chief Cataloger inspect each book and assign (1) a cataloging priority (Current, RUSH, or Regular) and (2) a cataloger's initials. Books are then sent for searching.

2. SEARCHING: Bibliographic assistants search titles in the following files: the General Catalog, an alphabetized Library of Congress proofslip file, and the printed National Union Catalog. After searching, current and rush books are delivered directly to the assigned cataloger; regular books are given to the LC order clerk who attempts to order LC cards by author and title.

TABLE C II
Cataloging

<i>Activity</i>	<i>Time</i> (min.)	<i>Cost</i> (¢)
1. (C) Monograph cataloging with LC information	23.2	126.5
2. (P) Monograph cataloging without LC information (Original cataloging)	84.	730.
Weighted unit cost	49.	397.0

1. MONOGRAPH CATALOGING WITH LC INFORMATION: Books with Library of Congress copy or an LC number are delivered to the supervisor of the NO (Non-Original) Cataloging Section. Books are classified and then assigned to a bibliographic assistant for processing (i.e. comparison of book and card, checking of entries in the General Catalog, establishing of subjects, etc.). Any changes or corrections are made directly on the LC proofslip if available. If no proofslip is available, a temporary slip, giving brief descriptive information and class number, is typed. Completed books are revised and sent for shelving.

2. MONOGRAPH CATALOGING WITHOUT LC INFORMATION: Professional catalogers catalog items for which no LC copy is available. Cataloging includes descriptive cataloging, subject analysis, classifying, and authority work (i.e. name, subject, etc.). The cataloger types a worksip to be used by the processing section as catalog copy.

TABLE C III
Card Production

<i>Activity</i>	<i>Time</i> (min.)	<i>Cost</i> (¢)
1. (C) Card production	2.7	44.5
2. (C) Card set completion	6.1	26.3
3. (C) Sorting and preliminary filing	1.04	4.85
P-0 C-9.84		
SUBTOTALS	9.84	75.65

1. **CARD PRODUCTION:** Catalog cards are produced in one of the following ways depending on the type of catalog copy included in the book:

A. Using LC cards. The LC card order clerk orders cards and prepares temporary slips for the General Catalog and the shelflist. This accounts for 22.7 percent of all catalog cards produced. The unit cost includes the cost of ordering cards, maintaining order files, and receiving cards. There are approximately 7.1 cards per set. The unit cost per card is 9.8¢; the cost per card set is 69.6¢. Time per set is 4.41 minutes.

B. Handtyping cards. Cards are typed and finished by a typist and then proofread by a clerk. This type of card production accounts for 13.8 percent of the total card production. The unit cost per card is 13.8¢; the cost per card set is 98.8¢. The time per card is 3.84.

C. Xeroxing of LC proofslips and typed masters. Cards are reproduced on a Xerox 914 Copier. Cards are printed on prepunched sheets of card stock allowing for six cards to be made simultaneously. These sheets are cut and then assembled into sets. The cost figure includes the labor charges for Xerox operator, exposure charges for the Xerox machine, paper costs, and costs for cutting and sorting cards. The cost per card is 2.9¢; the cost per set is 20.52¢. This type of card production accounts for 17.3 percent of the total card production.

D. Xeroxing handtyped cards. Clean copy, suitable for reproduction, is typed from the cataloger's workslip. The clean copy is proofread and then forwarded to Xerox reproduction. This type of card production accounts for 46.2 percent of the total card production. The cost per card is 3.44¢; the cost per card set is 24.4¢.

Average cost per card: The unit cost per card is calculated by considering the percent of each type of card produced. The unit card cost is, therefore, a weighted average. The weighted unit cost per card is 6.27¢; the cost per card set is 44.5¢.

2. **CARD SET COMPLETION:** Two card completion procedures are used depending on the type of card set.

A. Finishing LC cards and handtyped cards. These sets are finished (i.e. typing of headings, call numbers, corrections and additions, and proofreading). This accounts for 36.5 percent of all cards produced. The cost per card is 4.85¢; the cost per card set is 34.4¢.

B. Finishing Xeroxed card sets. Xeroxed card sets are finished (i.e. headings typed on each card, and then proofread). This accounts for 63.5 percent of all card production. The cost per card is 3.02¢; the cost per card set is 21.5¢.

Average cost per card: The average cost per card is calculated by considering the percent of each type of card completion. The average figure is, therefore, weighted to give a real cost approximation. The cost per card is 3.7¢; the cost per card set is 26.3¢.

3. **SORTING AND PRELIMINARY FILING:** Finished card sets are sorted as follows: department card sets are sent directly to the Department Library; General Catalog cards are filed as follows: all main entries (for RUSH filing) and added entries (for NORMAL filing). The cost per card for sorting is .68¢; the cost per card set is 4.85¢.

TABLE C IV
Postcataloging

<i>Activity</i>	<i>Time (min.)</i>	<i>Cost (¢)</i>
1. (C) Shelflisting	1.6	8.65
2. (C) Typing of book pockets	.57	3.08
3. (P) Filing	3.12	18.5
4. Catalog maintenance (C)	1.7	
(P)	3.4	36.8
P-3.87 P-6.52		
SUBTOTALS	10.39	67.03

1. **SHELFLISTING:** Author Cutter numbers are assigned and checked against the official shelflist. Temporary slips for the shelflist are made and filed. Completed call numbers are listed on the verso of the title page. Cards and workslips are sent to the Processing Section. Books are sent for book pockets.

2. **TYPING OF BOOK POCKETS:** Book pockets are typed and inserted into the book. Books are then sent to binding for completion. The unit cost per title is computed by multiplying the processing cost by 1.3 (average number of volumes per title).

3. **FILING:** Professional catalogers file all cards directly into the General Catalog. Main entry cards are filed separately from added entry cards. The cost per card is 2.6¢; the cost per card set is 18.5¢. The time per card is .439 minutes; the time per card set is 3.12 minutes. These figures represent a weighted average, since filing of main entries is done separately and requires more time per card.

4. **CATALOG MAINTENANCE:** Catalog maintenance includes correction of incorrect or changed entries, replacing worn and mutilated cards, shifting of drawers, etc. The unit cost is computed by taking 10 percent of the total weekly cost of catalog maintenance and dividing it by the number of titles cataloged for the Science Division in a week (84). (Science accounts for 10 percent of the total number of titles cataloged per year.) The cost per title is 36.8¢.

TABLE D
Bindery Processing^a

<i>Activity</i>	<i>Time</i> (min.)	<i>Cost</i> (¢)
1. (C) Spine labelling	1.3	5.9
2. (C) Pasting of pockets and bookplates	.67	3.5
3. (C) Review	.43	3.0
4. (C) Distributing	.15	1.0
5. Lettering and pasting materials C-2.55 min.	n/a	.3
SUBTOTALS	2.55	13.7

1. Call numbers are lettered on each book.
2. Book pockets and bookplates are pasted in each book.
3. Each finished book is checked for accuracy and completeness before it is sent to the Department Library.
4. Finished books are distributed onto shelves in the shipping room, according to destination.
5. The cost per title of ink, shellac, alcohol and paste is less than .1¢ for each of the materials.

^a There are approximately 1.3 books per title; each of the unit figures for bindery procedures has been multiplied by this figure to get a cost per title figure.

TABLE E
Science Division Receiving Procedures

<i>Activity</i>	<i>Time^a</i> (min.)	<i>Weighted Cost^b</i> (¢)
1. Receipt of Catalog cards		2.95
2. Receipt of book		21.7
3. Filing of catalog cards		4.95
SUBTOTAL		29.6

1. Catalog cards are received and checked against the departmental on-order file. If the book has not been received, the card set is filed with the order slip until the book is received.
2. Books are received and checked against the departmental on-order file. Catalog cards (if they are attached) and order slips are compared with the book. If the transaction is complete (i.e. cards received, order verified, etc.), the order file is cleared. If the transaction is incomplete, notation is made on the order record before the book is sent on.
3. Catalog cards are checked before filing for accuracy and completeness. Cards are filed in the department catalogs "above the rod" by clerical assistants, and then revised by professional librarians.

^a The procedures and types of personnel used varied greatly. Therefore, time averages were not included.

^b See footnote Table A for method used. In Table E the computation was based on number of titles cataloged rather than orders placed.

APPENDIX A
 SCIENCE DIVISION
 Statistic Reporting Sheet for
 Monographic Material

Library:
 Date:

	TIME		NUMBER
	PROFESSIONAL	CLERICAL	
1. Selection Routines			
a) Scanning for selection: measure a quarter or half hour period of scanning (specify which). Count the number of citations scanned, and the number of citations selected. Specify the type of media scanned (e.g., publisher's leaflet, bibliography, etc.)			
b) Searching: time two batches of ten items each. Briefly describe what searching includes.			
c) Preparation of order slip; time two batches of ten items each.			
d) Maintenance of on-order file: time 15 orders. If there are additional routines associated with the maintenance of an on-order file (i.e., reviewing, purging) and they are done periodically, briefly describe the routine and approximate the amount of time spent per week.			
e) Summary scanning statistics: for a one week period count (1) the total number of citations scanned, (2) the total number of citations searched, and (3) the total number of book order requests which are prepared and sent to Acquisitions. Try to choose a typical week.			
f) Other: itemize any procedure which requires a measurable amount of time not covered by the headings listed above. Choose a representative sample (10, 15, or 20) and time doing the routines for two different batch samples.			
2. Science Division Head Review			
a) Review: measure the amount of time spent reviewing 2 batches of 25 book requests.			
b) For a one week period (1) count the number of orders received from Science Division libraries, (2) count the number of orders returned to Science Division Libraries, and (3) count the number of orders sent to Acquisitions.			
3. Acquisitions Head Review			
a) Preliminary: Measure the amount of time spent reviewing and sorting 2 batches of 25 Science Division requests.			

APPENDIX A (continued)
 SCIENCE DIVISION
 Statistic Reporting Sheet for
 Monographic Material

page 2

Library:
 Date:

	TIME		NUMBER
	PROFESSIONAL	CLERICAL	
3. b) Final: Measure the amount of time spent reviewing a batch of 25 Science Division requests which have been searched.			
c) For a one week period (1) count the number of requests from Science Division, (2) the number of requests sent for searching, (3) the number of searched requests returned to department libraries.			
4. Acquisitions Searching: search four batches of 20 items each. Use at least two different searchers for the four different batches.			
5. Order form			
a) Preparation of order: time two batches of 25 items each.			
b) Distribution of orders: time the same batch of items used in 5a.			
6. Receipt of materials in Acquisitions			
a) Accessioning: time 4 batches made up of 10 books each. Use two from Jobbers and two from non-Jobber shelf. Use at least 2 different accessioners. Use Science Division books.			
b) Payment of invoices: select 10 invoices for Science Division books. Record the time spent processing the invoices and record the total number of items represented by the invoices. Time two batches.			
c) Claims and snags;			
7. Cataloging Division			
a) Sorting: time 2 samples of 50 books.			
b) Searching time: record figures for a one week period. Give separate figures for current and Regular.			
c) Cataloging time: Give percent of Science to total.			
(1) For books with LC proofslips or cards (Give percent of total)			
(2) For books given original cataloging (Give percent of total)			

APPENDIX A (continued)
 SCIENCE DIVISION
 Statistic Reporting Sheet for
 Monographic Material

page 3

Library:
 Date:

	TIME		NUMBER
	PROFESSIONAL	CLERICAL	
7. d) Card production: give separate costs and percent of total for: (1) Using LC cards (2) Xeroxing LC proofslips (3) Xeroxing original cataloging (4) Handtyping card sets.			
e) Card completion: distinguish between types. Time 2 samples of 20 sets. Count number of cards. (1) Xeroxed LC proofslips and original cataloging. (2) LC card sets.			
f) Filing. (1) Preliminary sorting and filing. Measure 2 batches using 2 different people. (2) Filing and revision in GC. Distinguish filing of added entries and main entries. Give approximate number of cards weekly.			
g) Shelflisting: time 2 batches of 50 titles each. (1) Shelflisting (i.e., making temporary shelflist card, writing call numbers in books, etc.) (2) Typing of book pockets.			
h) Catalog maintenance: give average amount of time spent weekly working on GC. (Do not include filing time) (Give percent that are Science Division)			
8. Binding Division a) Spine labelling; time 2 batches of 15 books.			
b) Pasting pockets and bookplates; time 2 batches of 15 books.			
c) Review; time the review and revision of 2 batches of 15 books.			
9. Science Division Libraries a) Book receipt: time 2 batches of 15 books. Consider new books only. Briefly describe routines involved. (If 2 batches of 15 books will take too long to accumulate, reduce sample to 10 books)			

APPENDIX A (continued)

SCIENCE DIVISION

Statistic Reporting Sheet for
Monographic Material

page 4

Library:

Date:

	TIME		NUMBER
	PROFESSIONAL	CLERICAL	
9. b) Bindery procedures: time 2 batches of 5 books needing bindery decision. Briefly describe routine of bindery preparation.			
c) Catalog card receipt: process 2 different shipments of catalog cards. Attempt to choose shipments having more than 25 cards. Measure the time spent processing the cards (i.e., reviewing cards, sorting, up-dating the on-order file, etc.) and count the number of cards processed. Briefly describe routine.			
d) Filing: time 2 batches of 25 cards. Briefly describe routine.			
10. Catalog maintenance			
a) For a one week period, accumulate all problems involving the maintenance of the card catalog. Measure the time required to resolve these conflicts.			
b) Estimate the amount of time spent monthly maintaining the card catalog. Maintenance includes any operation involving the card catalog, except for filing. List the types of activities timed and included.			
11. Accessions List Routines			
a) Time the preparation of citation and annotation for 5 to 10 items to be included in the Recorder. Briefly describe the routines involved.			
b) Time the following routines for one edition of the Recorder. Give the costs of materials where possible. (1) Review of citations (2) Typing and correction of stencil masters (3) Running of stencils (4) Collating and stapling (5) Addressing and mailing			

APPENDIX B
SUMMARY COST SHEET

SCIENCE DIVISION (87.4¢)

TABLE A SCIENCE DIVISION SELECTION AND ORDERING (87.4¢)		COST (¢)	
1.	(P) Scanning and selection	34.5	
2.	(C) Searching	12.2	
3.	(C) Preparation of book request	14.8	
4.	(P) Science Division Head review	2.8	
5.	With book received ratio adjustment	87.4	
	(Subtotal)		87.4

ACQUISITIONS (245.9¢)

TABLE B I ACQUISITIONS SEARCHING AND ORDERING (125.2¢)			
1.	(P) Preliminary review by Acquisitions Head	2.4	
2.	Searching	99.3	
3.	(P) Acquisitions Head review	6.9	
4.	(P) Assignment of dealer	2.3	
5.	(C) Order typing	6.7	
6.	(C) Distribution of multiple order form	4.2	
7.	(C) Filing of order form	3.4	
	(Subtotal)		212.6

TABLE B II RECEIPT OF MATERIALS AND PROCESSING OF INVOICES (26.6¢)			
1.	(C) Accessioning	14.9	
2.	(P) Review of new invoices	.4	
3.	(C) Preliminary invoice routines	1.8	
4.	(C) Processing of invoices	7.0	
5.	(P) Signing and review of invoices	.9	
6.	(C) Final invoice routines	1.6	
	(Subtotal)		239.2

TABLE B III MISCELLANEOUS ACQUISITIONS ACTIVITIES (65.6¢)			
1.	(C) Automatic claims	1.9	
2.	Snags, reports, questions, etc.	56.2	
3.	(C) Preparation of order book for binding; annual statistics	.7	
4.	(C) Sorting of mail	3.2	
5.	(C) Re-filing of order cards	3.6	
	(Subtotal)		304.8

APPENDIX B (continued)
SUMMARY COST SHEET

TABLE B IV ACQUISITIONS MATERIALS, ETC. (28.5¢)		COST (¢)
1. Materials		9.9
2. Postage (Preliminary figure)		2.3
3. Transportation on campus		1.3
4. Shipping room activities		1.8
5. Controller's activities (Preliminary figure)		13.2
	(Subtotal)	333.3

CATALOGING (649.82¢)

TABLE C I PRECATALOGING (110.14¢)		
1. (P) Sorting of books		3.14
2. (C) Searching		107.0
	(Subtotal)	443.44

TABLE C II CATALOGING (397.0¢)		
1. (C) Monograph cataloging with LC information		126.5
2. (P) Monograph cataloging without LC information (Original cataloging)		730.0
	Weighted Unit Cost	840.44

TABLE C III CARD PRODUCTION (75.65¢)		
1. (C) Card production		44.5
2. (C) Card set completion		26.3
3. (C) Sorting and preliminary filing		4.85
	(Subtotal)	916.09

TABLE C IV POSTCATALOGING (67.03¢)		
1. (C) Shelflisting.		8.65
2. (C) Typing of book pockets		3.08
3. (P) Filing		18.5
4. Catalog maintenance		36.8
	(Subtotal)	983.12

BINDERY (13.7¢)

TABLE D BINDERY PROCESSING (13.7¢)		
1. (C) Spine labelling		5.9
2. (C) Pasting of pockets and bookplates		3.5
3. (C) Review		3.0
4. (C) Distributing		1.0
5. Lettering and pasting materials		.3
	(Subtotal)	996.82

APPENDIX B (continued)
SUMMARY COST SHEET

SCIENCE DIVISION (29.6¢)

TABLE E DEPARTMENT LIBRARY RECEIVING PROCEDURES (29.6¢)	COST (¢)
1. Receipt of Catalog cards	2.95
2. Receipt of book	21.7
3. Filing of catalog cards	4.95

GRAND TOTAL
1,026.42
(\$10.26)

*Note: This figure does not include the cost of the book itself.

WIDENER LIBRARY SHELF LIST

As part of its effort to automate certain of its bibliographical records, the Harvard University Library is producing in machine-readable form portions of the shelflist of Widener Library, Harvard's central research collection. Computer printouts of several segments of the shelflist have now been reproduced in order to make copies available to users of the Library and other scholars.

Books in Harvard libraries other than Widener are not listed with the exception of some that have been transferred from Widener's shelves to the rare book or storage collections. The following parts of the Widener shelflist are now available:

No. 1. *Crusades*. This includes 1170 works (1,400 volumes) dealing with the history of the Crusades and the various states of the Latin East. 81 p., paper, \$3.00.

No. 2. *Africa*. This lists 13,335 works (15,370 volumes) on all areas of the African continent (except ancient North Africa), including history, literature (except in Afrikaans, Hamitic, and Semitic languages), and related subjects. 792 p., cloth, \$25.00.

No. 3. *Twentieth-Century Russian Literature*. This portion of Widener's Slav classification covers works by and about Russian authors identified with the period from 1917 to date; 9,430 works (9,848 volumes) are listed. 500 p., cloth, \$20.00.

Additional portions of the Widener shelflist will follow; the sections devoted to Latin America, to Bibliography and Libraries, and to Twentieth-Century Russian History will be among the first of these that are being distributed for the Harvard University Library by the Harvard University Press, Cambridge, Massachusetts 02138.

Library Microfilm Rate Indexes

ROBERT C. SULLIVAN, *Assistant Chief
Photoduplication Service
The Library of Congress
Washington, D. C.*

IT IS SURPRISING in talking to librarians how little some of them know about the availability and cost of microfilm. While many librarians have a general knowledge of microfilm, it is evident that some do not relate this potential to their own position or responsibility to their own institutions. In this era of explosively-expanding student enrollments, curriculum developments, library extension, federal subsidy, population growth, etc., when more and more patrons want more and more materials, microfilm can often be the solution to a number of problems.

John G. Lorenz, formerly Director of the Division of Library Services and Educational Facilities, U. S. Office of Education, Department of Health, Education and Welfare and now Deputy Librarian of Congress, in addressing the general meeting of ALA in Chicago in 1963, commented that the two indexes that are now accepted tools for library statistics are the circulation index and the cost of library materials indexes. Most librarians, particularly those concerned with budget and acquisitions work, are familiar with the book and periodical indexes, and many have utilized them to advantage in making estimates of expenditures for library materials or in justifying budgets. However, how many are aware of the indexes available for other types of library materials, such as library-produced microfilm? The following conversation overheard at ALA evidences this unawareness:

1. Q. What's new?
A. Library Microfilm Rate Indexes.
2. Q. What are they?
A. You've heard of the Consumer Price Index, more popularly known as the Cost of Living Index, prepared by the U. S. Bureau of Labor Statistics?
3. Q. Yes. Do librarians have the same thing for microfilm?
A. Yes.
4. Q. How does it work?
A. It shows authoritatively the percentage change in cost of consumer

- goods, in this case microfilm produced by libraries, from a base period.
5. Q. What is the base period now?
 - A. It is 1959 now; it was 1947-49, but the more current base period was adopted to keep the indexes meaningful and more readily applicable to current budgets.
 6. Q. Who does this for ALA?
 - A. RTSD, Acquisitions Section, Library Materials Price Index Committee.
 7. Q. How are the microfilm indexes compiled?
 - A. From the data reported in the issues of the *Directory of Library Photoduplication Services* which is compiled by Cosby Brinkley of the University of Chicago Library for the Copying Methods Section of ALA—RTSD.
 8. Q. When were these directories published?
 - A. In 1959 and 1962, and another one in 1966.
 9. Q. How did these directories serve as a basis for indexes?
 - A. These directories list rates quoted for photocopies of materials in American libraries with photocopying facilities, and the average of these rates for the base year 1959 was given a value of 100. Then the average of the rates cited in the 1962 Directory for the same libraries was given a value as it differed from 100—it happened to be 110 for negative microfilm.
 10. Q. Interesting, but microfilm is a broad item. What about different forms of material copies, such as bound books, unbound items, newspapers, etc.?
 - A. The same format used in the directories was used in the indexes. Actually separate indexes were prepared for each major rate category, so there really are 5 indexes: (1) Negative Unbound, (2) Negative Bound, (3) Negative Newspapers, (4) Positive, (5) also a composite of 1-3 was done. As is customary, negative microfilm rates are expressed per exposure, and positive microfilm rates per foot.
 11. Q. How did figures for each come out in the 1962 indexes?
 - A. (1) 108.8
 - (2) 112.2 (The full indexes and list of institutions indexed appear at the end of this article.)
 - (3) 109.1
 - (4) 110.3
 - (5) 110.0
 12. Q. Where was this published?
 - A. *Bowker Annual, 1965.*
 13. Q. Will it be updated?
 - A. Yes, The Committee promises to do it as each new Directory appears.
 14. Q. Interesting, but how does it help me?
 - A. To explain expenditures.
 - To justify budget requests.
 - To plan ahead.
 15. Q. Why not use my own figures based on actual experience?
 - A. Fine, but why bother? Just as the Cost of Living Index is authoritative and recognized as a fair yardstick so are these indexes.
 16. Q. Other library materials being done too?
 - A. Yes, paperbacks, textbooks, etc.

17. Q. Where do I find them?
A. See *LRTS*, *Library Journal*, *Publishers' Weekly*, *Wilson Library Bulletin*, *The Bowker Annual*, etc., or write to ALA Library Materials Price Index Committee.
18. Q. What about cooperative microfilm projects?
A. Special funding is involved, and each cooperative project has its own unique combination of circumstances. The indexes are only good as a rule of thumb. They are not designed as a test of fair or unfair, or high or low costs. Index figures do not measure or explain the elements which cause price increases; they are designed simply to measure the amount of price change and to guide the library-consumer as he plans and justifies his budgetary requests.
19. Q. What about commercial rates?
A. No help—the indexes are for American libraries only. Maybe a graduate student in library science will construct a commercial rate index in the future.
20. Q. What about other microforms, such as microfiche?
A. Another problem. No directory available. Not sufficiently developed. Wait and see.
21. Q. Can I get cost estimates for microfilming?
A. Sure, if necessary. Write to the library that has the material and copying facilities. Expensive to prepare. Best to authorize copy if less than \$10.00.
22. Q. Why are costs different?
A. Subsidies, expenses, services offered, size of laboratory, and size of collections, etc., are all different. Libraries with a greater concentration of rare book, manuscript, pictorial, and other materials requiring special handling may have a higher average rate for microfilming than a smaller general library. The degree of inspection and editing to insure archival and bibliographic quality microfilm may vary. Packaging and mailing costs are also increasing.
23. Q. Why are index values increasing?
A. Why is the cost of living increasing? The cost of materials, equipment, and salaries is increasing. Improved bibliographic and technical standards involve more time and added expense. The cost of completing files, collating, targeting, preparation, and editing is especially high.
24. Q. So how to order microfilm?
A. Search National Union Catalog to determine who holds. See list of addresses of laboratories in Directory. Use ALA order form. Read *Microfilm Clearinghouse Bulletin*, *Newspapers on Microfilm*, *National Register of Microform Masters*, etc.
25. Q. Is microfilm on the way out?
A. No, on the contrary. The acquisition of microfilm and related photoreproductions by libraries is constantly increasing. Microfilm is here to stay, particularly for the archival preservation of deteriorating library material. Even with microfiche assuming increased importance for the dissemination of report literature, roll microfilm will probably remain the dominant form of photoreproduction in use in American libraries for many years to come. In some cases, the ideal solution may be to have a preservation microfilm in roll form and to distribute multiple positive service copies on microfiche.

26. Q. Are equipment, materials, and procedures improving?
 A. Yes, mainly gradual refinement. The future points to improved quality of materials, standards, equipment, and procedures, such as the new direct duplicating silver microfilm, the recommendations for refinement in archival processing and storing of microfilm, and improved procedures for coding or identifying frames for automated retrieval potential. See also Salmon's *LC Specifications for Microfilming*, ALA's *Microfilm Norms*, and Hawkin's *Copying Methods Manual* published by LTP.
27. Q. Which libraries are indexed?
 A. See the following charts.

*U. S. Library Microfilm Rate Indexes**
 1946 Based Negative Microfilm Rate Index
 for 28 Selected U. S. Libraries

<i>Year</i>	<i>Average Rate</i>	<i>Index Value</i>
1946	.0271	100.0
1959	.0438	161.6
1962	.0496	183.0

* Negative microfilm rates are per exposure. Positive microfilm rates are per foot.

1946 Based Positive Microfilm Rate Index
 for 15 Selected U. S. Libraries

<i>Year</i>	<i>Average Rate</i>	<i>Index Value</i>
1946	.0660	100.0
1959	.0853	129.2
1962	.0900	136.3

1959 Based Negative Microfilm Rate Index for
 Bound Materials for 57 Selected U. S. Libraries

<i>Year</i>	<i>Average Rate</i>	<i>Index Value</i>
1959	.0408	100.0
1962	.0458	112.2

1959 Based Negative Microfilm Rate Index for
 Unbound Materials for 54 Selected U. S. Libraries

<i>Year</i>	<i>Average Rate</i>	<i>Index Value</i>
1959	.0454	100.0
1962	.0494	108.8

1959 Based Negative Microfilm Rate Index for
 Newspapers for 43 Selected U. S. Libraries

<i>Year</i>	<i>Average Rate</i>	<i>Index Value</i>
1959	.0428	100.0
1962	.0467	109.1

1959 Based Positive Microfilm Rate Index for
 22 Selected U. S. Libraries

<i>Year</i>	<i>Average Rate</i>	<i>Index Value</i>
1959	.0809	100.0
1962	.0893	110.3

The 28 libraries included in the first index are: (1) University of California (Berkeley), (2) Huntington Library, (3) University of Colorado, (4) Yale, (5) Library of Congress, (6) National Archives, (7) University of Chicago, (8) University of Illinois, (9) Iowa State College, (10) Johns Hopkins, (11) Harvard, (12) University of Michigan, (13) Wayne State University, (14) University of Missouri, (15) University of Nebraska, (16) Princeton, (17) Cornell, (18) Columbia, (19) New York Public Library, (20) University of North Carolina, (21) Duke, (22) Cleveland Public Library, (23) American Philosophical Society, (24) University of Pennsylvania, (25) Virginia State Library, (26) University of Virginia, (27) University of Washington, and (28) Wisconsin State Historical Society.

The 15 libraries included in the second index are the libraries numbered 1, 5, 6, 7, 11, 12, 14, 17, 18, 19, 22, 25, 26, 27, and 28 above.

The 57 libraries included in the third index are the 28 included in the first index, plus the following 29 libraries: (29) University of Alabama, (30) Claremont College, (31) Stanford University, (32) California Institute of Technology, (33) UCLA, (34) University of Florida, (35) University of Georgia, (36) Southern Illinois University, (37) State University of Iowa, (38) University of Kentucky, (39) LSU, (40) University of Maryland, (41) MIT, (42) American Antiquarian Society, (43) University of Minnesota, (44) University of New Mexico, (45) University of Rochester, (46) Hebrew Union College, (47) University of Tulsa, (48) University of Oklahoma, (49) University of Oregon, (50) Pennsylvania State University, (51) Joint University Libraries, (52) University of Texas, (53) Austin Presbyterian Theological Seminary, (54) Texas Technological College, (55) Brigham Young University, (56) VPI, (57) West Virginia University.

The 54 libraries included in the fourth index are the same as included in the third index except Cornell, California Institute of Technology, and VPI.

The 43 libraries included in the fifth index are those included in the third index with the following 14 exceptions: University of California (Berkeley), University of Colorado, Library of Congress, National Archives, University of Chicago, Johns Hopkins, Wayne State University, Cleveland Public Library, Claremont College, Stanford University, California Institute of Technology, State University of Iowa, Pennsylvania State, and VPI.

The 22 libraries included in the sixth index are the 15 included in the second index, plus the following 7 libraries: UCLA, LSU, Hebrew Union College, University of Oregon, Brigham Young University, VPI, and West Virginia University.

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REVIEWS

(Editor's note: Reviews published in this magazine have a deliberately-chosen viewpoint. That is, reviewers are asked to consider publications primarily on the basis of their meaning and contribution to the areas of our interest: the building of library collections and the absorption, care, and control of the materials comprising the collections.)

Ranganathan, Shiyali R. *The Colon Classification*. (Rutgers Series on Systems for the Intellectual Organization of Information, Vol. IV). New Brunswick, N. J., Rutgers University Press, 1965. 298 p. \$5.00 (paperbound)

In an earlier review I had regretted the fact that the Rutgers seminars had not, apparently, figured out what they wanted to accomplish (except in the case of Mills on UDC); and that the whole analytico-synthetic point of view, so little appreciated among American librarians, could be made far more widely accessible and helpful from a springboard such as Rutgers has provided—but that, alas!, it had not come to be.

But it has come to be after all, with the publication of vol. IV. It can be said that Ranganathan has here simultaneously summarized *a*, the history of the original analytico-synthetic classification, *b*, the central points of his theory (which is to say, his attitude towards practice as well) in its more-or-less stable configuration, and *c*, the latest edge of the cut he is still putting into the problems of classification. From here, the interested reader can progress to the fountainhead, the *Prolegomena*;¹ but even just the reading of the present volume will set the reader upon an elevation from which to see across the several systems more familiar hereabouts, now enabled to comprehend them in a way previously unsuspected.

¹ S. R. Ranganathan, *Prolegomena to Library Classification*, ed. 2 (London, Library Association, 1957). 487 p.

The book is in three main parts: (1) A—Y is a general summary of old and new, fairly technical in tone; (2) ZA—ZK is the verbal presentation of the author, a splendidly informal—yet wholly coherent—introduction to Colon and to classification as such (it should probably be read first); (3) ZL—ZQ is the discussion-and-response session, one which avoids the twin perils of ingrown technicality and of tedious banality—perils not so successfully avoided in other volumes of the series. As a bonus (the others in the series do not do so) we are given a bibliography, a glossary, and an index—the first being rather curiously arranged: alphabetically by the titles of *chapters cited*.

That the book as a whole is a credit to all who took part in its shaping must not prevent some chagrin at the over-enthusiasm of the author for the ingenious workings of a type of notation (the sector device, previously called the octave device) which does indeed make possible what Dewey's great discovery of the radix-fraction principle did not, namely infinite hospitality in array. But only array-hospitality of a single sort, and that not the one most crucially needed, is enabled; all that the sector device makes possible is an infinite *extrapolation* from the ends of the array, *not an infinite intercalation* of coordinates within it.

A few serious infelicities need to be pointed out: the omission of the sigma from the equations on p. 151 (given correctly on p. 153); the number of senses in which the word "link" is used; the mis-citation of §§I76 and I78 on p. 222 (as "176" and "178").

But these are minor quibbles; they can be ignored except insofar as they hinder the clear view we get in this volume of the finest available model of a "scheme for classification"—even if we do not therefore all feel impelled to get the reclassification (viz., into Colon) of our own collections under way at once!—*Jean M. Perreault, Lecturer, School of Library and Information Services, University of Maryland, College Park.*

Lynn, Jeannette Murphy. *An Alternative Classification for Catholic Books: Ecclesiastical Literature, Theology, Canon Law, Church History. For Use with the Dewey Decimal, Classification Decimale, Library of Congress Classifications.* 2d ed., rev. by Gilbert Peterson, S.J.; Supplement by Thomas G. Pater. Washington, D. C., Catholic University of America Press, 1965. 514 p. \$12.95. (Supplement only, 75¢)

The 1965 edition of the *Alternative Classification for Catholic Books* is a reprint of the second edition (1954) now provided with a *Supplement* based on the cataloging done at the Catholic University of America since the second edition. The supplement comprises only new classification numbers since the second edition and does not contain revisions or corrections. Since the volume is essentially the same as the previous edition, readers may wish to refer to the earlier review in the *Journal of Cataloging and Classification*, 11: 169-170. July 1955.—*Victor A. Schaefer, University of Notre Dame, South Bend, Indiana.*

Redfern, Brian. *Organizing Music in Libraries.* New York, Philosophical Library, 1966. [94 p.] \$4.75.

The author of this book, which "is intended mainly for library students who intend to take professional ex-

aminations," is a senior lecturer at the North-Western Polytechnic School of Librarianship in London. His little book is based, for the most part, on British practice and deals chiefly with classifying and cataloging music and musical literature.

Mr. Redfern begins by analyzing some problems related to organization of materials in a music library. He lists "the most common types of readers . . . with examples of the approach each may make." He examines a group of music materials for "facets" and "foci" within the facets, after the method of Dr. S. R. Ranganathan whom he admires greatly. He devotes an entire chapter to the B.C.M. classification,¹ a faceted scheme devised for the *British Catalogue of Music*,² which first appeared in 1957. He discusses and evaluates the treatment of music in some of the general schemes: Library of Congress, Bliss Bibliographic Classification, Dewey 16 and 17, and the McColvin modification³ of class 780 of Dewey. He also deals briefly with some alternative methods of arrangement in practice in libraries in continental Europe.

Flaws may be found in any classification scheme, and Mr. Redfern finds them: many in Dewey; hardly any in the B.C.M. which he naturally thinks is the finest, the most logical, and the most applicable to modern situations. American music librarians who receive

¹ Coates, E. J., comp. *The British Catalogue of Music Classification.* Compiled for the Council of the British National Bibliography, 1960.

² Wells, A. J., ed. *The British Catalogue of Music.* Published by the Council of the British National Bibliography, 1957 to date.

³ McColvin, L. R. and Reeves, Harold. *Music Libraries.* Original edition by L. R. McColvin and Harold Reeves; completely re-written, revised, and extended by Jack Dove. [London] A. Deutsch [1965] 2v. Classification tables: v. 1, pp. 48-61. Subject index to classification tables: v. 1, pp. 156-163.

the *British Catalogue of Music* will be familiar with the B.C.M. classification which utilizes letter notation and symbols, *i.e.*, () curves and / stroke. There are two sequences, often parallel: one for music literature (A and B), the other for music (C to Z, omitting I and O). To those accustomed to numerical notation, the scheme—though logical—seems complicated and somewhat unwieldy if several aspects are shown. It seems to this public music librarian that this scheme, which Mr. Redfern so heartily endorses, has horrendous possibilities for *disarrangement* of materials if used in libraries where patrons have free access to shelves.

Despite Mr. Redfern's bias toward the B.C.M., he emphasizes that choice—when there is a choice—of classification should depend upon the function of the library, its users, and their needs. However, no classification scheme will so place musical materials on shelves as to satisfy all approaches. Good, thorough cataloguing with adequate subject, medium, or form headings will lead reader, reference librarian, or reader's assistant to materials. Whether the item sought is filed on the shelves as 786.41 B55, MT145.B42B59, VWJN, B3, or BBJAQPE will not make a great deal of difference. The call number, after all, is a location device.

A considerable portion of the chapter on "Cataloguing: Author and Description" is devoted to the vagaries of title pages in music and how to cope with them. Mr. Redfern's citations in this chapter are mostly to the *Code International de Catalogage de la Musique*⁴ and the *Code for Cataloging Music and Phonorecords*, which was pre-

⁴ International Association of Music Libraries. International Cataloging Code Commission. *Code international de catalogage de la musique*. Frankfurt, New York: C. F. Peters, 1957—in progress. (To be in 5 volumes. Already published: v. 1, Grasberger, Franz. *The Author Catalogue of Published Music*; v. 2, *Limited Code*)

pared by a joint committee of the American Music Library Association and the American Library Association and published by ALA in 1958. Included in this chapter are discussions of the form of composers' names; the question of main entry for cadenzas, librettos, and thematic catalogues; imprint, collation, and notes.

The balance of the book is taken up by various matters such as subject cataloging, relative merits of classified versus dictionary catalog, co-ordinate indexing, arranging and cataloging gramophone records, qualifications for music librarianship, treatment of auxiliary materials, etc. A short glossary of terms (10) precedes the first chapter. A bibliography, consisting of items discussed within the text and some suggested titles for further reading, follows the last chapter. There is an adequate index.

Probably the chief criticism to be made of this textbook is that too much ground is covered in too little space. Consequently, some topics which are introduced are only partially developed. Mr. Redfern himself is "very conscious of the gaps" and says "the title should really be prefaced by the phrase 'An introduction to . . .'" As an introductory text, the book no doubt will be helpful to the British students for whom it is "mainly intended." Presumably Mr. Redfern knows the content of professional examinations in Great Britain and presumably has included all salient information required to pass them.

Cataloging instructors in American library schools may be interested in the manner of presentation used by one of their British counterparts for this special phase of library technique. American library school students may find more profitable reading in the chapter "Classification and Cataloging" by Isabelle Cazeaux in the *Manual of Music Librarianship* (recently published by the Music Library Associa-

tion). A selected, annotated bibliography appended to Miss Cazeaux's chapter suggests further reading on specific aspects of the subject.

Note to potential purchasers: The English edition of Redfern's book, published by Clive Bingley, may be bought for 16 shillings (\$2.24) through any English agency.—*Irene Millen, Head, Music Division, Carnegie Library of Pittsburgh, Pennsylvania.*

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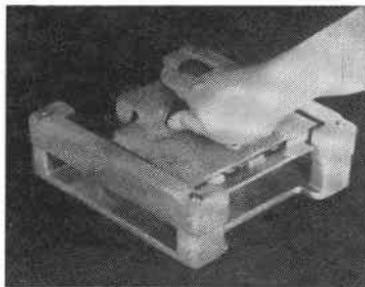
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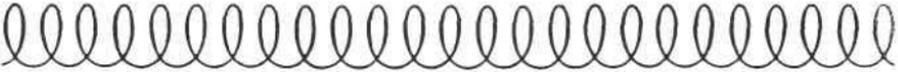
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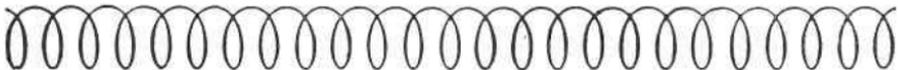
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