LIBRARY RESOURCES & TECHNICAL SERVICES

Vol. 12, No. 2 *Spring, 1968*

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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:* Graduate School of Library Service, Rutgers—The State University, New Brunswick, N. J. 08903. *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.*

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A Symposium on Approval Order Plans and the Book Selection Responsibilities of Librarians*

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With reactions by LEROY C. MERRITT
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OF THE NUMEROUS AND PRESSING ISSUES affecting the lives of acquisitions librarians in colleges and universities, this paper will deal with only two. Many and complex though the ramifications may be, the burden of the discourse may be stated simply: the "who" and the "how" of book selection and acquisition in academic libraries are both changing rapidly. The trend is away from exclusive dependence upon faculty-selection and title-by-title ordering of books to (1) a situation delegating a much larger role in book selection to librarians and (2) a growing reliance on blanket approval orders for acquiring books.

Evidence of these two rather profound changes is visible everywhere. These developments have not as yet received wide discussion in the professional literature. Robert P. Haro recently conducted a survey of 67 libraries. Of these, 62 reported that librarians were engaged in book selection beyond the traditional level of "reference materials and occasional general items." Haro found that larger libraries were tending to employ subject specialists in technical processes departments for selection work rather than depending exclusively upon reference librarians to perform selection in addition to their other duties.[1]

No overall assessment of blanket-order approval plans has yet appeared in the literature. However, the amount of effort dealers, and to some extent, publishers, are devoting to these plans certainly indicates that they believe a market exists. One dealer based in the Pacific Northwest, for example, states that approximately 90 academic libraries are currently participating in one or more of his approval plans.

The reasons for the trend toward book selection from approval copies

* Revised text of material presented to a workshop sponsored by the College Division of the Pacific Northwest Library Association at its Conference in Coeur d'Alene, Idaho, August 23, 1967, under the chairmanship of Mrs. Claire A. Marston, University of Washington Library.

supplied automatically by publishers or dealers are not difficult to discern. First, the rapid rate of increase in academic library acquisitions programs is taxing the capacity of existing procedures. According to the statistics published by ALA and the University of Wisconsin at Milwaukee, academic libraries in the United States acquired twice as many books (and other library materials) in 1966 as they had in 1960. Furthermore, the rate of increase is rising: preliminary estimates place the increase in acquisitions between 1965 and 1966 at 29%.[2] Moreover, this reflects only the beginning of the influence of federal programs.

According to Theodore Samore, lately of the U. S. Office of Education but now with Wisconsin-Milwaukee:

> With the assistance of Federal funds it appears that academic libraries are in a "take off" stage. Very likely, library resources 10 years from now will bear little or no resemblance to the here and now. For example, new academic institutions are being established at an average rate of 50 per year. This means at least 500 new institutions by the fall of 1975. . . . College and universitiy libraries will be spending almost 900 million dollars by 1975, and some 300 million of this sum will go toward the buying of library materials. Academic library resources will . . . nearly double the number of volumes reported in 1963-64.[3]

Second, there is greater need to acquire materials from areas for which there is no adequately organized bibliographic apparatus. The bibliographies and reviews on which our traditional selection system operates are simply not available from some countries. The Farmington Plan was the first major attempt to cope with this problem by using the blanket order approach. The schemes developed by the Seminars on Acquisition of Latin American Materials represent another program.[4] The most recent and most ambitious is LC's National Program for Acquisitions and Cataloging, established under the Higher Education Act of 1965.[5]

Third, large doses of federal funds are available. This factor includes not only quantitative, but also qualitative, implications. The federal government works in strange ways and an acquisitions program must be flexible enough to act quickly when the waters rise.[6]

Fourth is a potpourri labeled "rapid rate of educational change." Not only is this seen in the case of new "instant colleges," but also in older institutions that suddenly decide to stop being normal schools and blossom into full universities.[7] Also, the trend in education toward more independent study, which was forecast by Johnson and Branscomb in the 1930's, is finally becoming a reality. The result is increased demands for more "research" materials in libraries for use by undergraduates.[8]

Fifth is the increasing rate of obsolescence of knowledge in many fields. Like atomic particles, books have half-lives. The exact half-life of the average monograph, in for example chemistry, has not been measured but it is short and probably getting shorter. True, few books ever become entirely useless. Conceivably a historian of a subject may covet

the old, the obsolete and the discredited book for those very reasons. However, the period of maximum use—if not of usefulness—is very brief in the natural and behavioral sciences. Allied to this tendency is the growing trend toward publication of materials in ephemeral formats of which the research report is the prime example. Reports are often produced in small quantities and quite outside the usual book-reviewing system on which traditional selection methods are based. (One must hasten to add that, so far, the typical approval order scheme does not deal with report literature.)

All of these complexities are reflected in the cost of doing business in libraries, the sixth factor. The rise in the cost of materials as well as the salaries of librarians has exceeded the rate of inflation in the economy generally. The controversies over what it really costs—or should cost—to add a book to a library have become acrimonious—particularly since the publication of a particularly controversial piece in the *Bulletin* of the American Association of University Professors.[9] More sober analysis of the costs of acquisitions and cataloging have shown that these are very high indeed. Paul J. Fasana and James E. Fall found that the total processing cost for adding science monographs to the Columbia University Libraries is $10.26 per title, not including the cost of the book itself.[10] Anything that promises to reduce that figure should have great appeal to administrators with budgetary problems.

Finally, in the wings is the spectre of automation. We hope that the computer's tail will not wag the intellectual dog in colleges and universities, but suffice to say that the traditional book selection system is not as amenable to the punched-card as programmers might like.

Even the most radical thinkers in the field will probably admit that the traditional system of having most of the books in college and university libraries selected by the faculty has borne the strain of change remarkably well. However, the present selection process is often slow and occasionally desultory. Something is needed to speed up the selection cycle.

Publishers and dealers (jobbers) seem quite willing to offer plans for more nearly automatic selection and acquisition of books than the present "one shot" order systems provide. The prospect of saving clerical time and money benefits them as well as the library. Furthermore, once a library has selected a particular jobber's plan, that dealer has a rather desirable portion of the library's business well in hand. Thus, some very elaborate and attractive plans with intriguing fringe benefits are being devised. We shall discuss a few of these as examples, knowing full well that there are other plans that we have not investigated.

Before discussing specific plans, we must stress the essentialness of librarian participation in selection to the success of the approval order plans. Once books are obtained on approval it is essential that someone with authority to accept or reject them within a reasonable period of time be available. Some faculty members may be able to arrange their schedules to take care of approvals in their areas. However, in areas in

which faculty members are not able or motivated to screen titles, librarians must be able to act in their stead or much of the time-saving advantage of the approval system is lost.

Approval order plans have two types of sponsors—publishers (or publishers' associations) and dealers. The Association of American University Presses' blanket order plan was a pioneer effort. It simply ships to the library on approval all books published by the member presses in the subjects selected by the library. The Collier-Macmillan "Service Order Program" offers a similar service for Collier, Macmillan and Free Press imprints. Collier-Macmillan offers a variety of plans. There is a general plan for colleges and universities and one for schools and smaller academic libraries. The general plan provides for choice among eight very general categories and provides for special instructions. Library of Congress cards are furnished at no extra cost.[11]

Approval order plans from publishers have advantages and disadvantages similar to those of ordinary direct orders to publishers. They may offer some speed and, often, some discount advantages, but they entail the tedium and expense of dealing with each individual publisher. The dealer, on the other hand, offers the convenience of block shipments of books from many publishers with only one billing operation as far as the library is concerned. Dealers' plans may be arbitrarily divided into three categories: (1) specialized (usually in science and technology), (2) general academic, and (3) international or foreign languages.

The elaborate plans offered by Stacy's Scientific and Professional Book Center typify the offerings of jobbers in specialized areas.[12] A library may specify the subjects (broad or specific), publishers, series, and level of study it desires. One might wish to see, for example, "all biological and physical science titles at the junior college level." Library of Congress cards are furnished with the books without additional charge. Full return privileges are offered without a stated time limit. As if this were not enough, Stacy's also offers, at an additional charge, MARC format cataloging information on punched cards or tape. Stacy's claims that this record will conform to "present or future Library of Congress cataloging standards." (However, the cataloging is not directly derived from LC's MARC project.) Whether Stacy's will be successful in persuading libraries to start collecting machine-readable tapes now in preparation for future automation remains to be seen, but it is an ambitious program. Sci-Tech Book Service Inc. of New York offers a less elaborate plan than Stacy's but claims to offer large discounts. The service-versus-discount dichotomy will continue to be with us in the approval order field just as in traditional systems.

Richard Abel and Company, which originated in Portland but is now international in scope, offers approval plans in the remaining two categories: general academic publishing (1) in English and (2) in foreign languages. Abel describes his service in these terms:

Simply stated, our approval program is designed to get all new significant books

to our library customers who then review the books to determine which ones they will keep. With that, simplicity ends. Specifically tailored parameters have been mutually agreed upon by us and approximately ninety libraries currently participating on the basis of subject fields, academic level, country of original imprint, publisher, reprint vs. original status, paperback vs. cloth, series, and price. There is also, of course, the general exclusion relating to our specialization in scholarly titles.[13]

Abel's English Language Approval Plan, referred to as ELAP, provides books from the United States, the United Kingdom, and Continental publishers in English. His FLAP scheme (Foreign Language Approval Plan) will be administered from a new office in Amsterdam after about January 1, 1968. It includes foreign language titles from Continental publishers only. Abel also has an approval plan for smaller libraries, called Academic Library Approval Plan (ALAP). The firm is also working on a plan for vocational and community colleges which it has dubbed VOLAP. Apparently all Abel selections are made in accordance with a "profile" developed for each customer specifically. The firm will provide catalog cards or Flexowriter tape data which can also be used as computer input, but both of these services are supplied at additional cost. Discount policy is not stated in the material at hand. The Abel service includes provision of "all forms needed by the library for its internal operations connected with handling the book"[14] should these be desired.

Another example in the international field perhaps should be classified strictly as a blanket plan rather than an approval one. We are referring to the Stechert-SALALM scheme. (SALALM is the initialism for Seminar on Acquisition of Latin American Library Materials.) Whereas the other plans deal largely with publishers whose materials appear in the regular book trade, the Stechert-SALALM plan, like the Farmington plan, attempts to secure blanket coverage of Latin American countries where much publishing is quasi-private and the book trade not well organized. Dominick Coppola describes the advantages of this service in these words:

> A library interested in fairly complete coverage might find it advantageous to purchase the publications from an area like Latin America, for instance, on a comprehensive basis instead of assigning a person in acquisitions to check bibliographies, announcements, etc., and to select therefrom. As a result it would receive practically all of the material that it would ordinarily have selected. A few receipts might be superfluous, but this should be a negligible consideration.[15]

Having outlined a few of the approval plans being offered, we shall close by suggesting a few advantages and difficulties associated with this mode of acquisitions, leaving more detailed technical, moral and philosophical considerations to the panel reactors.

The advantages of approval plans may be simply stated: They are faster, books are shipped to the library on or near the publication date. They save money not only in terms of personnel engaged in ordering books title-by-title but also, it is claimed, in the selection process and in

cataloging. One dealer estimated that his approval-order-with-cards service can produce savings of up to $10.05 per title.[16] Another estimate of between $3.00 and $4.00 seems more typical.[17] The further contention is that since selection is done with the book in hand, evaluation can be sharper (if one has the courage to return marginal items). To the present writer, the speed factor is paramount since information is so perishable in many fields (to a medievalist this may or may not be important; but to a physicist it almost always is).

A few objections to heavy dependence upon approval plans come readily to mind: In the first place, the whole psychology of selection is changed and, in many cases, uncritical collection of what the dealer selects may be substituted for on-campus selection in terms of the needs of faculty and students. Furthermore, in most cases, the books must be selected without the aid of reviews in scholarly journals or reviewing media such as *Choice* or *Booklist*. (Of course, these must be read—post mortem, so to speak—to fill in gaps in the approval selections[18] and to sharpen one's critical faculties.) For the large university which collects most regular publications in well-defined fields, the ultimate results under approval plans may be the same as those under traditional methods, but in the smaller college, approval plans may tend to provide a "standard" collection rather than one tailored to the needs of the institution.

Nor are the plans invulnerable on the economic front. Although the costs of selection may be less if the time of all concerned is counted, the costs to the library may be higher since work formerly accomplished by the faculty must now be done by librarians who are supported by the library's budget. Also, it may be doubted that enough subject specialists with suitable training are available to libraries at a price they can afford to pay, or for that matter at any price.

Another subtle objection is that if faculty members tend to withdraw from the selection procedure, a valuable communication link between instructors and the library will be lost. For this reason alone some areas of selection should be left to the faculty; furthermore, some instructors should be involved in reviewing approval shipments to the extent that they can be persuaded to participate. Actually, this danger may be more apparent than real since there are many areas of specialized and non-trade publishing, not amenable to blanket order procedures, on which faculty selectors can concentrate. To take an extreme example, few libraries would be interested in receiving on blanket approval all the publications of the so-called "vanity" presses—yet many valuable books are published in this way. The out-of-print and scarce-book areas may employ limited approval-order plans, but in most libraries these books will continue to be selected by traditional methods.

A final objection revolves around the danger of becoming too dependent upon a single supplier and subject to the tyranny of his computer, so to speak. Fiscal authorities, who deep down in their hearts still believe that libraries should put each and every title out to bid, may be-

come unhappy if the library decides to give the bulk of its business to one dealer on the basis of service rather than price; but this is a problem to be solved, perhaps, rather than a basic objection. The real concern, if any, is that with dependence on a single supplier one must accede to whatever he demands or face the task of reworking the entire automated order program. This can be avoided but it is a danger.

In summary, it would seem that these new acquisition methods have rather "sneaked up" on many libraries and need to be studied further, both in their immediate and long range effects. This writer feels that they are basically beneficial and here to stay if our acquisition rates continue to climb and our costs to mount. However, there is still lots of life in the traditional faculty-selection, ad-hoc ordering system; and, as a faculty member himself, the present writer would not feel that his interests were being served if it were all to become automatic—and superficial.

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Are We Selecting or Collecting?

Reaction by LeRoy Charles Merritt, *Dean*
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Since I understood my assignment to be one of tempering the opinions of an uncritical proponent of approval order schemes, I was somewhat disappointed as I read Morrison's article to find that I am in substantial agreement with the main burden of his discourse. It is quite true that traditional selection methods have not produced ideal college libraries. Harry Bauer, writing in the *Antiquarian Bookman* (*AB*, 24, July 1967), states the point with his typical clarity:

> During the forty-seven years I have been in the bibliographic borrow pits, I have never worked in or visited a library of 500,000 or even 50,000 carefully selected volumes; faithfully selected, yes: carefully selected, no. Libraries acquire books mostly on faith or on hearsay evidence. When a library acquires a new book, it purchases a pig in a poke. Most of the pigs in a poke prove to be good pigs because reputable publishers are reliable manuscript rejecters. The publishers do the book selection; all the librarians do is the book collecting.

Whether approval order plans will contribute to better selection is a moot point. My contention is that the quality of the collection produced, not the promised increase in efficiency of ordering procedures, is the true issue.

Approval ordering if honestly, diligently, and conscientiously done is one thing. Abrogating the selection function to dealers or publishers is another. If communication between librarian and dealer is not consistent and rational, some very lop-sided collections can result. For example, if the only means of communications is through the books returned to the dealer by the librarian, the latter will tend to send fewer and different things next time. As this process continues, coverage of desired areas is lost. A whole subject area may be blocked because of the return of one or two books for reasons not properly understood by the dealer.

Blanket orders without return privileges are suitable only to the large library which is committed to collecting indiscriminately in a subject or geographic area. They are virtually never suitable to the average college library. The point is that either approval ordering or simple blanket plans turn over to the publisher or bookseller the basic, initial selection function. The task of the faculty member or librarian is, then, to reject rather than to select, quite a different process, as Morrison points out.

I would like to comment on some of the details in Morrison's arguments: He says that few books ever become entirely useless. My contention is that far too many volumes retained by college libraries are never used—even though they may conceivably have some possibly

useful information in them. The tragedy is that academic libraries store these unused—and for all practical purposes, useless—books forever. It takes only one librarian or faculty member to get a book into a library but takes the agreement of practically the whole faculty to get it out. Under these conditions, weeding is just not done! This puts a burden of prophecy on the initial book selection system that it ought not to be required to bear.

Similarly, I am not quite happy with Morrison's reference to the perishability of information as a justification for approval ordering on the basis of speed in getting the book on the shelf. If the information in a book is *that* perishable, I would argue that it should not be selected at all. I say this at least in the case of the typical college library, and I am not sure the principle should not apply to the university library as well.

Some of Morrison's arguments against approval plans do not really bother me very much. It seems to me that selection by librarians is not nearly so essential to blanket order plans as he thinks. Nor is selection by librarians incompatible with traditional ordering systems. I contend that, in either case, most selecting is better done by staff than by faculty. The question of whose budget is charged with the work is not material.

It seems to me that Morrison's fears that approval plans will alienate the faculty from the library are unfounded. Seeing the book itself is much superior to merely reading a review of it—both to the librarian and the faculty member. Better relations with the faculty should result from the librarian's showing him the book itself, rather than an excerpt from a review. I agree with Morrison that faculty members will still have much to contribute to the selection process under approval plans. It has been my observation that professors are happiest when working on retrospective and out-of-print buying anyway!

Lest I, too, seem to be going overboard for approval plans, I must reiterate my fear of turning too much responsibility over to the dealer. For example, in one quotation from Richard Abel's letter, he refers to the firm's specialization in "scholarly titles." I would point out that Abel must necessarily work from *his* definition of the word "scholarly," rather than the library's, if for no other reason than that no two librarians ever agree on a definition. And any given faculty member would have a third view. Books which Abel *includes* are no problem, but the books Abel considers are not scholarly and does not send can create difficulties because the "leftouts" may never be brought to the library's attention.

In summary, I wish to emphasize that blanket or approval plans, on the one hand, and selection by staff rather than faculty, on the other, are not necessarily dependent upon each other. Selection by staff can be done well without approval plans and selection by faculty can be done with them. But I think Morrison and I are in essential agreement that either a professor or a librarian can do a better job of selection

with the book in hand than from, say a *PW* annotation, a blurb, or a review. Approval plans do have great potential—but only as long as the power to reject remains firm and arrangements with dealers are placed under continuous review.

Can Blanket Orders Help the Small College Library?

Reaction by the Reverend Joseph P. Browne, *C.S.C.*
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We might begin by saying that the obvious answer to this question is an unequivocal affirmative. But I would immediately contradict that affirmative by saying that I am theoretically, professionally, and philosophically opposed in principle to such blanket orders.

To place some bounds on this discussion, I would like arbitrarily to define a small college as one with an enrollment of less than 5,000. Yet even such a limitation gives us a wide variety of institutions. Just in the PNLA area, the latest statistics from the Office of Education show more than 60 colleges of this size. Most of these are four-year, degree-granting institutions; but a great number are two-year "junior" or "community" colleges, and a few have highly developed graduate programs. In size, the libraries range from a few thousand volumes to over 360,000. Annual book and periodical budgets range from less than $5,000 to $88,000. The average seems to be about 70,000 volumes, with an annual expenditure of approximately $30,000.

There are almost as many varieties of blanket order plans as there are publishers, jobbers, or agents offering them. Essentially, however, they all involve the reception, without prior ordering, of a great many newly published works. Most schemes operate on an approval arrangement so that items not desired for the collection can be returned. If this approval feature does not exist, then all items must be accepted and paid for, the presumption being that very little undesirable material will be received. Blanket orders may involve specific subject areas or may cover the whole gamut of the library's collection, depending upon the arrangement that has been worked out between the library and the publisher, jobber, or agent.

The basis for my personal opposition to blanket order plans, particularly in the small college library, is my belief that the one really professional *library* activity which we, as librarians, perform is that of book selection. A library-oriented subject specialist can do much better at reference work; a person skilled in personnel and fiscal management makes a much better administrator; even cataloging can be efficiently performed by someone with an orderly and analytic mind who can cope with the intricacies of the cataloging schedules. But the selection of books for addition to our holdings is a task that cannot be adequately

and properly performed by one who is not a thoroughly professional librarian. The use of blanket orders allocates even this activity to others.

The choices of books received—though hopefully tailored to the library's individual needs—nevertheless are made not by the librarian but by an outsider. Also hopefully, the librarian examines carefully the materials sent to him, yet this remains a sort of "negative" selection —the librarian chooses those things which he does *not* want rather than those he wants. (And I say "hopefully" for I fear that many librarians do not have time to do an adequate job of reviewing such material.)

The fact that the selections are made by the publisher or jobber also means that book selection is not tooled to the needs of *this* library and the program of *this* institution, despite the best efforts of all concerned. College instructional programs are expanding rapidly and developing in all sorts of directions. It is a difficult enough task for the librarian, on the spot, to keep in touch with such developments; and a publisher's representative or a jobber is even further removed from the scene.

This in turn leads to a certain standardization of collections. Perhaps this is not a great problem on the lower academic levels where core collections are quite useful, but for the four-year college and especially for the graduate school such standardization can be crippling, if not down right disastrous.

Another difficulty is the cost of such programs. One which has come to my attention involves approximately 4,000 books per year at a cost of $28,000. (Of course one need not accept everything, but jobbers will tell you that a return of more than 5% indicates that the blanket order plan is not operating successfully.) This represents practically the whole of the average small college's book budget—and leaves nothing over for periodicals, binding, reference works, etc. Another plan (from the same agent) involves approximately half as much in books and money. Even this very basic collection would leave very little money for other recommendations from faculty and professional library staff.

Finally, I would point out the ethical problem that may be involved in concentrating too much of one's business in the hands of a single publisher or dealer.

On the positive side, it is fairly obvious that permanent order plans have several rather significant advantages, not the least of which is the saving of the time of already over-burdened library staffs. (But of course this saving will be minimized if the professional library staff does a reasonable job of reviewing the titles received and returning those which do not fit into the scope of the library.)

There is also a very definite financial advantage in the special discounts offered to those covered by such blanket order plans. But where budgets are already limited, the highest discount rate will rarely be obtained.

There is a very definite advantage to a library in which one or another section of the collection has been neglected in the past. A

rapid strengthening of certain sections is easily possible by subscribing to a subject-area blanket plan. The same can be said of the whole collection in the case of what Dr. Morrison has called "instant colleges," if library budgets will permit. The precisely opposite sort of situation—in which a particular section is extremely strong (perhaps supporting a Ph.D. program)—can also benefit from a subject-area blanket plan. In such sections the librarian may want to purchase almost everything which is being published. A blanket order plan will assure that he will receive such titles.

Perhaps the solution to the dilemma raised here might be to make judicious use of such limited approval plans as might fit into the specific needs of the college involved, while retaining a rigid control over the selection process by returning *without fail* those items which do not appreciably strengthen the collection.

Approval Books on a Small Budget?

Reaction by STANLEY A. SHEPARD, *Assistant Librarian*
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My part of the discussion today has been phrased as a question, "Is it possible to have an approval selection program on a small budget?" One is tempted to ask "how small is small." On the other hand, while the size of the budget is certainly an important factor, it is not the only one. Personally, I think the key question is whether the amount you have allocated, or might normally spend on a certain subject area, approaches the estimated cost of books published during the year in that subject.

I believe that some form of approval selection can make a worthwhile contribution to any acquisitions program, if a library can fit it into its budget. This depends largely on the total budget allocation for books, and the curricular program. In a full-fledged university, with a large number of courses and a substantial graduate program, it would be doubtful that in the face of other commitments, the library could consider a subject approval plan with a book budget of less than $100,000-125,000. On the other hand, for a smaller institution with a less varied curriculum and limited graduate program, perhaps $50,000 to $75,000 would be sufficient. The best way to decide for your library, is to study the amount you are spending in certain subject fields in relation to the estimated cost of books published in that field in any one year. *Publishers' Weekly*, in its annual statistical summary of publishing which normally appears in late January, or early February, prints a table of subject categories and cost statistics. These must be used with some judgment as applied to your situation, as these tables include most books designed for various reading publics, many of which would not necessarily be useful to an academic program, but the tables

will still provide a rough guide to costs. A somewhat more reliable breakdown for academic use is issued by Richard Abel & Company, a West Coast dealer.

In order to judge whether you are now spending an amount which would cover certain subject areas, consider "agriculture." The figure I have for the 1966 cost of books in this field, or more specifically for the S classification in the Library of Congress scheme, is $1,600. This also includes some "forestry and fisheries," but would not necessarily include the economic aspects of the subject. In any case, if a library is spending this much or more in agriculture, perhaps it should consider the possibility of receiving these on approval standing order. In the field of education, general education books covering school management, teaching techniques, educational psychology, etc. (LC class L) are estimated to cost $1,600-1,700; physical education, sports, games and dance (LC class GV), another $1,000. Thus about $2,600 would cover most of the education materials which a library would normally purchase anyway. If general psychology is included, then $1,500 must be added. Admittedly, these are small areas, but they are possible starting places for an experimental program. I have some estimated figures on some of the larger subject areas. Engineering, about $8,000; physical sciences, $13,000; and literature (all Western languages and including criticism), $11,000. Some of these figures may sound high; but remember that a library may return what it does not want to retain, and also bear in mind that a library probably already acquires many series in these subject areas on standing order.

I would recommend that a particular library give serious consideration as to whether the benefits of an approval program could be integrated into its operation. To do this a library should study its present system of allocations in relation to estimated costs. If some subject areas look as though they may feasibly be handled this way, it will then be time to secure the cooperation of the library staff, the faculty, and, if appropriate, the institution's purchasing agent. Faculty are often apprehensive of new schemes, and in many schools the Library Committee allocates funds, so it may be necessary to secure their agreement for a trial program. The proof is in the pudding; and it must be successful, as more than 80 libraries are using the selection approval plan. It has been shown that once the faculty get used to it, they have given their full support. The old ways are changing and we must progress, even as the primitive tribes of Africa. Recently a missionary deep in the jungles there stumbled across a native beating a large drum, and asked him what was the occasion. The native replied that they had no water. "Are you praying for rain?" asked the missionary. "No," the native replied, "I'm calling the plumber."

LIBRARY EQUIPMENT INSTITUTE: CHARGING SYSTEMS

June 21–22, 1968

Kansas City, Missouri

Sponsored by

THE BUILDINGS AND EQUIPMENT SECTION OF THE LIBRARY ADMINISTRATION DIVISION

and

THE INFORMATION SCIENCE AND AUTOMATION DIVISION

OBJECTIVES:

To review the state of the art of library charging systems today and the prospects for the future. Types of systems will be presented and discussed. Exhibits by equipment manufacturers will demonstrate systems. The speakers will emphasize the broader aspects of library automation in the future and the role which circulation systems will play in that future.

PROGRAM:

FRIDAY, JUNE 21, 1968

9:00 a.m.–12:00 noon: Registration, Continental Hotel

12:00 noon–2:00 p.m.: Luncheon, President Hotel
Address by Mr. Jules Mersel, System Development Corporation

2:00 p.m.–5:00 p.m.—Session I: Manual Charging Systems, Continental Hotel

5:30 p.m.–7:00 p.m.—Cocktail Party (no host)

SATURDAY, JUNE 22, 1968

9:00 a.m.–12:00 noon—Session II: Semi-automatic Charging Systems, President Hotel

12:00 noon–2:00 p.m.—Luncheon, Continental Hotel
Address by Dr. Michael Barnett, Radio Corporation of America

2:00 p.m.–5:00 p.m.—Session III: Automatic Charging Systems, President Hotel

Sessions I, II, III will include presentations by manufacturers with analyses and comparisons of similar systems by a panel of librarians.

Fee: $20—registration fee includes two luncheon tickets. Partial registrations will not be accepted.

FOR REGISTRATION:

Write to LAD/ISAD Library Equipment Institute, ALA, 50 E. Huron Street, Chicago, Illinois 60611. Attendance limited to 600. Pre-registrations must be postmarked before May 31, 1968. Hotel registrations should be made using the pull-out card in the January 1968 *ALA Bulletin*.

Emerging Problems in Acquisitions

RICHARD M. DOUGHERTY
Assistant Editor for Acquisitions

Introduction

AT SAN FRANCISCO, the Acquisitions Section of RTSD co-sponsored a meeting with the American Book Publishers Council to focus on emerging problems in acquisitions work as they affect different types of libraries. In one respect, this meeting was a refreshing change from the usual get together. We in RTSD are often guilty of concentrating on the problems of research libraries at the expense of other libraries. This session, however, concentrated on the issues raised by a school librarian, a county librarian, and a junior college librarian.

Each speaker presented in capsule form a case study detailing the types of problems that frustrate their lives. The participants stressed the need to improve discount rates, speed up the delivery of orders, improve invoice documentation, and to increase the frequency and accuracy of out-of-stock and out-of-print reports. Miss Alexander, who is director of an instructional materials center, recounted the intricacies of administering federal funds. As we all know, this frustration is not confined to school librarianship. (At times, one gets the feeling that the overhead expense can sometimes exceed the value of the grant.) Most of the problems cited by the speakers are neither new nor near solution, but their remarks pin-pointed those issues for which those of us interested in acquisition work must continue to seek solutions.

Jobbers bore the brunt of the speakers' criticisms. But publishers did not escape unscathed. One point stressed by Katherine Brubeck is the vexing number of titles that can no longer be purchased through a jobber but only direct from publishers. If this practice were to become widespread, the result would strangle order departments in a sea of paper.

Daniel Melcher, President of the R. R. Bowker Company, in summing up suggested that libraries adopt a bill of rights which stated that libraries be free to place their orders at any time, and that they refuse to deal with suppliers who cannot deliver materials within forty-eight hours and refuse to deal with suppliers who cannot furnish full reports. We might speculate that if libraries adopted such a code of business practices, jobbers would gradually come to realize that in order to improve their profit picture it would be to their benefit to develop procedures which more nearly reflect the needs of libraries. As one TV ad phrased it: "A choice instead of an echo."

The School Libraries

ELENORA ALEXANDER
Director of Instructional Materials Services
Houston Independent School District
Houston, Texas

Problems of Selection

Actual examination has been and will continue to be the primary method of selection employed by personnel of the Houston Independent School District in the acquisition of library materials. The district, because of its large buying power, is fortunate in receiving review copies of many publications and in being able to borrow audiovisual materials to preview. However, evaluation of books is not limited to those which are received gratis. Such major book reviewing periodicals as *Horn Book, School Library Journal, Booklist,* and the University of Chicago's *Bulletin of the Center for Books* are checked carefully and any books given favorable recommendation are ordered if not on hand. This practice is less frequently applied with respect to audiovisual materials as there are so few sources for securing objective evaluations. The lack of standard lists and reviewing media for non-print materials is recognized by the American Library Association and by the Department of Audiovisual Instruction of the National Education Association, and steps are being taken to remedy this shortage.

Library books, in the main, are evaluated individually by subject matter or grade level supervisors, teachers, librarians, and, in some instances, students. Audiovisual materials, which until recently have been limited to films, filmstrips, and art productions for the central audiovisual library are previewed by committees of teachers and supervisors, chosen by directors with respect to the subject and grade level of the materials being considered. Several schools, on occasion, are designated as pilot schools to try out new materials over an extended period of time. For example, science teachers in two junior high schools and two senior high schools have been evaluating the 8mm film as a teaching tool. A number of producers have furnished the equipment and software. Teachers in several elementary and secondary schools are now examining commercially produced transparencies. An elementary, a junior high, and a senior high school are testing a set of encyclopedias, new on the market, to determine if the set should be recommended for purchase and, if so, for what educational level. Classroom sets of books, paperbacks, programmed learning materials, and the like, have been tried out extensively in twenty-five Title I schools. Lists of those materials favorably reviewed are printed and, the materials themselves, exhibited. Individual school purchases are made primarily from these lists. Secondary schools are apt to depart from the lists more frequently than elementary schools in the selection of materials. Consequently, there are fewer copies of any one item requested at the secondary level than at the elementary level.

Because the district has access to so many materials as they become available, catalogs and circulars are of less value than they would be to a smaller school district or to an individual school. The quantity of catalogs and circulars has become so voluminous, time permits only a cursory glance at any one of them. Incidentally, those addressed to the superintendent, the deputy superintendent, and the purchasing department find their way to the Instructional Materials Department, thus adding greatly to the volume to be read. All must be given some attention; otherwise, some item of special value may be overlooked. Publishers' annual comprehensive lists are especially valuable in determining which titles are still available. Lists of reprints also serve a useful purpose, especially when the annual exhibit book list for elementary school libraries is being prepared. The exhibit list includes not only new publications but also those of earlier copyright date which cover a particular aspect of the curriculum being emphasized. For example, the latest list included all stories excerpted or mentioned in the newly adopted basal and supplementary readers and also the books featured in the literature programs on the local educational television station.

Arrangements for representatives of publishers and of producers to present their materials to administrative and supervisory staff members can be made through the Department of Instructional Materials Services. Such requests have increased during the past several months. Some representatives call upon individual schools, but the majority prefer to let the Department bring the schools' attention to the materials.

A large part of the federal funds received by the district has been designated for strengthening and expanding school library collections. For many years, the Houston Independent School District has budgeted funds, though limited, for the purchase of books for individual school libraries. Provision for audiovisual materials has been made only for materials to be placed in the centrally administered audiovisual library. When additional money became available, the goal to make audiovisual materials, other than films, available in each school became a reality. Approximately 35 percent of Title II funds has been used for this purpose. Lists of previously evaluated filmstrips, recordings, and the like, were hastily gotten together the first year of ESEA, as the time between the approval of the district's Title II application and the deadline for placing orders was short. Even though a new list was distributed this year, schools are still making selections from the earlier one. For example, elementary schools which had purchased one or two sets of the Weston Woods Sound Filmstrips last year requested others on their current order. These were not repeated on the latest list prepared by the Department. Elementary schools generally select more filmstrips whereas senior high schools prefer more recordings.

As the non-print collections in the 213 school libraries are being developed further, a concerted effort is being made to see that every school has all titles on the basic library book list for the particular

educational level provided each new school. These basic lists are revised annually but for the most part they include standard earlier publications.

Only a small portion of federal funds which the district receives has gone into the purchase of series, package arrangements, paperbacks, and programed instructional materials. The number of any one item is relatively few in most instances, as these are secured generally for a special class or group.

Some instructional materials, however, are bought on the basis of several sets per school. The SRA Reading Laboratory Kit is an example. Maps, too, are secured in like proportion, one or more copies of a title for each school.

Although the variety of instructional materials in a given school is negligible, selection of the most appropriate, regardless of its format, for a given teaching-learning situation has always been advocated. The mixture varies from classroom to classroom. A few teachers, unfortunately, still cling to the textbook, alone. A group visiting a second-grade classroom recently found the teacher and students using tapes (teacher-made), filmstrips, a basal reader, and library books during a reading lesson. A lesson on the *Odyssey* in a junior high school will combine filmstrips and beautifully illustrated editions of the classic. Again, a lesson on the short story will involve listening to recordings as well as viewing filmstrips about such outstanding writers as Edgar Allen Poe. A combination of filmstrips, recordings, and books will be used in the study of folklore.

Order Fulfillment

Texas laws require that bids be taken on purchases amounting to $1,000 or more. The district requires informal bids on amounts between $200 and $1,000. These regulations do not apply in the case of copyrighted materials which are secured direct from the publisher or producer. Audiovisual materials for the most part are purchased directly from the producer. Bids are taken annually for the supplying of library books and periodicals. The bidder on supplying library books is asked to specify the discount to be allowed on trade books, on educational and technical publications, and on publishers' library bindings, and the per volume charge for prebinding, processing, and processing kits. The number of net cost items which now appear on an invoice raises the question as to the validity of discount bids.

The securing of bids for supplying periodicals is practically nil. The district has had only one bidder during the past two years.

Two large book orders are placed each year. Small orders, however, are processed throughout the year.

The selection of a vendor depends upon his past record of service. Prompt and accurate billing, prompt reporting on out-of-print and out-of-stock items, effort to secure less readily available titles, ability to provide a large percent of the order within 90 days are factors taken

into consideration. If a vendor has never before had a contract with the district, the aforegoing can be checked only by consulting another district whose business the company has handled. One measure for determining whether or not the company can supply as large a quantity of books as required by the Houston Independent School District is the company's normal volume and title inventory. When a low bid is by-passed, there must be a defendable justification for that action.

A sixty-day cut-off for deliveries is impractical if a school expects to receive a large portion of an order. When such a short period for delivery is enforced, the school's collection is controlled by what the vendor has on hand or can secure quickly. If the librarian is constantly having to make supplementary orders, service to students and teachers suffers. The inclusion of substitutes with an order is preferable to reordering every sixty days, but the school again is not getting the items it most desires. Jobbers, too, disregard the terminal dates, thus making it necessary to return some materials if substitutions have been shipped and the amount of the delivery exceeds the amount of the original order.

Processing Materials

The Houston Independent School District's Elementary Library Book Processing Center processes all books for the elementary school libraries except those for non-public schools purchased with Title II funds.

Books for new secondary schools until now have been processed during the summer by teams of librarians and clerks employed for that purpose. Books for the three new junior high schools which will open January, 1968, are to be commercially processed. If this project proves satisfactory, the district may resort to this procedure for all secondary schools, both old and new.

The district, with Title I funds, has employed a librarian and two clerks to catalog all non-print materials for both elementary and secondary schools. The goal is to catalog the entire non-print collection in each school; that is, those items already on hand as well as recent purchases.

Administrative Problems

Some problems created by the availability of additional funds are in the administration of them. One which may be peculiar to the Houston Independent School District should be mentioned. Library book orders which are prepared near the end of the school year have in the past been sent to the jobber in June with instructions to begin accumulating the books for September delivery. This is done so that the books may be charged to the next year's budget. Now, the orders have to be held in the director's office until fall when the amount of NDEA funds becomes known. This year notification of the amount was received in October, and by the time that the allotment request for the purchase of materials was prepared, sent to Austin, Texas, and returned to

Houston, Texas, it was February, 1967, before the June, 1966, orders were placed. Had the librarians waited until fall to prepare them, the application could not have been processed before the January 1 deadline. As NDEA funds for 1966-1967 were 45 percent less than the previous year, some of the orders could have been placed earlier, but there was no way to determine in advance the size of the NDEA allotment.

The district is required to furnish the Texas Education Agency along with its Title II application a breakdown of funds according to subsections within the major categories. That is, an amount must be specified for elementary school library books, for secondary school library books, and so forth. The allocation of funds can be amended only one time. If individual schools are to be given the opportunity to select materials according to their needs, it is impossible to estimate the exact amounts for each subsection. This year an amended budget in which an amount for secondary textbooks was shifted elsewhere was submitted to the Texas Education Agency on May 1 in order that approval of the change could be determined before a June 1 deadline. The day after the amended allocation sheet was mailed, a mathematics supervisor requested the purchase of textbooks for an advanced course. Her request had to be turned down as no further adjustment could be made.

Such situations as these make it necessary for those who are responsible for the administration of federal funds to be crystal ball gazers. Woe is for him whose predictions are inaccurate.

The County Library

ALLIE BETH MARTIN, *Director*
Tulsa City-County Library System
Tulsa, Oklahoma

Our original instructions regarding plans for this discussion were to present a sort of case history of the problems of acquisitions presently being encountered. As a public librarian in a county system serving slightly over 400,000 people, I should emphasize the fact that problems and experiences which may be "old hat" to most of you have had sudden impact on us.

Five years ago this month we were concluding our last fiscal year as an independent city library. That year as in a number of other years, our budget from the city general funds (then almost our sole source of income) had included not one cent for the purchase of books. This may be difficult to believe in the latter half of the twentieth century but it was true. This fiscal year our budget for library materials was $163,135. Since that poverty stricken 1961-62, we have spent $825,000 for books and other materials. I report this to emphasize the point that we are a new county system, that our experience is brief, and that,

perhaps, we are more greedy—more desperate to obtain every book in a hurry, as cheaply and expeditiously as possible. Perhaps, as is often the case with the uninitiated and brash, we have not learned the facts-of-life—that the wheels of book acquisition grind exceeding slow, sometimes, accompanied by curious and unexplainable daily occurrences.

Also, we are constantly reminded by our purchasing agent of the added costs of acquiring each item when any special attention is required. We are keenly aware that the costs of issuing separate purchase orders for items which apparently cannot be procured except on an individual basis reduce the monies we could otherwise spend for more books. We know that staff time spent claiming outstanding items on which we have been unable to secure reports, further reduces our buying power and in the long run fewer books are bought. One of our prime objectives is to reduce administrative costs so we can buy more books. We assume that you as representatives of the book business want to sell more books. How can we help each other?

What Do We Need to Purchase?

Our acquisitions are not only more extensive but more varied than ever before as a result of new programs being developed by the library and new demands from the community. The range is greater, generated by the requirements of a population spectrum with doctor's degrees at one end and an emerging potential patronage of newly literate at the other end. Our statistics indicate greatest increases in use of (a) non-book materials, (b) reference services, (c) and gradually, more adult use in contrast to children.

We are experimenting with paperbacks with patron response varying from enthusiastic acceptance to angry rejection. We are finding that acquisition problems common with hard cover items seem to be multiplied when purchasing paperbacks.

Because of many lean years when we were not able to acquire any new books we are now attempting to fill the gaps. Again, our acquisition costs per item mount as we attempt to add older basic titles and as a result fewer can be purchased.

Our more varied programs emphasize the importance of investing more of the budget in films, records, and pictures. More magazines and newspapers, as well as other continuations are mandatory in the attempt to keep abreast of the explosion of knowledge. We are currently maintaining relatively fewer files on microfilm than a few years ago. Periodicals with extremely heavy use are maintained both as bound volumes and on microfilm. The availability of a really good reader-printer might change our decision to continue to retain extensive bound files of magazines. We have found a built-in psychological resistance to microfilm. (Parenthetically, does this point to the enduring usefulness of information in printed form?)

At this time we are adding no filmstrips, few slides and tapes, and have not experimented with programed instructional materials.

How Do We Select These Materials?

We hope—we believe—that we are able to do a better job of selection than in years past as a result of (1) the development of a book review center for our library system, (2) participation in what we call a modified Greenaway Plan, (3) addition to our staff of more professional librarians with specializations, (4) development of a book review network on our staff, (5) better book selections aids, e.g., *Choice* and the newly published *Books for College Libraries,* (6) continued emphasis on book selection and acquisition in our in-service training program. Contrary to the prevailing notion of the mid-section of the U. S. as a vast, arid cultural wasteland and of Oklahoma as a picturesque state of oil wells and Indian tepees, we are pretty much like the rest of the country and our library standards are rising accordingly. We are no longer relying solely on book lists for our purchasing. We use the selection aids as fully as possible but we depend more and more on examination and first hand evaluation of a greater portion of our additions. This delays order placement and has negative as well as beneficial effects. We are looking for opportunities to share our book evaluation center and our staff evaluations with other libraries of all types.

Perhaps I should explain briefly that by a modified Greenaway plan we mean an arrangement in which we have contracts with some thirty-eight major publishers to supply us with one copy of all or selected types of their publications in advance of publication date. This plan includes paperbacks of certain imprints and series.

In addition, our three coordinators—adult, young adult, and juvenile —are allocated funds for the purchase of review copies of items published by other than Greenaway contract publishers. Our review network has a twofold responsibility: (1) to review and recommend titles for system purchase and (2) to participate in organized continuous checking of retrospective and current selection aids. Final review of selection to insure systemwide balance, to weigh quality as against the pressures of popular demand, and to watch for gaps rests with the Collection Coordination Committee. This committee is made up of the coordinators, the head of technical processing, head of administrative services, the acquisitions librarian, heads of public service areas, the assistant director, and the director. It meets semi-monthly.

We have recently revised our book selection policy in line with newly developing library programs, changing community requirements, and new trends in publishing and the availability of various types of library materials. Luckily—and we know we are lucky in this respect so we cross our fingers, knock on wood, and propitiate Lady Luck in every conceivable manner—we are blessed with a liberal library board in matters of selection and, in community attitude toward the library. We know this could change at any time without warning. We have had no really serious censorship pressures. We do have a procedure by which any citizen may request the review of material.

What Do We Seek from Our Vendors?

Our requirements are modest! Excellent discounts, prompt and complete delivery of all orders, frequent and accurate reporting; accurate billing and invoices should show unit list price, discount, and net price of each title. Seriously, we really do not anticipate all this, but these are the most important considerations as we place all orders. We have developed a performance record which we keep on all vendors. This record provides us with information regarding how quickly we receive the first shipment from each order, what percent of the order is filled in the first shipment and thereafter—the time elapsed and the portion filled from all subsequent shipments until the order is complete or unfilled items are cancelled. Briefly, this record indicates a decline in service rendered since early 1965. Major jobbers who supplied 75% of orders in 21 days and completed substantially all orders in 60 days now supply only 45% in 35 days and require another 100 days to complete another 30%. We attribute the slower services to the new federal funds now available for the purchase of books.

We know that direct orders are supplied more completely and more quickly than if placed with jobbers—but at a premium which reduces our buying power. Since it costs us approximately $5.00 to process each purchase order, frequent orders for single titles are almost prohibitively expensive. As we vary our purchases, buying more specialized items and more older titles, we will apparently be forced to buy a greater portion of items direct. A survey of long outstanding orders reveals that jobbers are less able to supply titles from university presses, older titles, and reference type titles, despite promises that they will supply anything. We have from one jobber a catalog of titles in stock, a list of publishers whose output he will supply, and a list of publishers and types of publications he cannot supply. The last two often contain the same names! We may be jumping to conclusions but experience suggests that items ordered but not in stock at the jobbers are not actually ordered for us from the publisher until a claim letter is sent, and often we may be reasonably certain that we will receive a given title long awaited if we cancel it! Also, a trade item in print from a major publisher which is currently being advertised with full page ads in the NYT and elsewhere has remained in our outstanding order file almost six months. This is cited as an example of the curiosities in acquisitions which puzzle us all.

It is these curiosities and others which lead me to a few negative comments regarding practices of publishers and jobbers which we wish would be abandoned in favor of better, quicker service. We want the books—not full page ads in the *Times* or *PW*, even if the advertisement is printed on quality paper in living color and folds out to impressive dimensions. Our reaction to promotion of this nature is that it will be the one title omitted from our Greenaway contract without notice. We enjoy the acquaintance of your personable representatives and we benefit from exhibits at meetings. We love your hospitality at conventions, but

these are fringe benefits; and if we have to forego something to help insure the book in hand just as quickly and with as little library effort as possible, I would suggest eliminating fancy expensive advertising, catalogs and circulars. I hate to put any salesmen out of work—perhaps some might be interested in becoming librarians and help solve the recruitment problem. We look on package deals as promotional gimmicks and with question.

In conclusion, modest catalogs, circulars and announcements in as many review media as possible are helpful; reviews and evaluations in professional tools are essential; but above all send us the book—the right book—as quickly as possible, correctly invoiced, and we will bless you forever!

The Junior College

KATHERINE M. BRUBECK, *Head Librarian*
Baltimore Junior College
Baltimore, Maryland

The Community College of Baltimore is an inner city college with all buildings completed within the last one and a half years. The library is housed in its own air-conditioned building that seats five hundred, with room for fifty thousand volumes. We are proof that an adequate library can be a wonderful intellectual stimulus.

The purpose of the College is:

1. To provide the first two years of college for those who transfer to four year colleges.
2. To provide semi-professional and technical training for those who enter a vocation.
3. To provide educational opportunities for adults interested in higher education.

Our book selection policies are governed by faculty and librarians working together to support the curriculum of the College. We are fortunate in having a Faculty-Library Committee so vitally concerned with library progress that it has mimeographed book selection policies for guiding the new instructor.

Since the faculty is actively engaged as subject specialists in book selection, the librarian sends circulars, book jackets, review cards, or similar material to the most interested professor. Cards ($3 \times 5''$), containing reviews, are our favorites. In order to cover the vast amounts of books published, each librarian is responsible for reading several periodicals, such as *Saturday Review* or *Scientific American*. As funds are allocated to each department, the librarian notifies the appropriate teacher of reviews. If the title covers several fields, or is a work of general reference, an order card is made indicating that it should be bought out of general library funds.

It would be advantageous for publishers to broaden their promotional

campaigns to include subject periodicals that faculty members are most likely to read. Certainly, many books are reviewed, some at length, but more space could be devoted to advertising that would alert the faculty selectors to new books. For both faculty and librarians, publishers' catalogs are extremely helpful, especially where there is an annual cumulation. Would it be possible to include the month and year of publishing in all promotional material? Librarians frequently wonder whether a book has been released or will appear at some future time. Exhibits are one of the best ways of promoting books. The display of books at ALA conventions is a splendid feature for all of us.

The Library of the Community College of Baltimore is striving constantly to strengthen its present collection. Publishers present may be interested in knowing that approximately 30% of our orders are for trade books, 60% for non-trade, and 10% miscellaneous or non-profit. Currently our heaviest buying is in the fields of social sciences, art, and psychology, with the majority of purchases for recently published titles. We make no effort to acquire all of the books in a series; instead we choose a title because its content fills a need. For instance, we have bought only in a limited way titles appearing in such series as "Rivers of America" or the "Taste of our Time." Books not serving a definite purpose are not bought.

Although hardback books are preferred, whenever necessary, paperbacks are bought, especially those that have been reinforced by stitching, taping, pasting, stapling, etc. When multiple copies are needed on the reserve shelf, paperbacks serve the need of supplying students and at the same time are easier on the budget.

Out-of-print books are obtained whenever possible. Unfortunately, it requires time to buy such titles; and, like most librarians, I find the day too short to do the required searching to achieve a satisfactory result. Subject catalogs of out-of-print books are sent immediately to the teacher most concerned. I am sure that all college librarians are pleased to see that publishers are reprinting many titles needed on the college level in the fields of English and history. In addition, it is advantageous to be able to utilize the products of firms which are performing a distinct service in reproducing books by xerography or similar methods, or to be able to obtain such material on microfilm, microfiche, or Microcard.

The Community College of Baltimore now owns 40,000 volumes and receives regularly 541 periodicals and ten newspapers. Between four thousand and five thousand books are added annually. In 1961, our library, which had a little over eight thousand volumes, had to be increased rapidly in order for the College to be accredited. During our intensive buying program, it was found that approximately 5 percent of the books were reported out of stock or out-of-print, even though they were listed in the latest *Books in Print*. We had to over-order to insure that sufficient titles were on the shelves by the time the accrediting team arrived. As this concentrated buying intensified, a time lag developed

because of jobbers' reluctance to stock basic material on the junior college level. In some cases, books were not obtained for six months and in some cases a year.

Since moving to our new building, we have been increasing our audiovisual holdings as rapidly as the budget will permit. Through a government grant, we expect to be able to add considerably to microfilm holdings, especially in the area of magazines and newspapers.

This fall new courses are being offered that will demand expansion of the library in a totally new way. Among these are career programs in mental health technology, welfare technology, recreation aide, and classroom aide. These new offerings will demand that the library re-think some of its book selection policies. The career courses are being added because Baltimore is a large city, with typical inner-city problems. By educating citizens for needed jobs, their living levels will be improved. It is with this purpose in mind that the College is fulfilling one of its fundamental functions as a real community college.

The laws of Baltimore City require that orders for library materials be placed with the lowest bidder for a fiscal year. When the College was first established, contracts were issued through the Baltimore Public School System. Since then, in order to improve the service, the College has been handling its own contracts. Thus most of our books are ordered through the successful bidder, with only small orders being sent directly to the publishers. The latter are special orders, for material not supplied by the jobber, and are for less than one hundred dollars. Like many other libraries, we use multi-order slips for ordering, processing, and making charges to the appropriate fund. The majority of books are purchased from a firm which also does our cataloging so that volumes arrive ready for circulation. Paperback books costing under $1.65 are usually ordered directly from the publisher, as presumably it does not pay our particular jobber to handle the less expensive titles. We wait until we have accumulated titles totaling $10.00 to $20.00 before placing such an order. Ordering paperbacks can be rather disappointing because a large number frequently are not available even though they are listed in *Paperbound Books in Print.*

Sometimes deciphering the invoice for paperbacks demands a psychic bent, especially when prices are not accompanied by any bibliographical identification, i.e., author or title, or when there is only a series of numbers included with prices. With the increased cost of paperbacks, publishers should be willing to give the same billing data as they provide for hardbacks. Would it be possible for publishers and jobbers to develop some uniformity in billing and in reporting for both hardback as well as paperback books? Certainly, abbreviations already in use are fairly uniform, but it would be helpful if the seller would list by author with title following. The title should be full enough to be easily recognized, and not just a key word. A report on the unavailability of a volume should be made on the invoice at the time of delivery, as well as on the final billing.

It seems that we never obtain material soon enough for the faculty. Naturally, I would not have them less anxious to read books, but nevertheless, it is sometimes difficult to explain the delay. We used to obtain books fairly quickly when they were ordered direct from a publisher, but recently this has not always proved true. Since federal funds for education are taxing the resources of the publishing field, it seems that deliveries are becoming slower and slower. For example, money was donated to the library for obtaining books for a course in recreational leadership. After contacting our jobber to establish a special fund, the desired books were ordered. Six weeks later, the jobber wrote indicating that the requisition could not be located. After two letters and three long distance calls inquiring about the delayed shipment of books, the company located the books in a bin marked for delivery too late for our need. In the meantime, the library had had almost daily visits from the professor inquiring about his books. After a rather strong letter expressing irritation, the wholesaler phoned indicating that the books would be received shortly. Ten days later, approximately six months from the date of order, the books arrived, but the order was not complete. At that late date it was found that one book was OS; one book, OP; one book, NYP; one book, order cancelled.

After waiting this long, I am afraid that anything the jobber reports is looked upon with suspicion. Is the book really OS? Why was the order for one book cancelled? If publishers and wholesalers would communicate to librarians the reason for a book's unavailability, ordering would not be quite so frustrating.

Some strange things happen even when the order is sent directly to a publisher. One of our professors received an advance copy of a botany book with a slip indicating that the title would be available shortly. Considerably later, she requested that the library order several copies. She could not believe the publisher's reply which stated only that the volume was NYP. Of course, librarians realize that unforseen delays do occur in publishing schedules, but our professor wondered if the order had reached the correct publisher. The title was re-ordered within six weeks and the book was received, thankfully. If the publisher had sent a memorandum, indicating there would be a slight delay in shipping books, both professor and librarian would have been satisfied. An impersonal OS or NYP is adequate from the biller's standpoint but makes the librarian wonder if it will be available within three weeks, three months, or three years. We are grateful when a publisher takes us into his confidence and states that we should re-order within a certain time.

Libraries have been lagging in applying automation to their problems, but when this is fully explored and utilized we will be happier. While attending the Preconference Institute on Library Automation, I learned with much interest that a public library had worked out a solution with a jobber whereby a report would be made to the library within two days indicating which titles could be furnished. Such a result would be marvelous.

In our particular situation, the inclusion of Library of Congress cards with orders immensely speeds the process. It is hoped that this service will be offered eventually by all publishers. Recently, we have dealt with one firm that distributes reproductions of LC cards on slips of paper that can be used for ordering. This has been extremely helpful. First the slips were sent to the interested teacher who initialed the desired titles. Since this was a copy of an LC entry, no further verification was necessary. Unfortunately as a library grows we have to be careful in making certain that a book is ordered under its correct entry. This is true especially of art books when the same book could be ordered under artist, editor, or corporate body. No librarian likes to check unnecessarily, but we want to avoid ordering several copies of the same title, especially when a budget has to be stretched.

Within the last few months, some publishers have stated that their books may not be purchased through a jobber. In some cases, this means a smaller discount to the library. Since I am curious to know why this is true, I am hoping that one of the publishers on the panel can give an explanation. I suppose a question of all librarians is: What can be done to speed the process? I hate to say how many times our wholesaler or publisher has told us to be patient, that the company is under stress and strain to process our orders. On the other side of the ledger, we librarians need to remember that the knowledge industry is growing exceedingly fast and that it is the wholesaler or publisher upon whose talents we are depending to keep us abreast of new developments.

In spite of all our difficulties, may I quote from Carlyle's letter to R. Mitchell, "Blessings upon Cadmus, the Phoenicians, or whoever it was that invented books."

"CHOICE" TO PUBLISH REVIEWS ON CARDS

Choice has announced the publication of a monthly book review service on cards beginning with its March 1968 issue. In answer to requests from a number of the magazine's regular subscribers, the service consists of supplying all book reviews in each issue reprinted in full on separate 3 × 5″ cards. The cards are collated in the same order as published in the magazine (alphabetically by author, separated by subjects), and mailed at the same time as regular issues.

Subscriptions to the service are $80 yearly and run concurrent with *Choice*'s volume year from March through the following February. *Choice* currently reviews between 5,500 and 6,000 adult books annually. Availability on cards will facilitate the use of these reviews in the acquisitions systems of many academic and public libraries. Information regarding *Choice* card reviews may be obtained from the magazine's editorial offices, 100 Riverview Center, Middletown, Connecticut 06457.

Disorganized for Use

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CLASSIFICATION AND CATALOGING are fundamental library techniques for making books available for use. Taking books out of classified order and abandoning the card catalog may seem an improbable means of enhancing availability and increasing use, yet these were the results obtained in a study recently conducted at the University of Hawaii. The study was one of a variety of experimental activities in a project concerned with the role of libraries in undergraduate education. The project was supported by a grant from the Carnegie Corporation of New York and directed by Dr. Ralph R. Shaw. The author was research associate for the project at the time of the study.

The activity was simple in concept. About 300 books were selected from the fine arts sections of the Library stacks and taken to a student lounge area in the Art Department one block away. Here the books were dumped on shelves and tables in maximum disarray. No bibliographic key to the collection was provided. A small sign announced the availability of the collection for use on location during daytime hours. Student assistants set the books out each day and kept track of their use. Home circulation was not particularly encouraged but was permitted through weekly reserves. During the fourth month of operation, questionnaires were distributed to students and faculty. Judging from the questionnaire responses, on-site use statistics, circulation records, and student and faculty pressure for a resumption of the service the following year, the activity was successful.

The activity was not as simple in operation. At the University of Hawaii Library, books in the art classifications are scattered in several locations in the stacks. The Library is in process of changing from Dewey Decimal to Library of Congress Classification, so substantial collections of art books are in two separate places. Oversize books are segregated in this Library, so two additional locations house art books that are oversize. There is also a closed stack area to which books needing special protection were consigned for many years; the most expensive and some of the best of the Library's holdings in the subject are still housed here. The collection currently being developed for the Undergraduate Library is shelved separately, and contained at the time of the study several hundred new art books. These scattered stack locations are, of course, identified by the card catalog. Books were taken

from several places and assembled on a wide balcony of about 400 square feet, adjacent to a small picture gallery in the Art Department. There was nothing very inviting about the area originally, for it was sparsely furnished with castoff chairs and tables, but students did gather here to socialize and to study. When the activity began in early January, 1966, three small bookcases and additional chairs and tables were acquired. One of the student assistants did some furniture repair and repainting and found a few miscellaneous pieces of sculpture and some plants to enhance the surroundings. The books were jumbled anew each day, in bookcases facing out, lying open or closed, or piled in heaps on the tables. The books that circulated were replaced, and perhaps another 10 percent of the collection was new each month until April, when the entire collection was replaced. The original collection was selected with the aid of Art Department faculty; thereafter, the assistants who worked with the collection (all had had art courses, one was also studying to be a librarian) did the selection, supervised by the researcher.

In some obvious ways, these books were more accessible in their new location. Brought to the actual scene of instruction, they were within arm's reach of their special public. They were gathered from several stack locations, including a closed area, and assembled in one place, a place already frequented informally by students.

Accessibility was improved in other ways that were perhaps less apparent. The books were displayed; their content was directly revealed in a way not possible when they were conventionally shelved. R. S. Walker, a British librarian, has defined the purpose of display as "to reveal, make understandable, make known;" and he has pointed out that this purpose is common to other techniques of organization, saying: "If the introduction of 'open access' and its accompanying developments of classification, cataloguing, and library planning, convey a principle at all, it is surely that of revelation. . . . From such a principle the concept of display naturally follows."[1] According to this interpretation, display functioned as an alternate technique for revealing the contents of this collection.

It thus provided for a kind of access especially appropriate for artists. The Art Department Chairman, Professor Murray Turnbull, was quoted in a news release on the activity as saying that "the real language of the art world is visual rather than verbal."[2] Several authorities have made this distinction. S. I. Hayakawa in his introduction to Gyorgy Kepes' *Language of Vision* said that language is a tool with which ". . . we order our experience, matching the data abstracted from the flux about us with linguistic units: words, phrases, sentences. What is true of verbal languages is also true of visual 'languages': we match the data from the flux of visual experience with image-cliches, with stereotypes of one kind or another, according to the way we have been taught to see."[3] Subject headings on catalog cards may be useful clues to verbal concepts for the regular library patron; the artist, how-

ever, responds to visual clues—from the external world, from other works of art, from printed materials depicting either—to essentially visual concepts. It has been pointed out by others that the art student does not have suitable access to pictorial material through the card catalog and the bookstacks; and in fact there have been some specific attempts to develop mechanisms which would better enable library materials to generate visual ideas in studio courses. Stanley T. Lewis has provided substantial coverage of the topic in a recent article in *Special Libraries*.[4]

A jumbled collection (Professor Turnbull's idea) was also instrumental in enhancing the exposure of the books involved. Since no catalog, no list of the contents of the display, nor conveniently labeled subject groupings were available, patrons were obliged to rummage through the collection in a kind of forced browsing.

Improvement in access was not without its cost in the same currency. It was more difficult to locate specific titles. The books in the display were no longer available in the Library stacks, nor was the use of them as unrestricted, nor were they available for as many hours of the day as they had been at the Library. Some estimate of this cost was sought in the evaluation of results. It should be pointed out that the quantity of books exhibited was small in relation to the total holdings of the Library in the subject field.

The results of the activity were judged by daily use statistics, by the responses to student and faculty questionnaires, and by analysis of circulation statistics before and after the Exhibit was in operation. The student assistants kept a record of daily use on a standard form for three months. Because the assistants worked in shifts, and because individual users might return periodically throughout the day, a record of total attendance was considered likely to be misleading. Hourly use was recorded, however, as an index of the amount of sustained use the collection received. This is shown in Table I.[5]

TABLE I
RECORD OF HOURLY USE, SPECIAL DISPLAY COLLECTION

Month	*Total Man-Hours Of Use*	*Number of Hours Used By* 5 to 9	10 or More
March	937	97	13
April	439	33	4
May	648	50	6

It would have been valuable to have a record of comparable use in the library stacks, but the number of shelf locations and the visual obstacles in the stack areas made it impracticable. The above data illustrate the small scale of the operation. The book collection was too small to be considered a real library, although for a display it might be considered substantial. In practice, the collection attempted to function as both.

As a display one of its purposes was to direct attention to the Library's materials and so to generate use of books back at the Library as well.

Questionnaires were distributed by the student assistants in April, intermittently over a two-week period: 91 returns were obtained; 73 of these were from Art majors, and since 319 was the full enrollment for this group, it might be assumed that the size of the total sample was proportional to this, about 22 percent. But it is probable that the 91 were a majority of the actual users rather than a sample; this estimation seems better matched to the total registered use, especially since 84.6 percent of respondents were repeat users. Asked if the chance to use the collection had made them more or less inclined to go to the Library, nearly 70 percent said that the collection had had no effect on their use of the Library, 17 percent said it had made them less inclined, and 10 percent said it had made them more inclined to use the Library. To the question, "How often do you go to the stacks in Sinclair Library with the same kind of book use in mind?" over one-fourth checked "Never," one-fifth checked "Seldom," and slightly over one-half checked "Once or twice a month or oftener." To the question, "Do you think that you use books any more often now that they are available both here and at Sinclair Library?" 79 percent answered that they thought they did use books more often, 21 percent thought their use of books was about the same as it had been previously. Even allowing for questionnaire fallibility, it appears from these responses that for a majority of patrons their use of the display collection was additional use rather than substitute use, and for a sizeable minority it probably represented new use. A small number did substitute the display collection for the library. A smaller number testified to increased Library use as well.

The literature offers examples of increased reading resulting from displays, but the kind of reading involved is typically recreational, even in the college setting. The kind of use made of these books was therefore of special interest. The answers available for checking on the questionnaire did not add up to comprehensive coverage of all likely reading motivations, but two of them concerned course-relatedness. Forty-seven percent of the students answered that they used the display books to look for something specific related to their work, and 24 percent said they used them for study. The possible choices were not mutually exclusive, so that several patrons indicated a variety of uses. Simple browsing was affirmed by 69 percent. A faculty questionnaire circulated at the end of the semester asked: "From your viewpoint, did having this special collection change student performance in any way?" Eight of the 15 faculty members who returned their questionnaires answered this question in the affirmative, one said no, and 5 said that this was difficult to judge. One faculty member disclosed that he made a specific assignment of browsing. Both sets of returns indicated that course-related use of library books was increased as a result of the activity.

As a cross-check of the questionnaire responses, circulation of art books before and after the advent of the display collection was analyzed.

The circulation statistics might not conclusively prove the most favorable claims, but they might show, for example, whether substitute use was actually more extensive than respondents admitted. The total of October, November, and December art book circulations combined was less than the total of any three display collection months; it was over 1000 less than the three heaviest display months.[6] Thus, nothing in the circulation record compromised the questionnaire findings of increased use; and the withdrawal of library materials was actually more extensive during the time when students also had access to the display collection.

It would not be entirely accurate to say that increased use resulted only from the improved exposure given these materials, for the experiment inevitably developed magnifying factors. There was a small amount of publicity; and as faculty members responded to the collection, they encouraged students to use it (though over half of the students testified that they discovered the collection accidentally). There was also the growth of a proprietary interest on the part of the users, hard to document but tangible enough to be commented upon by one of the assistants. Nor would it be entirely accurate to say that the scheme met with the enthusiastic endorsement of all concerned; a small minority objected to the random arrangment and asked to have the display books put into some kind of nice neat order. Yet the questionnaire responses, the use and circulation statistics, and the persistent agitation for a resumption of the service the following year all indicated that the activity was effective in generating use of the Library's materials.

That accessibility can substantially affect the use of library materials, even use that is supposedly governed by course requirements, is perhaps the most clear-cut implication that can be drawn from this single study, and in fact it was confirmed by other project experiments. Other conclusions must be tentative, pending further investigation; but it seems reasonable to suggest that the traditional means of organizing materials for use are not necessarily the best under all circumstances. The academic librarian's perennial objective of teaching with books may be advanced by supplementing standard techniques with some offbeat approaches.

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RECENT RUSSIAN ARTICLES ON PRESERVATION OF LIBRARY MATERIALS

Publication of *Preservation of Documents and Papers,* a collection of technical papers translated from the Russian, has been announced by the Council on Library Resources, Inc., Washington, D. C. The work, entitled *Problema dolgovechnosti dokumentov i bumagi* in the original, was edited by D. M. Flyate, Lecturer at the All-Union Correspondence Course Institute of Forestry, and was published in 1964 under the auspices of the Laboratory for the Preservation and Restoration of Documents (LKRD) of the Academy of Sciences of the USSR.

The English translation (134 p., $3.00, paper, TT67-51400) was made by J. Schmorak of the Israel Program for Scientific Translations, Jerusalem, for the Office of Technical Services, U. S. Department of Commerce, from a Russian text obtained by Mr. Melville J. Ruggles of the Council on Library Resources. The work was performed under the National Science Foundation's Special Foreign Currency Science Information Program.

The collection of papers is divided into six sections:

1. "Investigations on the Aging of Papers" describes studies carried out on paper specially prepared for the purpose by a paper mill in 29 experimental specimens differing in fiber composition, sizing materials and fillers. "In this way the effect of each factor on aging could be studied separately." The articles also report the results of preliminary investigations of artificial thermal aging and the action of mold fungi on the specimens.

2. "Preservation of Paper Documents" includes an article dealing with preservation of documents by the buffering method, and another with the treatment of mold-infected paper by ultrasonic vibrations.

3. "New Materials and Methods in Book Restoration" includes two articles concerned with long-fibered equiresistant paper, one involving its possible use in restoration work and the other with its comparative biological stabilities when sized with paste and polyvinyl alcohol lacquer.

4. "New Methods of Examination of Documents" discusses the use of a color-photographic process in document photography.

5. "Brief Communications" includes one on protecting paper from the action of light by means of filters, and another on the effect of hypochlorite bleaching of documents in its various states on the properties of paper.

6. "Polemics and Literature Reviews" comprises three brief communications: one on stain removal, a second on the mathematical treatment of the paper aging process, and a third on conditions of storage of documents in archives.

Bibliographies are a feature of the articles.

Two similar collections of papers in the field of preservation of library materials were translated from the Russian and published under the same Foundation Program in 1965.

Orders for the translation should be addressed to the Clearinghouse for Federal Scientific and Technical Information, 5285 Port Royal Road, Springfield, Virginia, 22151.

The Cataloging Procedure Manual as a Teaching Device

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AS AMERICAN SOCIETY becomes increasingly aware of the labor-saving possibilities offered by the electronic computer, speculation runs rampant about the effect of the computer upon various professions. Indeed, librarians appear to receive special recognition as candidates for electronically-inspired extinction. One anonymous "Staff Reporter" for the *Wall Street Journal,* taking advantage of a lengthy article on the "Shape of the Future" in education, announced on February 13, 1967 (p. 10) that "the librarian of tomorrow is likely to be a computer." The reporter obviously thought of librarians as mere storers or transporters of books and other materials; he certainly evidenced little understanding of the amount of analysis which would have to precede the user's receipt of "teletypewritten answers to specific questions." His naivete is, however, fairly typical of that brought by many students into a beginning course in the technical services of libraries.

Few students are aware in any depth of the complexity of acquisition and cataloging procedures as they exist in the large libraries of today. They seem to be equally unaware of the inroads which centralized and commercial processing have made upon the "simple library cataloging" of yesterday. Yet many accept with little hesitation the premise that the computer is destined to take over the library, probably within this century. As potential servants of a mechanized retrieval system, these students are unsure of their future role in the library and confused about the relation of traditional library operations to "automated" routines.

Small wonder, then, that the majority of students approach their first cataloging course with misgivings. If the grapevine has done its usual efficient work, they probably expect cataloging to be either frighteningly detailed or terribly dull, with little relevance to their interests or future assignments as librarians. The few who look forward to the course are are all too often pseudo-scholars or potential recluses, viewing cataloging as a means to escape the difficulties of interpersonal relationships. One or two may actually have worked in a cataloging unit and be cognizant of reality; these, however, may also be limited in their thinking by the particular set of procedures with which they are already familiar.

In light of this heterogeneity, the cataloging (or "technical services")

instructor seeks to construct lectures and related assignments which will correct misconceptions and reveal the true picture of the field as it exists today and may develop in the future. In particular, the students must come to terms with certain facts of life, namely that what cataloging is currently done in the average library is primarily that which is *not* done by the Library of Congress, the Wilson Company, Library Journal Cards, or the like; and that the "original cataloging" which remains to be done locally will often be unusual or difficult. Other than that, their jobs may consist almost exclusively of catalog maintenance work, personnel training, and the development and management of administrative routines. For those who plan to enter a research library, the common liberal arts background will probably prove inadequate; they will need a subject or language specialty—with appropriate academic training at advanced levels—and a high degree of intelligence in order to be successful. And for these widely varied positions, the beginning cataloging course is supposed to prepare them.

Previous Teaching Devices and Their Limitations

The traditional cataloging course consists of lectures, accompanied by a pragmatic assignment system of some sort. Normally called "practice work," its requirements may vary from school to school, but several standard patterns are discernible: (1) *Construction of a sample or practice catalog.* Here the student, armed with a set of cataloging rules, prepares a miniature card catalog for a group of books thought to be fairly typical of those which he will encounter in a school or public library. He provides each book with a set of perfectly-typed catalog cards; the cards are filed in acceptable order; and such cross references as may be required are inserted. The catalog thus compiled is periodically "revised" by the instructor and an eventual grade is assigned.

(2) *Laboratory sessions.* Under this plan, each student reports to a scheduled practice period, wherein he selects (or is assigned) certain items from the "practice collection" as the basis for a cataloging operation. He may, in the course of the session, produce the copy for a main card, type added entries (if sufficient machines are available), select subject headings, choose classification numbers, provide Cutter designations, and generally attack various cataloging problems existentially. Revision normally takes place within the laboratory, under the aegis of the instructor and one or more assistants.

(3) *Cataloging homework.* Where cataloging laboratories are inadequate or unavailable, the instructor often resorts to a series of assignments which the student completes on his own time. These problems may involve the handling of actual library materials or be constructed on the basis of sample title pages or descriptions of the contents of various books and non-books chosen to illustrate particular cataloging rules. The correction of the homework may be done either by the instructor himself or by a cataloging assistant employed for that purpose. Since students working on their own can reasonably be expected to consult with each

other in the preparation of a given assignment, experienced instructors recommend that such exercises be corrected but not graded.

Each of these patterns can be useful under ideal conditions, but unfortunately the exigencies of modern education often negate that ideal. Although these methods have individual strengths and weaknesses, they share a common danger: that they will instill in the student a rigid attitude about what is "right" and "wrong" in cataloging—an attitude which may bring him into conflict with his supervisor in an actual working situation. Every cataloging teacher, no matter how flexible, must live in the expectation that some former student, someday, will announce to his employer that he follows a particular procedure simply because "Mr. Brown [or Miss Smith] told me in library school that it ought to be done that way."

Aside from the danger of rigidity, the "sample catalog" underestimates the complexity of modern cataloging and suggests to the student that he has been exposed to all types of problems which he can be expected to face in a working situation. Intelligent neophytes also tend to view the whole enterprise as "mickey mouse," especially after they discover—as they invariably will—that LC or Wilson cards are already available for everything which is represented in their practice catalogs.

The laboratory situation involves additional difficulties: the high cost of keeping it adequately stocked with up-to-date practice books and with the latest editions of the various cataloging and classification tools; the strain on the cataloging instructor and his assistants as they try to spread their attention among many students in several sections, while maintaining consistency in their directions and revision policies; and the artificiality of the work situation which seldom provides all of the bibliographic aids or any of the library context that characterizes a real library.

Cataloging homework, while more flexible and often more meaningful to the student, can, nonetheless, remove him from the handling of library materials and result in his failure to experience some of the "fun" of cataloging, if indeed that experience can ever be achieved within the artificiality of the typical classroom situation. Given burgeoning enrollments, accompanied by a lack of qualified instructors, carefully prepared homework assignments, utilizing at least *some* actual materials, seem to offer the greatest promise at the moment for keeping students interested without necessarily instilling a rigid attitude toward cataloging procedures.

Function of the Cataloging Manual in Present-day Libraries

Within the modern library, the distinction between acquisitions and cataloging functions grows each day less precise. Verification work done by the order librarian is only a half-step away from "precataloging" and often melds into it. In the interest of good management and the elimination of duplication of effort, the information gained when a book is

ordered must be recorded for use when it is later cataloged. Operating within this context, a traditional cataloging course which fails to recognize the close relation between order verification and card preparation is inadequate for the contemporary student. For this reason, some courses are being renamed "Technical Services in Libraries" in order to convey the interrelated nature of acquisitions and cataloging. Such a broader conspectus virtually eliminates the use of a sample catalog or cataloging laboratory as the *exclusive* practical assignment. Some other device, perhaps coupled with homework in cataloging and card preparation, is needed to illustrate the linkage between ordering and cataloging and to make the student aware of the careful management and administrative control which must be exercised within the contemporary technical services unit.

As libraries grow rapidly, the technical services staff is forced to review regularly the procedures followed, to project economies, and to develop faster and more effective training instruments. The procedure manual is at present one of the most valuable records both for staff training and for operational evaluation. One testimony to the truth of this statement is the large amount of space accorded the procedure manual in Esther J. Piercy's *Commonsense Cataloging* (New York, H. W. Wilson Co., 1965). Such a written record is often the only means of assuring continuity and consistency of performance where staff turnover is high and responsibility for revision divided. In addition, it provides a springboard for procedural analysis and change; and, if prepared carefully enough, it can be used as a base for programming certain repetitive operations for computer control.

In many instances, though the value of a procedure manual is acknowledged, no such record has been forthcoming. Lack of time to write them and the need for their continuous revision are reasons frequently cited for failing to compile such manuals. Since the first attempt to commit procedures to paper is invariably traumatic and notoriously time-consuming, it is not surprising that most staff training is accomplished quite inefficiently through oral transmission of data and that many operations persist unanalyzed because no one really knows what has been done in the past, much less why. The school librarian who regularly faces a new assignment without any written records from his predecessor can personally testify to the desirability of a procedure manual, however out of date or poorly constructed it may be.

Believing that the construction of a cataloging procedure manual would, in combination with certain homework assignments, provide the student with an overview of the modern cataloging operation and help prepare him for writing such records in a later job situation, the instructor for "An Introduction to Technical Services in Libraries" (Library Science 150) at the University of North Carolina at Chapel Hill includes the preparation of such a manual as part of the basic course requirements. Since LS 150 falls within the "core curriculum" for the M.S. in L.S. degree, all students must normally complete this three se-

mester-hour course, although the advanced courses in technical services are elective.

Structure of a Student-produced Procedure Manual

Two conditions were considered essential to the development of a valuable assignment: (1) The context of the manual should, as nearly a possible, approximate reality, and (2) a draft manual should be subjected to painstaking criticism and evaluation by the instructor, followed by an opportunity for the student to correct his errors and answer any questions raised. A copy of the current instruction sheet is appended to this report; however, the reader should understand that the version here reproduced represents several alterations and refinements over a period of five years and experience with some twenty different sections of LS 150. There is every likelihood that next year's instruction sheet will be still further modified. Changes have, in particular, centered about the choice of library context and the extent of coverage.

For several years, students were asked to locate an actual library situation and—through observation, correspondence, and the like—to describe the procedures which were in force there. In one sense this instruction was self-defeating, for the weaker students tended to accept uncritically any operation which they encountered in the chosen library; in addition, they overworked local librarians by asking lengthy and detailed questions about cataloging routines.

During the past biennium, students have been asked to construct a library situation which closely parallels an actual one. They are encouraged to select the library which best represents their own interests or with which they are most familiar, but—although they are free to observe cataloging operations whenever possible—they are asked *not* to describe any situation uncritically. The object of the assignment is for them to construct a workable set of routines within the context of an imaginary library which is bound by those normal limitations of budget and staff characteristic of most contemporary institutions.

The application of this assignment during the summer session is of necessity somewhat problematic. The pressure of everyday class attendance and the small amount of time available for evaluation by the instructor suggest a more modest version of the manual. Even during the regular semesters, it is felt that the preparation of a manual for anything more than monographic materials is too much to ask; consequently, the manual is supplemented by the compilation of an annotated bibliography on the processing of one type of non-book material, e.g., audio-visuals, maps, periodicals, manuscripts.

For one year the part of the manual dealing with subject cataloging was completely eliminated because the students had found that area more difficult to reduce to clearly defined routines. The section was subsequently reinstated, however, in order to give a fuller dimension to the manual and provide for some systematic attention to subject authority work.

To affirm that all of the manuals produced by the five hundred or so students who have completed the course during the past five years were "masterpieces" is patently ridiculous. The tenor of each group affects, to some degree, the seriousness with which the class members approach the assignment. For example, one group complained and resisted throughout the entire semester, and almost one-fourth of the members submitted first drafts which were very poor. A firm instructional hand can often correct such an attitude, but the results are never so satisfying as they are for the class which works diligently and creatively on the assignment from the start.

Certain types of mistakes appear in the first drafts of the manual every year: routines are described in too little detail; instructions are vague and ambiguous; cataloging rules from ALA are parrotted out of context; wasteful duplicate recordkeeping invariably appears; precise directions for deciding upon and constructing analytics or contents notes are regularly lacking. Sometimes the student fails to think his way into the library situation, as for example the prospective chemical technology librarian who announced confidently that her library would "buy Library of Congress cards, whenever available, and Wilson cards for the rest." She never did quite understand the instructor's objection to her statement until it was explained once again (as had been mentioned previously in class without apparent effect) that the Wilson Company does not produce cards applicable to her library's acquisitions.

One colleague who instructs cataloging classes at another graduate library school regularly affirms that "beginning students are incapable of writing an adequate manual." The students themselves feel this way at first; and he is in some ways quite correct in his judgment, for they could not do so without the instructor's careful revision of each statement in the manual. Only through this "dialogue" does the student come to recognize the complexity of administrative routines and discern something of the true nature of a library's cataloging operation in its relation to order procedures and other library services. Some students, of course, never really comprehend the meaning of the assignment, but the majority appear to do so.

The worth of the manual to the student is occasionally appreciated more in subsequent experiences than during the school year. One young woman, who had been rather critical and somewhat outspoken in class, reported that she and her peers had discussed the matter during their preparation for the comprehensive examination and decided that the cataloging manual was the most valuable project which they had undertaken. About three-fourths of the students request the return of their manuals either immediately upon the conclusion of the course or even as much as two years later. One young man testified that he would never have been able to face an unexpected cataloging assignment on his first job had he not been able to refer to his manual, which had been written for that type of library.

Employers also, from time to time, express their gratitude for certain

manuals prepared with their libraries in mind. Recently a former student sent a copy of a letter which she had received from her previous supervisor complimenting her on the fine job which she had done on the manual and explaining how useful it had been to the staff in reevaluating routines. Not all students can boast such "success stories," but there are enough expressions of appreciation to suggest that the project has lasting worth.

Despite its many strong points, the manual presents some continuing problems. The first is the arduous task of evaluating it. Each manual must be read thoroughly and, preferably, at one sitting. The instructor must empathize with every library's limitations and reflect on its procedures from the standpoint of congruence with reality. In addition, he must criticize each routine on the basis of its clarity, its logic, and its consistency with the purpose and resources of the library in question. It is difficult enough for a reasonably well-informed and experienced teacher to make such "Solomon-like" judgments; it is almost impossible for the usual cataloging assistant to do so. Hence, the instructor must evaluate each manual himself—a process which consumes no less than thirty and often considerably more than sixty minutes per student. As class sizes increase and sections multiply, the grading load may soon reach impossible proportions.

If the instructor is to continue to evaluate realistically and wisely, he must see to it that he keeps abreast of new trends within the cataloging field and reworks the assignment as necessary. The growing dependence upon centralized processing for school and public libraries has already introduced a problem. One not-so-bright summer student failed the course when he submitted (in lieu of his manual) the statement that his library relied on a processing center and thus had no need for a procedure manual. Absurd as his gambit was, it did suggest that future generations of cataloging students may need to attempt to write manuals for the center rather than the local library. Other modifications to permit work on formatting operations for the computer-manipulation of cataloging data also appear to be on the horizon; indeed, several students have already tried a "pre-programming" type of manual.

The day may arrive when the manual itself will have to be abandoned for a new approach not yet envisioned. There are moments when the instructor vows never again to assign the "monster"—but these usually come just after having finished a marathon of evaluation and criticism. By the time the assignment comes up again, he will have once more convinced himself that, for all its difficulties and demands, the manual is probably the most worthwhile part of the beginning course in technical services.

Devices to Supplement the Cataloging Manual

The cataloging procedure manual should obviously be only one of a group of assignments related to the course in technical services for libraries. Of itself, the manual is not sufficient to cover the full range of

cataloging, much less acquisitions, serials, and the other areas which comprise technical services. As was mentioned earlier, the manual is accompanied by homework assignments in descriptive and subject cataloging and the preparation of an annotated bibliography on the organization of some type of non-book material. Pertinent readings related to acquisitions work and centralized processing are also suggested.

Successful though this program appears to be, it is by no means a zenith. Other devices may be required to supplement, improve upon, or even replace the cataloging manual as an instructional device. Among these, three, which have not to date been adequately exploited, appear to be worthy of special mention. (1) *Programmed instruction:* in, for example, bibliographic verification, descriptive cataloging, authority work, assignment of subject headings from standard lists, and selection of classification numbers. First attempts at this type of instruction now in print include C. D. Batty's *An Introduction to the Dewey Decimal Classification* (London, Clive Bingley, 1965), which utilizes a branching program; and Thelma Eaton's *Cataloging 500; the Principles of Book Description* (North Egremont, Mass., Shadow Hill Press, 1966), which employs a linear program. Wherever rules can be precisely stated, programmed learning is especially promising.

(2) *Observation centers:* operating libraries which are willing to arrange for a regular influx of observers from library schools and which would in some way be subsidized in proportion to their cooperation with the program. Students need to be able to see and talk with practicing librarians as they become more familiar with library functions and routines. Although such observation centers would not necessarily be "models of perfection," they could help to acquaint the neophyte with contemporary library operations and would, presumably, be chosen to represent the various kinds of institutions serving society at any given time.

(3) *Demonstration libraries:* to afford opportunity for controlled experiments in the development and testing of new library policies and procedures. Such centers would be constructed specifically as learning laboratories and, as such, would be equipped with the most advanced facilities. Their approximation to reality would be distinctly subordinate to their flexibility, the object being to provide creative students with a workshop in which to concoct new ideas, design new services, and discover new principles.

Neither observation centers nor demonstration libraries are novel concepts; each has been previously suggested by members of the ALA Resources and Technical Services Division to benefit both practicing librarians and library school students. Similar efforts in the field of education are well known. Until, however, such concepts can be transformed into reality in the library field, the use of the cataloging manual as a teaching device continues to prove valuable.

CATALOGING MANUAL

Instruction Sheet

Purpose and Nature of the Project

One of the cataloger's prime responsibilities in a modern library is the direction of "work flow" and the accommodation of work patterns to staff turnover. This involves the codification of local procedures into a manual which can be used in the training of new employees and which will serve as an authority when on-the-job questions arise. All too often, however, these manuals are never written; the new staff member is forced to learn the basic operations of the department through oral communication and, unhappily, through trial and error.

In order to acquaint you with the kind of material which should comprise such a manual and to introduce you to some of the problems which its compilation entails, you will draft a preliminary manual as a project for LS 150. You have been asked to choose a hypothetical library situation as the background for your work. Specific details about coverage and the presentation of the material will be given throughout the class sessions. Nevertheless, you will need a structure around which to organize your manual, and some guidelines for its construction. These are given below.

Instructions

The manual which you are to draft will cover only one type of library material, namely, "monographic" books. You will write a manual which will guide the monographs through the cataloging operation from the time of receipt in the cataloging unit until the books are ready to be processed (physically) for circulation or storage. You will *not* deal with the procedures relating to the physical processing itself.

In compiling this manual you will be involved in answering questions such as the following:

(1) For whom is this manual being written? (It should be written for your successor or a professional colleague.)

(2) What are the basic data concerning the library? (Type of library, type of clientele, size of collection, annual growth of collection, size of staff, duties of both professional and clerical staff, etc.)

(3) What kinds of data accompany the books when they reach the cataloging stage? (Order form, processing slip, search record, etc.)

(4) How are the books routed through the cataloging operation? (Are they separated according to whether card copy is available, according to imprint date, according to language of text, according to subject matter, according to format, or how?)

(5) What happens to books for which card copy is available from LC or elsewhere? How much verification of data is done for these? (Is the main entry checked; is the title paragraph verified—and how are variations handled; is the collation checked; what bibliographical notes are added or deleted; are added entries checked; are subject headings verified; are tracings added or deleted under certain conditions; is the suggested classification number accepted; how is the "book number" assigned?)

(6) What happens to materials for which card copy is *not* available? (*Note:* Do not rewrite the ALA and LC rules in this section. As appropriate, refer the

staff member to other sources for detailed instructions about the choice and form of main entry, etc. In this part you should give basic information about the construction of a homemade card, including its spacing and general format; and you should record any special local policy decisions about the inclusion of bibliographic notes, the fullness of the tracings—especially added entries, special symbols used in the classification of certain types of books, e.g. biography, fiction, etc.)

(7) What authority records are maintained for names (personal and corporate) and for subject headings? What cross references are inserted in the catalog, and what is the format of the cross reference card?

(8) How are cards duplicated and completed (i.e. the headings added) for the catalog? *(Note:* You do not need to write a typist's or filer's manual here, but some basic data should be given about the procedures for duplication, completion, and filing of the cards: Who does this and in what sequence of steps?)

(9) Who revises (checks) the work done during the cataloging operation, and at what stages are such checks introduced?

Wherever possible, examples should be introduced to clarify the procedures. Samples of cards should be included to illustrate the operations related to no. 5, 6, 7, & 8 above.

Format of the Manual

Most students prefer to compile their manuals in loose-leaf form, using standard 8-½ × 11 inch paper. The manual *may* be handwritten, although it is generally more readable if it is typed. If you have some special format with which you would like to experiment (e.g. a manual on cards), please consult with your instructor about it.

Note

The first draft of the manual is due for preliminary evaluation approximately halfway through the semester. The precise date will be announced in class.

EDITORIAL NOTE

The papers by Ira W. Harris ("Disorganized for Use") and Doralyn J. Hickey ("The Cataloging Procedure Manual as a Teaching Device") were originally intended for the Esther J. Piercy "Memorial Issue" (Summer and Fall, 1967) of *LRTS*. Space limitations prevented the earlier inclusion of these articles.

Since the writing of the article on the cataloging procedure manual, several new "programmed learning" texts in library science have been issued, including an edition of C. D. Batty's *An Introduction to the Dewey Decimal Classification* geared to the seventeenth edition of the *DC*. The author offers her apologies for the omission of significant programmed texts which may have been published after the article was composed in April, 1967.

Acquisitions in 1967

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THE THEME of last year's ten-year review was the expanding role of federal government and the impact this has had on collection development and on acquisitions work in general. Nineteen sixty-seven was not the year for additional library aid programs, but the effect of earlier programs still dominates most aspects of acquisitions work. For example, creation of new libraries supported by large book budgets, plus the dire need upon occasion to spend large sums of money virtually overnight has produced a serious shortage of acquisitions librarians. As a result, there is a growing insistence from the grassroots of the profession that the Acquisitions Section of RTSD assert its leadership to improve the training of acquisitions personnel. Federal money has also played a large role in the spectacular growth in the reprint industry, an industry which poses very special problems for the librarian. If we were to select the key issue to acquisitions librarians, it would necessarily center on the changing relationship of the library profession to the book trade. The ties are closer, but the problems are more complex.

Acquisitions Programs

National Program for Acquisitions and Cataloging—The National Program for Acquisitions and Cataloging (NPAC), funded under Title II-C of the Higher Education Act of 1965, is now well underway. During the fiscal year 1966-67, the important publications of twenty-one countries were covered through offices established in nine countries. Shared cataloging offices which supply NPAC bibliographic data to the Library of Congress have been established in London, Vienna, Wiesbaden, Oslo, Paris, Belgrade, and the Hague. Regional acquisitions offices have also been set up in Rio de Janeiro and Nairobi.[1]

Preliminary discussions are now underway to expand the shared cataloging program into Italy, Japan, and Finland.[2] Arrangements have have been completed with Canada, South Africa, Australia, and New Zealand to supply the Library of Congress with pre-publication bibliographic data, although there are no shared cataloging offices in these countries at present.

From the domestic point of view, ninety-four American libraries participate in NPAC under a reciprocal agreement with the Library of Congress. Each library receives LC depository cards at no subscription price to the library. The cards must be kept until the library is in a position to perform a satisfactory search in the cumulative issues of the *National Union Catalog*.[3] In return, each library agrees to report to the Library of Congress all titles ordered or received for which no LC copy can be found. At present, the Library of Congress requests reports on English (not American), French, German, and the Scandinavian languages; reports on Yugoslav, Belgian, and Dutch imprints may be submitted for current publications, while reports for the other countries may also include 1956-1965 imprints.[4]

According to statistics published recently in the *LC Information Bulletin*, "the Library of Congress is now providing about 70% of the cataloging for research libraries, an increase of at least 20% over the amount provided prior to the program."[5] Periodic progress reports prepared by Edmond L. Applebaum keep the participating libraries abreast of new developments in the National Program for Acquisitions and Cataloging.

LC recently requested the ninety-four participating libraries to collect specific data to help "evaluate NPAC progress and to provide data for budget requests."[6] Libraries are asked to submit figures representing the total number of current imprints received or ordered for which LC copy can be found and the total number for which LC copy cannot be found.

One aspect of the shared cataloging program that has caused some concern is the lack of an effective mechanism for making materials procured through NPAC available to researchers not located in the Washington, D. C. area. In an attempt to remedy this weakness, the Committee on Foreign Procurement, meeting at the University of Wisconsin in June, 1967, proposed the following change in Section 231(2). The section now reads: "to acquire . . . all library materials . . . of value to scholarship." The proposed change would read "to acquire . . . *copies* of all library materials . . . of value to scholarship."[7] The amended wording would enable LC to keep one copy of a volume in Washington for Congressional use and to deposit a second copy in a centrally-located research center for loan purposes.

Public Law 480—Public Law 480 is still very much with us. Partially because PL480 programs were so firmly established in certain countries, NPAC was able to become productive during its initial year of operation.[8] Over 300 libraries, representing every state, benefit from the LC printed cards issued under the program.[9] During 1967, a joint PL480 and shared cataloging office was opened in Belgrade. In South Asia, operations were extended to include Ceylonese materials. Programs in India, Pakistan, and Nepal are already established.[10] Wider coverage for serial titles from Yugoslavia began in February, 1967; Poland is expected to join the PL480 group in the very near future. *Library Journal* reported that the

brief war between Israel and the Arab nations had disrupted some shipments from Egypt. The Tel Aviv PL480 office "continued to function, but had to take certain emergency measures."[11] Signs of the time.

A comprehensive report of the development, impact, and continuing role of Public Law 480 may be found in the series of papers edited by William L. Williamson, entitled *The Impact of the Public Law 480 Program on Overseas Acquisitions by American Libraries.*[12] The impact of PL480 has been felt not only in major research institutions but also on the college and secondary school level. "Even with a small number of recipient libraries, PL480 has permitted increased research, which has meant more secondary publications in English which filter down to the colleges, junior colleges, down even to the primary schools and the popular press."[13] The Williamson Study points to three positive aspects of the PL480: (1) the volume of material which has strengthened teaching and research programs, (2) increased time for retrospective buying, and (3) expanded bibliographic and reference services which can be offered by libraries.[14] On the other hand, bulk acquisitions received under the PL480 program have also created severe problems for many libraries: (1) staff shortages, (2) shelf space and work area shortages, and (3) a shortage of qualified catalogers able to process South Asian materials.[15]

The American Council of Learned Societies plans to study the PL480 program to explore the uses being made of research material supplied under the program. They report that the study is concerned with how best to exploit this valuable source in the national interest.[16] Although the full value of the PL480 program will not be known for many years, perhaps the study being undertaken by the Council will preview a glimpse or two.

Publisher standing order plans—There is a definite trend towards more publisher approval plans and standing order plans. Statistics are unavailable at this writing as to the exact number of libraries which utilize the standing order method for acquiring materials. It is known, however, that many of the major publishers do offer such plans and are actively trying to make their programs attractive to libraries, both public and college. "Emerging Problems of Acquisitions" on the county, school, and junior college level was the subject of a joint meeting of the Acquisitions Section and the American Book Publishers Council at San Francisco.[17]

Some libraries have found it difficult to take effective advantage of standing order plans. Libraries operating with state funds and those which must operate under a system of competitive bidding often find it hard to arrange publisher standing orders, as wholesalers are often in a position to offer more successful bids for the wide range of items needed.[18] Booksellers can and do offer blanket order plans, both on the secondary and university level. Dominick Coppola, reporting on the advantages of blanket orders offered by international booksellers, notes that such "blanket orders" can save valuable time in selection, ordering,

and correspondence, particularly when a language barrier exists. Such plans guarantee receipt of items, especially where bibliographical control is lacking.[19] Realizing the obvious benefits that can accrue by utilizing carefully selected standing order plans, the profession should make an effort wherever possible to assist libraries which are unable to take advantage of standing order plans (because of anachronistic fiscal regulations) by educating municiple officers and lay library officials.

Approval plans—Unlike publisher standing orders or the Greenaway plan, an approval plan allows free return of as many titles as the Library feels it should reject. Approval plans reflect the number of publishers with whom a particular jobber has made agreements. Because approval plans on a large scale are in their infancy, the plans are still flexible and jobbers are willing to offer tailored or customized service. Within each plan, a library can name its own limitations and modifications. Because an interesting look at approval plans, their advantages and disadvantages, is published in this issue of *LRTS,* we will defer additional comments to this paper.[20]

Ramifications of the approval method of acquiring materials need to be carefully evaluated by acquisitions librarians. Approval plans have been readily accepted in a number of university libraries. One Pacific Northwest dealer reports that "approximately 90 academic libraries are currently participating in his program."[21] College and public libraries represent potential markets that may be tapped next.

Library-Bookseller Relations

At the San Francisco meeting of the Acquisitions Section, Evelyn Hensel presented a detailed progress report on "Libraries, Purchasing Agencies, and Booksellers,"[22] a study prepared for ALA and the National League of Cities, which is designed "to develop model purchasing procedures and bidding documents, concentrated on in-print, U. S. published books, periodicals, and binding."[23]

Miss Hensel cited the following reasons for slow or inadequate delivery on the part of wholesalers: "The forms used, the number of copies of invoices required, special delivery terms, and the raft of billing and shipping requirements which vary from library to library."[24] The delay in paying bills which forces the jobber to borrow money is cited as one of the worst offenses a library can perpetrate on the dealer. Apparently, if it were "possible for libraries to achieve uniformity of purchasing procedures, to solve the payment problem, and the problem of the low bid, the dealer's cost could be significantly reduced and part of these savings would be passed on to the libraries."[25]

Reprints—The Bookdealer-Library Relations Committee still receives inquiries from libraries which have been approached by microfilm dealers offering to exchange microfilm for physical volumes. The committee again urges librarians to secure written contracts, stipulating terms before releasing library materials.[26]

In the Spring 1967 issue of *LRTS,* the Reprinting Committee of the Acquisitions Section published a set of guidelines for libraries to follow when lending to reprinters.[27] It has also been suggested by the AS Reprinting Committee that the guidelines for lending materials to reprinters be broadened to include lending of materials to publishers of microforms. This matter is still pending. Guidelines are also being formulated to assist the reprinter when advertising his material.

Large doses of federal money, coupled with the increase in the number of colleges and schools, has produced sharper demands for new reprint editions of the standard works in most fields. Frederick Altman notes that the reprint industry has taken some of the pressure off the antiquarian dealer to supply out-of-print and hard-to-obtain items.[28] Publishing houses have been quick to exploit this new market. While growth in the reprint trade has produced a variety of problems to libraries, the major complaints are high prices and the lack of accurate bibliographic information which precisely relates the reprint to the earlier edition.

A publisher planning to issue a reprint edition may conduct a survey to determine the extent of his market in order to minimize his financial risks. This is understandable, but too often the publisher accomplishes this goal by giving the impression that the title has already been published. Consequently a library may tie up its money with a firm order, when in reality, the reprint may not appear for another year or two, and when it does it may not be exactly as advertised or it may cost more. Even worse, the work may never be published at all. Of note to all librarians interested in obtaining OP materials is the exhaustive study of available bibliographic controls of the reprint trade in the Fall 1967 issue of *LRTS.*[29]

Universal Numbering System

The British numbering system for books published in Britain was begun in January, 1967. The nine digit number identifies the publisher the edition, and also includes a mathematical check digit. F. G. Foster explains the numbering system in a short pamphlet issued in 1967 by the Publishers Association of London.[30]

It would seem to us that it would be of advantage both to the book trade and to librarians if each publisher were assigned a unique number, as well as a number to each title he publishes. If the numbering system were employed internationally, it would be possible eventually to create a single register of all titles.[31] Further, any publisher issuing a title simultaneously in two countries could assign the same number to identical titles.[32] This would help eliminate a vexing problem for acquisitions librarians and catalogers—that of identifying variant imprints. An RTSD Committee is currently examining the feasibility and desirability of developing a mechanism to permit U. S. publications to be fed into this system. A meeting of publishers, wholesalers, and booksellers is planned to consider the subject in great detail.

Preservation

The Committee on the Preservation of Research Library Materials was created in 1960 under the auspices of the Association of Research Libraries. Since that time, the Committee has proposed and monitored three studies. The first, an attempt to estimate the magnitude of the problem of preservation, was reported in *College and Research Libraries*.[33] The second, conducted by Gordon R. Williams, recommended a central, federally supported agency to coordinate preservation efforts.[34] The third study was initiated in March, 1967, at the Library of Congress, to compare copies of brittle books held by LC with copies of identical books held in eighteen libraries participating in the study to determine how often a second copy of a brittle book can be located for microfilming. The sampling indicated that a copy suitable for preservation and filming can usually be found.[35] From the University of Chicago came an encouraging report that there is hope "for large scale deacidification of books at relatively low cost."[36] Such a process, if inexpensive and practical, could retard deterioration and reduce the number of books that need be brought into a national preservation program.[37]

The national center, as proposed by Gordon Williams and ARL, would film brittle books on demand, would maintain a collection of master negatives, and would lend and sell reproductions of these volumes.[38] The LC pilot preservation project reports that to date there is "no assurance that the optimum storage conditions for indefinite preservation of paper are known." The work of the late William J. Barrow, a pioneer in the field of paper preservation, indicated that low temperature storage may provide maximum protection, but his thesis has not yet been throughly investigated.[39]

Training of Acquisitions Staff

An issue now receiving careful attention is that of training and educating the acquisitions librarian. An Ad Hoc Committee of the Acquisitions Section recommended in its annual report that it would not be desirable to study the matter within the limited framework of acquisitions alone. The Committee felt that there should be an "overall functional view of acquisitions work in library school instruction, stressing interrelationships with other technical services, and the progressive steps in bringing the book from the publishing source to the reader."[40] The Committee recommended further that its functions be assumed by the ARL Committee on Training for Research Librarianship; consequently, the AS Committee was disbanded.

However, this has not ended the matter. There seems to be a consensus that some tool is needed to aid the librarian who has been pressed into acquisitions work without adequate training or job experience. This occurs quite often now because of the growth of new schools and burgeoning book budgets. Under consideration has been the preparation of a loose-leaf handbook to aid newcomers. To date the AS Executive Board has not been able to agree on format, scope,

objectives, or level of presentation. Such a handbook could possibly include publisher policies on returns, invoices, organization of order departments, order work procedures, helpful hints to the uninitiated, and the basic pitfalls to avoid upon "first becoming an acquisitions librarian." At ALA Midwinter at Miami, the Policy Committee of AS unanimously recommended that the Acquisitions Section sponsor the production of (1) a textbook covering the whole range of acquisitions work and (2) a publisher-jobber handbook. Here the matter now stands. Suggestions and ideas from the profession are welcome.

Final Note

Nothing yet has been said about automation—which today is almost tantamount to heresy—however, the literature of 1967 did not report any significant advances directly concerned with acquisitions work. As the book publisher automates his operations, the acquisitions librarian can well afford to learn from his experiments and begin to think of ways in which the publisher's systems can be made compatible with library development projects. There is still a crying need for articles that state problems clearly and which do not gloss over stumbling blocks—both real and imagined.

There are several related projects that predict significant changes in acquisitions work. The MARC project has produced a machine readable cataloging format (MARC II) that has recently received the blessings of the Machine Readable Cataloging Format Committee, composed of representatives from the Reference Services Division, Resources and Technical Services Division, and the Information Science and Automation Division.[41] The Committee's resolution is now being reviewed by the Boards of the respective ALA Divisions.

Currently there are projects in the planning stage or underway in California, Colorado, and New England to develop large-scale processing centers which would utilize the new technology.[42] Further, the automation venture underway at the University of Chicago Libraries received an additional infusion of funds this year from the National Science Foundation. If these projects prove successful (or even partially so), the profession should be provided with a wealth of cost and performance data that is not now available.

In our view an appropriate way to end this year's review is to recommend to all acquisitions librarians contemplating automation or confronted with an administrative edict to automate, the thoroughly delightful parody on the pitfalls of automation by Basill Stuart-Stubbs.[43] Funny, funny—but painfully true.

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35. Library of Congress Pilot Preservation Project, *Final Report.* Dated November 30, 1967. 7 pages.

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    Donald E. Vincent, "New England State University Libraries Regional Processing Center," *ALA Bulletin,* 61 (June, 1967), 672-73.
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ANTIQUARIAN BOOK TRADE CONFERENCE

"The Antiquarian Book Trade in the Twentieth Century" is the subject of the Preconference, June 20-22, 1968, in Kansas City, sponsored by the Rare Books Section, Association of College and Research Libraries, ALA. Lawrence S. Thompson, University of Kentucky, is chairman of the Rare Books Section and responsible for planning of the program.

The Preconference will open on Thursday evening with a keynote speaker, discussing "The Antiquarian Book Trade in Our Time." On Friday, individual speakers from European countries will consider the book trade in Great Britain, France, the Germanies, Italy, Spain and Scandinavia.

At the dinner meeting on Friday, June 21, Richard E. Banta, noted antiquarian bookseller, will provide reminiscences of his experiences. Speakers at the Saturday morning sessions will cover the antiquarian book trade in the Low Countries and the Western Hemisphere.

A business meeting of the Rare Books Section will provide an opportunity to discuss plans for meeting the needs of the manuscript librarians, who agreed, at the 1967 San Francisco Conference, to become part of the Rare Books Section.

The registration fee is $40. For additional information, write to George Bailey, Executive Secretary, Association of College and Research Libraries, ALA, 50 East Huron Street, Chicago, Illinois 60611.

The Year's Work in Cataloging—1967

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THERE ARE PROBABLY FEW YEARS in the development of cataloging and classification when a single event so dominates the field that a review of activities can single it out as a true landmark. More frequent by far are the years when continuing, long-term work in all aspects of the field moves ahead, and when, occasionally, there are groundswells that may portend a great deal for the future.

Cooperation and centralization both are words familiar to catalogers for many years, not always with the best of connotations, but it gradually begins to seem that it is truly in these areas that work is progressing most fruitfully. Few catalogers are now untouched by the massive National Program for Acquisitions and Cataloging at the Library of Congress. With substantial government financing through Title IIC of the Higher Education Act of 1965, the sharing of cataloging with colleagues elsewhere in the world and its subsequent centralization at LC for libraries in the United States finally are heralding a breakthrough in cataloging which will brake the immense rise in expenditures for duplicated work and gradually release skilled staff for professional service more genuinely helpful to a library's clientele. There is also continuing growth in coverage and cooperation with United States publishers in providing for American publications in LC's well-established programs in this area. The three national libraries (LC, NLM, and NAL) reach closer rapprochement each year in both joint and individual services to the profession—as evidenced in 1967, for example, when NLM classification and subject headings began to appear on LC printed cards. In the public and school library fields, particularly, another kind of joint effort continues to grow, as more and more regional services are established, with catalogers discovering that previously important local variations in practice can diminish greatly in value when weighed against the advantages of speed and efficiency which can accrue from pooling forces.

Library automation continued to be investigated in many areas throughout the year, but its application to cataloging slowed generally while the profession worked with and awaited the development of the LC Information Systems Office's Machine-Readable Cataloging project (MARC), another evidence of the feeling that a national standard, cooperatively determined, would serve all more effectively than a num-

ber of locally devised schemes. By the end of the year, a representative group of librarians had approved the MARC format, and cataloging on tape was forecast for mid-1968. The seventh edition of LC's *Subject Headings* was being readied for issuance on tape to libraries outside LC, with the possibility growing of computer up-dated revision of the list and local subject authority files.

The catalogers' camera may almost be here: 1967 saw the grant by the Council on Library Resources to Stanford University for further work on this long-awaited device, and a commercial manufacturer was producing a camera which, while slightly less than ideal, went much further than heretofore in satisfactorily reproducing cataloging text from the printed page. Technology also entered the catalogers' domain with the announcement by the Library Technology Program of the RTSD-approved Standard Library Bibliographical Keyboard for typewriters.

Early 1967 saw the culmination of another long-term cooperative effort with the publication of the *Anglo-American Cataloging Rules* (which LC and others found much easier to apply than many had anticipated) and, by the end of the year, the British edition also had appeared. Work on these rules, together with the material from the Paris conference on cataloging principles held several years ago, was being extended even further as a number of other countries were developing or revising their rules, thus bringing still closer the possibility of international standardization of a highly complex area of cataloging. General consensus is not yet with us, however, for the *Standard for Descriptive Cataloging of Government Scientific and Technical Reports,* revised in late 1966 by the Committee on Scientific and Technical Information, recommends practices varying from the *AACR,* and many of those working in computer applications have expressed concern over the suitability of the new code for computer-based cataloging purposes —particularly filing. It is doubtful that the *AACR* is the last code we shall see.

Book catalogs, with a number of forms and methods of production, continue to proliferate, though no one yet seems to have found the good answer to the problems of up-dating. Last year saw also the final preparations for the *National Union Catalog—Pre-1956 Imprints,* a projected 610-volume work containing 16 million catalog cards for some 10 million titles, a massive source of invaluable information for catalogers, as well as others in the profession.

The use of the Library of Congress classification continued to grow in libraries other than LC, not least because of the possibility of deriving greater benefit from LC work stemming from its Shared Cataloging Program. Concern grew over the adequacies of certain parts of the classification (Slavic areas, for example), and its publication and updating patterns. However, law librarians in particular were welcoming at last the beginning of the "K" schedule when the KF section for United States law appeared during the year. Discussion of Dewey 17

continued warmly, and criticism of the newest edition of DDC resulted in the appearance of a revised index by the end of the year; the kudos and the brickbats all were being absorbed to be worked over for Dewey 18.

Catalogers continued to be part of the manpower problem. Even the best cooperative programs cannot work without people; yet, when LC pleads for catalogers, administrators can easily wonder how these can be made available until more cataloging comes from LC. Administrators and catalogers alike worked toward better division of professional and clerical responsibilities, but the competition from business for clerical skills often forced libraries to continue less effective practices. Catalogers, particularly those less interested in automation, are caught in a salary squeeze; a salary survey published during the year by the Special Libraries Association indicated that catalogers were well toward the bottom in the monetary scale. And reports from LC indicating less than full staffing in its Descriptive Cataloging and Card Divisions can cause both tremors of apprehension over the continuance of some of LC's programs and bows of admiration for the ability of LC's administrators to carry forth major cataloging activities while seriously handicapped by personnel shortages.

In reviewing cataloging during the past year, two individuals merit special mention. At the year's outset, the profession was stunned by the death of Miss Esther J. Piercy, for many years editor of *Library Resources & Technical Services,* and throughout her career a major contributor to the advancement of cataloging and of librarianship as a whole. To honor the memory of Miss Piercy, two issues of *LRTS* were devoted to a *Festschrift* to which a large number of her colleagues contributed both significant additions to the professional literature and comprehensive summaries of activities in the technical services. At ALA's annual conference in San Francisco, the Cataloging and Classification Section added another illustrious name to the list of honorees of the Margaret Mann Citation—C. Sumner Spalding, whose editing of the *Anglo-American Cataloging Rules* and cataloging activities at the Library of Congress have contributed significantly to the profession.

DON'T FORGET TO RENEW YOUR ALA MEMBERSHIP!

Serial Observations—1967

WILLIAM H. HUFF, *Serials Librarian*
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THIS WAS A YEAR OF STRIVING toward standards in all areas of book making (including serials), preservation of printed material, automation prospects for the future, binding, and numbering and coding systems. In addition there was a generally heightened recognition through association committees, here and abroad, of the international problems and prospects which real serial control poses. It was not a "standard" year.

Efforts were made toward the crystalization of ideas concerning standards of minimum strengths for binding, paper durability, book numbers and codes, and for approaches to indexing and abstracting routines. MARC tapes, the National Serials Data Program, and CODEN are all signs of the growing technology as it applies to the new librarianship. The librarians in RTSD and the new ISAD worked on coordinating the efforts of various committees. Additional liaison positions were established to insure communication regarding the projects of these Divisions and the Library of Congress.

The year 1967 saw some inroads made into the automation problem of the bibliographical control of serials. Most important perhaps was the establishment by the ALA of the Information Science and Automation Division and its project to set up a clearinghouse to exchange data on programs currently in progress. This will be done through the quarterly *Journal of Library Automation,* edited by Frederick G. Kilgour.

The need for such a clearinghouse is great. Publication of reports on studies and experiments in library automation of serial and other programs has been scattered and hard to evaluate. It will be good to profit from one another's experiences. There have been instances where enthusiastic articles describing newly initiated automated systems have appeared, and it is assumed that these systems are operating successfully. Upon checking further, however, it has been found that some of these systems were later modified extensively, or even abandoned, and no mention of this made in the literature.

Recapitulation of the past year's work of those libraries adopting mechanized control of serial operations shows that real working solutions for serial record management are hard to come by. There have been losses and few gains; however, the total picture is not disheartening.

The recognition by automation people that serials is a difficult and ornery animal to corral is in itself a reassuring fact.

Serials people have a reputation for being a cautious lot in acquiring, cataloging, and recording their materials. Caution and serious study in considering conversion to machine operations where serials are concerned also seems in order. So far, the degree of success in automating serial processes depends to some extent on the size and type of the library. Encouragement should be extended to those special libraries and small systems which can take a flyer and can still retrench, if necessary. They are the pioneers.

Recent Aids to Serial Control

The past year witnessed a good many new serial controls being developed in the form of directories, lists of various types and complexities, the refining and expansion of established indexes and abstracts, and new bibliographical services. There is still a need for much better coordination among these aids to serial control; and hopefully the dawning of the library computer age will provide some light in this shadowed area. An overriding tone of many of the new "controls" is that they reflect the advantages possible when automation procedures are properly applied.

Among the established research and development programs which moved ahead in areas related to new and modified indexing and abstracting techniques was that of the Chemical Abstracts Service (CAS). It continued toward an ultimate objective of completely mechanizing the production of *Chemical Abstracts* and providing a data base whereby the input can be utilized in any way beneficial to the consumer. G. A. Somerfield's article, "The Next Hundred Weeks in Chemical Information" (*Aslib Proceedings,* August, 1967, pp. 255-59) presents a good rundown on activities centering around this computer-oriented project of CAS which looks toward pronounced advancements in abstracting procedures in the 1970's.

With the increased amount of chemical literature being published in all languages and with more and more journals either appearing directly in the field or having such a peripheral emphasis that they too must be controlled bibliographically, the need for expanded and accelerated in-depth attention has become quite evident. Thus, in 1967 *Chemical Abstracts* became a weekly, in place of biweekly publication, with the Biochemistry and Organic Chemistry Sections appearing the first week and the Physical and Analytical, Macromolecular Chemistry, and Applied Chemistry and Chemical Engineering Sections appearing the next week. In addition, beginning with volume 66, each abstract carried in *CA* has its individual number in order to aid in specific identification.

The Institute for Scientific Information of Philadelphia announced that it can provide libraries having access to a computer with a weekly service which will supply them with the indexing to over 1,600 scien-

tific and technological journals. The cost would be $5000-8000 per year. The service is available on magnetic tape and uses the data base developed for the *Science Citation Index*. The tapes can be put to a variety of uses including KWIC, KWOC, citation indexes, retrospective searching, author, title, and corporate indexes. This weekly supply of bibliographic information is produced by a staff of 50 indexers and 50 key punchers. Iowa State University and the State University of New York are reported as making use of this computerized approach to indexing.

The Institute for Scientific Information also brought out the *Permuterm Subject Index* to Science and Technology as a part of the total *Science Citation Index* program. Among the facts available from ISI regarding this new module of *SCI* is that "the file covered by the 1966 *Permuterm Subject Index* covers approximately 250,000 items from 1600 key journals representing all fields of Science and Technology." It indexes to a depth of approximately 35 entries per article. The regular cost of *PSI* is $1250 per year.

Among the highlights of the year was the announcement that subscriptions were being accepted to what will be the world's largest bibliographical tool, the *National Union Catalog, Pre-1956 Imprints*. The amount of bibliographical information which this will make available on an international basis is staggering.

This giant is evolving from a Library of Congress catalog of cards maintained since 1901 containing entries for around 10 million titles. The subscription for this title, to be comprised of an estimated 610 volumes, will extend over a period of ten years. Approximately five volumes will be issued monthly, each volume having about 704 pages and containing about 21,000 entries. The cost of preparation is in excess of 4 million dollars. It is being published by Mansell Information/Publishing Limited. The planned publication date for the initial volumes is mid-1968. There are two methods of purchase: The Standing Purchase Order; or, The Subscription and Deposit Agreement which involves a charge of $14.05 per volume or $8750 for the set of 610, plus U. S. inland transportation.

Serialists welcomed the appearance of Volume 4 (R-Z) of *Catalogue Collectif des Périodiques du Début du XVII. Siècle à 1939,* published by the Bibliothèque Nationale. Volume 3 is scheduled for 1969, and no exact date has been cited for Volumes 1 and 2. The initial volume is quarto sized and well put together. This union list contains the holdings of 73 French libraries. Although French periodicals comprise the bulk of entries, serials from other countries are included. It is planned that supplements will eventually extend the coverage beyond 1939. A fifth volume will contain supplementary material and a corporate author index. In scope it is comparable to the *Union List of Serials, New Serial Titles, British Union Catalogue of Periodicals,* and the *World List of Scientific Periodicals*. The reverse order of publication by beginning at the end of the alphabet is the most expeditious procedure since these records required the least revision.

The *New York Times Annual Indexes for 1875-79, 1894-98,* and *1899-June 1905* were issued in three volumes by R. R. Bowker Company as part of a project to reprint all back volumes of the *New York Times* from its beginning in September 1851. Volume 2 of the "Prior Series," 1863-1874 was published earlier.

A digest for the years covered is provided in each "Index" volume. Four volumes of the *Index* covering 1880-85, 1886-89, 1890-93, and 1851-62 were slated for 1967, with July 1905-12 to be made available 1967-68. This will make the file complete and bibliographically it is a "best buy," particularly for the volumes prior to 1913 which are available largely for the first time in book form.

A blend of the old and the new may be seen when the *New York Times Index* is computerized. If reports are fulfilled, it will be bigger, more legible, and appear faster, with the annual index coming four months sooner than is presently possible. The computerization of this venerable index will be basically the first index-information retrieval operation of any magnitude which does not involve material dealing essentially with the sciences. Moreover, it is planned that the tape will be made available to organizations having computers and thereby make possible the customizing of this facility.

Work was begun on a cumulative index to major Canadian newspapers. The project is sponsored by the University of Saskatchewan and will cover thirteen newspapers selected on the basis of province, ownership, and editorial policy. It is planned that as soon as current volumes are underway retrospective indexing of substantial older papers will be developed. The index is planned on the basis of biweekly volumes, at an annual subscription rate of approximately $250. Inquiries should be addressed to Dr. B. Zagorin, Chairman, History Department, University of Saskatchewan.

A microfilm index of the *Akron Beacon Journal,* 1841-1939, began in 1967 and is scheduled to be completed in June, 1969. A grant of $18,325 from the Ohio State Library, along with matching funds from the Akron Public Library, served to fund this extensive and valuable project.

Moving from the mid-West to the West Coast, it was announced that the San Diego Public Library had underway a $67,000 project for the indexing of the *San Diego Union* newspaper, for the period 1880-1929. This, added to what has been done on this paper previously, will provide a complete index from 1868 to date.

Bibliographical information regarding the location of Philippine newspapers held by twenty-eight libraries in the United States was made available. *Philippine Newspapers in Selected American Libraries, a Union List,* compiled by Shiro Saito, was issued as "Occasional Paper" no. 6 of the University of Hawaii's East-West Center Library, from which it may be obtained. This 46-page publication contains an index of about 120 titles.

New Serial Titles 1961-65 was published by the R. R. Bowker Company in association with the Arno Publishing Company. This three-

volume set is available from Bowker for $38.35 in the United States and $42.20 elsewhere.

A substantial addition to the bibliography shelves of serials librarians was the first edition of *Irregular Serials and Annuals: An International Directory,* edited by Emery Koltay and published by R. R. Bowker. As the title page states, it is "a classified guide to current foreign and domestic serials, excepting periodicals issued more frequently than once a year." This initial volume contains some 14,500 titles, with bibliographical information, addresses, and prices cited where known. These are out-of-the-way serials for which acquisition information is hard to find. It is fully indexed and intended as a companion volume to *Ulrich's International Periodicals Directory.*

Several directory revisions came out during the year. The first volume of the 12th edition of *Ulrich's International Periodicals Directory* appeared, covering 12,000 journal titles in the fields of science, technology, and medicine. Of this total, 2000 are listed for the first time. The second volume, covering the arts, humanities, and social sciences, is scheduled for 1968. Annual supplements appearing in the fall will update the main volumes between biennial revisions; each volume sells for $15.00, and $6.95 for the supplements available from R. R. Bowker Company.

The *Standard Periodical Directory 1967* (second edition) reflects the proliferation of serial publishing with 83,000 data changes and an addition of more than 18,000 titles. The total listing covers over 39,000 periodicals for the United States and Canada. It sells for $25.00, available from Oxbridge Publishing Company, Inc.

A revised edition of *Library Periodicals Directory; A Selected List of Periodicals Currently Published throughout the World Relating to Library Work,* compiled by Paul A. Winkler, appeared this past year, including annotations for some 300 titles. It is available for $5.00 from the Graduate School of Long Island University, Brooksville, N. Y.

The *Serials Holdings in the Linda Hall Library* was issued, giving detailed holdings information. This important and attractively presented list should be requested from that Library, 5109 Cherry Street, Kansas City, Missouri 64110.

Maureen J. Fowler's *Guide to Scientific Periodicals,* a comprehensive annotated bibliography, while not attempting retrospective coverage, presents in a straightforward manner much substantive information beyond the bare bones of bibliographical entries. It is available from the Library Association, London, for 84 shillings.

The 5th edition of the *World Guide to Periodicals* appeared in two volumes covering over 30,000 periodicals in the fields of business, science, and technology. Published at a cost of DM60 per volume, it is available from Verlag Dokumentation, 8023 München-Pullach, Jaiserstrasse 13, Germany.

The increase in periodicals in areas other than those of science and technology was made profoundly evident with the appearance of the 3rd edition of the *World List of Social Science Periodicals,* at the beginning

of the year. As compared with the second edition (1956) which contained 922 titles, the new edition (which extends to the end of 1963) covers 1,312 —an increase of over 40 percent, and the "moving figure continues to rise."

Among the useful grass-root publications was one which the Documentation Section of the Latin American Center at the University of California, Los Angeles published. This *Periodicals for Latin American Economic Development, Trade and Investment: An Annotated Bibliography* contains bibliographical data for 200 English and Spanish language periodicals published largely in the Western hemisphere. The price is $2.50.

The University of Wisconsin's Information Services Division of the University-Industry Program announced in January its publication of a *Union List of Serials and Periodicals Held at Chemistry, Engineering, Geography-Geology, and Physics-Mathematics Libraries,* containing 4,600 serials. It is available for $5.00 from the Engineering Library, University of Wisconsin.

German Periodical Publications: A Checklist of German Language Serials and Series Currently Received in the Stanford University Libraries (Hoover Institution Bibliographical Series XXVII), prepared by Gabor Erdelyi and Agnes F. Peterson is extremely useful for both serials and reference work.

The need for broader coverage of journals in the sciences produced, in part, the expansion of the *Applied Science and Technology Index* from a coverage of 192 titles to 225 effective with the January 1967 issue.

The National Science Library (Canada) issued the 3rd edition of the *Directory of Canadian Scientific and Technical Periodicals, A Classified Guide to Currently Published Titles.* Some 542 items are included, an increase of 181 over the first edition in 1961. It is available for $2.00 from the National Science Library, Sussex Drive, Ottawa 2, Canada.

Another "area item" was produced by nine Georgia libraries: *Serial Holdings of South Georgia Academic Libraries.* This is available for $1.00 from the editor, W. Christian Sizemore, Librarian, South Georgia College, Douglass, Georgia.

A new approach in an extensive indexing project began with *Pandex,* a subject and author index on microfiche, issued on a quarterly basis with annual cumulations and designed to cover some 2,000 international science and technology periodicals. Standard indexing procedures have been merged with some phases of a computer-oriented approach to generate the bibliographic information for *Pandex.* It is available to educational institutions for $390.00; $460.00 to others.

Bibliographical control of translations, an increasingly involved and frustrating game, got a boost this past year. The Special Libraries Association sponsored a semimonthly publication, *Translation Register-Index.* Rightfully it begins its tour with a distinctive name, for there is a formidable task ahead of providing information regarding all translations received at the SLA Translations Center in the John Crerar Library, Chi-

cago. Bibliographic description, order information, and price will be provided in the "register" section of *TR-I.* An added feature is the journal and patent index of *TR-I* to be cumulated quarterly for all issues during the calendar year and to include those translations listed by the Clearinghouse for Federal Scientific and Technical Information publication, *Technical Translations.*

The European Translations Centre has also compiled a quarterly, *World Index of Scientific Translations,* emphasizing translations into all Western languages from Russian and other Slavic languages as well as from Chinese and Japanese. It primarily covers the field of science. An annual subscription at $25 may be obtained from European Translations Centre, Doelenstraat 101, Delft, Netherlands.

Serials and Automation

"Automation" is no longer a trend, it has become a state of mind. Although there is presently no final word for computer-centered programs involving serials, one new program has served to revamp some blue sky thinking in this area.

News of the National Serials Data Program dominated the field this past year. Mrs. Elaine Woods, a senior research analyst in the Library of Congress Information Systems office, prepared a paper, "National Serials Data Program (Phase I): A Working Paper," which outlined the large and involved task that this new program must handle: the creation of a national data-bank containing machine-readable information giving the description and location for all known serials. This goal is being sought by the National Agricultural Library, the National Library of Medicine, and the Library of Congress. The Joint Committee on the Union List of Serials is to act in an advisory capacity.

The overall program consists of four phases: Phase I—Preliminary Design; Phase II—Reduction to Practice; Phase III—Pilot Project and Planning for Large-Scale Conversion; Phase IV—Conversion and Implementation of the Total Program. This will go beyond the national scope into international considerations. The matters of a census of all serials, application of a book numbering scheme, and user surveys give some clue to the amount of detailed work ahead. A serials data bank is indeed a weighty and brain tickling matter to contemplate.

Several studies and preliminary reports appeared this past year to point up the serious amount of activity transpiring in libraries all over the country relative to revamping their serial programs.

Mr. W. A. Wilkinson in his article, "A System for Machine-assisted Serials Control" (*Special Libraries,* March 1967, pp. 149-53) outlines procedures followed in developing control of 2,800 periodicals and standing orders on punched cards at a machine cost of under $500 a year. The system provides for eleven outputs which are described. In the same issue of *Special Libraries* (pp. 154-159), Abraham I. Lebowitz outlines steps involved in mechanizing the serial records for a medium-sized special library having around 1,000 titles.

From overseas appeared an article of some interest, "The Mechanization of Serial Records with Particular Reference to Subscription Control" by M. A. Scoones (*Aslib Proceedings,* February 1967, pp. 45-62). It provides helpful detailed statements and card layouts.

"The Use of Data Processing Equipment by Libraries and Information Centers—The Significant Results of the SLA-LTP Survey" (*Special Libraries,* May-June 1967, pp. 317-24) is a pioneer inventory by Eugene B. Jackson, Director of Information Retrieval and Library Services, IBM Corporation. This inventory of 638 libraries in the U. S. and Canada having some functions now mechanized and 942 other institutions planning to automate, places concern for and work with serial control in the top percentile of the study. The functions covered in the survey, including serials control (subscription renewals, check-in, preparation of routing slips and binding records), have been written up more fully in a 44-page report by Mr. Jackson, available on loan from Special Libraries Association Headquarters.

The new two-volume edition of the *ASTM CODEN for Periodical Titles,* published this past year, supersedes all previous editions. It contains CODEN for 38,993 titles. All codes in this book have a fifth letter "A" added to the CODEN, including those codes previously appearing in the earlier editions. Future *ASTM CODEN* will include mnemonic codes with other and different fifth letters. The CODEN are useful in computer memories, reducing all periodical titles in the subject area covered to five letters, thereby providing a common denominator for periodical retrieval systems using this approach. The set sells for $85 and is available from ASTM Headquarters.

CODEN will be an important consideration as the Serial Subcommittee of the Universal Book Numbering Committee gathers momentum. Thus far, serials have had little attention largely because they provide a complexly difficult area of study. However, with national and international attention being focused on the building of a serial data bank, the matter must be met and mastered.

A smarting smack was delivered to the reporting of U.S.A. library automation efforts, as carried in the "literature." An Australian, Harrison Bryan, Librarian, University of Sydney, commented in his article, "American Automation in Action" (*Library Journal,* January 15, 1967, pp. 189-96) on what was supposed to be as opposed to what actually was. His conclusion that much more is said, planned, or thought about than is actually done is accurate according to this surveyor's observations and conversations with serialists. Bryan's section of observations on serials, "Single Processes: Serials," and his change in thought on the matter of automating serials is interesting, particularly regarding the fine job which is being done at the University of California, San Diego, at La Jolla.

An effort is now being made, and this will be strengthened with RTSD-ISAD cooperation, not to mislead any other library into thinking "What works for us can also work for you." Leading the way is Ralph H.

Parker. In his article, "Not a Shared System" (*Library Journal,* November 1, 1967, pp. 3967-70) this new approach is pointed up by the commendable subtitle, "An account of a computer operation designed specifically—and solely—for library use at the University of Missouri."

Documents

Although no special programs were developed in the documents area, several publications which will aid work with documents appeared.

The 1967 edition of the *Guide to U. S. Government Serials and Periodicals,* covering over 4,000 titles, was delayed and re-scheduled for delivery in January, 1968. Three supplements to this basic set will be issued covering the periods January-June 1967, July-December 1967, and January-June 1968. Title and subject indexes to the basic set will be published either as a separate volume or incorporated in the first supplement. The next basic volume of this work is scheduled for January, 1969.

A measure of the vast amount and scope of the material being put out by the government is shown in the new *Annotated Bibliography of Bibliographies on Selected Government Publications and Supplementary Guide to the Superintendent of Documents Classification System,* by Alexander D. Body, documents librarian at Western Michigan University. It contains 300 annotated bibliographies representing more than half a million entries issued by the U. S. Government from May 1963 to June 1967. This work also contains an alphabetical list of 700 abbreviations and symbols used by government agencies; a classed list of current government authors, departments, and agencies; and several useful indexes.

A new clearinghouse for the sale of U. S. Government-sponsored research and development reports became operative January 1, 1967. The new single price coupon system was introduced by the Clearinghouse for Federal Scientific and Technical Information of the National Bureau of Standards. The cost will be lower than the previous average price for such documents. New document price for hard copy is $3; microfiche is 65 cents per document. A book of 10 coupons can be purchased for $30.

An expanded resource and reference service was brought about with establishment of the Washington Service Bureau of the United States Corporation Company, which locates and provides copies of all types of government documents. It opened in Washington, D. C. this past year, with offices also located in Chicago, New York, Los Angeles, San Francisco, Philadelphia, Canada, England, and France. Charges for this "reference" service range from $25-35 and includes discovery of the identity of the document from skeletal bibliographic information and provision of a copy of the item.

United Kingdom publication of new books and new editions last year was 28,883 or a 9 percent increase over 1965 production. *British Books in Print* will now be revised annually instead of every 4 years and

will be issued each October. This is available in the U. S. from the R. R. Bowker Company, New York.

The California State Library has issued two publications on the acquisition, processing, and use of government documents, particularly those coming from California and the U. S. Government: *Introduction to State Information Sources* and *U. S. Government Publications; Acquisition, Processing and Use.* It is reported that depository libraries in the U. S. and county and municipal libraries in California will receive these automatically; for others, they are available gratis from the California State Library.

Problems with the use of technical reports is a common complaint among document librarians, reference personnel, and users. The complexities are explored by Nancy G. Boylan in an enlightening article, "Identifying Technical Reports through U. S. Government Research Reports and Its Published Indexes" (*College and Research Libraries,* May 1967, pp. 175-83).

On the international level, at the instigation of the General Assembly of the Association of International Libraries an "Inventory of Lists, Indexes and Catalogues of Publications and Documents of Intergovernmental Organizations other than the United Nations" appeared in the *Unesco Bulletin for Libraries* (September-October 1967, pp. 263-70). Future publication may result as the project advances.

Binding Preservation and Reprints

Standards are becoming more and more an operative need regarding the making and maintenance of books. The National Bureau of Standards distributed a revision of Commercial Standard CS 57/40, "Book Cloths, Buckrams, and Impregnated Fabrics." Procedures and requirements for testing for seven types of plain-finished impregnated or starch-filled buckrams and book cloths are outlined in this revised publication. The Office of Engineering Standard Services, National Bureau of Standards, U. S. Department of Commerce, Washington, D. C. 20234 is distributing this standard numbered TS-115.

The combined vitality of the RTSD Bookbinding Committee and the Bookbinding Sub-committee of American Standards Association (now U. S. of America Standards Institute) Section Committee Z39 provided the initial force to get *Binding Standards, Phase II* on its way. The project was eventually turned over to the ALA Library Technology Program, with funding assistance from the Council on Library Resources. The result is LTP Publication No. 10, *Development of Performance Standards for Binding Used in Libraries, Phase II.* The "Standards" were formally approved by ALA in June, 1967. This volume dwells on three provisional library performance standards for binding: durability, workmanship, and openability. It is available from the Publishing Department of ALA. In addition to the three provisional standards developed, two testing devices were invented: The Universal Book Tester

for measuring durability and the Openability Test Plate. These have been described in "Library Technology Reports."

The article "What is 'Strong Enough'?" by Daniel Melcher and Leonard Shatzkin (*Publishers' Weekly,* December 11, 1967, pp. 18-20) outlines some of the book publishers' and manufacturers' interest in this area, with suggestions as to how these standards could be made effectively operative. At the end of the year considerable interest in the Performance Standards was generated by publishers. The possibility of adapting and refining them in book publishing appears to be good.

Responding to the paper deterioration crisis, the American Society of Testing and Materials has set up a task force to write specifications for "permanent record paper." The committee is to include both paper producers and consumers and should contribute useful, well-grounded information in this important area.

Attacking the problems resulting from paper deterioration, the Council on Library Resources awarded a $26,800 grant to the Association of Research Libraries for a "brittle books" program to be undertaken by the Library of Congress. Acidity resulting from the use of alum rosin sizing in paper is the major cause for this deterioration, and it occurs in rag papers as well as chemical wood pulp. The majority of books printed since 1870 are on naturally acidic papers. Thus an effort is being made through the "brittle books" pilot project to locate the best copy of deteriorating books and develop the most expeditious way to preserve its contents for future research purposes.

Ironically, it appears that in the midst of trying to preserve books, one of the principal methods used in the binding process, oversewing, can be injurious to some items. Matt Roberts in his article, "Oversewing and the Problem of Book Preservation in the Research Library" (*College and Research Libraries,* January 1967, pp. 17-24) examines this method, looking at it from the standpoint of binding standards, practical binding, and the economics involved if it were done some other way.

Charles Cutter describes some of the procedures used in various libraries, and most recently in Florence, to restore damaged collections in his paper, "The Restoration of Paper Documents and Manuscripts" (*College and Research Libraries,* November 1967, pp. 387-97).

The flood in Florence, Italy, November 4, 1966, occasioned another preservation crisis. In the Biblioteca Nazionale Centrale, Arthur Hamlin, who was sent to Florence by ALA to examine the damage, reported that most affected were newspapers (21,000 titles) and journals (20,000 titles) which together comprised between 750,000 and 800,000 serial volumes. In "The Libraries of Florence" in the *ALA Bulletin* (February 1967, pp. 141-50), Hamlin reported that the total number of volumes affected by the inundation was estimated at somewhat more than 1,700,000, of which over one million were in the National Library. Of this latter figure, 75-80 percent were serials. Hamlin noted that among the libraries of the University of Florence, "the libraries which suffered most are: *lettere e filosofia* (100,00 volumes flooded, principally journal files and collec-

tions of numbered series); *giurisprudenza* (80,000 volumes, principally journals); *architettura* (about half the collection, size unknown, was flooded; the principal specified loss is the journal collection); *medicina* . . . (Much of its 50,000-volume collection was flooded. Losses emphasized were journal files and bound newspapers)."

In September the Library Technology Program announced publication of *Cleaning and Preserving Bindings and Related Materials,* by Carolyn Horton. This is the first pamphlet in a series which will constitute a manual on the care and repair of library materials. It may be purchased for $3.50 from the Publishing Department of ALA.

The control of reprints has improved extensively during the past two years. The latest work is *Reprints in Print—Serials 1966,* published in 1967 as Oceana Book No. 337 by Oceana Publications, Inc., Dobbs Ferry, New York. It was compiled by Sam P. Williams and covers reprints of scholarly serials and monographs in series available as of December 31, 1966. It is international in scope but does not list Xerox copies or microforms. It is to be regarded as a working tool and not a refined bibliography.

Reprints are, in part, one step toward a plan for a national preservation program. There is much to be said for being able to read a title in book form as opposed to a microform. In research libraries it is uaually the economics of the situation which stand in the way of having all such materials on the shelves, with the exception of newspapers, in standard reprint form as contrasted to some micro-format.

Other Serial Activities

In August, the International Federation of Library Associations' General Council (IFLA) met in Toronto, Canada—the first time in North America. The following subjects, which were on the agenda of the Committee on Periodicals and Serial Publications, make clear that serial librarians have similar problems on an international scale:

1. Statistical data shown by the *Bibliography of national directories of current periodicals* by Mrs. G. Duprat.
2. Practical guide for the cataloguing of periodicals and serial publications: Aims and methods of working by Miss M.-L. Bossuat.
3. Uniform cataloguing rules for periodicals in the S.S.S.R. by Mrs. X. Ljutova.

The Committee proposed the following resolutions regarding these matters:

1. To resume preparation of the *Practical Guide for the cataloguing of serial publications for the use of developing countries.*
2. To submit this text to the Committee on Uniform Cataloguing Rules and to the experts in different countries in order to present the final text to the next Session of the Council.
3. To ask the national experts to provide the text of the standardized cataloguing rules of periodicals and serial publications already published in order to make a comparative study.

No attempt has been made here to cite the numerous new serial titles which appeared. This has been left to old standbys such as *LC Information Bulletin,* the "New Periodicals" section which *College and Research Libraries* has been issuing in several parts each year, *New Serial Titles,* "Births" cited in the *Bulletin of Bibliography,* Stechert's listings, and various similar sources. Even so, information about new serials is generally difficult to locate, especially for avant-garde or "off-beat" titles. The January 1967 issue of *Library Journal* began a new approach to periodical reviewing with Bill Katz's section, "Magazines." This new reviewing source has provided a long-needed dimension to a much neglected area in library work. Periodicals not geared to straight academic interests, and peripheral literature have very few reviewing outlets.

Another newly revamped reviewing source is *NPR—New Periodicals Report; the Monthly Periodical Research Service,* which appeared early in the year and sells for $7.50. This service includes a monthly cumulative index and special supplements scheduled to appear on an irregular basis.

Abbreviation standards received international attention during the past year as indicated by the following publications: The revised word abbreviation list, *Guide for Abbreviating Periodical Titles* (based on ASA Z39.5-1963: *American Standard for Periodical Title Abbreviations*) is available for $1.00 from James Wood, CAS, University Post Office, Columbus, Ohio 43210.

Another listing of British origin has appeared, culminating a number of years of work on a national and international level: *Recommendations for the Abbreviations of Titles of Periodicals,* published as BS 4148: 1967. This is available from BSI Sales Office, 101-113 Pentonville Road, London N. 1 for £2.

A German item in this area, the *Internationale Titelabkürzungen von Zeitschriften, Zeitungen, Wichtigen Handbüchern, Wörterbüchern, Gesetzen* by Otto Leistner, is now on the market.

The Consumer Survey of New Serial Titles by A. F. Kuhlman, was published August 1, 1967. Prepared for the Joint Committee on the Union List of Serials and the Library of Congress under a grant from the Council on Library Resources, Inc., this 84-page report is comprehensive and outlines several possible improvements which might be made in *NST.*

LRTS for Spring, 1967, carried several items related to serials. F. Bernice Field, ALA Representative, Joint Committee on the Union List of Serials, 1956-1966, in her article, "The Union List of Serials: Third Edition," presented the history of union list activity, characteristics of the third edition of *ULS,* and a summary of the work which went into this monumental publication. Kuhlman wrote on "The Consumer Survey of New Serial Titles," in which he outlined the purpose, scope, and procedure to be followed in carrying out the survey. The third edition of the *Union List of Serials* was reviewed by Elizabeth F. Norton in that issue of *LRTS.*

Among articles appealing to serials people this past year were the following: "Selection of Journals for *Index Medicus:* a Historical Review" (*Bulletin of the Medical Library Association,* July, pp. 259-78), by Leonard Karel, gives some insight into the problems and approaches used since the inception of the first *Index* in 1879; "Analysis of Recorded Biomedical Book and Journal Use in the Yale Medical Library" (*Bulletion of the Medical Library Association,* July, pp. 290-315), by Peter Stangle and Frederick G. Kilgour, presents in two parts the approaches to such a survey and the problems confronted and the methodology involved in determining Date and Subject Relations, and Subject and User Relations; and "A Semiautomated Journal Check-In and Binding System; or Variations on a Common Theme" (*Bulletin of the Medical Library Association,* July, pp. 316-20), by Frances G. Livingston, presents a paper of the "this works for us" variety in non-technical language which describes a system capable of handling up to 1,500 titles.

The article by H. W. Jones, "Computerized Subscription and Periodicals Routing in an Aerospace Library" (*Special Libraries,* November, pp. 634-38) describes a computer-oriented system for serials which deals with some 1,600 subscriptions. Looking at the automation of serials in terms of special libraries and small computer installations, some concept can easily be developed as to the magnitude of the problem of serial control as one relates, these to, or contrasts them with, the National Serials Data Program now being developed.

In conclusion, how much does it all cost? The *Library Association Record* (August 1967, vol. 69, no. 8, pp. 274-76) carried "Comparative Index to Periodical Prices" by W. I. Vlasey, Special Libraries Advisor to B. H. Blackwell, Ltd. Her index included abstracting and service-type publications and showed, in summary, that the 1967 price increase over 1966 costs for serials was 8.8 percent for journals from Great Britain; 8.8 percent for U.S.A. and Canada; and 6.4 percent for all other countries.

Another approach was presented by "Price Indexes for 1967; U. S. Periodicals and Serial Services" (*Library Journal,* July 1967, pp. 2526-28). However, the price differential is minimal as can be seen by examining these articles. The fact is that serials are costly, even without computerized considerations.

Developments in Reproduction of Library Materials & Graphic Communication, 1967

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Micropublication a Major Trend

NINETEEN SIXTY-SEVEN was the year of the micropublication. Ever since Xerox Corporation was wise enough to acquire University Microfilms, many countries, large and small, have entered the micropublication business, but more did so in 1967 than ever before. The National Cash Register Company purchased an established micropublication concern, Microcard Corporation. NCR is thereby a double threat to its competitors, since it has been promoting its own PCMI ultrahigh reduction process for several years. 3M Company set up its own organization, International Microfilm Press (IM/Press). Gordon & Breach, a New York science publisher, formed Micropublications International. IBM's Information Records Division entered the field with Micro Zip, the National Zip Code Directory on microfiche; and Micro Photo began operating the ERIC Central Reproduction Service on behalf of the U. S. Office of Education's Clearinghouses in Educational Research. A variety of smaller firms turned up: Microbiz, Micro Image News, and Microform Data Systems.

NCR and Rowman & Littlefield have joined in designing a preservation program for libraries: The Mikroplate Shared Preservation Program. To qualify, a disintegrating work must have a type area of not over 8½ × 11 inches and have "reasonable prospects for acquisition by at least three hundred libraries." Librarians are being asked to submit titles meeting these criteria for filming at a PCMI center, where the books may be taken apart if necessary, and restored "bound to library specifications." Incunabula are suggested among the categories of interest printed on a reply form. It is hardly to be expected that those who have protected the first fruits of printing will jump at the chance to publish them in superreduced form. And anyone familiar with the bad paper problem will recognize the near impossibility of restoring such volumes to "library specifications." A market of 300 copies would probably be considered an attractive risk by some reprint companies.

3M Company's IM/Press offers in its Summer 1967 catalog approximately 250 titles from the collections of a major research library. Almost

one-third of the titles are listed as incomplete or not collated, and some titles are in both of these categories. Many of the serial runs are broken. These films are not inexpensively priced; each reel is $18.00.

In a study prepared by System Development Corporation for the National Advisory Commission on Libraries, Arthur Teplitz proposes a new reduction ratio for micropublishing "library microfiche," i.e., for books as distinct from technical reports.[1] He suggests utilization of reductions from 50x to 60x in order to accommodate an entire book on a single microfiche, basing the recommendation on the assumption that the average book contains 300 to 400 pages. Direct rather than two-step filming is proposed for the master fiche. The Teplitz report presents an interesting thesis, but unfortunately it is not backed up by any technical documentation. At this time, there exist no cameras, readers, or materials and methods to carry out such a program. Since the report also does not document its statistical or cost estimates, this system must remain merely an interesting proposal, which perhaps ought to receive critical examination by the Library Technology Program.

So much confidence is there in the future of micropublication that Technomics Inc. (partly owned by Encyclopedia Britannica) has proposed to the New York State Legislature a plan to produce "automated, ultramicroform, million-volume libraries at the low cost of $200,000 each."[2]

Is this confidence justified? To date, the performance of many micropublishers has been far from satisfactory. Films have been sold without leaders or trailers, with unlabelled boxes; inadequately processed films have been offered; excessive reduction has been used by some stingy producers to save a few pennies worth of film. Every conceivable technical and bibliographic fault has been present in all but a few micropublications. Films of the *New York Times* produced by University Microfilms and the products of the Microcard Corporation are perhaps the most notable exceptions. Details of the unfortunate condition of micropublication are too numerous to describe here, but they have been set forth in the form of case histories in a paper given at the Second International Congress on Reprography.[3]

The buyer's rigorous insistence on a standardized product would help producers and users of micropublications. But which standards? How can standards be developed or applied to non-standard library materials? In a paper of fundamental importance for standardization, William R. Hawken, LTP's document reproduction consultant, points out that flexibility in the camera coupled with relative inflexibility in reading machines have together inhibited standardization.[4] Furthermore, no existing standards (except those for engineering drawings rendered as aperture cards) have hit the key issue: *standardization of image size* coupled with a satisfactory reduction ratio. Based upon research done by an NBS team for the National Library of Medicine, Hawken argues convincingly for adoption of 12.7x as a maximum recommended reduction, plus a return to the rational frame sizes long standard in

motion pictures, filmstrips, and slides: the 18 × 24 mm and 24 × 36 mm frames. Standard frame sizes could weld together a host of documentary formats now universally used in research and education. Hawken's article is too technical to summarize here, but it appears to this reader as the soundest plan yet proposed for bringing order out of chaos. If accepted and implemented, the manufacture of all kinds of cameras, readers, and reader-printers could be simplified. All persons seriously interested in promoting microform standardization should consider this paper as the starting point for discussion. Both Hawken and the Library Technology Program are to be commended for this outstanding proposal.

An evident aid in evaluating micropublication would be timely reviews of projects from the announcement stage, through actual production, and finally, from the ultimate consumer's viewpoint. For the buyer, the micropublication is basically an invisible product, "a pig in a poke." He cannot know—until it is too late—that the multi-reel project for which hundreds or thousands of dollars may have been paid is not what he thought he was buying. An entrepreneur who in his prospectus fails to guarantee adherence to established technical standards (USASI, formerly ASA) and published bibliographic standards (ALA and Library of Congress) does not deserve to see his project materialize. But until regular reviews can be published, little can be done to warn the public about substandard micropublications. The Resources Committee's Subcommittee on Micropublishing Projects is currently working on the review problem. For the guidance of reviewers and prospective customers, the Subcommittee has prepared a *Checklist of Criteria for Evaluating Micropublication Projects.* Micropublication need not hinder communication; it can be an effective device for dissemination, preservation, and space saving if it is well managed. Frank Myrick, reporting on the Reprography Congress in the December 4, 1967 issue of *PW* accurately sums up the situation in the title of his article: "Reprography: Regulation is Needed."

Reprography Congress; British National Reprographic Centre

The Second International Congress on Reprography convened in Cologne, October 25-31, 1967. From the viewpoint of the academic user, the Congress was a disappointment. Far fewer papers of interest to librarians and archivists were presented than at the First Congress. There were fewer exhibits and except for the items mentioned elsewhere in this review, not much equipment suitable for library use was displayed. The *PW* review article by Myrick will give the reader an excellent outline of Congress activities and problems. As an example of a problem, no provisions had been made for speakers and session chairmen to meet ahead of time; hence there were some frantic last minute negotiations—in several languages—to prepare introductions and handle questions. Despite some defects in the actual running of the Congress, things were in much better shape than they were in 1963. The next Congress is scheduled for London in 1971. A goal for 1971 should be tighter editorial

control over the strictly promotional papers, which tend to be overlong and neither substantive nor informative. Such papers have no place at an international scientific congress.

In Britain, the National Reprographic Centre has been formed at Hatfield College of Technology, under a three-year government grant. The Centre will act as an information clearinghouse in microproduction, evaluate equipment in close coordination with the Library Technology Program, and study users' needs in relation to equipment development. Hatfield College has been a leader for several years in education for reprography.

Microreproduction Equipment and Methods

A large variety of equipment and systems was exhibited in Cologne, but very few had possible library applications. One of the more significant devices was a large Italian newspaper reading machine, the Microfilmfotostat model 504-G. This reader has an 18 × 24 inch screen showing newspaper images in *upright* position. Magnifications of 15x or 21x are available; the machine is designed expressly for 35mm roll film. The film head is rotatable. No American distributor has been named as yet. At the San Francisco ALA conference, Library Microfilms and Materials Company displayed a carrel-type reader with large screen and motorized drive. Two models are available: the SP-A for newspaper, and the A-B, which is claimed to handle all library microfilms.

Microcard introduced the Series 400 and 800 readers, the latter being a two-page reader (double width screen). Each has a unique, new indexing device for locating frames on a fiche. The same company offers the EL-4 enlarger-printer, a high speed printer using 3M's heat developing "Dry Silver" process. University Microfilms exhibited the 1414 roll film reader at San Francisco; with an adapter, it accepts the microfiche. A new Recordak fiche reader is the Model PFCS; it has a grid frame locator.

NCR introduced its Class 455 reader designed for the high reduction fiche produced through the PCMI process. PCMI is a two-step process beginning with a conventional low reduction microfilm, which is further remicrofilmed; an initial film produced at 10x might be refilmed at 15x to produce a net reduction of 150x. The Class 455 reader features a choice of 115x or 150x magnification. Special care has been taken to prevent heat damage, and a new, long life bulb has been developed especially for this machine.

Two Japanese firms, Minolta and Fuji, have developed microfiche cameras. The Minolta camera will be distributed in the U. S. by the Dietzgen Company; it is a compact table-top unit designed for filming loose sheets. Of greater interest to libraries is the Fuji model S105A camera-processor which comes equipped with a bookholder to facilitate "simple and accurate photography of thick bound volumes." A completed fiche is processed internally in six minutes, and photography of the next fiche can go on simultaneously. The unit produces a standard 105 ×

148mm (4 × 6″) fiche. This may be the machine libraries need to promote production of fiche for dissemination of single copies to order. The Fuji camera appears to be a good candidate for testing by LTP.

(Although not displayed at Cologne, it might be useful to mention here a line of *roll* film equipment suitable for the small or medium-sized library. This is the Robot line, distributed by Karl Heitz of New York. The Robot line is well engineered and comes with a wide variety of accessories which give it great versatility: spring or electric drive, lighting outfits, copy tables, focusing mount, 30 × 200′ magazines, and various optical attachments. This equipment is lightweight and portable —useful where one needs to bring the camera to the subject.)

In collaboration with Dennison, Readex Microprint introduced a reader-printer system for opaque microforms. It consists of a Readex Model D Universal Reader plus a modified Dennison copier. Flat transparencies can also be projected or enlarged. However, the copier cannot be used for conventional copying. Demonstrations at the San Francisco ALA Conference produced clear, sharp prints.

If a plan envisaged by TWA and twenty-one other airlines materializes, travelling librarians may be looking at microfilm every time they take a trip.[5] The plan calls for a computerized flight, car rental, and room reservation system coupled to a microviewer at the travel agent's office. The traveller will be able to see the appearance of the actual room he is booking, the natural charms of a given resort area, and the aircraft seating configuration.

Electrophotography

Although manufacturers brought out some new machines and models, the pace of development slackened considerably in comparison with previous years. There were no new devices of special significance for library photocopying.

Dennison introduced the Mark II copier—faster and more mechanized, but designed for copying correspondence only. Xerox doubled the speed of its 11″ Copyflo machine—to 40 feet per minute. Earlier models can be converted. Olivetti Underwood introduced the Copia II at the San Francisco conference. This machine is designed with the exposure window adjacent to a tilted front panel, a concession to the book copying problem. However, in solving one problem—opening a volume face down—it creates another: excess strain on the binding of a heavy book. When the page to be copied is near the front or back, almost all of the book's weight tends to slide down the front panel.

To paraphrase an editorial in *The Rub Off,* a binding journal: In an age of automation, when man can photograph the other side of the moon, is it too much to expect the nation's scientists to design and develop a machine which will produce acceptable copies from a bound volume without destroying the sewing or binding?[6] Being an optimist, the questioner answers "no." But to judge from past experience, optimism in this respect is unjustified. The news that Polaroid has committed

itself to marketing a document copier will give the library and research community another chance to see whether anyone has paid attention to the design requirements suggested in the recent past.[7] How many machines of various makes are at work in public, special, college and university libraries? 10,000? 25,000? Has the time arrived for a funding organization to commission development of a prototype *book* copier which could be mass marketed?

In the same issue, *The Rub Off* raises another problem that can be irritating to a binder and expensive to a librarian: uneven image placement on photocopies, which practically requires each sheet to be individually trimmed to size. This problem is partly attributable to the requirement that books be copied upside down so that the operator cannot judge image registration. Operator fatigue or carelessness is the other factor. Both problems could be alleviated by proper machine design.

Publications

For fifty-five cents one can purchase *Copying Equipment* from the Superintendent of Documents (classification no.: GS1.G/G: C79; federal Stock Number: 7610-926-9119). This 82-page booklet is a critical guide of exceptional value for the administrator; it discusses copier selection, costs, centralization vs. decentralization of services, and even mentions malpractices in using copiers. *Copying Equipment* names and analyzes specific, well known copiers, and is about the least expensive consultant available.

The International Micrographic Congress put out two publications: the first issue of a new periodical, the *IMC Journal,* and the *International Directory of Micrographic Equipment,* ably edited by Jack Rubin. The *International Directory* is a companion volume to Hubbard Ballou's *Guide to Microreproduction Equipment.* Like the latter, this new reference work received its initial support from the Council on Library Resources. But the *Directory* is *not* a substitute for the *Guide,* despite the presence of term "international" in its title; it deals only with equipment manufactured *outside* the U. S. The *IMC Journal* is aimed at expanding utilization of microreproduction on a world-wide basis; it is non-technical and seems oriented more towards the businessman than the librarian.

Edward Rosse, microreproduction specialist in the Social Security Administration, published a survey article detailing some of the early commercial history of microphotography and forecasting a large number of computer applications, particularly in freeing computers from their slowest task—output printing.[8] Manufacturers engaged in development of such systems include Recordak, Stromberg-Carlson, Benson-Lehner, Control Data, Philco, and 3M (see below for further description of the 3M device).

The National Micro-News, official organ of the National Microfilm Association, ceased publication in 1967. It is to be succeeded by a new professional quarterly, *The NMA Journal.*

A helpful guide to selecting periodical reproductions in full-size or micropublished form is a recent two-volume set, *Periodicals and Serials Concerning the Social Sciences and Humanities; Current List of Available Reproductions, Microforms, and Reprints* (Paris, Maison des Sciences de l'Homme, 1966). Years of coverage, prices, sources, and types of reproductions are designated for about 3500 titles—very useful for comparing prices for the same material issued by different reprinters and micropublishers.

Copyright

Early in 1967 it appeared that the new copyright bill, H.R.2512, might be enacted into law during the current session of Congress. But a major snag turned up: unhappiness among some publishing interests over the variety of educational exemptions built into the original bill, and equal unhappiness among educators concerning what they felt to be undue restrictions. H.R.2512 would have allowed a complete exemption from copyright law of all public transmissions for purposes of educational instruction, inclusive of certain utilizations of "information storage and retrieval" systems, but in accordance with quite specific rules. (See section 110 of the bill as reported by the House Committee on the Judiciary.) A great deal of uncertainty turns on computer utilization of copyrighted data in machine readable form and further manipulation by "information storage and retrieval systems." The upshot was a decision not to take action during the current session of Congress, but instead to provide a one-year blanket extension for all copyrights which might otherwise have expired on December 31, 1967. This was done on November 6, 1967, by the passage of Joint Resolution S.J.114. Meanwhile, Senator McClellan had already introduced a new bill, S.2216, the purpose of which was to create a special research group that would thoroughly investigate the implications of the new technology independently of the immediate need for a new copyright law. This is the proposed National Commission on New Technological Uses of Copyright Works, a group to be chaired by the Librarian of Congress. The Commission is expected to issue a preliminary report one year after its creation, and a final report two years later. In strong support of S.2216, L. Quincy Mumford, Librarian of Congress, wrote to Senator James Eastland, Chairman of the Senate Committee on the Judiciary:

> At present, although we can all foresee various benefits and problems in the increasing use of copyrighted materials in information storage and retrieval systems, we have no real data on which to base firm predictions, much less detailed legislative proposals. It is clear that carefully considered statutory provisions on this subject in the copyright law will be needed by the end of the next decade, and that they should be based on as thorough an understanding of all facets of this complex problem as possible. This knowledge cannot be acquired now, when we have nothing to go on but predictions and uncertainties. It can only be achieved by concentrated study, under objective auspices, of the developing patterns over the next few years.[9]

This bill was passed on October 12. The nation may get a new copyright law in 1968, but it will obviously be several years before the diverging views of authors, publishers, educators, researchers, librarians, computer specialists, and others, will be resolved.

A special COSATI task group prepared for the Federal Council for Science and Technology a report, *The Copyright Law as It Relates to National Information Systems and National Programs.* Specific problems discussed concern access, computer input, non-profit use, compensation, compulsory licensing, clearinghouse proposals, and many other matters. The major thesis of the report, which COSATI fully endorses, is that

> scientific, technical and economic progress and the international competitive position of the United States depends on the ready access to information as well as its effective use. As the means of disseminating information develops through technological progress, we must be assured that legal procedures, which may be necessary today in balancing the interests of the copyright owners in compensation with those of the users, continue to keep pace with the technological advance in the use of published information.[10]

George A. Gipe's *Nearer to the Dust,* subtitled *Copyright and the Machine* (Baltimore, Williams & Wilkins, 1967), is a frenetic account of how the book may soon die as a victim of modern copying techniques and computer text manipulation capabilities. Libraries, librarians, and information scientists are definitely not the good guys with the white hats in this presentation. An excellent counterpoise is Benjamin Kaplan's *An Unhurried View of Copyright* (New York, Columbia University Press, 1967). Charles Gosnell has followed up an earlier review (*ALA Bulletin,* January, 1966) with a sequel: "The Copyright Grab Bag, II," in the June 1967 *Bulletin.* The last word on the issue comes from Professor Julius J. Marke, New York University Law School, who urges the publishers to enter the copying business themselves instead of fighting off infringements. "The solution lies with the publishers and not the consumers," he says, adding that educators "would not choose photocopying if publishers would offer a service that met their needs."[11] If you can't beat them, join them.

Research, Development, and Miscellaneous

Among the year's most significant developments was the issuance by the Library of Congress of a request for a proposal to enable the Library's Card Division completely to automate its card production services. The aim is to eliminate the existing manual system which is saddled by an almost overwhelmingly large number of card orders—nearly 75,000 each day! At present orders are filled from stock or from the output of an offset printing operation. Except for offset printing, the entire process is virtually a hand operation. A principal aim of this RFP is to replace inventory and press runs, with a fully automated, on-demand system designed to accommodate at least 100,000 daily orders. The system will not only be required to reproduce the

cards but will also be required to handle the packing and mailing preparation work, and all phases of ordering and accounting. A truly effective system could reduce weeks of turnaround time to a few hours or days, greatly speeding the distribution of bibliographic data.

Computerized typesetting installations rose 79 percent over 1966. IBM announced its 2680 printer which can set 6,000 characters per second; for use with the System 360, it will not be available until 1969. Xerox has developed a computer-driven hard copy printer capable of reproducing vectors, curves, and alphameric data on ordinary paper at the rate of one page every seven seconds. This system was developed for remote inquiry use at Bell Telephone Laboratories. To keep up with this fast moving field, Composition Information Services has been formed; for $10 per month the user receives a biweekly newsletter and technical service reports.

3M Company has evolved a novel approach to recording computer output. Conceivably, its Electron Beam Recorder (EBR) could be used to publish "book" catalogs in microform similar to the Lockheed catalog.[12] The EBR takes input direct from magnetic tape and prepares a positive microfilm directly on "Dry Silver" heat developing film. Sixty-four characters are available, with an additional sixty-four optional, to include lower case and special symbols. Characters may be selectively enlarged. Distribution copies of the film produced conventionally from the master positive are negative in appearance.

Again from 3M comes a unique new product that could be of real use to the computerized library: the DPM 129 display printer for cathode ray tube displays. Utilizing the "Dry Silver" process also, this unit allows a user to project an image from the CRT directly onto paper and get a hard copy. It is, in effect, a *computer* reader-printer. No hardware yet has this attachment, but the possibility of rapid, silent action is a much more attractive alternative to the clatter and slowness of typewriter terminals.

Under the direction of Peter Goldmark, father of the long-playing record, CBS Laboratories has developed a revolutionary new system, *E*lectronic *V*ideo *R*ecording.[13] EVR is reportedly a new photographic technique for recording textual and pictorial material—with a stereo sound track and the possibility of color reproduction—on a reel of special film 8.75mm wide. A seven inch reel holds 90,000 frames and is good for an hour's black and white programming at a playback speed of 5″ per second. One reel is said to be capable of storing a complete 24 volume encyclopedia, and Goldmark claims a means could be devised to select pages at random. Since linear tapes are not notable for rapid, random access capability, this latter claim really requires a convincing demonstration that combines mechanical simplicity, durability, and reliability, with high speed and freedom from excess wear and tear on the film.

The above development—and the wear problem—points up a feature common to almost all data recording systems: a reading head of

some kind must move in contact or near-contact with a recording medium, or the medium itself must be moved with respect to a stationary recording head. This is true of the ordinary phonograph record and the pickup arm, the tape and the magnetic read/write head, a document and an optical scanner or facsimile transmitter, a motion picture film and a projector, the microfilm and the lens, etc. (Although film does not actually "move" while *in* a projection gate, frames must nevertheless be moved to become available for projection.) Friction between the medium, the read head, and a transport mechanism all militate against durability of the record by introducing "noise" every time playback occurs. Least susceptible are the all-electronic systems (magnetic core storage, for instance) where there is no mechanical motion. Unfortunately, no very high density, all-electronic recording and reproducing systems have yet been devised which can compete economically with established systems. Their development can be a goal for continuing research.

Photochromism continues to make news, this time in computer memories. Major data processing firms are trying to use the laser to record bits in extremely small areas of photochromic material. Successful application of the laser technique might expand storage density over present magnetic cores by a factor of 100 to 10,000. Work is also underway on development of a photochromic display device as a successor to the conventional cathode ray tube.

Facsimile Transmission

An outstanding report by H. G. Morehouse was issued at the year's end: *Equipment for Facsimile Transmission Between Libraries: A Description and Comparative Evaluation of Three Systems* (Reno, University of Nevada Library). All three systems analyzed require prior copy in the form of Xeroxed sheets for feeding through the sending units. The report concludes that feasible systems now exist and that, depending upon volume, total costs range from fifty cents to several dollars per transmitted page.

Little progress has been made in devising an apparatus to scan books directly. However, of two designs submitted to the New York State Library's Division of Library Development, each calls for placing a book upside on a glass platen. One design calls for clamping or weighting the book to keep it stationary during the scan! In each case, it appears that the manufacturer took the easy way out by forcing the input medium into an established machine design. In both cases, the development costs for the book holding device are reputed to be range from a low of $40,000 to a high of $75,000. To this observer, it seems that better devices could be developed for this investment. (For more information, see last year's review and the state-of-the-art survey by Sharon Schatz in the Winter 1968 issue of *LRTS*.)

The final report on the CLR-sponsored facsimile transmission experiment between Reno and Davis is expected to be ready for distribu-

tion by the time this review appears in print. One interesting conclusion of this study relates to machine capacity: it is considered never possible to operate continuous facsimile equipment at or near full capacity. A maximum is about three-fourths of full capacity, and a practicable design should be held to about 20-30% of full capacity. The limitations are those of the "job shop" and resemble very much the operating circumstances of a library or commercial microfilming laboratory (and to some extent, the technical processing section of a research library), where a backlog is needed to smooth the work flow.

Project INTREX did succeed in designing and building an experimental, high fidelity transmission system for its text access system. In this system the "original" is a microfiche.[14] To achieve high quality, a channel width of 4.5 MHz is used. Still in the proposal stage is the Morchard System of utilizing television for communication between fifty libraries in the New York City area. Commercial television sets and UHF channels would be used. Text could be retrieved from microphotographic or digital store or from an original document. This proposal is described in *Preliminary Study for an Improved Information Transfer System for Metro Libraries.*[15]

Personnel

Donald C. Holmes, Chief of the Photoduplication Service at the Library of Congress, announced his retirement after working with the service since its inception in 1938. A pioneer in library photoduplication work, past President of the National Microfilm Association, and an untiring worker for international standardization, "Don" has made many distinguished contributions to library reprography, and has consistently maintained a product-quality possibly equalled by a few, but exceeded by none.

RECOMMENDED PAPERS TO BE PUBLISHED IN THE PROCEEDINGS OF THE SECOND INTERNATIONAL CONGRESS ON REPROGRAPHY:

Bryant, H. F. "Experiences Using Computer Generated Microfilm."
Nelson, Carl E. "Manual and Automated Microform Storage and Retrieval Systems."
Zweig, J. H. and Carl E. Nelson. "Information Theory and Systems Concepts in Reprography."
Hawken, William R. "Characteristics of Input Documents as Factors in Microform Standardization."
Hatfield, M. R. "Electron Beam Recording on Microfilm."

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3. Veaner, A. B. "On the Need for Improved Communication Between Producers and Users of Research Microfilm." (To be published in the *Proceedings* of the Second International Congress on Reprography.)

4. Hawken, William R. "Microform Standardization: The Problem of Research Materials and a Proposed Solution." Unpublished paper given before the Microfilm Association of Great Britain, London, October 17, 1967.
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14. Gronemann, Uri. "Remote Text Access for Project INTREX," Electronic Systems Laboratory, Massachusetts Institute of Technology, Cambridge, Mass. 02139, July, 1967. 13 p., incl. illus. and tables. (Grant CLR-373), M.I.T. Project DSR 70307, Report ESL-TM-312.
15. Available from the author, Charles Morchand, 288 Lexington Avenue, New York City, 10016.

MACHINE-MANIPULABLE CLASSIFICATION SYSTEM FOR SLIDE COLLECTIONS

A grant to the University of California, Santa Cruz, in the amount of $18,841 to assist the development of a machine-manipulable classification scheme for a slide collection was announced in January by the Council on Library Resources, Inc. Plans call for publication of the classification scheme, which is expected to be of possible use to other libraries, and of a computer-produced book catalog of the 30,000 slides in the Santa Cruz library's collection.

The projected universal classification scheme is expected to accommodate visual materials of all academic disciplines. The use of multiple "access points" in a 15-digit number will make it possible to produce machine print-outs under a variety of headings: date, locations, personal name, subject, etc.

The project involves use of punched cards and relatively low level data processing equipment. Systems already developed at the University are handled with a key punch, a sorter, and a rather versatile printer. The year-long project is headed by Mrs. Luraine C. Tansey, Slide Librarian, and Wendell W. Simons, Assistant University Librarian.

PROPOSED AMENDMENTS TO RTSD BYLAWS

Note: The following proposed amendments will be presented to the membership of the Division at the annual meeting to be held on June 27, 1968, in Kansas City.

Article VI. *Nominations and Elections.*

Sec. 1. *Nominations.*

Present wording of first paragraph:

The Nominating Committee shall present candidates for the positions of vice-president (president-elect), *chairman of the Council of Regional Groups* and directors at large when required. Other nominations for these offices may be submitted in writing by any ten members and shall be filed with the executive secretary. Any such nominations shall be included on the official ballot.

Proposed wording:

The Nominating Committee shall present candidates for the positions of vice-president (president-elect), *vice-chairman (chairman-elect) of the Council of Regional Groups* and directors at large when required. Other nominations for these offices may be submitted in writing by any ten members and shall be filed with the executive secretary. Any such nominations shall be included on the official ballot.

Sec. 3. *Elections.*

Present wording:

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

Proposed wording:

(b) Election results. Candidates receiving a plurality of the votes cast are elected and *shall be so reported at the regular meeting.* In case of a tie vote the *Election Committee of the American Library Association* shall decide the election by lot.

Article VII. *Officers.*

Sec. 3. *Terms of Office.*

Present wording:

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

Proposed wording:

(c) Chairman of the Council of Regional Groups. The chairman of the Council of Regional Groups *shall serve for one year.*

Article VIII. *Board of Directors.*

Sec. 1. *Composition.*

Present wording:

The Board of Directors consists of the officers of the Division, the immediate past president of the Division, the editor of the Division's journal, the presiding officer of each section of the Division, the American Library Association councilors elected upon nomination of the Division, and two directors at large. The *councilors,* executive secretary, and the editor of the Division's journal *do not have the right to vote.*

Proposed wording:

The Board of Directors consists of the officers of the Division, the immediate past president of the Division, the *vice-chairman (chairman-elect) and the immediate past chairman of the Council of Regional Groups,* the editor of the Division's journal, the presiding officer of each section of the Division, the American Library Association's councilors elected upon nomination of the Division, and two directors at large. The *vice-chairman (chairman-elect) and the immediate past chairman of the Council of Regional Groups,* the executive secretary, and the editor of the Division's journal *do not have the right to vote.*

Sec. 2. *Vacancies.*

Present wording:

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

Proposed wording:

(c) Chairman of the Council of Regional Groups. If the offices of *both chairman and vice-chairman of the Council of Regional Groups become vacant within the same year, the Board of Directors shall appoint a chairman to serve until a chairman is duly elected. At the next election two candidates shall be elected, one to take the office of chairman immediately and to serve for one year, the other to serve as vice-chairman (chairman-elect).*

Proposed addition:

(d) *Chairman-elect of the Council of Regional Groups. If the office of chairman-elect of the Council of Regional Groups becomes vacant, two candidates shall be elected at the next election, one to take the office of chairman immediately and to serve for one year, the other to serve as vice-chairman (chairman-elect). If the vacancy occurs between the close of nominations and the adjournment of the regular meeting, the vacancy shall be considered as having occurred in the office of chairman in the coming year.*

Change in numbering of present Sec. 2 (d) to Sec. 2 (e); and of Sec. 2 (e) to Sec. 2 (f).

Sec. 3. *Terms of Office.*

Present wording:

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

Proposed wording:

Directors at large shall serve for three years. *They shall be elected for terms expiring in different years.* Directors shall not be eligible for consecutive terms.

The vice-chairman (chairman-elect) of the Council of Regional Groups shall serve for the first year after election as vice-chairman, the second year as chairman (during which year he shall be an officer of the Division). In the third year he shall serve as immediate past chairman. In case of a vacancy in the office of chairman, he shall succeed to the office of chairman and shall serve in that capacity until the expiration of the year for which he was elected chairman.

Article IX. *Committees.*

Sec. 1. *Standing and Annual Committees.*

Present wording:

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

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

Proposed wording:

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

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

Article XI. *Regional Groups.*

Sec. 5. *Council of Regional Groups.*

Present wording:

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

Proposed wording:

(a) Composition. The Council of Regional Groups *consists of its chairman, its vice-chairman (chairman-elect), its immediate past chairman, and the chairman of each group.* Chairmen of groups may appoint substitute delegates. Each member of the Council shall be a member of this Division.

ACQUISITIONS SECTION
PROPOSED AMENDMENT TO BYLAWS

The Acquisitions Section Bylaws Committee and Executive Committee recommend the change in the Section's Bylaws listed below. It will be voted upon at the regular meeting of the Section during the ALA Conference in Kansas City in June, 1968.

Article VIII. Executive Committee.
Section 1. Composition.

Present wording:

The Executive Committee consists of the officers of the section, the immediate past chairman of the Section, and three (3) members at large . . .

Proposed wording:

The executive committee consists of the officers of the section, the immediate past chairman of the Section, and five (5) members at large . . .

RTSD: PROGRAM AND OBJECTIVES

In discussing library needs in the technical services, the Planning Committee of the Resources and Technical Services Division has seen the value of articulating the Division's goals for action. At its November 1967 meeting in Chicago, the committee drew up a statement of the goals to propose to the Division's Board of Directors at the ALA Midwinter meeting in January.

The 1967 ALA Goals for Action were considered by the committee in carrying out its task, as well as the Division's field of responsibilities. The resulting statement was adopted by the Board during Midwinter and is herewith reported to the membership.

Such a statement focuses the ongoing concerns of the Division and provides a basis for discussion of immediate and long-range activities. Perhaps the most valuable contribution which it could make would be to call forth membership interest, discussion, and aid in improving its content and in working to realize its stated objectives. Although provision is made for a biennial review of the goals to keep them consistent with the Division's progress and changing interests, no formal provision is made to tap the rich resources of knowledge, experience, and concern represented by the whole RTSD membership.

The Planning Committee invites you to send your comments on the following statement and your suggestions for future revisions to any of its members or to the Division's Executive Secretary, Mrs. Elizabeth Rodell. Committee members are Margaret C. Brown, Edwin B. Colburn, Dorothy J. Comins, David C. Weber, and Helen M. Welch, Chairman.

RTSD GOALS FOR ACTION

This statement of goals is not designed to be all-inclusive or to remain appropriate for all time. It should be reviewed frequently and changed in relation to progress made and to new conditions both in and out of the library world.

The Resources and Technical Services Division has as its general areas of responsibility the acquisition, bibliographic description, cataloging, classification, preservation, and reproduction of library materials; the development and coordination of the country's library resources; and those aspects of the selection and evaluation of library materials relating to their acquisition and to the development of library resources.

To meet its obligations in relation to these areas, the Division encourages continuous study and review of its activities, seeks to recruit new technical service librarians and to promote the welfare of those already engaged in the technical services, attempts to bridge the gap between old and new procedures in order to ease the changeover for the individual librarian and library, promotes study and research in its areas, conducts projects, creates channels for exchanging data on experimental projects, stimulates the production of literature related to the technical services, provides a forum for the discussion of technical service problems and developments, interprets its activities to non-librarians, and cooperates with other American Library Association units.

A list of the Division's goals follow. Most of them are interrelated. Progress in one area will strengthen efforts in others.

1. *Broader bases of involvement.*
   a. Broaden attention to the technical services in all types of libraries and for all types of materials. Restudy divisional attention to school libraries, to the newer academic libraries, to small public libraries, to library systems, and to libraries in developing countries. Increase concern for the selection and processing of government publications, technical reports, symposia, microtexts, and video and audio tapes.
   b. Since active commitment to library interests and problems enriches both the librarian and the body of professional knowledge, enlist as broad a base of membership participation as possible. To this end, develop regular opportunities for communication in both directions between the membership and those directing divisional and sectional activities, i.e. the officers, the secretariat, and the committee chairmen and members. Give special attention to developing opportunities for participation by the junior members in order to draw young persons into the affairs of the division.
   c. Cooperate with other groups in areas of mutual concern, both in and out of the library profession, such as publishers, jobbers, commercial processing services, educators, the Library of Congress, the Association of Research Libraries, and other divisions of the American Library Association.

2. *Interpretation.*——In order to ensure adequate support and to increase patron satisfaction, present and interpret the technical services to the rest of the library world and to the concerned non-librarian through appropriate means of communication.

3. *Personnel.*——Since the shortage of technical service personnel is at crisis proportions, give attention to the recruitment and training of technical service librarians and to the further analysis and differentiation of duties appropriate to professional, subprofessional and clerical personnel.

4. *Formulation of standards.*——Bring all possible resources to bear on the standardization of technical service terminology, statistics, forms, publication identification, production units, jobber performance, and reproductions of library materials.

5. *Technological developments.*——Explore applications of technological advances as they apply to technical services, and collaborate with other groups in studies of mechanization and automated systems and in educating librarians in these new techniques.

6. *Resources.*——Work to insert our concern and capabilities into the problem of adequate library resources. This implies close cooperation with the Association of Research Libraries toward its goal of an integrated and nationalized organization of bibliographical effort and with programs to acquire and organize for use all publications of potential research value. Non-research library needs should be considered in building toward adequate library resources.

7. *International involvement.*——Examine divisional activities to find new ways to increase divisional involvement in international library concerns, including international cooperation in setting up standards, bibliographic control, greater availability of library materials, and assistance to libraries in developing countries.

8. *Continuing search for needs and opportunities.*——Review biennially through the Planning Committee the Division's achievements, with consequent revision of these Goals for Action.

Adopted January, 1968.

INTERNATIONAL FEDERATION FOR DOCUMENTATION NEW FID PUBLICATIONS

1. 1968 CATALOGUE OF FID PUBLICATIONS. Available from the International Federation for Documentation, 7 Hofweg, The Hague, Netherlands. Free of charge.
2. PROCEEDINGS OF THE 1967 FID INTERNATIONAL CONGRESS ON DOCUMENTATION, September 19-22, 1967, Tokyo, Japan. Available from the Organizing Committee, FID Conference and International Congress, Science Council of Japan, Uneo Park, Taito-ku, Tokyo, Japan. 4,000 yen ($11.10).

The Proceedings contain the full texts of the opening addresses and the 56 papers presented at the Congress Symposia in the areas of: state of the art reports (6 papers); research tools in information for scientists (4); scientific papers as a source of information (5); education and training (5); trends in

documentation (5); information systems (5); retrieval systems (10); indexing and abstracting (7); thesauri (5); and classification (4). A limited number of copies of an "Abstracts" volume of Symposia papers are also available, free of charge, from the same address.

3. TECHNICAL JOURNALS FOR INDUSTRY. FID Publication No. 415. Available from the International Federation for Documentation, 7 Hofweg, The Hague, Netherlands. 5 Dutch Guilders each, ($1.40).

A uniform series of national lists of "Technical journals for industry" is being prepared under the auspices of FID/TI. The project aims at the production of annotated national lists of technical journals as information sources for industry and, at a later stage, at the compilation of a cumulative international list.

Publication data include: first year, frequency, pages per year (incl. advertisements), number of copies and subscription price.

4. DIRECTORIES OF SCIENCE INFORMATION SOURCES. INTERNATIONAL BIBLIOGRAPHY. FID Publication No. 421. International Federation for Documentation, 7 Hofweg, The Hague, Netherlands, April, 1967. 163 pp. 30 Dutch Guilders ($8.40).

The bibliography contains 360 entries describing systematic lists (directories and bibliographies) of scientific and technical information sources (printed and institutional) covering 58 countries.

Information sources considered are primarily: documentation centers and special libraries, research institutions, specialized periodicals and current specialized bibliographies. Non-current specialized bibliographies are considered only when they are covered continuously in bibliographies. Also included are directories combining various types of information sources for a particular field, and publisher's directories.

The indexes provide access by subject, by geographical coverage and by type of information source. Annotations are in English, with the introduction, contents list and indexes also in English, French, German, Russian, and Spanish.

Supplements to the Directory are published monthly in the FID News Bulletin, available from the International Federation for Documentation, 7 Hofweg, The Hague, Netherlands at 25 Dutch Guilders ($7.00) per year.

5. INTERNATIONAL CONFERENCE ON EDUCATION FOR SCIENTIFIC INFORMATION WORK. PROCEEDINGS. FID Publication No. 422. International Federation for Documentation, 7 Hofweg, The Hague, Netherlands. 1967. xi+270 pp. 30 Dutch Guilders ($8.40).

The Conference, held in London on 3-7 April, 1967 and organized on behalf of FID by Aslib, the Institute of Information Scientists and the Office for Scientific and Technical Information, was attended by 54 experts from 14 countries and 2 international organizations: Unesco and FID.

The Proceedings contain the full texts of the 33 papers presented and detailed reports of their discussions, the opening addresses and the final summing-up.

Areas discussed are: Future needs of education in information science (6 papers), educational background for entry to courses and their ultimate aim (5 papers), syllabus and structure of courses (6 theoretical and 9 practical papers), collaboration (3 papers), and the provision of teachers and research workers (4 papers).

JUNIOR COLLEGE LIBRARY INFORMATION CENTER

A Junior College Library Information Center, established by a $15,000 grant from the J. Morris Jones-World Book Encyclopedia-ALA Goals Award for 1967, began operation at the headquarters of the American Library Association, March 1, 1968. Serving as director of the information center on a half-time assignment for twelve months is Peggy Anne Sullivan, who concluded her appointment as director of the five-year Knapp School Libraries Project on February 29, 1968. Miss Sullivan also will be studying Library Science at the University of Chicago. The project will be under the supervision of the Association of College and Research Libraries, a division of the American Library Association.

The information center has been funded as a crash program to collect and disseminate information on a variety of subjects of concern. Recommendation for a center of this kind was part of a 10-point program developed in 1965 by the American Association of Junior Colleges/ALA Committee on Junior College Libraries, librarians, junior college administrators, and instructional personnel.

Materials on such topics as standards for junior college libraries, innovative programs, surveys, budgets, and annual reports will be sought out and organized for reference and loan for individuals, colleges, and other agencies interested in this rapidly growing and indigenous American institution, the two-year community college. A survey of the literature in the field of junior college libraries will be a part of this one-year project. Handbooks for faculty, students and staff; blueprints; charts of organization; plans for development; annual reports, and similar materials from junior college libraries, will be included in the collection. Materials may be sent at any time to the Junior College Library Information Center, Association of College and Research Libraries, 50 East Huron Street, Chicago, Illinois 60611.

Williamson, William L., ed. *The Impact of the Public Law 480 Program on Overseas Acquisitions by American Libraries; Proceedings of a Conference Held at the Wisconsin Center, Madison, Wisconsin, May 12, 1967*. Madison, University of Wisconsin Library School, 1967. 41 pp.*

The PL-480 Program, now more than five years old, is a major turning point in American librarianship. Little has been written about it to date. The *PL-480 Newsletter* has provided participants with a running account of procedures and policies and will be useful to a future analyst as will the annual appropriations hearings. The few brief journal articles about the Program have been written from the prejudiced viewpoint of those intimately connected with it. These *Proceedings* are therefore welcome both as the most substantial document by librarians yet available and for the spontaneity and frankness that results from their being an unedited transcript of a tape of the meetings.

Donald F. Jay, Coordinator of Overseas Programs at the Library of Congress, traces the development of PL-480 from the beginning through the present state of its closely-related offshoot, the shared cataloging program under Title II-C of the Higher Education Act. The statistics are impressive. The number of pieces of library material shipped from India, Indonesia, Israel, Nepal, Pakistan, and the United Arab Republic total six million. The Program could have been in effect sooner and the totals even higher, for, as Jay points out, there was a three-year delay between passage of the enabling act in 1958 and approval of the first budget. Some of the delay in 1958-1960 was in the Bureau of the Budget then responsible for releasing foreign currencies; some was in Congress itself. The delay was excessive and not, I am convinced, primarily because the Library of Congress was ineffective, but more because ALA, ARL, and the various scholarly associations did a less than satisfactory job of lobbying for quick action.

H. Vail Deale, Director of Libraries at Beloit College, blames the college librarian for the lack of impact of the special part of the PL-480 Program that distributes a small number of English-language works to 310 college libraries. This imputation, as Gordon Williams comments later in the *Proceedings*, is hardly fair and may be a commentary on the nature of the faculty connected with Beloit's World Affairs Center rather than a failure of Deale as a conscientious librarian who has made special effort to bring these materials to the attention of faculty members. Deale suggests that the nature of the publications sent is too scholarly for general college use and that some more readable popular journals would serve better for general browsing. I agree with Deale and know now that it was a mistake to entrust the choice of the basic list of selected English language journals exclusively to scholars. The Coordinator of Overseas Programs can easily change this method of selection by seeking advice from sources in addition to those used by his predecessor.

One of the early commentators on PL-480 suggested that this was the greatest cultural interchange between the Islamic and Christian worlds since the Crusades. Maureen Patterson, Bibliographer of the South Asia Reference Section at the University of Chicago, compares her institution's pre- and

* This publication, originally distributed free of charge, is now out of print. If sufficient requests are received for it, it will be reprinted at $2.00 per copy.

post-PL-480 aims and programs, and makes it clear that the impact is equally great for South Asia. In 1960 Chicago had 12,000 South Asia related titles and optimistically planned to add 10,000 more by the end of 1968. However, by May 1967, Chicago had received more than 34,000 South Asian monographs through PL-480 alone and had added 24,410 of these to its permanent collections. Miss Patterson's enthusiastic and detailed description of procedures and problems should be read by every librarian concerned with the handling of PL-480 receipts. Not that I agree with Chicago's way of doing things. Cataloging procedures are not geared to handle the steady influx of receipts despite the availability of LC printed cards for each item, and Miss Patterson and her staff continue to evaluate each new title as it arrives. This evaluation process helps to make Miss Patterson the best South Asia Reference librarian in the business, but the price may be too high. A more rational approach for the Chicago area would be for the University of Chicago to keep all PL-480 receipts, serve as the depository for the Mid-West, and rid the Center for Research Libraries of this part of its burden.

Gordon Williams, Director of the Center for Research Libraries, Chicago, is entirely optimistic. The impact on American scholarship is broad, and the impact on American librarianship through the cooperative cataloging program even more significant. For the first time a sufficiently large number of libraries receive identical sets of books to make a true cooperative cataloging program feasible. Williams was instrumental in persuading the participating libraries to provide the financing necessary for the cataloging program. He notes that the most important impact of the PL-480 Program has been as a pilot project for the greatly expanded cataloging program under Title II-C.

The reader of these *Proceedings* will get a good notion of the success of the Program but only hints of some major deficiencies. Williams' optimistic view of the impact on the U.S. is correct. The same optimism does not apply to the impact abroad. The greatest failure of the Program has been its selfish nature, a particularly inappropriate failing in view of the source of the funds which come from a policy aimed at sharing our food resources with less fortunate nations. PL-480 has not been of any direct help to libraries in other countries; and, despite repeated pleas from major libraries in Australia and England, no way has yet been found to help them with acquisitions. It is not enough to say as we do that a narrow interpretation of the law absolutely prohibits this. And it is hardly fitting for us to ask the assistance of British librarianship in our Title II program when we have failed them. Worse still has been the failure to use the PL-480 Program in ways that will be of direct help to libraries and librarians in the PL-480 countries. This is not a failure excusable by quoting the law but a failure of imagination of which none of us can be proud. PL-480 could help in a number of obvious ways. One of the simplest would be the stimulation of essential periodical indexes and bibliographies by the guaranteed purchase of multiple copies at a total price great enough to meet editorial and production costs. Another could be a program to transport local staff members for professional training in U.S. library schools or for attendance at ALA meetings. The area of cooperative projects designed to arrange, index, and microfilm major groups of archival materials has not even been properly explored.

PL-480 has been good for us. It can stand minor improvements in its service to U.S. libraries. It has done almost nothing for international librarianship, and for this we should hang our

heads in shame.—*Robert D. Stevens, Associate Dean, Graduate School of Library Studies, University of Hawaii, Honolulu, Hawaii.*

Brown, George W.; James G. Miller; and Thomas A. Keenan. *EDUNET: Report of the Summer Study on Information Networks Conducted by the Interuniversity Communications Council (EDUCOM).* New York, Wiley, 1967. 440 p. $4.95.

The demand for, and cost of, higher education in the United States continue to rise sharply. This has caused growing concern that the quality of education necessarily must decrease unless major technological innovations can be found to improve the efficiency of the educational process. Possible ways in which a national educational network might alleviate some of the problem were discussed at a conference conducted by the Interuniversity Communications Council (EDUCOM) during July 5-29, 1966, at the University of Colorado and attended by some 180 educators and scientists.

This book combines, in an interesting way, summaries of the principal ideas developed at the conference, together with appropriate extracts from the working papers. If successful, colleges and universities would share their resources through network systems employing all kinds of communication media ranging from digital transmission to color television. As might be expected from a conference of this kind, the participants were optimistic that such a system can work and that it should be tried.

The first six chapters of the book are dedicated to developing a rationale in support of this concept, including: a brief history of EDUCOM; a short description of selected information networks currently operating or under development; the identification of needs and uses for such a network system with particular emphasis on library applications; and organizational considerations. The final chapter contains the resultant proposal for establishment by EDUCOM of a pilot educational information network (EDUNET). Experimental operation of the network could be expected to provide important additional information on the potentials and problems of such systems.

The proposal contains broad technical plans for EDUNET as well as organizational plans and a tentative budget. The more technically oriented librarian will be disappointed to find that detailed specifications for hardware and software requirements are not given. However, all will enjoy this exciting but realistic look into the future of large-scale information systems.—*John Sherrod, Adjunct Professor of Library Service, Rutgers—The State University, New Brunswick, New Jersey.*

Cox, N. S. M.; J. D. Dews; and J. L. Dolby. *The Computer and the Library.* Hamden, Conn., Archon Books, 1967. 96 p. $4.50.

The rapidly growing literature on library applications of computers seems to divide itself into empirical accounts of operations, often described in either confusingly expert detail or obscure generalities, and dreams of the promised land of total automation and the man-machine dialogue. Very few writers discuss what has already been done or what might be done in terms both comprehensible and helpful in the very real world of libraries with large stocks to process and control and many readers to look after. But in *The Computer and the Library* we have not only a book that recognizes the need for a practical guide to realistic thinking and the need to bridge a gap between the librarian and the computer expert; we have also a book that goes a long way to satisfying those needs.

This series of lectures, given originally in the University of Newcastle-upon-Tyne, is often fundamental and always realistic; much of the book (with the exception perhaps of Chapter III) can be read with little or no knowledge of computers, but it is rarely superficial. Its authors offer a state-of-the-art account of computers for librarians, "to explain the kind of thinking necessary for an objective evaluation of a proposed computer application." Both library operations and the computer are examined realistically to see just what must be known and done, and continual emphasis is laid on the need to assess the suitability of an operation for computerization and to recognize the limitations of computer performance. The usual caveats about the computer's utter and literal simplicity are extended here to support some very telling observations on what it means to the design of a system or operation not to be able to assume a human quality of common sense in the operator. Machines are not only literal and explicit, they are explicit at a level of trivial detail far more fundamental than most librarians have ever recognized to exist significantly in their operations, and the authors discuss the implications of this recognition for training as well as for system design.

A fundamental assumption of the book is the need for a catholicity of influence on the development of equipment and knowledge for library automation. The authors stress that mechanically unsatisfactory equipment is already being rapidly improved but it is unlikely for some time to change in basic design—to include optical scanners, for instance, capable of reading all or even most title pages. What must improve is the understanding and use of the equipment. Computer science has little to enable it easily to handle and reproduce the very complex assembly of linguistic data that is a fairly ordinary catalog entry; printers, linguists, computational linguists, mathematicians, computer scientists and librarians must all work together on problems of this kind.

The realism and practicality of the book focus attention on the automation of individual library operations, rather than on the overall automation of library systems, presumably because the authors do not believe in the early realization of automation of that scope. Even assuming this, their emphasis is to be regretted because the approach to the library system is then different, and different conclusions might be drawn about the costs and design of individual operations. For example, the print-out is emphasized as the catalog record even in the chapter on information requests, where as many as four standard and several special arrangements are proposed for the printed catalogs and where searching the machine record is seen as a last resort—an emphasis valid only when cataloging and bibliographical enquiry are seen as unconnected library operations. There is a further cause for regret: on present evidence the authors' observations on that topic would have been among the most cogent, succinct, and readable that could be expected.—*C. D. Batty, School of Library and Information Services, University of Maryland, College Park, Maryland.*

Downs, Robert B., and Frances B. Jenkins, eds. *Bibliography: Current State and Future Trends.* (Illinois Contributions to Librarianship, No. 8) Urbana, University of Illinois Press, 1967. 611 p. $8.95.

This work is a reprint in book form of the January and April 1967 issues of *Library Trends,* designed to "review comprehensively the current status and future outlook of bibliography, general and special, at home and

abroad, in every major area" (p. 1).

On the whole it achieves its goals admirably, but there are two serious gaps: (1) There is no thorough consideration of analytical and descriptive bibliography, although this branch of the discipline has flourished both in this country and in England. Indeed, not too long ago *Library Trends* devoted an entire issue to it (April, 1959); and the July 1964 issue on research methods in librarianship included a chapter on the subject. (2) For enumerative bibliography there is too little attention to basic philosophy. An enumerative bibliography, after all, is not simply a list; it is an organized list of identified items. But precisely how are these items to be identified and how are they to be arranged?

These two gaps result in a series of shortcomings. For instance, the *Short Title Catalogues* by Pollard and Redgrave and by Wing appear only in the chapter on English literature (p. 193 and 194 respectively), while Sabin, Evans, and Shaw and Shoemaker appear only in the chapter on American history (pp. 380-81), although, of course, each of these bibliographies covers a multitude of subjects. We are told that A. E. Case's *Bibliography of English Poetical Miscellanies 1521-1750* needs to be supplemented by the *Cambridge Bibliography of English Literature* (p. 195) although the two differ drastically both in form and in arrangement. Dorothy Ritter Russo's *Bibliography of George Ade* is quite a different kind of thing from the Tilton-Currier *Bibliography of Oliver Wendell Holmes* listed in the same paragraph with it (p. 217). Portions of some chapters are conglomerations of titles strung together with the usual words, with concern only for comprehensiveness and little attempt to evaluate the books for clarity and style of entry and usefulness of arrangement. Finally, the index lists bibliographies only by titles with no attention to authors or subjects.—*P.S.D.*

Fisher, Eva Lou. *A Checklist for the Organization, Operation, and Evaluation of a Company Library*. New York, Special Libraries Association, 1966. 61 p. $3.00.

Depending on one's point of view, this broadly-conceived, three-part checklist can serve either as a primer for management or as a guide to librarians with little or no experience. Used in either manner, there are many benefits to be reaped, but the format and contents are also fraught with certain pitfalls and dangers. Perhaps, as a point of balance, the pamphlet can best be utilized by certain levels of management or librarians who need a guide for evaluating an existing special library operation.

Part I covers twelve well-chosen major problems facing management, but are best applied to libraries-to-be. Unfortunately, many of these situations would probably be only academic to libraries already in operation. Perhaps sets of different-goaled problems should have been designed. However, the real poser seems to have been ignored: how and where to find a special librarian and what the qualifications should be.

Most of the questions in Part II (specific problems of operations) are ones that can be most intelligently and meaningfully answered only by an experienced, qualified, professional librarian. Non-librarian management will not have the time (not to mention the patience and necessary understanding) to delve into the details of binding, cataloging, circulating procedures, and the myriad of other library functions. However, it must be said that the problem coverage here is just short of being exhaustive. Nevertheless, there are some sections for which the economy on words should have been waived. For example, under "Space," the section on patents is vague as to what country (or countries) the growth per year is specified.

What assumptions are being made here?

Part III (where to start), well-intentioned as it is, might in its naiveté be highly misleading to managers and even insulting to professional librarians. Step 1 (order materials as requested) might indeed, in some instances, be the first step, but it could also be quite devastating to a small to moderate-size budget if careful selection is not practiced. Step 3 (shelve books by author) is a great idea if only a couple hundred monographs (without complicated authorships, that is) are involved, but then this would probably only qualify as a "library" requiring nothing more than secretarial attention. And what about periodical titles? No suggestion is made as to their arrangement, if any. This category of material can cause many problems in all sizes of libraries. In some areas, such as aerospace and engineering, title changes occur frequently enough to cause almost nightmarish conditions when certain arrangements are employed.

Fortunately, the suggested readings are well chosen, and it is recommended that they be used generously to amplify areas in the *Checklist* which may seem to be on the lean side. Direct face-to-face communication with other special librarians who may have travelled the same road could also provide a wealth of advice unavailable in all the library literature. I was sorry not to have noted any advice along these lines.

Let us hope this good beginning (albeit second edition) can be continued and expanded, but authors and users alike should remember that a tool of this nature can, and must, be only supplemental to the more formalized training mastered by professional librarians.—*Robert G. Krupp, Chief, Science and Technology Division, The New York Public Library, New York City.*

Houghton, Bernard, ed. *Information Work Today; Papers Presented at a Symposium for Information Workers Held at Liverpool School of Librarianship in September 1966.* Hamden, Conn., Archon Books, 1967. 119 p. $4.50.

This collection of eleven symposium papers gives a rather thorough description of the highlights of current "information work" in Britain. The emphasis is on special libraries and information centers serving industry and business. The conference was intended as an introduction to the subject for scientists and librarians who had moved into information work from laboratories or from non-technical libraries. It was also meant to expand the views of those who had been in this field of work for a short time.

Most of the papers are so slanted towards British problems and practices as to limit their appeal in other countries, so far as the average reader is concerned. This sort of emphasis is particularly evident in the historical accounts of the development of information work or in papers dealing with different types of information available. The chapter on patents, for example, deals only with British patents. The chapter on public library service to industry is entirely concerned with activities in England. Therefore in this country one would expect the book to appeal mostly to those wishing to compare their system with ours, such as educators in library science and information science.

Having said this, in all fairness it should be pointed out that there are a few papers which could be read with profit by most administrators in information work. For example, the chapter by D. Mason on the organization and administration of industrial information and library services is full of helpful, down-to-earth ideas. His brief remarks about checking a pre-

viously-written job description against actual practices is one small illustration that he knows his subject from a first-hand basis. In the same way the contribution by D. Ball on the organization of a staff so as best to meet the users' needs would also be of general interest to supervisors. Yet these two papers come to a total of only 30 pages, hardly more than a compact review of the subjects. The other chapters, while well-written, would not have much appeal outside of Britain.

Those who publish certain American commercial and governmental library tools may be pleasantly surprised to find this book citing their publications as basic items to be used. Once in a while there is a welcome touch of British humor, such as the reference to calling on "the old boy network" for help—a much more interesting way of putting it than the more prosaic suggestion to call on one's colleagues for assistance when all else fails.

One word of suggestion to the publishers—why not use a different type size or style, or use punctuation, on the title page to differentiate between the editor's name and his affiliation in library associations. As it now stands, someone in this country is apt to take a hasty look at the title page and assume the editor was Bernard Houghton Fla!——*Ellis Mount, Science and Engineering Librarian, Columbia University, New York.*

Thayer, Lee, ed *Communication: Concepts and Perspectives.* Washington, D. C., Spartan Books, 1967. 440 p. $14.00.

Most symposia can be reviewed with the single cliché, "uneven." This one, The Second International Symposium on Communication Theory and Research, held at Excelsior Springs, Missouri, in March, 1966, fulfills the clichéd expectation in an unusual way. Which papers contribute to the unevenness (i.e. are poor) is primarily a matter of the disciplinary perspective (and philosophy of science) of the observer. The claim of the editor and symposium organizer that the 20 papers represent 20 disciplines and five countries is an only slightly exaggerated statement of the variety of perspectives presented. The range is from rhetoric to neurophysiology, with psychiatry, sociology, psychology, and anthropology in between, and electrical engineering and physics thrown in for good measure. Two of the contributions are summing up papers, one by a physicist and one by an anthropologist. One reviewer described the symposium as "a scholarly house party . . . to celebrate human communication." It was a closed-group session with 45 participants, and some of the "scholarly house-party" comes through in the transcription of discussion following each paper. The communication that is discussed, however, is broader than human communication and includes a paper on animal communication and a discussion of abstract models suitable to both transportation and communication in general.

It was quite the opposite of a research specialty meeting, in which researchers in the same "invisible college" meet to talk about common goals or problems. Rather, it was a deliberate attempt to stimulate interdisciplinary cross-fertilization by bringing together a diverse selection of individuals. A good deal of talking past one another apparently took place, as one would expect at a meeting mixing humanists concerned with aesthetics and ethics, action-oriented appliers of communication skills, and scientists concerned with developing testable models or theories of the communication process. One suspects that diversity works best when jointly focussed on a common problem with perhaps a common philosophy of science. The appropriate test of the success of such a symposium may be in whether new

lines of inquiry or new collaborations emerge as a result, or at least in the feeling of participants that their own inquiries have been enhanced by such stimulation. It is too bad we do not have adequate measures of such results, if any.

The book that resulted has a something for everybody quality. For librarians and information scientists there is a chapter by Herbert Menzel, "Can Science Information Needs Be Determined Empirically?" and a chapter by Richard H. Wilcox, "Some Neglected Areas in Research on Scientific and Technical Communications." It also has a high browsability potential for anyone with any interest in the process of communication, and in seeing the variety of perspectives from which communication can be viewed. *—Edwin B. Parker, Associate Professor, Institute for Communication Research, Stanford University, Stanford, California.*

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A new listing of materials on intellectual freedom has been prepared by the Office for Intellectual Freedom of the American Library Association. The materials are available now and can be ordered (preferably by prepaid orders) from the Office for Intellectual Freedom, American Library Association, 50 East Huron Street, Chicago, Illinois 60611.

In the listing, these pamphlets are available:

"Freedom to Read Statement"
"Policies and Procedures for Selection of School Library Materials"
"Library Bill of Rights," as amended June 27, 1967 (parchment)
"School Library Bill of Rights" (parchment)
"How Libraries and Schools Can Resist Censorship"
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Reprints are:

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25 copies	$2.00
50 copies	$3.00
100 copies	$5.00

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MANUAL ON FLOOR COVERINGS FOR LIBRARIES

Practical information about almost every type of floor and floor covering that might reasonably be installed in a library building is presented in a new 326-page book, *Floors: Selection and Maintenance,* by Bernard Berkeley. It was written and prepared for publication under a grant from the Council on Library Resources, Inc. to the Library Technology Program of the American Library Association.

Five of the seven chapters of the manual, believed to be the only such comprehensive publication in print in this country, are devoted to detailed descriptions of the properties of the major categories of floors and floor coverings: resilient, carpet, masonry, wood, and formed-in-place. Installation and maintenance techniques are explained for each type of floor within all major categories, noting special problems that might be encountered. Two other chapters discuss selection criteria and maintenance practices and equipment. Twenty tables and more than 100 illustrations further help the reader. The book is indexed and offers a list of selected references.

Intended as a guide to the choice and maintenance of flooring, the manual should prove indispensable to librarians and administrators planning new library buildings, and to architects, planners, and interior designers of institutional or commercial buildings. It should be equally valuable to those engaged in remodeling existing structures or who are ultimately responsible for maintenance of the physical plant.

The author, Bernard Berkeley, is Vice President, Research Division, Hysan Products Co., Chicago. At the time he wrote the book, he was a research director at Foster D. Snell, Inc., New York, a subsidiary of Booz, Allen & Hamilton Inc.

Floors: Selection and Maintenance, LTP Publication No. 13, is priced at $12.50. It may be ordered from the Publishing Department, American Library Association, 50 East Huron, Chicago, Illinois 60611.

COMPUTER PROCEDURES FOR CATALOGING SINGLE-SHEET MAPS

The Council on Library Resources, Inc., has made a grant of $33,537 to the Library of Congress for a pilot project to develop procedures for automated controls for single-sheet maps in the collections of the Geography and Map Division.

The procedures to be developed will utilize computer technology by recording such descriptive information as the full map title, call number and dimensions of the map sheet, on magnetic tape. Once recorded, the data can be manipulated by the computer for providing bibliographic entries, publishable catalogs, cards for shelf lists, and for other uses. The data can also be stored for future retrieval and more sophisticated uses as the Library's overall automation program is developed.

The structure of the format to be used will be the Library's MARC II format. The latter has been developed in the Library's project to provide *MA*chine *R*eadable *C*ataloging information for book materials.

Initially, the project for machine-readable cataloging data for single-sheet maps will be concerned with current acquisitions only—some 35,000 to 40,000 maps a year. In developing automated procedures, the Geography and Map Division will coordinate its efforts with governmental, public and research libraries which have map collections, so that the system and techniques may be useful to other map libraries as well as to the Library of Congress.

The project will be administered in the Geography and Map Division's Processing Section, headed by J. Douglas Hill, in cooperation with the Library's Information Systems Office. David K. Carrington, formerly Librarian for the Office of Geography at the Department of the Interior, has joined the Geography and Map Division staff at the Library of Congress to serve as Coordinator for the project. Mrs. Viola Scandrett, computer systems analyst in the Information Systems Office, is providing technical assistance.

RECRUITMENT MATERIALS

Two new leaflets prepared by the Materials Committee of the Office for Recruitment of the American Library Association are now available. *A Bibliography for Librarian-Recruiters* lists materials of interest to librarians active in recruitment. *A Bibliography for Guidance Counselors* lists articles, films, and books which are designed to acquaint counselors and potential recruits with the library profession.

Also available is *A Career in Hospital and Institution Librarianship* prepared by the Library Education Division and the Association of Hospital and Institution Libraries of the ALA. It is a curriculum guide intended to answer questions often asked about preparation for careers as hospital and institutional librarians and recommends study areas for high school, college, and graduate students.

All three leaflets are available in quantity. Single copies are free. They can be ordered from the Office for Recruitment, American Library Association, 50 East Huron Street, Chicago, Illinois 60611.

CONTINUING EDUCATION OPPORTUNITIES

A supplement to the *Continuing Education for Librarians,* a listing for 1968-69 of workshops, conferences, seminars and short courses in librarianship has been compiled and produced by the Office for Library Education of the American Library Association.

Twenty institutes are listed in the supplement. As in the original listing, information is arranged by place, by subject, and by date. Each entry includes the title of the meeting, the place, sponsoring agency, director or instructors, tuition and registration charges, deadline for registration, and the source for further information.

The supplement, like the original listing, is intended for use by librarians, teachers, information scientists and personnel officers. It is available without charge from Continuing Education for Librarians, American Library Association, 50 East Huron Street, Chicago, Illinois 60611.

INVESTIGATION OF A SYSTEM TO PREVENT BOOK THEFTS

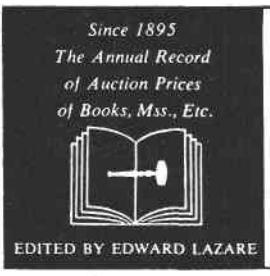
The Council on Library Resources, Inc., Washington, D. C., has announced a $66,500 grant to The Free Library of Philadelphia for the development and field-testing of the "Checkpoint" System designed to prevent book thefts from the library.

Emerson Greenaway, Director of the Library, said in accepting the grant that "the funds will allow us to test out further this promising system, which can help us provide better service by alleviating the general problem of missing books. This will enable library users to find on the shelves books which otherwise would have been pilfered. This should mean, therefore, faster service to the public. Prevention of book thefts is one of the most urgent problems facing our library and others. The 'Checkpoint' system is the most practical and the least costly of any system we have examined thus far for solving it."

Metal Edge Industries of Barrington, New Jersey—the originator and developer of the "Checkpoint" System—has been engaged to continue the technical research and planning. Metal Edge, the largest member company of Logistics Industries' corporate group, has been working with the Free Library of Philadelphia on the problem for two years and, since May, 1967, has been coordinating a field test of their "Checkpoint" System in the Frankford Branch of The Free Library.

According to Library Director Greenaway, approximately half of the one-year grant will be used to set up field-tests of the system in three other branch libraries in Philadelphia. "The other half will be used to refine and improve the operation and effectiveness of the 'Checkpoint' System itself."

Peter Stern, Vice President for Research and Development, Metal Edge Industries, stated that " 'Checkpoint' is an advanced solid state electronic system. If a patron carries or 'wears' a concealed book through the exit aisle, an automatic mechanism sounds an alarm and locks a turnstile or door." Mr. Stern is co-inventor of the Checkpoint System, with General Atronics Corporation of Philadelphia.



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XIV, 144 pages New York Hafner Publishing Company 1968
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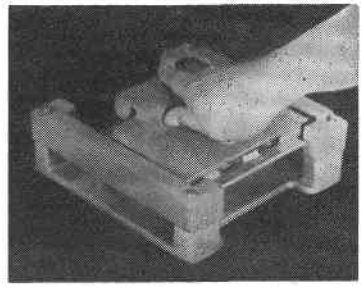

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