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The Dual Assignment: Cataloging And Reference: A Four-Year Review of Cataloging in the Divisional Plan

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The Divisional Concept

The divisional concept in librarianship is based upon an approach to all organization and service through subject matter. The initial approach is made in the divisional reading room. The divisional reading room, in contrast to the departmental reading room, serves three or more departments of instruction and research in an institution of higher education; hence, the word divisional, implying a group of closely related subjects, such as the humanities, the social sciences, the biological sciences, the physical sciences.

Prior to the introduction of the divisional concept in the organization of a college or university library, the public service departments were based upon other concepts altogether, such as reference work and reference books, periodicals and newspapers, documents in the connotation of that word peculiar to librarianship, and reserved books. The divisional concept of subject matter may have had its first applications to librarianship in the consolidation of two or more closely related departmental reading rooms or branch libraries. It should be noted in passing that the divisional concept has long been applied successfully in a few large public libraries, quite apart from the academic environment of higher education.

The concept of the divisional reading room offered an opportunity to present the undergraduate student with a well-rounded open-shelf collection of books and periodicals suited to his interests. The humanities reading room thus immediately became a reading room full of books and periodicals in the humanities, commonly including such subjects as English and foreign languages and literatures, together with philosophy and religion. The fine arts may be included here, or they may be made the subject matter of a fine arts division. Under this plan the library on the campus now for the first time offered the undergraduate student a reading room full of books selected to serve conveniently his own special interests, instead of those of the librarians in charge. Here, in one place, he could find books and periodicals in the field of his undergraduate

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major, together with their special indexes and the related encyclopedias, without being routed around from place to place: from the card catalog to the loan desk and book stack; from the reference room to the current periodicals room, or to the reserved book room.

The concept of the divisional reading room also offered the librarian an opportunity to select and employ his staff on the basis of their subject interests and training as well as for their professional interests and training in librarianship. Reference librarians now became humanities librarians, or social science librarians, or physical science librarians. Ideal educational training under this concept of recruiting would include two master's degrees or their equivalent, one in an appropriate subject and one in librarianship. Librarians in training, with bachelor's degrees and possibly some graduate work in one of the languages or literatures, in philosophy, or in the fine arts, would become ideal recruits for appointment to the humanities division. In the science division, on the other hand, one would seek librarians in training who had majored in one of the physical or biological sciences, or in mathematics. The logic of assigning new recruits to librarianship in accordance with their known subject interests and training, since all college graduates commonly present a major field of interest as a fait accompli, would seem to be so obvious as to need no defense here.

Extensions of the Divisional Concept

The idea of the divisional reading room, stocked with books and periodicals covering a broad but closely related group of subjects, and staffed with librarians whose special interests qualify them for work in these subjects, is commonly understood and accepted. The extension of the divisional concept beyond the boundaries of the reading room is, however, neither commonly understood nor accepted. It is for this reason, therefore, that this paper summarizing an eight-year experience with the extension of the divisional concept into cataloging may be of more than casual interest to many readers.

A first extension of the divisional concept of staffing already described would logically occur in book selection. Why not apply the formal training and the personal interests of the reference staff in the humanities division to the selection of books and periodicals for the library? On the academic campus this becomes a shared responsibility, and the humanities staff will find that a large part of its work in book selection will find expression in stimulating selection on the part of the faculty and in correlating all book selection within the established budget framework. The staff will inevitably, of course, make a major contribution of its own to book selection. Under this plan of management the acquisition department is no longer the sole or principal agency for book selection within the library walls. The acquisition department must, however, assume its share of responsibility for selection in the fields of general bibliography and incomplete sets. All subjects, as such, are assignable to the subject-oriented divisions.

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Book selection, properly conceived as a function of librarians, must assume some of the technical aspects of precataloging. To be selected as an appropriate addition to the library, the book must first be correctly identified, bibliographically speaking. This initial effort, properly recorded, becomes the first step in the cataloging process. The useful and useable knowledge of the reference librarian in the subject division is immediately extended by this first-hand acquaintance with books and periodicals newly selected for acquisition. The books selected may not be new books altogether, but they will be new to the library. The librarian involved in their selection, identification, and preliminary checking will then be better informed of the resources shortly to be available to him.

Contrary to common practice, it seems illogical at this point to introduce a new staff to catalog and classify these same books. As we have described it, book selection and precataloging have already become a function of the reference staff in the subject division. We now extend this responsibility to include full cataloging and classification of all newly acquired material, limited only by the boundaries of subject matter; that is, the humanities staff catalogs only humanities materials.

Briefly stated, this plan implies that a divisional staff is recruited on the basis of its formal training, both in subject matter and in librarianship, in order effectively to serve the public in a library organized by subject divisions. This same divisional staff is given a broad assignment of responsibility including not only reference work with students and faculty, but also a major share in the selection of materials for acquisition. Since book selection involves many of the elements of precataloging, this same reference staff is assigned to the full cataloging and classification of all new materials appropriate to the division involved. So assigned, the same staff divides its time between the public service and the technical service. The same individuals select materials for acquisition, catalog, classify, and use them to serve the public. This we call the dual-assignment: the ultimate extension of the divisional plan.

What is a Cataloger?

Guy Lyle* has explained that a cataloger must graduate from college and also from library school; that he must have a knowledge of books, of the uses of catalogs, bibliographies, and book lists, and of classification and cataloging procedures; that he must have a reading knowledge of one or more foreign languages; that he must have an understanding of modern library organization, procedure, policy, aims, and service, particularly in relation to cataloging; and that he must have an appreciation of the objectives of higher education. He says further that a cataloger must be resourceful and exhibit good judgment, orderliness, and accuracy; that he must have ability to organize work and to follow instructions; that he must get along well with supervisors, co-workers, and sub-

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ordinates. These are the qualifications expected of almost any librarian. They are especially pertinent to reference librarians, as well as to catalogers.

Catalogers sometimes tend to work in an ivory tower situation. Cataloging can become a cult, the end of which is cataloging for the sake of cataloging. Such cataloging may produce perfection in the principles of entry, adequacy in cross-references for subject headings, and accuracy in filing. Without direct contact with students and faculty, however, and without continuous communication with colleagues throughout the library, such cataloging will inevitably fail to reflect in the classification of materials the actual use made of them. It will also fail in some degree in the use of subject headings and analytics with appropriate adaptation to actual classroom instruction and research. It should be remembered at all times that the catalog is the basic bibliographical tool in the library. It is the most important tool the reference librarian has at his disposal.

In some libraries the catalog department, being somewhat apart from the public eye, has become the repository of all of the library's unsolvable personnel problems. It has become an escape hatch for inept administrators. The ivory tower complex and the maladjusted personality seem to go well together, but such a combination is not suited to the creation of a card catalog conceived to be in the public interest and with the specific needs of the reference librarian uppermost in mind.

**What is a Reference Librarian?**

Something should be said on the other side of the question as to what is a cataloger. The reference librarian tends to wear a halo, albeit sometimes the halo is too small for the individual trying to wear it. This has been a tendency all too prevalent in recent years both in reference departments and in library school courses in reference work. The reference librarian is the individual who can and should be most helpful in interpreting the library's collections to the user, be he student or teacher or public library patron. If it is true that the most important tool in the library is the catalog, then the reference librarian's very work itself must depend upon a high degree of expertness in understanding the card catalog and in exploiting its contents in the public interest.

It is often said that the best way to learn a subject is to teach it. It can also be said that the best way to master the card catalog is to participate in its making. A card catalog of over a million cards is a complicated instrument, even at best and with a reasonable degree of simplification. Effective use of such a card file requires a comprehensive grasp of the rules of entry and an understanding of all the essential elements of bibliographic description. Nowhere is such an understanding better acquired than through actual experience in cataloging. If all administrators had actual experience of some duration in the catalog department of a well run library, some of these same administrators would then be less prone than they now are to make absurd public pronouncements on the cost and procedures of cataloging.
More important still, if reference librarians could have substantial experience in actual cataloging, not only would they be less critical of the work of catalogers who must forever be seeking the perfect compromise between the actual book and the appropriate cataloging rule or classification theory; they would by the very experience itself become more expert in the use of the card catalog. They would then be less inclined to blame the catalogers for what appear to them at first glance to be the intricacies and omissions of the card catalog, an attitude which is too often based upon their own ignorance of current cataloging practice. It follows, too, that if the reference librarians take a hand in actual cataloging, the card catalog will tend to become better adapted to public need. This can be true in many important respects: in the choice of subject headings, for example, or in modifications of the classification scheme, or in the selection of details of descriptive cataloging.

**What is a librarian?**

Unless the library is so large that a high degree of specialization in its staff is inescapable, the library will benefit in many ways if its professional employees can practice their profession broadly rather than narrowly. On the academic campus the librarian’s principal responsibility is the organization of the collections for use and their interpretation to the community of students and scholars. This work implies the continuous use of several common library processes which are based upon sound bibliographic technique. The more obvious of these processes are book selection and pre-cataloging; full cataloging and classification; and interpretation through the use of books and reference tools.

In all of these closely interrelated processes sound bibliographic technique is essential. It implies a fundamental knowledge of book analysis and book description, and a comprehensive grasp of the content and relative usefulness of book lists of all kinds, whether they be subject bibliographies, printed catalogs of libraries, indexes, abstracts, or dealers’ lists, or the card catalog itself. Sound bibliographic knowledge and technique are to librarianship what algebra is to all higher mathematics, or human anatomy to the whole field of medicine.

A reference librarian who is intimidated by the card catalog, or one who shies away from the cataloging process, is actually no reference librarian at all, but an information clerk. We believe it to be equally true that a cataloger who is intimidated by the notion of working with books in relation to people, who wants to hide behind a stack of books in a catalog department and without an actual first hand acquaintance with the use to which the card catalog is actually put in the daily work of the library, is not a cataloger in the best interest of the library, but a recluse of one sort or another.

*The University of Nebraska: A Case-Study of the Dual-Assignment.*

The Technical Service Division consists of two departments: Acquisition and Catalog. The primary responsibilities of the Acquisition De-
partment may be described as purchases, gifts, and exchanges. This Department also has several secondary functions, including centralized serial records and bindery preparations. The primary responsibilities of the Catalog Department are the cataloging and classification of printed materials in all their forms. Its secondary responsibilities include the processing of materials. The Technical Service Division serves the central university library and all the branch, departmental, and laboratory libraries on the two Lincoln campuses of the University.

The present staff of the Catalog Department has three full-time professionals: a Catalog Librarian and two Senior Assistant Catalogers; eight half-time Junior Catalogers assigned from the divisions: two each from Humanities, Social Studies, and Science & Technology, and one each from Agriculture and Law; and nine full-time classified service personnel: two Junior Librarians, two Library Assistants, and five Clerk-Typists.*

Administrative responsibility and authority for all cataloging and classification reside in the Catalog Librarian and her two full-time Senior Assistant Librarians. These three break in and direct the work of the eight half-time catalogers. They also undertake their share of the more difficult original cataloging and the direction of the many special projects which inevitably fall to the lot of the Catalog Department. Librarians from the subject divisions catalog and classify the great bulk of the materials flowing into the Catalog Department, but they do so under the supervision and authority of the Catalog Librarian. Centralized authority for supervision assures continuity in the work and at least a reasonable level of uniformity in cataloging practice.

The University of Nebraska's card catalog is a union catalog of all the University's books. All books owned by the University are considered to be a part of the University Library. A reasonable degree of continuity and uniformity in cataloging practice would, therefore, seem to be highly desirable in the maintenance and development of the catalog records of the collections. The card catalog is the primary bibliographic tool of all librarianship in the university library, and a costly one too, be it noted. The University of Nebraska is estimated to have invested three-quarters of a million dollars in direct cataloging costs.

The librarians from the subject divisions are responsible for descriptive and subject cataloging and also for the classification of all materials flowing into their respective subject areas. This includes materials for which Library of Congress cards may be had, serial cataloging, and original cataloging. Each of the divisional librarians brings to this work an interest in special subject areas. For example, one of the librarians from the Division of Science & Technology majored in the biological sciences, and another is now completing a master's degree in physics. In the prac--

* The professional classes of employment in the University of Nebraska Libraries are as follows: Director; Associate Director; Assistant Directors; Librarians (e.g. the Catalog Librarian); Senior Assistant Librarians (e.g. Senior Assistant Cataloger); Assistant Librarian (e.g. Junior Cataloger). The classified service classes of employment include the following: Junior Librarian; Library Assistant; Clerk-Typist.

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tice of librarianship these special interests inevitably broaden to include cognate subjects. This special knowledge is also applied to cataloging. Questions of classification practice, for example, are discussed between the Junior and Senior Catalogers in the Department. Policy decisions are referred to the Catalog Librarian and may also involve the Assistant Director for Technical Service and the corresponding officer in the subject division. Such exchanges of ideas and information have developed practical approaches to mutual problems and an *esprit de corps* that would be hard to duplicate in an organization where such easy communication did not prevail. Full and open discussion of such problems does not in any way imply a loose organization. Responsibilities, with commensurate authority, are clearly assigned and this is fully understood.

The nine classified service personnel are assigned to marking and bookplating the physical volumes, typing catalog cards, and filing or withdrawing cards from the dictionary catalog or the shelflist. The Library Assistants and the Junior Librarians, who are sub-professionals, handle added volumes, copies, and editions; card filing and its supervision; the training and supervision of the Clerk-Typists including revision of their card typing; revising and releasing books after processing; and so-called brief cataloging. It is essential that an adequate complement of classified service personnel support the catalog program in the dual-assignment situation. The subject specialists from the divisions are too valuable in cataloging and in reference work to have their time and energies dissipated upon any of the tasks which can as well or better be delegated to supporting personnel. Their bibliographical work is highly professional, and maintaining it on this level helps to sell the program to reference librarians who thought they never wanted to catalog books.

**Productivity and Cost**

Questions are frequently asked concerning the cost and productivity of Nebraska’s cataloging program. The general impression seems to be that it may cost more to catalog books under this plan than in a traditional catalog department and that productivity may be less. Is this true or false? It is true that there are no statistics available with which we can uniformly compare our production and costs. This study, however, attempts to define and describe Nebraska’s catalog program and to isolate special factors affecting it during the period 1954/55 through 1957/58. Tables I and II summarize cataloging personnel and personnel costs during this period.

The Catalog Department is the centralized agency for the system of libraries on the two Lincoln campuses. The College of Medicine Library is not included in this operation since it is located over fifty miles away in Omaha. In addition to the union catalog in the Love Memorial Library (the central university library), the Catalog Department supplies the cards and maintains the catalogs in four divisional reading rooms (humanities, social studies, education, and science), in two major branch libraries (agriculture and law), and in five departmental libraries. All processed
books and all catalog records emanate from the central agency and, with the exception of a simple play and short story index prepared in the Humanities Division, no special indexes or supplantations to the catalogs are made locally in the public service departments. This means that the total cataloging cost is represented in our tabulations.

The operations performed by the Catalog Department include: descriptive cataloging, classification and subject headings, shelf-listing, preparation and filing of cards, and the processing of the physical volumes. It is important to note here that the major portion of time expended in Library of Congress card searching and in bibliographic searching is not charged to cataloging. At Nebraska, the bibliographic work both for card ordering and for establishing correct entry is done by the subject specialists in connection with book selection. This we have already referred to as pre-cataloging. All essential bibliographic information is recorded on the order cards and these go forward with the books to cataloging. This eliminates duplication of initial searching. Some new materials do, of course, require additional bibliographic work by the catalogers.

Excepting only the collection in the University High School Library, Library of Congress cards are obtained for all materials insofar as they are available. We do not blindly accept these printed cards, but give them critical review for local adaptation. We have not measured the actual extent of this process of local adaptation.

The Cost of Cataloging

Table III presents an itemized record of cataloging costs. The unit cost per title cataloged in 1954/55 was $3.58; in 1955/56 $3.86; in 1956/57 $4.54; and in 1957/58 $5.47. During the same period the unit cost per volume was as follows: $2.32 in 1954/55; $1.83 in 1955/56; $2.47 in 1956/57; and $2.34 in 1957/58. It is apparent that the unit cost per title has steadily increased, but that the unit cost per volume reveals no similar pattern. Personnel is the largest and most significant item of cataloging cost. The payroll has increased from $41,228 in 1954/55 to $56,480 in 1957/58. Major increases in salaries occur in 1955/56 and 1957/58, the initial years of the biennial appropriations provided by the State. There is no observable consistent ratio between the cost of personnel and the cost of cataloging, since the human factor and many other variables are involved.

The cost of printed catalog cards is next to personnel in importance. Even though expenditures for books, periodicals, and binding increased from $112,769 in 1954/55 to $149,887 in 1957/58, card costs decreased from $4,655 to $4,109. Here again, such factors as one-time purchases of large groups of Library of Congress cards for recataloging projects in Law and Agriculture explain the deviation.

In view of all the factors involved, the evaluation of the cost of cataloging with particular reference to the dual-assignment is exceedingly difficult. The variables from year to year such as those mentioned do directly affect cost. However, salaries paid to the professional staff are
comparable to those we would otherwise have had to pay to full-time catalogers, and certainly the clerical salaries are not very much affected by the organization of the Department. The really basic question is are we getting as much production with this organization as we might get otherwise.

**Productivity in Cataloging**

Table IV details the production record for the years covered. *Title unit output* for the Catalog Department was 905 in 1954/55; 862 in 1955/56; 724 in 1956/57; and 649 in 1957/58. During the same period the *volume unit output* fluctuated as follows: 1,397 in 1954/55; 1,777 in 1955/56; 1,336 in 1956/57; and 1,518 in 1957/58. It is apparent that in over-all production the year 1955/56 was the best. This can be explained only by a careful examination of the individual cataloger's statistical records and an evaluation of related employment factors. Production in 1956/57 suffered because of turnover in staff. A Senior Cataloger resigned in September and was not replaced until July of the next fiscal year. In addition, five new people were trained for junior cataloging positions on half-time assignment. The staff increased in 1957/58. Three people were added to the clerical group and all professional positions were filled during most of the year. But the major factor influencing production at this time was the conversion from a 44-hour clerical week and a 41-hour professional week to a 40-hour work week for all employees. A corresponding loss of cataloging time is reflected in the statistics for the year.

These figures of title and volume production do not take into account the other jobs and projects which are a part of the operation of the catalog department. The training of new staff members, both professional and clerical, teaching them the policies of this particular library system, and orienting them to the work of the Department, are important phases of management. The Catalog Librarian does the initial training of each Junior Cataloger. During the period for which we are presenting statistics, three new Junior Catalogers were trained in 1954/55, two in 1955/56, five in 1956/57, and one Senior Cataloger as well as three Junior Catalogers in 1957/58.

Is there any special difference in the training of a cataloger at the University of Nebraska? The rules and forms of entry and the general policies of the Catalog Department are basic for all librarians. Some newcomers will have more knowledge of cataloging method than others, and some will have more experience. Many of the Library's policies and routines, especially classification policy, will be learned in the divisional reading rooms. Each cataloger must have a knowledge of cataloging method, of languages, and of basic subject matter. The cataloging methods of a given library are much easier to teach to a librarian with a broad background in the whole field of library work than to one who knows and is interested in only one special department. A knowledge of cataloging procedure is still important, but we have come to believe that subject background is indispensable.
It is impossible to tell whether the number of trainees would have been larger or smaller with full-time catalogers and with what periods of vacancy. In recent years it has become almost impossible to recruit and employ full-time catalogers under any circumstances. The task of training two people for each full-time position cannot be discounted, but it can be counterbalanced by the fact that one resignation means only a half-time replacement and that meanwhile at least half of the work of this position will go steadily forward.

The training of new clerical staff members and student assistants is done by the Senior Catalogers and the Junior Librarians (sub-professionals). Six new clerical assistants were trained in 1954/55; three in 1955/56; eight in 1956/57; and ten in 1957/58. A student of group dynamics could find interesting data for his studies among our clerical employees. Approximately half are recent graduates of high schools within our region. These are seeking husbands and, to fill in the time, are content with short-term careers in clerical work. Some find husbands in the local community, and others come to us for work in order to help support husbands who are enrolled as graduate students. In 1956/57 a majority of the instances of turnover in employment within this group were due to pregnancy; in 1957/58 a majority returned to college to finish degrees; in 1958/59 a majority are finding better paid employment in other offices in downtown Lincoln. Obviously, group dynamics are at work; which is simply to say that these young women are friends, they share their experiences, and they influence each other in many ways.

The Catalog Librarian and her two full-time Senior Catalogers do the cooperative cataloging for the Library of Congress, supervise reporting to the National Union Catalog, and catalog special materials such as microfilm and microcards. One of their important tasks is supervision and revision of material cataloged by the Junior Catalogers. The cataloging is not completely revised except during the first six weeks or two months the cataloger is new to the Department. The main purpose of revision is to sustain reasonable uniformity in the general policies of the Catalog Department and to maintain consistency in technical details.

Do we spend more time on revision than is spent in a traditional department? All material does flow through the hands of a second person. The added volumes, copies, editions, and so on are revised by a Junior Librarian (sub-professional). All other materials are revised by the Senior Catalogors or by the Catalog Librarian. The reviser soon learns which type of detail needs to be checked for a given cataloger. For some a brief glance at classification is sufficient, or to note if there is any special problem with the material in hand; for others all details must be checked more closely. We try to keep actual revision at a minimum, but some checking proves to be worthwhile.

In addition to the regular work of the Department, special projects are invariably in progress. During 1954/55 we initiated the reproduction of cards by Xerography at the University's central Duplicating Service, and procedures were worked out with that office. The special Wyer classi-
fication scheme for the College of Agriculture was discontinued, and books for this Library accordingly were included in the union shelf list. A special classification and procedure were developed for Agriculture Experiment Station and Agricultural Extension publications in the College of Agriculture Library. Work was continued on transferring records for collections previously moved into the Love Memorial Library from teaching departments where they had formerly been housed. The Catalog and Acquisition Departments worked together to establish a central serial file. An assistant in Acquisitions worked in the Catalog Department part-time for a couple of months to demonstrate how the Catalog Department could use information forwarded from the Acquisition Department and why such information had initially to be ascertained as a part of pre-cataloging. Government agency history cards were purchased and filed in the public catalog to facilitate the use of “document” materials. The card catalogs in the Architecture and Geology Libraries were refiled to conform with current American Library Association filing rules.

During 1955/56 the Department cataloged a large collection of music scores received from the Department of Music. Russian materials which had accumulated for several years were cataloged, and rare book cataloging was resumed. Subject cataloging for University of Nebraska theses had been eliminated from 1945 to 1952 because of lack of staff, and during 1955/56 some of these theses were given subject cataloging. The routine for all serial cataloging was revised, and cards for serials in Law and Medicine were pulled and stamped for the serial file. A brief but special classification scheme was developed for the Law Library. Further work was done on revising subject headings and adding necessary cross-references. During the summer the cards were shifted in the sections of the card catalog that had become too tight and new labels were made for all cases.

During 1956/57 new routines were established for periodicals and continuations for which holding records are in the Postindex. Work was also done on transferring the holding records from the public catalog and shelf list to the Postindex. The routines and policies for the University High School Library were reviewed, and a manual of cataloging procedures written. This Library was weeded, and recataloging with H. W. Wilson cards was initiated. New binding forms were designed, and new routines established for material sent to the bindery from the Catalog Department. New forms were devised for use by public service divisions in indicating to the Catalog Department that corrections and additional references are needed in the public catalog. Analytics were pulled from the public catalog for a selected list of United States government publications in accordance with new policies for handling all government publications. Work was continued on adding necessary subject cross-references in the public catalog.

During 1957/58 the project of typing new subject cross-references for the public catalog was completed. Work continued on transferring holding records for periodicals and continuations from the public catalog.
and shelf list to the Postindex. The special classification scheme in entomology at the College of Agriculture was discontinued, and work was initiated on the reclassification of this collection and its transfer to the Library from the Department of Entomology. And last but not least, refiling the public catalog in the Love Memorial Library to conform with current American Library Association rules was initiated.

Despite increasing appropriations for materials and an increasing flow of new acquisitions into the Department, the Catalog Department has been busy with an unusual number of special projects. These special projects are the inevitable consequence of the total reorganization of all library services instigated by moving into the new divisional plan central library in 1945. These special projects have substantially affected the cost of cataloging per title and per volume. Their chief effect has been to divert some of the time and attention of the entire Department away from direct application to the steady flow of new materials into the Library. During the trial period of the dual-assignment, too, from 1951 forward, a general reorganization of the work procedures and habits of the entire Technical Service Division was called for. This, unquestionably, has affected productivity. It may, therefore, be too soon to attempt to measure the actual operation of the dual-assignment as we have defined and described it in this report. We look forward, therefore, to a second four-year study to be undertaken immediately in what we hope may prove to be a more normal situation for concentration upon the advantages and disadvantages of the dual-assignment, without all the distractions described in the immediately-preceding paragraphs.

We are trying continually to control and reduce cataloging costs by other means; for example, by clarifying the distinctions between clerical and professional tasks, by better organizing the flow of work, by simplifying or eliminating procedures wherever possible, by writing down routines so that they are easier to follow with consistency, and by an increasing coordination of all related aspects of the twin departments: Acquisition and Catalog. We recognize that a price must be paid for value received. A study of costs is not meaningful unless the final product is taken into account. Quantity alone is not entirely valid basis for judging the work of a library department—not even such piece work as the cataloging of books. We believe that through the dual-assignment we are producing a catalog better adapted to the needs of a divisional library.

To be Specific

The evaluation of the quality of the cataloging produced under the dual-assignment system is elusive. There are no commonly-accepted quantitative measures of quality in this field. Evaluation of some kinds we have, of course. Student and faculty response to the card catalog and to the local library is an indirect evaluation to observant and sensitive librarians. Many of the faculty and students have worked or studied on other campuses, and their comments may sometimes be taken as comparative judgments. The library staff, too, represents a wide
range of training and experience in other universities, and its composite judgment determines the specific applications of our present program. Exchange librarianships for the purpose of further evaluation might also prove to be significant to the program.

The degree of expertness in the public interest developed by the cataloger who is also and at the same time a reference librarian is observable in many specific and practical ways. These catalogers are personal acquaintances and working colleagues of the graduate students and faculty. Because of this close relationship, Dewey classification numbers, for example, are assigned with greater discrimination since the cataloger knows at first-hand what teaching and research interests are being served in the local academic community. On the other hand, to make sure that the cataloger who is also a reference librarian does not do violence to the basic principles of consistent classification policy, we have centered cataloging authority in the person of the Catalog Librarian. A Humanities Librarian might, for example, prefer to group all the works of a significant literary author together on the open shelf, but it is a basic principle of the Dewey classification to separate literary works into groups distinguished by their literary form. The classification system, under centralized direction, could be adapted to serve either concept, but not both at once. In the interest of administrative efficiency and economy the basic decision on this point, having once been made, must be adhered to despite changes in staff and in personal preference.

The reference librarian brings to cataloging a breadth and depth of subject knowledge and interest that is reflected time and time again, for example, in the choice and application of subject headings. In rapidly developing fields of research this advantage is especially noticeable. The card catalog no longer need be twenty-five years behind contemporary science. The reference librarian's intimate personal knowledge of subject bibliography enables him to suggest the elimination of expensive and time-consuming analyses in the card catalog in instances where this work is being done adequately in published sources. Added entries and analyses suggested by the reference librarian for inclusion in the catalog he helps to make are apt to be selective and discriminating. This may prove to be especially true, for example, with added entries for editors, translators, and illustrators.

By channeling the bibliographic process continuously into the hands of the reference librarians from the subject division, not only have we eliminated nearly all of the duplication of bibliographic research that is so commonly noticeable in libraries where this function is divided among separate groups of staff, but we are also developing a degree of bibliographic expertness in our reference staff that was not possible under a system of divided and widely separated bibliographic responsibilities. In other words, in this system the reference librarian develops a systematic and comprehensive knowledge of all new acquisitions in his area starting at that moment when the new title first appears as a suggestion for purchase or acquisition by other means. This process accumulates a wide
A variety of useful knowledge within his comprehension and memory, having to do with initial identification of "the book," its acceptance or rejection for acquisition, and the solution of immediate practical problems growing out of editions, multiple copies, necessary duplications, the location of copies, restrictions on their use, their availability, and ultimately with respect to their content and usefulness to student or faculty. Anonymity of authorship, changes in title, items numbered in series, variety and complexity in corporate entry, and especially in government authorship, and the inescapable intricacies of filing a million cards—none of these is any longer a mystery to the reference librarian working under the dual-assignment, and every cataloging decision permanently affecting the library's bibliographic record is tempered to some degree by experience gained in the reference function.

Does this system sacrifice uniformity and essential bibliographic detail in the card catalog? To the extent that such uniformity and detail are desirable and economically reasonable, the answer is "No!" We have assurance on this point because the system affords a maximum application of cataloging theory and practical reference experience to the making of such decisions. All three of the authors of this report have at one time or another been head catalogers for a substantial period of time. Among the three there is also a considerable accumulation of direct reference experience. The ultimate application of the divisional concept in the dual-assignment of librarians to a combination of reference work and cataloging was an outgrowth of much reflection upon the accumulative experiences of long years of service in university libraries where these primary functions were held to be entirely separate and sacred, each from the other. In this new system librarians are urged to concentrate upon and to grow intellectually in subject areas of special interest to them, and they are given every encouragement to apply to their work as librarians a comprehensive knowledge of all the essential elements of librarianship.

**Recruiting and Indoctrination**

Sometimes newcomers are shocked by the breadth of their responsibilities in the dual-assignment. Newcomers are therefore given a carefully-planned induction consisting first of three to six months full-time work in the reading room of the subject division before the half-time assignment to the work of technical service is initiated. Without taint of prejudice or pious hope, we can say that conversion to full support of the plan comes sooner or later and invariably within the first year of the experience.

The problem of adjustment to the dual-assignment, however logical the plan may appear to be to those who defend and direct it, usually derives from attitudes developed in library school or in previous employment. Cataloging is sometimes unfortunately taught as the advanced calculus of librarianship rather than as its elementary algebra. Catalog departments, too, have in some situations become known as the home of
the insecure personalities in librarianship. Reference work is sometimes taught as though it were the only consistently intellectual effort in the curriculum and also, curiously enough, as though it could be mastered and practised in a discipline divorced from the elements of cataloging and classification. This situation thus described is not wholly true, of course, but there is enough truth in these impressions to cause some trouble in a library which wishes to merge cataloging and classification with reference as one unified application of sound bibliographic technique.

It may be, too, that inadequacies in ability and in training are more accurately observed and measured in cataloging, where the work is subject to more or less continuous review, than in reference work where qualitative and quantitative standards of performance are more likely to be nebulous or merely arithmetic. The individual who either can’t or doesn’t want to catalog books usually proves to be inadequate at the reference desk.

**Scheduling**

Scheduling is one of the perennial problems in all library practice. The work-week at Nebraska is now forty hours. The central university library is open seventy-five hours and expects in the near future to extend this schedule. No librarian can reasonably be expected to apply himself to any one task forty hours continuously during the week. A diversity of assignments is highly desirable in the interest of alertness and efficiency on the job. The Assistant Librarians in the dual-assignment find that dividing their time between the technical service and the reference desk provides the diversification that is both necessary and desirable. Nebraska experimented with a variety of schedule patterns and has discarded the divided day and the alternate day in favor of the divided week. In this system none of the work is ever referred to as monotonous. In fact, since a major work assignment must be accomplished within two and a half days, the tendency is for the Assistant Librarian to step up his own pace.

**Training for Promotion**

The system of dual-assignment described in this report was initiated at the University of Nebraska in 1951. The elements of the plan were explained and discussed in staff meetings. Several members of the staff volunteered their cooperation. Initially and experimentally only two librarians were involved. Gradually the plan was extended to its present full-scale application. During the eight years since 1951, twenty-six Junior Catalogers have been trained into the program. To the Catalog Librarian each of these twenty-six was a half-time cataloger who required a comprehensive training effort. Viewing this effort selfishly from the point of view of the Catalog Department, one might conclude that it is administratively expensive and also unreasonable. However, certain obvious facts can be set in opposition to this conclusion.

Cataloging at the University of Nebraska is viewed not only as a means of organizing new materials for use and accompanying them with ade-
quate records, but also as continuous training for the public service staff in the essential elements of sound bibliographical technique. In this system young librarians, including many newly graduated from library school, are soon immersed in the elements of book selection, pre-cataloging, cataloging and classification, and reference in actual practice. The breadth of this experience develops a mature comprehension of librarianship. Promotion in line with special personal interests becomes possible in either direction, that is in either the technical service or the public service.

Out of this group of Assistant Librarians, working in the dual-assignment system, Nebraska has developed three full-time Senior Assistant Catalogers whose reference experience was in the humanities and the social studies, an Order Librarian whose reference experience was in science, and an Acquisition Librarian whose experience included both reference work in the humanities and full-time supervisory experience in cataloging. From Assistant Librarianships in Law where the work also included cataloging, one individual moved into science, the home of his first “academic love,” and another into the position of Public Service Librarian in order to broaden his experience. Previously the position of Public Service Librarian had been filled by promotion from the Education Librarianship which had also included cataloging. It is also worth mentioning that the Librarians in Agriculture and in Law now share the dual-assignment with their Assistant Librarians, dividing both their schedules between the technical service and the public service within their subject areas.

Mention should also be made here of another supporting argument. During the past decade “catalogers” have become increasingly hard to find in the employment market. In fact, they have almost reached the vanishing point in some geographic areas. During this same period Nebraska has developed a full staff of “catalogers” and “reference librarians,” recruiting and employing them as “librarians” in the humanities, in the social studies, or in science, and encouraging them in the continuous application of all the essential elements of librarianship which they learned in library school.

Staff Comment

Mary Doak, Social Studies Librarian speaking for the Social Studies Division, says: “The librarian who works in both the technical service division and at the reference desk in the divisional reading room is not only able to catalog more efficiently, but is also able to give better service to students and faculty. Having the advantage of observing the actual use of books, the cataloger is able to classify them where they will be of most value. The reference librarian in this system acquires a better working knowledge of the card catalog and a more thorough acquaintance with the collection. The librarian working in a dual-assignment learns to understand the intricacies of problems in both areas. He gets a clearer overall view of the organization and works toward an integration
of its diverse elements. The dual-assignment broadens the experience of
the beginning librarian and gives him better preparation for future
responsibilities."

Richard Farley, formerly Assistant Director of Libraries for Science &
Technology and now Associate Director of Libraries, and here speaking
for the Science & Technology Division, says: "The most significant conse-
quence of the dual-assignment to cataloging and reference, from the sci-
ence librarian's point of view, centers in its freedom of action. So long
as we stay within the general framework of good cataloging practice, we
are able to maintain direct control over the assignment of classification
numbers, analytics, and subject headings to science materials. To librari-
ans who were formerly bound to accept anything and everything that
came out of the catalog department, this is an exciting and revolutionary
modification of traditional practice. It has become especially significant
in areas of science where we are able to apply our special knowledge of
scientific bibliography, a knowledge which incidentally is best acquired
only through direct and continuous contact with research personnel and
students."

Mr. Farley says further: "Certain side-effects of the dual-assignment
should also be noted. The informal pressures we apply to each other
within the division to complete all unfinished cataloging cannot be dis-
counted. We are so enthusiastic about getting our science materials into
the hands of our patrons that a backlog of fifteen or twenty titles becomes
a matter of serious concern. We gain immeasurable good will through
being able to catalog a title for any faculty member during the time it
takes him to browse through the current journals. And finally, we like
a system that contains built-in checks and balances that do not permit
careless habits in bibliography. We are confident that our skill as cata-
logers increases our skill as reference librarians."

Bernard Kreissman, Assistant Director of Libraries for the Humanities,
says: "There really is no single outstanding characteristic of the
integrated reference-and-catalog-plan, the dual-assignment. Like an effi-
ciently functioning organism, each characteristic derives benefits from all
the other features of the plan, and it in turn provides the other elements
with the value of its own processes. They all dovetail and interlock; they
all work together. To detail this statement very briefly, the librarian in his
reference capacity knows the collection more intimately than one who
has never seen 'the book' until it appears on the reference shelf, and in
his catalog function he has an intimate knowledge of the use to which
he and his patrons will put a particular text. It is thus the only system I
have known in which the reference librarians are one hundred percent
satisfied with the classification and description of the collection; and the
catalog librarians are wholly satisfied that the reference group are fully
capable of interpreting the catalog. In all fairness, I think we may
turn the question around and ask: 'Where and how did you get the idea
that any organism, a library included, is better served when run in two
separate walled-off compartments rather than in one single unit?"
<table>
<thead>
<tr>
<th>Year</th>
<th>Professional Full-time Budgeted Positions</th>
<th>Professional Half-time in Full-time Equivalent</th>
<th>Professional Full-time Budgeted Positions</th>
<th>Professional Half-time in Full-time Equivalent</th>
<th>Clerical Full-time Budgeted Positions</th>
<th>Clerical Full-time Equivalent</th>
<th>Student Assistants in Full-time Equivalent</th>
<th>Total Staff in Full-time Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1954/55</td>
<td>3</td>
<td>3.42</td>
<td>8</td>
<td>6.42</td>
<td>5.42</td>
<td>2.43</td>
<td>14.27</td>
<td></td>
</tr>
<tr>
<td>1955/56</td>
<td>3</td>
<td>3.38</td>
<td>8</td>
<td>5.91</td>
<td>2.9</td>
<td>15.64</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1956/57</td>
<td>3</td>
<td>3.41</td>
<td>8</td>
<td>8.5</td>
<td>8.5</td>
<td>1.25</td>
<td>15.66</td>
<td></td>
</tr>
<tr>
<td>1957/58</td>
<td>3</td>
<td>3.92</td>
<td>8</td>
<td>8.83</td>
<td>1.46</td>
<td>17.21</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 The College of Medicine Library is not included.
2 Full-time catalogers include the Catalog Librarian and two Senior Catalogers (revisers and supervisors).
3 The "full-time equivalent" is computed on the basis of a full-time position for twelve months employment. To illustrate by example from column four: two Junior Catalogers working respectively 8 and 9 months on half-time assignment during a fiscal year equal .71 in full-time equivalent. This is calculated as 1/2 of 8/12 plus 1/2 of 9/12.
4 Half-time Junior Catalogers include two people from each subject division i.e., Humanities, Social Studies, and Science and Technology, plus one person from each branch library: Agriculture and Law. This equates to four full-time positions filled by eight half-time people.
5 As classified by the University Personnel Office, the clerical complement for 1954-1956 consists of one Junior Librarian, one Library Assistant and four Clerk-Typists. In July 1956, two Clerk-Typists were added and in January 1957 one Junior Librarian. On July 1, 1957, a Clerk-Typist was reclassified to Library Assistant.
6 Student Assistants are employed on an hourly schedule. The total hours per year have been converted to full-time equivalents on the basis of a 44 hour week during 1954-1957 and a 40 hour week since July 1957. Student Assistants are used to supplement the clerical staff and perform related tasks such as filing, typing and processing.
<table>
<thead>
<tr>
<th></th>
<th>Salary Expenditures for Full-time Catalogers</th>
<th>Salary Expenditures for Half-time Catalogers</th>
<th>Salary Expenditures for Clerical Employees</th>
<th>Expenditures for Student Assistance</th>
<th>Total Cost of Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1954/55</td>
<td>$13,010.37</td>
<td>$13,011.88</td>
<td>$11,406.90</td>
<td>$3,799.41</td>
<td>$41,228.56</td>
</tr>
<tr>
<td>1955/56</td>
<td>14,500.00</td>
<td>15,375.00</td>
<td>12,791.57</td>
<td>4,676.70</td>
<td>47,343.27</td>
</tr>
<tr>
<td>1956/57</td>
<td>12,923.12</td>
<td>14,456.75</td>
<td>17,358.09</td>
<td>2,447.35</td>
<td>47,185.31</td>
</tr>
<tr>
<td>1957/58</td>
<td>15,500.00</td>
<td>18,819.50</td>
<td>19,997.58</td>
<td>2,163.62</td>
<td>56,480.70</td>
</tr>
</tbody>
</table>

1 Major increases in rates of pay occur biennially.
<table>
<thead>
<tr>
<th>Year</th>
<th>Cost of Personnel</th>
<th>Cost of Cards</th>
<th>Cost of Miscellaneous Supplies</th>
<th>Total Catalog Dept. Costs</th>
<th>Number of Titles Cataloged</th>
<th>Number of Volumes Cataloged</th>
<th>Unit Cost per Title Cataloged</th>
<th>Unit Cost per Volume Cataloged</th>
</tr>
</thead>
<tbody>
<tr>
<td>1954/55</td>
<td>$41,228.56</td>
<td>$4,655.87</td>
<td>$339.55</td>
<td>$46,223.98</td>
<td>12,912</td>
<td>19,936</td>
<td>$3.58</td>
<td>$2.32</td>
</tr>
<tr>
<td>1955/56</td>
<td>47,343.27</td>
<td>4,223.73</td>
<td>479.75</td>
<td>52,046.78</td>
<td>13,482</td>
<td>27,798</td>
<td>3.86</td>
<td>1.83</td>
</tr>
<tr>
<td>1956/57</td>
<td>47,185.31</td>
<td>4,003.58</td>
<td>412.75</td>
<td>51,601.64</td>
<td>11,345</td>
<td>20,917</td>
<td>4.54</td>
<td>2.47</td>
</tr>
<tr>
<td>1957/58</td>
<td>56,480.70</td>
<td>4,109.64</td>
<td>494.90</td>
<td>61,085.24</td>
<td>11,177</td>
<td>26,125</td>
<td>5.47</td>
<td>2.34</td>
</tr>
</tbody>
</table>

1. These costs include processing, card production and catalog maintenance. The College of Medicine Library statistics are not included.
2. The card costs include Library of Congress, H. W. Wilson, and Xerography cards, location and check cards, and card stock.
3. The cost of Library of Congress cards in the largest part of this item: 1954/55, $3,907.97; 1955/56, $3,657.53; 1956/57, $3,072.60; 1957/58, $3,306.03. These figures include Library of Congress cards purchased for the College of Medicine Library since there is no convenient way to separate this item of cost.
4. Library of Congress cards, when available, are purchased for all titles. Photostat reproductions are purchased when L.C. cards are not to be reprinted. If L.C. cards are not available and more than four cards are needed, they are reproduced by Xerography. If cards are typed, the main cost is in the personnel figure. H. W. Wilson cards are purchased for the University High School Library and were purchased for the first time in 1956/57. The figures for card stock are estimated.
5. Supplies include book pockets, book marks, book plates, paste, rubber cement, transfer paper, temporary colored cards and miscellanea such as rubber stamps, pencils, ink, desk pens and rubber bands. These figures are estimated.
6. A volume is a "bound physical volume," not a "bibliographical unit."
<table>
<thead>
<tr>
<th>Year</th>
<th>Amount Spent through the Acquisition Department</th>
<th>Number of Titles Cataloged (monographs and serials)</th>
<th>Number of Titles Recataloged</th>
<th>Total Number of Titles Cataloged</th>
<th>Number of Volumes Added</th>
<th>Number of Volumes Recataloged</th>
<th>Total Number of Volumes Cataloged</th>
<th>Total Staff in Full-time Equivalent</th>
<th>Title Unit Output per Person for Catalog Department</th>
<th>Volume Unit Output per Person for Catalog Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1954/55</td>
<td>$112,769.50</td>
<td>10,445</td>
<td>2,467</td>
<td>12,912</td>
<td>16,831</td>
<td>3,105</td>
<td>19,936</td>
<td>14.27</td>
<td>905</td>
<td>1,397</td>
</tr>
<tr>
<td>1955/56</td>
<td>117,567.67</td>
<td>11,757</td>
<td>1,725</td>
<td>13,482</td>
<td>25,110</td>
<td>2,688</td>
<td>27,798</td>
<td>15.64</td>
<td>862</td>
<td>1,777</td>
</tr>
<tr>
<td>1956/57</td>
<td>118,287.86</td>
<td>10,434</td>
<td>911</td>
<td>11,345</td>
<td>20,002</td>
<td>915</td>
<td>20,917</td>
<td>15.66</td>
<td>724</td>
<td>1,336</td>
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<tr>
<td>1957/58</td>
<td>149,887.64</td>
<td>10,173</td>
<td>1,004</td>
<td>11,177</td>
<td>24,948</td>
<td>1,177</td>
<td>26,125</td>
<td>17.21</td>
<td>649</td>
<td>1,518</td>
</tr>
</tbody>
</table>

1 Includes Expenditures for Books, Periodicals and Binding on the Lincoln campuses, excluding the College of Medicine in Omaha.
2 A volume is a "bound physical volume," not a "bibliographical unit."
3 See Table I for definition.
4 Title unit output is calculated by dividing the number of titles by the number of cataloging staff in full-time equivalent.
5 Volume unit output is calculated by dividing the number of volumes by the number of cataloging staff in full-time equivalent.
ADDITIONAL READING ON THE DIVISIONAL PLAN LIBRARY AT THE UNIVERSITY OF NEBRASKA


Public Service and Cataloging at the University of Nebraska

Enid Miller
Seattle Public Library
formerly Senior Assistant Librarian
Humanities Division, University of Nebraska

The University of Nebraska Libraries' plan of dual assignments in public service and in cataloging among its assistant librarians has been held in question by librarians who are acquainted with the program only through articles in professional journals or through discussion with administrators of the library. The opinion is held by some that the plan...
is not feasible, or, if feasible, not working so well as is reported. Perhaps a report on the plan written by one who has worked for three years in the University of Nebraska Libraries in one of the dual assignments will give a point of view which is both different from that of the administration and is also pertinent, because the writer has experienced the advantages and disadvantages of the plan.

Kathryn Renfro has described the plan at Nebraska.¹ To recapitulate briefly: the Cataloging Department is made up of the Catalog Librarian, two full-time senior catalogers, and eight half-time junior catalogers. The junior catalogers are the subject specialists, while the senior catalogers are the revisers who see that cataloging standards are maintained. Each junior cataloger handles materials in his subject field only and thus works with monographs, serials, and other forms of the written word. Each reading room has a librarian and two assistant librarians who work half time in the Cataloging Department. The work week is usually divided so that the persons involved spend two and one half days in the reading room and two and one half days in the Cataloging Department. In this way, a reading room will have always one assistant in the room and the other in the Cataloging Department.

The advantages of this split assignment system to the library have been discussed to some extent in the article mentioned above. The Library is able to hire one person to do both reference and catalog work. By virtue of his being a subject specialist, the half time cataloger is able to classify books rapidly, and he is able to put a book into the collection in its proper relationship to other books. The assistant librarian also knows how books are used in the reading room; and, therefore, when a question arises as to which of two or three numbers might be used for a particular book, he can decide fairly easily which number he should assign to get the maximum use from the book.

The Library profits from a cataloger who also works in the reading room, because he is aware of the books which are in demand and can hurry up a particular title without formally “advancing” it. Although it may take three or four weeks before a book comes up to be cataloged in regular order, the cataloger who knows which ones are needed can do those immediately as they come to him. Since he is not bound to do books in a strictly chronological order, he can save the extra expense of taking the book out of the normal routine by “advancing” it and can still make a book go through the acquisition process faster than it would usually.

The library also benefits, as far as its public relations are concerned, in that the assistant librarians can answer faculty inquiries about a new book, usually without going through the formal procedure of sending in a search slip. If the assistant has seen the book in the acquisition routine, he is able to reassure the faculty member of its existence and thus build up better faculty-library relationships.

Since the subject cataloger is working both in the reading room with faculty members and in the Cataloging Department, he is aware of buying trends among the faculty and can recommend the use of more expansions
of Dewey. For example, at the University of Nebraska there has been heavy buying in the Scandinavian and in the Spanish American literatures. The quantity of orders which began to arrive forced a reconsideration of the Dewey numbers, with the result that expanded numbers are now being used in the Scandinavian literatures, and in most other "minor" literatures as well. However, the former system of classifying Spanish American literature has been scrapped altogether, and the fourteenth edition of Dewey has been adopted with an alphabetical table devised by Luis F. Malaga which is based on the frequency of names in Spanish rather than in English.

The ways in which the reading room profits from the assistant's work in the Cataloging Department are perhaps not so numerous, but they are tangible and important. In cataloging, and particularly in doing original cataloging, the librarian uses special bibliographical tools which he would probably not use frequently in the reading room and which may not have been mentioned in library school classes. However, since he has to use them to find information for his cataloging work, he is more likely to remember their existence and is better able to help patrons with an obscure question in the reading room.

Since the University of Nebraska Library is organized on the divisional plan, only a small portion of the collection is housed on open shelves in the reading rooms, most of the books being in the stack areas. However, a person who has been cataloging is acquainted not only with reading room books but also with those which he has cataloged and sent to the stacks.

Probably the most important way in which the reading room profits from the half time spent in the Cataloging Department is that the assistant librarian learns how to use the catalog. Since many subject headings seem to be phrased arbitrarily, some thought is often necessary to figure out exactly what subject heading to look under for particular information. For example, the University Library has many requests from students for skits; however, books of skits are listed under "Amateur theatricals". Since a person from the reading room was also working in the Cataloging Department, he was able to make a cross reference from "Skits" to "Amateur theatricals", so that students could find books for themselves. This is not to imply that cross references are inserted ad lib. Only after consultation with the Head Cataloger is any such step taken. However, annoying deficiencies in the catalog are probably more quickly remedied in this split system than in the conventional system where every point brought up by the public service department must be the basis of a battle with the Cataloging Department. From working with subject headings in the Cataloging Department, the librarian comes to realize how they are worded and is better equipped to help patrons with the catalog than is a librarian who has never classified a book.

The library benefits from having a portion of its staff working in two places, because departmental rivalries seem less apt to occur. Persons who work both in public service and in the Cataloging Department are natu-
rally chary of criticizing "those catalogers". Even the full time catalogers are always in touch with the public service departments, since they are revising the work of the junior catalogers who are also public service librarians.

One disadvantage of this system which has been mentioned by critics is the cost of training one person to do two jobs. This is true to a certain extent. The rate of turnover in the group of junior librarians can also be a disadvantage. However, when one junior librarian goes, the library has lost only half a cataloger; and the probability is that both junior librarians will not leave at the same time. A third disadvantage could be that the cataloging is not as expert as it would be were it done by full-time catalogers. This last criticism of the split system may be answered by pointing to all the simplifications of the cataloging and classification processes which have occurred recently. These disadvantages, however, even the one of cost, seem to be outweighed by the advantages of the dual assignments to the library.

The person working in the split assignment benefits also. At Nebraska, since these jobs are held frequently by persons right out of library school, the individual develops a broader understanding of library practices and problems; he gets twice as much experience as he would were he working only in public service or only in cataloging. He becomes more closely acquainted with books than he would if he did not catalog them, and the librarian learns to use many more reference tools than he would in the course of a position in public service only.

The assistant librarian profits from his reading room experience when he is in the Cataloging Department in several ways. He is able to see the end of an action, a book order, which perhaps he originated in the reading room. He learns also that the public service department is not necessarily the pivot around which the rest of the library revolves. He learns to appreciate the work of the Cataloging Department and of the other technical services. For the person who works in this dual assignment, then, there are definite advantages.

Regardless of all intentions, however, this plan would probably not work well if the individuals involved were not above average. They need to be flexible, able to see both sides of a question, and willing to learn.

The assignment of assistant librarians to duties in both public service and cataloging, which is producing good results at the University of Nebraska Libraries, is to be recommended where practicable to libraries and to librarians, for both organizations and individuals can profit from it.

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Acquisition and Cataloging; an Integral Part of Reader Services*

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The new development in catalog administration at the State College of Washington Library is the integration of the development and organization of the library collections (namely, acquisition and cataloging) with the interpretation and use of the collections (namely, reference and other reader services). In our organization we have attempted to resolve what Frank Lundy described as "a serious and basic dilemma [which] confronts university librarianship today . . . the many conflicts which have arisen between catalogers and reference librarians in their separate camps," by having the same individual select, organize, use, and interpret the collection to the patrons, the faculty, and students.

The State College of Washington is a resident land-grant college, a university with an undergraduate college of Sciences and Arts, a Graduate School, and professional schools in Agriculture, Economics and Business, Education, Engineering, Home Economics, Mines, Music, Pharmacy, Veterinary Medicine, and Physical Education, Recreation and Athletics. In round numbers, we have 5,000 undergraduates, 500 graduate students, and 1,100 students enrolled in extension courses. The appropriation for the last biennium was $18,193,000, an annual budget of approximately $9,000,000.

The library is an integral part of the academic administration of the College. In the fiscal year 1955-56, the library had a book collection of 650,000 volumes, received 5,300 serials and 200 newspapers, and added 15,900 volumes. The total book budget, including books, periodicals and binding was $78,275, and the total library budget, $316,717. Library services were provided by the equivalent of 64 full-time staff members—20 librarians with faculty status, 28 non-faculty, and the equivalent of 16 full-time student assistants.

Our present organization was provided for in the plans for the new library building as early as 1947. In 1950, G. Donald Smith, the Director of Libraries, described the philosophy underlying the reorganization of library services: "The new building was designed around a plan of close, flexible, and ever-expanding cooperation between the library and the instructional staff, to bring the library into active and not passive sharing


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in the educational enterprise. The core of this scheme is the abandon-
ment of the traditional ‘reference,’ ‘periodical,’ and ‘reserve’ reading
rooms, and to a large extent the abandonment of separate closed ‘stacks,’
in favor of a broad (divisional, not departmental) grouping of related
materials of all kinds—reference, periodical, book, pamphlet, and other
—in rooms so arranged as to encourage and facilitate direct student use
of the resources of learning.”

In this organization of library services, three policies provide the basis
for the administration of the acquisition and cataloging processes. The
basic policy, perhaps, is that organization of library materials and services
should be by broad subject areas rather than by form or function.

“Instead of a warehouse of books, the library has been envisioned as a
service—a service composed of many parts, designed to facilitate the most
effective use of the media of communication in college teaching, research,
and extension.” As members of the College faculty, members of the pro-
fessional library staff are expected to provide this service, to be concerned
with and to participate in the teaching, research, and extension programs
of the College. The second policy, then, provides for the inclusion of all
professional library services—development, organization, interpretation
and use of the collections, bibliographic services, and participation in
teaching, research, and extension services—in the concept of reader
services.

A third policy (not particularly new with us) emphasizes the separa-
tion of professional and clerical operations: the performance of routine
library services by clerical staff. Professional staff give general supervision,
but detailed supervision of acquisitions (order), cataloging, filing, circu-
lation, etc., is provided by top-level non-faculty personnel.

These three policies, then (organization by broad subject areas; inte-
gration of development, organization, and use of the collections into one
service; and performance of routine library operations by clerical staff)—
are inherent in all developments in the administration of cataloging in
the WSC Library.

The present organization, however, is the result of a gradual evolu-
tion from the original library departments. Until 1947 the library had
the traditional order, cataloging, reference, and circulation departments.
The first step in the reorganization was the establishment of a Reader
Service Division and of a Technical Service Division with technical
service staff working a few hours a week at the two reference desks. In fact,
the new library building provided specifically for such an organization.

In 1952, after the divisional libraries had been functioning for some
time, the centralized organization was found to be somewhat cumbersome
and inflexible. Each library had begun developing its own approaches to
materials; for example, the Science Library immediately began work on a
classified catalog under the close supervision of the Chief of the Science
Library. By the summer of 1952, descriptive cataloging, subject cataloging,
classification, and the serial record had been transferred to the divisional
libraries according to subject. The Head Cataloger remained in the Tech-
nical Service Division as general coordinator of the cataloging services and as general supervisor of the routine acquisition, card preparation, and mechanical preparation operations. The Head of the Acquisition Section, responsible for bibliographic searching and order, gift, and exchange routines, also remained.

In 1953 as a result of arrears in bibliographic searching and because of the close relationship of bibliographic searching with descriptive cataloging, the next development was the decentralization of bibliographic searching. Of the acquisition functions, only order, gift, and exchange operations remained in the Technical Service Division.

From time to time we have questioned whether it might be desirable again to centralize bibliographic searching and descriptive cataloging in which many processes are in the category of routine library operations. In bibliographic searching, in addition to securing order information, we establish the entry and locate copy for descriptive cataloging. However, all questions about the purchase recommendations of the faculty are handled by the divisional library staff. The Acquisition Department processes the orders and maintains the order records. The divisional libraries, therefore, feel that decentralization of bibliographic searching is highly desirable. In so far as descriptive cataloging is concerned, we agree with the conclusion of Cresap, McCormick and Paget, management engineers, that "the cataloging job is a whole job of planning approaches between a piece of material and its potential users, that the job should not be broken up as it had been on the basis of subject analysis vs. description, and that the significant differences among materials, in terms of use, lie in differences in subject and not differences of form." 5 There is an exceedingly close relation between planning approaches to materials for potential users and the utilization of those approaches in serving the readers. In the spring of 1957 the most recent development was to remove the Acquisition Section from the Technical Service Division to the Library Administrative Office.

The present organization provides for three divisional libraries (Humanities, Science, and Social Science) which are semi-autonomous units, each providing the complete range of intellectual services required by their respective fields. "Effective operation of these services requires that reference librarians shall also be responsible for developing and organizing the collection which they use—in other words, all members of the professional library staff must participate actively in all the services offered by their divisional library." 6

Exceptions, of course, prove the rule. Microfilm collections and readers are centralized in the Technical Service Division. The newest divisional library to be organized is the Archives Library, which provides service by form (rare books, manuscripts, special collections, and College archives). Also, an important part of the total library service is the Audio-Visual Center which provides audio-visual materials (primarily films and film-strips), audio-visual equipment, and services in the selection and use of the audio-visual materials and equipment.
The Technical Service Division now is responsible for a variety of services: editing and maintenance of the central author/title and subject catalogs, duplication of catalog cards and other library records, marking and plating of books, mail and delivery service, the central information desk, and the microfilm, etc. collections and microfilm, etc. readers.

Centralized in the Library Administrative Office are the necessary administrative controls and routine activities such as maintenance of personnel records; budget records; order, gift and exchange; and inter-library and extension loan records and correspondence. A Library Administrative Council, composed of the Director, Associate Director, and the chiefs of the major library divisions, is the medium for coordination of the various semi-autonomous units.

At the divisional level, coordination and integration are maintained by the chief of the division; assignment of duties varies with the abilities and experience of the individual staff members. For example, in the Humanities Library the three professional librarians are responsible for the special development of the collections in definitely-assigned subject areas, as well as general development. Each is responsible for descriptive cataloging, subject classification, assigning headings for materials in these assigned subject areas, and for reference service, instruction in the use of the library, and faculty contacts. The professional staff is assisted by a non-faculty supervisor responsible for routine searching, descriptive cataloging, binding preparation, and filing operations, most of which are handled by two full-time clerk-typists. Circulation, shelving, and reserve book collections are under the direction of another non-faculty supervisor, assisted by the equivalent of two full-time student assistants.

You, no doubt, would like to know what some of our problems have been in achieving this type of organization. One of the most insidious has been the persistence of the policies and routines of the superseded organizational pattern. In the transition from the separate Reference, Cataloging, etc. departments to the Reader Service and Technical Service divisions, many of the routines, the policies, even the forms, remained unchanged. In the decentralization of the Technical Service Division functions, the immediate result was not the hoped for integration of professional services, but rather the establishment of a divisional reader service and technical service section in each divisional library—and never the twain shall meet!

Another problem was the result of insufficient time and lack of staff sufficiently experienced to develop in advance a code of procedures for the functioning of the new organization. Policies and routines were more or less adapted or developed by individual staff members in response to changing trends and the demands of a variety of teaching methods and materials. Experimentation was at a premium, and codification was envisioned as the ultimate rather than as the initial step.

One of the most vexing problems had to do with the classification of materials, the location of materials on specific subjects. The original allocation of subjects among the divisional libraries was according to the
for his own decisions and procedures, is challenging and exciting for some individuals, but frightening and exceedingly frustrating to others. As you can well imagine, our greatest problem has been securing qualified and interested professional staff. In so far as our non-faculty personnel is concerned, we have the problem of rather rapid turn-over—the longest service is usually four years, and many stay only two years. However, the faculty and student wives and the student assistants are of a consistently high caliber, easily trained, and find the variety of duties most interesting.

These, then, are the problems; now let us consider the advantages. The obvious advantages are, of course, those inherent in a decentralized organization as opposed to a centralized one: greater flexibility, greater informality, and closer contact with the public. The WSC faculty now are very much in favor of a library organization that so conveniently meets most of their requirements in the subject area of their special interests. They welcome the personal service from the staff who are on the lookout for new materials and new methods in their disciplines; they enjoy watching the progress of a new acquisition through the processing routines; they appreciate and take frequent advantage of the opportunity to discuss their ideas concerning classification and other approaches to the collection; and they value the interest and concern of the library staff in the philosophies, problems, and procedures of instruction and research.

Some of the professional staff have found it rather difficult to adapt themselves to the lack of definition and centralization and to the variety of demands upon them. However, those who have remained with us over a period of years are most enthusiastic. They appreciate the opportunity of becoming familiar with several library services, of developing new approaches to library materials and services, and of acquiring a broader and deeper subject knowledge; and they especially value the contact with faculty and students. Also, the versatility and flexibility of the professional staff facilitate transfer and promotion.
Administratively the advantages are many. The Director can delegate to the division chief authority and responsibility for all services to a given College division. The division chief is able to develop and adapt the services in his library to the differences in methods and requirements of instruction and research in the various disciplines. "Division of the development of the collections [in close cooperation with and under the direction of the faculty] among the staff of the several divisional libraries enables the staff of each library to concentrate upon its own subject area, and to test the success of its policies and procedures against the daily demands of its patrons." The needed subject specialists are provided, but duplication of such specialists in the technical and the reader service areas is avoided. The dichotomy of cataloging and reference service is resolved, for the individual staff member is responsible for developing and organizing the collection he uses. Versatility of the staff facilities scheduling to meet the constantly fluctuating demands in acquisition, circulation, and reference.

Just how efficient our catalog administration is depends in part on one's definition of efficiency. Perhaps a few figures will help each form his own opinion. Last year in the Humanities Library, for example, we searched purchase requests for a $6,500 budget, cataloged 2,350 new titles, (incorporating them in a collection of 80,000 titles), and recataloged 350 titles. We currently receive 375 serial titles. These services required one half the time of a librarian and the full time of three clerical assistants. In so far as the collections in the Humanities Library are concerned, we have no cataloging arrears. In spite of larger book budgets, the addition of new services, and a steadily-increasing use of the Library by faculty and students, we have been able to reduce the number of full-time professional and clerical staff. We have established a "new"—perhaps someone will say that we have merely gone back to an "old"—catalog administration, but the effectiveness and the future development of that organization are dependent entirely on the vision, enthusiasm, and ability of the individual staff members.

(Editor's Note: Word received this Spring (1959) indicates that W.S.U. is presently reorganizing, re-centralizing the descriptive cataloging, but leaving the subject work (classification and subject cataloging) in the subject divisions)

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Technical Services and the Divisional Plan at Idaho

THE UNIVERSITY of Idaho Library has been in its new quarters for over a year now. The new building is of modular construction with luminous ceilings, complete air conditioning, and other features described in detail in an article by Lee Zimmerman, University Librarian.¹

The library is now operating on a modified subject divisional plan with divisions in humanities, social science, and science-technology, each housed on a separate floor. The entire collection is kept in classified sequence with some materials being taken out of numeral sequence and placed with the related subject matter.

Percy D. Morrison has treated the organization of readers' services in a subject divisional plan in a fine article.² Like the University of Oregon, the University of Idaho Library operates with a centralized circulation department, separate federal documents unit, and a single reserve book desk. There is no general reference section at Idaho, reference service being given in the respective subject divisions.

This paper is primarily concerned with technical services in a subject divisional plan. At Idaho, the Technical Services Division is a centralized unit comprising Catalog, Order and Serials departments, binding and mechanical processing of books. There are some libraries which have done away with centralized cataloging and classification as well as with the processing of serials.³ Another library has successfully engaged the subject librarians in the cataloging and classification of materials; the subject librarians dividing their time between reference work in the subject libraries and cataloging and classification in the central catalog department.⁴ Many variations of divisional plans have developed to suit particular local situations. The decision to catalog, classify, and process all the materials centrally was based on several factors at Idaho. First, it was believed that a maximum of uniformity and continuity in processing was desirable during the period of transition from the old library organization by form to the present arrangement by broad subject; and it was believed that any drastic change in the organization of catalog and other technical services units might seriously handicap library operations during the crucial period. Second, the decentralization of cataloging and other technical operations would require additional equipment and personnel.

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As for the first consideration, it should be mentioned that a number of special projects were to be undertaken prior to moving the collection. Most of the projects have been of a continuous nature, and for illustration a few of them will be described briefly:

**Classification and cataloging of periodicals.**—The periodicals, previously kept in an alphabetical sequence separate from the books, are now cataloged and classified by subject. The cataloging of periodicals was done on top of the daily load with no additional help. The entire job was done by one person, the Head Cataloger, who was able to start work on the project several years before the move in anticipation of the new building arrangement. Thus, she acquired firsthand knowledge of the library periodicals and their handling. The fact that the cataloging of serials will be done under her supervision also in the future assures the continuity of expedient processing of this complex group of materials.

**Visible periodical indexes.**—The inter-shelving of periodicals with books called for visible indexes enabling a quick location of a periodical by library users. Each subject division has such a visible index which is actually an alphabetical list of all library periodicals, periodical indexes, and abstracts, as well as selected numbers of society publications and document serials. The Catalog Department staff completed the three indexes shortly after the move and is keeping them up-to-date, typing the entries for all three indexes whenever a new title is added or an old one requires new entry due to change of title, mergers, etc. All three indexes are identical in content and form, and the central handling of new entries assures the desirable uniformity of these important location tools.

**Classification and cataloging of state agricultural documents.**—In the old library, the agricultural experiment station and extension service publications were shelved and serviced as a separate unit in the reference section; these publications were cataloged and classified prior to their integration with other library materials in the new building. Because most of them are serial in nature, centralized processing of this group of publications seems to be more efficient.

**Central serial record.**—In the old library, separate checking records were kept for each of the following kinds of serials: (1) periodicals, (2) agricultural experiment station and extension service publications, and (3) continuations received on standing orders or by gift and exchange. The decision to establish a central serial record in the new library organization necessitated interfilning these three records into one alphabet. Since the central serial record now serves as both the shelf list and checking record for serials, all the essential data have been transferred from the shelf cards to the checking cards, and a note referring the user to the central serial record for complete holdings was added to the shelf cards.

This change in the checking-in of serials was possible only because the units concerned with acquisition, cataloging, and processing of serials were kept centralized. Successful operation of the central serial record depends mainly on two factors: first, complete cooperation of serials personnel with catalog and acquisition personnel, and, second, the check-
er's being accurate and familiar with cataloging procedures. It is not easy to find and train a dependable person for processing serials, especially since the position, at Idaho, is on a clerical level.

Whereas one person is presently checking in all the library serials, three different persons would be checking in serials if each subject division kept a separate serial record. It is quite evident that the recruitment of checking personnel for a centralized serial record is easier than for a decentralized one. Also, a greater uniformity and continuity in processing is thus achieved.

The preparatory work for the new organization of library materials was a long and laborious task. In addition to the projects described in foregoing paragraphs, there were numerous other jobs of a technical nature connected with the move, such as filing of periodical and theses cards in the public catalog, expansion of the public catalog, transfer of catalog cards from old to new cases, new labels on the drawers, etc. Recataloging and reclassification of certain books in order to shelve them in a particular library division to conform with the academic divisions on the campus was another major project.

All these assignments were executed as planned. Therefore, the University Librarian did not believe it desirable or necessary to do away with a unit that had performed satisfactorily in the past. Although the planning of a new library rests upon considerations of public service, the librarian must be realistic and keep within the budget. He must see to it that the funds spent on operating the library are in sound relationship to the allocations for purchase of books and other printed materials.

Following are a few examples of savings resulting from the maintaining of centralized technical services: first of all, it enabled us to shelve all of the general bibliographies in one room adjacent to the technical services area, which arrangement obviates the duplication of rather costly materials. If all divisions did their own cataloging, they would need duplicate copies of the most important sets such as *A Catalog of Books Represented by Library of Congress Printed Cards* and its supplements, *The British Museum Catalogue of Printed Cards, New Serial Titles, Cumulative Book Index, Publisher’s Trade List Annual*, and others. Not only is the subscription cost considerable, but also the acquisition of the old volumes is difficult and costly; many of them are out of print, or, when reprinted, they are priced two or three times as high as the original cost. The present arrangement makes it possible for these bibliographic works to be shared conveniently by the technical services people with other users.

Presently there is only one card catalog for the entire building. It is a dictionary type catalog and is located near the main entrance and in the proximity of the technical services. If each division did its own cataloging, a shelf list, authority files, and a public catalog on each floor, in addition to the main catalog in the lobby, would be necessary. Not only cost of additional catalog cases is involved here, but also the reproducing of cards for the divisional catalogs and their maintenance.
The experience we have had with this arrangement shows that the services have not suffered noticeably. The students and faculty are used to obtaining call numbers in the catalog prior to going to the shelves for the books, and the readers' services staff have made every effort to acquaint themselves with the divisional collections to be able to render service. It should be mentioned that classification numbers for periodicals can be secured either in the card catalog or in the visible indexes on each floor.

Another example of savings possible through the present organization is the central serials record housed and maintained in technical services. Additional Kardex cabinets would be needed if checking-in serials were done in each division separately, and also duplication of some routine work would be inevitable. Quick access to the information on serials is possible through an inter-com system.

The measures described above have resulted not only in savings on equipment but also in staffing the library. At present, the Humanities and Science-Technology divisions are each manned by one professional librarian and one assistant; on the Social Science floor are two professional librarians and one assistant who also service a closed documents collection, the special collections, and maps. Two persons are a bare minimum to service the desk at all times considering that these people are also occasionally scheduled for night and week-end duties. Should cataloging of materials and processing of serials be done on each floor, preliminary study indicates that the operational cost would increase considerably. Not only would the present catalog and serials staff have to be transferred to the divisions, but additional help would be needed.

Although Idaho strives for the highest degree of service, the ever-present conflict between the service and resources cannot be by-passed. Most of the institutions, and the smaller ones in particular, must be economy-minded. The funds are too badly needed for purchase of books and other printed materials to support the university program. Only recently the Board of Regents authorized the University of Idaho to offer a doctoral program in 1959/60. In view of this decision, the primary objective in the near future will be to build up library holdings in the various subjects to support successfully the doctoral studies. Therefore, every effort must be made to utilize as much of the budget as possible for purchase of books and other printed materials, avoiding unnecessary duplication of materials, equipment, and operations.

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Proposed Procedure For Establishing a Cost of Periodicals Index

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In 1957 Rolland Stevens, then Chairman of the Acquisitions Section, set up a Committee on Costs of Library Materials Index with William Kurth as Chairman. This Committee, with its goal of establishing a series of price indexes of library materials, grew out of William Kurth’s pioneer efforts to establish such indexes. His article, “A Proposed Cost of Books Index and Cost of Periodicals Index” (CRL, 16:390-5, October, 1955) pointed out the need for cost indexes of both books and periodicals and discussed the problems involved. His “Mexican Book Prices, 1950 and 1954; a Note on a Cost of Books Index” (CRL, 17:497-9, November, 1956) applied his earlier proposals to Mexican book prices, a project carried to completion last year in his Master’s thesis, “Cost of Books Index Applied to the Mexican Book Production, 1947-1957.”

The Committee’s goal is to establish and publish annually a defensible series of indexes to serve as a national standard for librarians in budgeting and planning. The indexes for periodicals will be firmly based on a large number of titles and will chart the percentage changes in prices from year to year. It must be emphasized that such indexes do not give figures by which to justify automatically an increase or decrease in a library’s periodicals budget. All they can do is tell librarians what percentage changes in funds must be made from year to year to continue purchasing periodicals which have been purchased in the past. The indexes make no allowance for a change in the number of periodicals published, for covering new subject fields which may be assigned to a library in an educational institution, or for covering new areas of interest which may develop in a particular locality served by a public library.

It is far easier to establish a cost index for periodicals than for books. To calculate the cost of books index a completely new group of titles must be used each year, while for a periodicals index the titles remain substantially the same from year to year. Another major difference is the time at which the information becomes available. A 1959 cost of books index cannot be computed until the beginning of 1960, when the 1959 publications have been listed in appropriate bibliographic periodicals. The 1959 cost of periodicals index can be computed fairly early in 1959, e.g., for U. S. periodicals it can be computed in early spring when N. W. Ayer & Son’s Directory of Newspapers and Periodicals makes its appearance.
As a member of the Committee on Costs of Library Materials Index, I was given the assignment at the San Francisco Conference of setting up an index in the area of U. S. political science periodicals to serve as a pilot project in establishing a procedure for computing indexes for all subject fields. I reported the results of my study at Midwinter and was given the further assignment of reporting more widely through this article. The Committee plans before the end of 1959 to set up indexes for U. S. periodicals, and would welcome suggestions and comments from those interested.

In setting up the political science periodicals index, I have taken full advantage of expert opinion available on the University of Illinois campus. I consulted Theodore Peterson, Dean of our College of Journalism and Communications and author of *Magazines in the Twentieth Century*, on factors which affect the price of periodicals and which must, therefore, be given due weight in selecting titles to make up the indexes. In the matter of which periodicals legitimately fall in the political science field, I consulted both Eunice Toussaint, History and Political Science Librarian, and George Hartje of the St. Louis Public Library, who is the Serials Section representative on our Committee. Finally, and at greater length, I took my problems of methodology to Dr. Robert Ferber, Research Professor of Economics and member of the staff of our Bureau of Economic and Business Research. For the assistance and patience of all of these colleagues, I am deeply grateful. The validity of this index is largely due to them; for the errors I alone am accountable.

**Selection of Political Science Titles**

Two considerations guided the selection of titles to be included in the political science list. The Committee had decided that the base for both book and periodical indexes should be established on the average cost for the three years, 1947-49. Because prices for these years were relatively stable, they have been used as the base of a number of important economic indicators, e.g., the Consumer Price Index. Thus the Committee’s choice had the advantage of being a generally approved base and the added advantage of facilitating comparison with other price indexes. Titles were needed, therefore, which were current during the years 1947 through 1958. In addition, the Committee hoped that the work of establishing and maintaining the periodical indexes would be undertaken by librarian volunteers. Hence, it was desirable that price information for the titles included be available in any reasonably large library.

To find a sampling of political science periodicals which could be used to calculate the index and to test its validity for the whole field, it was necessary to set up a reasonably inclusive list of titles from which a selection could be made. A card file was made of all U. S. titles listed in *The Faxon Librarians’ Guide to Periodicals* under the headings “Government,” “Municipal,” and “Politics,” and in *Ulrich’s Periodicals Directory*, under “Armed Forces,” “Cities and Towns,” “Colonies and Colonization,” “Communism,” “Crime and Criminals,” “International Relations,” “Po-
itical Science," and "Socialism." The next step was to search these titles through Ayer's for 1947 to 1958, noting subscription price, beginning year of publication, 1947 circulation figure, advertising status, and place of publication. For those titles not listed in Ayer's, the University of Illinois Library shelves were searched to obtain necessary information from issues of the magazines. In some cases advertising status and circulation figures were obtained from Standard Rate and Data Service.

Advertising status and size of circulation were included on the basis of Dean Peterson's opinion that these two factors affect subscription prices. Dean Peterson suggested a third factor, competitive situation, that is, the existence of competitors covering an area of interest which would influence any one periodical in setting its subscription rates. This factor has been ignored in the present study, however; its application seemed too complex to permit finding a practical method of allowing for it. A use not originally intended for circulation figures developed later in the study. Professor Ferber recommended a separate index for general periodicals and urged the inclusion in it of those periodicals which popularize their areas of interest and thus attain large and general circulations. For example, in the political science field, the American Legion Magazine had a 1958 circulation of 2,782,671. Newsweek had a circulation of 1,119,125. Such periodicals, according to Professor Ferber, have special problems, may show a different pattern of price changes, and should, therefore, have separate treatment.

Out of the Faxon-Ulrich listings came 192 titles. Of these, 126 were dropped for various reasons: 41 because they lay outside the political science field, 25 because they ceased publication or merged with other periodicals after 1947, 27 because subscription prices were not available in Ayer's or the University of Illinois Library, 16 because they were not true periodicals (i.e., monographic series, services, newspapers, annuals, etc.), and 17 for other reasons. The decision that certain periodicals lay outside the political science field was based on the advice of Miss Toussaint and Mr. Hartje and also upon the classification assigned to certain titles in the University of Illinois Library collection.

Calculation of Index Numbers

Of the original listings, 66 titles remained to form the total sample upon which to base the index. Indexes for this group were calculated for the years 1950 through 1958, using the average price for 1947-1949 as the base of 100. The figures thus obtained appear as the top line of indexes in the Table of Results.

Next, the total group was divided in several ways and indexes were calculated to see how various factors affected the price trend. The 50 titles for which circulation figures were available were divided into three groups and indexes calculated for each group. The 64 titles for which the advertising status was known were divided into two groups, 39 which accepted advertising and 25 which did not, and the indexes were calculated for each group. Of the 66 titles, 62 were listed in Ulrich, 48 in
eral pattern of the total group.

Results

The resulting index numbers for these various samplings appear in the Table of Results. Several conclusions can be drawn from the Table. First of all, the fact that only 66 titles were found which were current during the period from 1947 to 1958 shows that the total group of titles should be used in calculating the indexes rather than a sampling made up of part of the total. Statistically, the items we are dealing with, the successive subscription prices of periodicals, differ widely. During the period from 1947 to 1958, some titles show no change in subscription rate, while others double or treble. Such variations of behavior necessitate samplings made up of large proportions of the total to arrive at accurate and trustworthy results. Therefore, the defensible procedure is to use the total group unless the subject area chosen is large enough, say 400 to 500 items, to yield a reliable partial sample.

Even though we have agreed that we must use the total group of titles found in one subject field and are not, therefore, interested in the influence of advertising status and size of circulation on subscription price as elements in selecting a representative sampling, still the results of testing these factors as shown in the Table are of some interest. The relation of size of circulation to change in subscription price is inconclusive. Of the seventeen titles which make up the large circulation periodicals, five are in the military field with more than 20,000 circulation and are limited to one branch of service. The cost of these has not risen along with the more commercial periodicals, perhaps because they have a ready-made audience and receive substantial support from the military arm which they represent. If these five are removed from the sampling, the remaining 12 items give a 1958 index of 138.3. With this revised figure, the 1958 indexes for small, medium, and large circulation periodicals read 128.3, 155.2, and 138.3, a series of indexes which suggests that the larger the circulation the greater the increase in price.

The Table suggests, furthermore, that advertising status is a cost factor, with periodicals which accept advertising having a 1958 index of 120.5 and those which do not accept advertising having a 1958 index of 130.5. The indexes based upon periodicals listed in Ulrich and those listed in Faxon follow the total group so closely that we may assume that either tool could be used to obtain a reliable sampling. Those listed in Ayer's tend to increase more steeply in price than does the total group. The eight new titles which began during the 1948-50 period show a reasonable trend. During the 1950-53 period, there was no change at all in subscription price. It is reasonable to assume that a new magazine begins
life with a budget designed to take care of the first few experimental years. Thereafter, this group began to rise at a somewhat faster rate than the total group.

**Political Science Periodicals Cost Index**

In order to allow for this different trend in new titles, a new total group was formed from the original 66 titles plus an additional 29 titles which were dropped from consideration in the first listing because the titles either began after 1947 or ceased publication before 1958. For these 95 titles, called the Final Group, the average price per title was calculated for the base years ($3.34) and for 1950 through 1958 ($3.62, $3.64, $3.76, $3.80, $3.85, $3.88, $3.95, $4.01, $4.12). From these averages, indexes were calculated and the results appear as the lowest line of the Table. The Final Group indexes, based as they are on continuing titles, new titles, and titles ceasing or merging, show most accurately the trend of subscription prices for U. S. periodicals in the field of political science during 1950-1958.

**Proposed Procedure**

Based on the experience gained in the above exercise, the following procedure is suggested in selecting a sample in any assigned subject division and in arriving at index numbers: First, list on separate cards the titles in either Ulrich or Faxon under appropriate headings. Ulrich is the more convenient to use since it gives place of publication, which is needed in referring to Ayer's. New titles begun too late for inclusion in the most recent edition of Ulrich can be located in Faxon and in current subject bibliographies appropriate to the subject division being treated. Second, eliminate nonappropriate titles by checking in the library classification and with experts in the subject field. There would, of course, be no objection to a single title appearing in the sample of more than one subject division, as for example, Agricultural Education Magazine in both agriculture and education. Third, list subscription costs for 1947-1958, using Ayer's and completing data by examination of as many titles as can be found. Eliminate those titles for which subscription prices are not available or which are furnished gratis. Fourth, calculate index numbers on entire group left.

It should be emphasized that when we speak of the total group we do not by any means have all of the titles which could be listed. Our procedure of taking all of the relevant titles from a single bibliography such as Ulrich and eliminating those for which prices are not readily available necessarily yields only part of the possible titles. However, we can have some faith in our samples since Ulrich gives a good representative selection of titles from a library point of view and since the index based on the titles in Faxon followed the Ulrich index so closely.

One decided advantage of using all of the titles found is that it will be unnecessary to introduce a completely new sample periodically. In computing indexes, it is usual to introduce a new sample every five to
### Table of Results: Indexes for Cost of U. S. Periodicals in the Field of Political Science

Index $1947-49 = 100$

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<td>17</td>
<td>104.5</td>
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<td>108.1</td>
<td>112.2</td>
<td>115.8</td>
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<td>121.2</td>
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<td>125.3</td>
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<td>100.0</td>
<td>100.0</td>
<td>101.5</td>
<td>101.5</td>
<td>108.8</td>
<td>111.8</td>
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<td>116.2</td>
<td>118.3</td>
<td>120.1</td>
<td>123.4</td>
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eight years. For the year when the change is made, it is customary to have two indexes: the old-group-based and the new-and-old-group-together-based. The procedure here followed gives a continuously evolving sample and makes a complete change at any one time unnecessary.

Application to Periodicals in Field of Agriculture

To try the procedure outlined, indexes in the field of agriculture were calculated. From Ulrich’s listings, a total of 185 titles were found. After they had been carried through the above routine, 153 were left for inclusion in the index. Of those eliminated, two with circulations of more than one million, Farm Journal and Successful Farming, were set aside for the general index. The resulting index numbers for the years 1950 through 1958 were 107.9, 113.6, 119.2, 119.8, 121.5, 128.8, 132.2, 134.5, and 140.1.

The 1958 index number for agriculture, 140.1, compared to the political science index of 123.4 gives rise to some interesting questions, trustworthy answers to which would require considerable analysis of the conditions under which the various periodicals are published. The wide difference underlines the importance of calculating index numbers for various subject fields rather than a single number for all periodicals. It will be interesting to see how the various indexes rank for the different subject divisions and to see which divisions might reasonably be combined because of like price trends.

Conclusions

The procedure outlined above indicates that the calculation of a cost of periodicals index for United States publications will not be a very difficult matter, nor will the continuance of the index each year be time-consuming once the index has been set up. It remains for the Committee to revise and improve the suggested procedure and to decide upon the subject divisions to be used. One obvious improvement would be the inclusion of additional titles in the sample by obtaining more subscription information than is available in any one library.

In regard to subject divisions, there may be some merit in starting with rather small ones, such as political science, and combining those which prove to be similar in price behavior. Two categories lying outside the subject division appear to merit indexes, general periodicals and indexing and abstracting services. General periodicals are those featuring popularized treatments of subjects and boasting large circulation figures. This category would be particularly useful to small libraries, which do most of their buying in this area. Indexing and abstracting services, including business and law revision services, are so expensive that a separate index for them is almost a necessity. A single subscription to a service placed in a small subject group would have undue weight. Once the index for U. S. periodicals is completed, it should offer some valuable guides in setting up indexes for the periodical productions of other countries.
THE LIBRARY of Congress terminated the cataloging phase of CIS in February (for earlier information on CIS, see Winter 1959 issue of LRTS). Over a period of eight months, 1259 titles were cataloged under the program, the catalogers working from page proofs forwarded by 169 publishers. The proofs were given special handling and, in most cases, were returned to the publishers with the catalog entry by the end of the working day on which they were received at LC.

Questionnaires were mailed to libraries selected to participate in the Consumer Reaction Survey, and interviews were conducted by the Survey staff during April and May. The five staff members visited about 200 libraries including public, state, college and university, special, school and school system libraries, and processing centers. Each staff member had an extensive itinerary: Eleanor Campion representing special libraries on the Group, visited all types of libraries in Delaware, Pennsylvania, Michigan, Ohio, and Indiana; Virginia Drewry, school library specialist, interviewed librarians in the Southeastern states; Richard Pautzsch, public library representative, was responsible for the New York and Chicago areas, including Iowa, Minnesota, and Wisconsin; Joseph Treyz, college and university library specialist, covered the New England area, northern New York State, the District of Columbia, Virginia, and North Carolina; the Western states were the responsibility of Esther J. Piercy, Director of the Consumer Reaction Survey.

In addition to opinion solicited through personal interviews, much was received by mail in response to the notices carried in library journals requesting the opinion of all librarians on the pros and cons of CIS.

ALA’s participation in the project was through the Cataloging Policy and Research Committee which acted in an advisory capacity. The full report on Cataloging in Source is due by the first of September.

INTERNATIONAL CONFERENCE ON CATALOGING RULES

The preliminary meeting to plan for the International Cataloging Conference will be held in London, July 20-25, 1959. This meeting, for which the IFLA Working Group is being enlarged to include about twenty persons, will determine the scope and objectives of the Interna-
At this stage it is assumed that the International Conference will concern itself with only one type of catalog—the alphabetic catalog of authors and titles—and that the agenda will be limited to discussions of choice and form of entry words and headings. It is suggested that the Conference should attempt first to reach general agreement on the main purposes to be served by the alphabetic catalog and the general principles of catalog construction, then proceed to the consideration of special subjects. The probable special topics for discussion: treatment of personal names varying in form; the choice of entry for works of multiple authorship, entries for corporate bodies, anonymous works, and serial publications.

In preparation for the preliminary meeting, a comparative study is being made of the most important cataloging codes used in various countries, in order to record the main differences between them and to discover the conflicting principles on which these differences rest.

Decimal Classification Abroad

Benjamin A. Custer, Editor of the Decimal Classification, and Godfrey Dewey, son of the founder of the DC and President of Forest Press, had a two-week trip to the United Kingdom and the Netherlands in the Spring, the purpose of which was "to foster British and international interest in and use of the DC, in school, public, and special libraries."

There were visits to public, university, and special libraries, and to the headquarters of the International Federation of Documentation at the Hague where Messrs. Dewey and Custer participated in a meeting at which some tentative decisions were reached looking toward closer liaison between the Universal Decimal Classification and the Dewey Decimal Classification. At the headquarters of the Library Association, they talked with one group of librarians interested in using the DC in the developing school libraries of the British Commonwealth, and with another group desirous of helping the editors to make future editions of the DC of greater assistance to non-U.S. users.

National Union Catalog of Manuscript Collections

The Library of Congress has received a grant from the Council on Library Resources, Inc. for the purpose of initiating work on a National Union Catalog of Manuscript Collections. For many years there has been a need for an inventory of manuscripts, but efforts to produce such a record were always confronted with the problem of the enormous number of individual manuscripts in existence. This problem will now be resolved since the National Union Catalog will record primarily collections. A code of rules for cataloging manuscript collections has been adopted and work on the creation of the catalog can proceed.

The Library of Congress, with the assistance of an advisory committee representing interested groups, is requesting data on standard forms from institutions holding manuscript collections. The information received
will be edited into catalog entries and cards will be prepared for them. The immediate goal is to bring together uniform descriptions of about 27,000 known collections. Eventually it is hoped to record all collections of manuscripts held by libraries and archives in the United States.

**SPACE PROBLEMS OF UNIVERSITY LIBRARIES**

Yale University has received a $50,000 grant from the Council on Library Resources, Inc. to make possible a study seeking a solution to the space problems of large research libraries. These problems have resulted from the increasing rate of book publication and the growth of research.

“The Yale study is directed to the Selective Book Retirement Program, a variant of the 'compact storage' type of solution” to the space problem. It anticipates the possibility of retiring from a collection annually as many volumes as are acquired each year. The study will attempt to identify books of lesser usefulness which could be removed from the active collections and stored economically. An attempt will be made to determine whether a valid criteria can be worked out for the identification of such books.

The general supervision of the Yale study will be the responsibility of John H. Ottemiller, Associate University Librarian. A report on the project will be due in about three years, and is expected to be of use to other libraries faced with expanding collections and insufficient space.

**ELECTRONIC LIBRARY EQUIPMENT**

The Crosley Division of AVCO Manufacturing Corporation has been awarded a contract, by the Council on Library Resources, Inc., for the “development of an experimental, integrated high-density direct-access photostorage and retrieval system for library materials. . . . The system is expected to provide, through photographic reduction and subsequent enlargement, photographic storage devices, and open- or closed-circuit television techniques, including buffer storage for the condensed storage and later retrieval of printed and other graphic material.”

The system could result in a possible solution to the problems of storage for the ever-increasing amount of published material and of the efficient retrieval of information from this vast storehouse.

The Council hopes that the Crosley investigations, which will take approximately a year, “will contribute to an eventual library system featured by: A significantly great reduction in the storage space required for recorded information; A comparatively indestructible and permanent means of preserving and storing records; Ease and rapidity of access, elimination of unnecessary time and motion in entering and removing information from the store; Capacity for rapid transmission of information to any other desired point.”

**SEARCHING SELECTOR GE-250**

Establishment of a scientific world document center seems more of a possibility with the announcement by Western Reserve University Presi-
Allan Kent, Associate Director of the WRU Center for Documentation and Communication Research, said that the GE-250 would “search the entire 1037 pages of ‘Gone With the Wind’ in three and one-half minutes picking out the number of times a word appeared or a combination of words appeared.”

The new machine, to be one of the Center’s most important tools, would be able to search the year’s output of the world’s metallurgical literature in six minutes, the year’s output in chemical literature in one hour, or an entire collection of company reports in several minutes.

Jesse H. Sherra believes that the new machine “could revolutionize the field of librarianship and library education as much as computers have revolutionized accounting.”

**Electronic Literature Searching**

The Center for Documentation and Communication Research at Western Reserve University has been conducting a research program, sponsored by the American Society for Metals, to answer the question, “Is machine searching of metallurgical literature feasible?” After three years, it has been proved conclusively that literature in the field of metals engineering lends itself to searching by an electronic “brain.”

The ASM Board of Trustees has increased its grant to the Documentation Center, and gradual transition will be made from experimental to operational stage. The grant will also provide means for training a staff for a future “ASM Metals Information Center.” During 1959, the testing will be on a current basis; encoded abstracts will be prepared as soon as the periodical literature and documents are received at the Center. This literature searching project is an expansion of the abstracting service “ASM Review of Metal Literature.”

**Common Language for Machine Searching**

An international conference on “Standards on a Common Language for Machine Searching and Translation” will be held in Cleveland, Ohio, September 6-12, 1959 under the sponsorship of Western Reserve University and Rand Development Corporation. Leading information processing systems specialists and designers from all over the world will be present.

The main purpose of the conference will be “to encourage the development of a common language or a series of compatible machine languages to prepare scientific and technical literature for searching, selecting, correlating, and translating by automatic equipment.”
LIBRARY TECHNOLOGY PROJECT

A grant from the Council on Library Resources, Inc. to ALA makes possible the inauguration of a service to provide librarians, retailers, and manufacturers with accurate, qualitative information on library equipment and supplies (see LRTS, Winter 1959 issue, for information on preliminary survey).

The first major work of the project will be the collection of information on existing standards for library supplies and reports of present testing. From this information a handbook will be compiled which will be kept current through a regular department of the ALA Bulletin. As soon as the project is under way, free information service for mail and telephone inquiries will be available. Long range plans for the project envision the establishment of a testing laboratory and research programs to develop items of equipment needed by libraries. LTP is expected to do for libraries what standards and specifications with accompanying testing do for purchasing agents in government and industry.

The program will be administered through an advisory committee made up of members of the Library Administration Division. Administrative supervisor will be Richard Harwell, Associate Executive Director.

INTER-AMERICAN COOPERATION

The Fourth Seminar on the Acquisition of Latin American Library Materials was held June 18-19, 1959 with the Library of Congress acting as host. The topic was "Library Support to Latin American Area Studies and Major Subject Interests of Universities and Other Learned Institutions." In addition to panel and general discussions relating to the topics of this seminar, progress reports on the work of committees established by previous seminars were prepared. Reports of previous seminars can be obtained from the host institutions: First, University of Florida Library at Gainesville; Second, University of Texas Library at Austin; Third, University of California Library at Berkeley.

A Division of Science Development has been established by the Pan American Union to promote cooperation among the American nations in the fields of natural and social sciences and in the peaceful applications of nuclear energy. A bulletin will be issued to supplement the bibliographic and scientific services now available in this area. Robert L. Birch is program specialist in scientific communication, with the new division.

INTERNATIONAL LIST OF SUBSCRIPTION AGENCIES

The RTSD Serials Policy and Research Committee has recommended the appointment of a committee to solicit information from libraries for the compilation of an international list of subscription agencies with their areas of specialization.

ABSTRACT CARDS FOR TECHNICAL REPORTS

"The Literature Research Unit of the Technical Information Section, Picatinny Arsenal, Dover, N.J., is preparing a questionnaire to survey
Department of Defense technical libraries and those institutions and contractors doing related work for the Government in order to determine the utility and effectiveness of preparing abstract cards for inclusion in technical reports."

Previously each agency has set its own standards for issuance of abstracts, which has resulted in a wide variety of techniques. A uniform system for preparation of abstracts, subject headings, and added entries would permit issuing installations to include sheets of abstract cards which could be used by librarians and patrons.

"Readers' Interest" Classification

Mr. Ulveling's challenge to catalogers, to consider seriously the extension of use of the "readers' interest" classification, was taken up by the Cataloging Policy and Research Committee when it included the subject in the agenda for its January meeting. Ruth Ruizen, Director of Home Reading Service of the Detroit Public Library, described the reader interest shelf arrangement and its success in Detroit branches. The Committee feels that a serious study of the successes and failures of the system is desirable.

(Any information on studies, surveys, or research projects in our field of interest will be appreciated. We are interested in projected activities as well as those in progress.—M.S.)
TODAY OUR PROFESSIONALS—members of the library profession as well as many other specialist groups—spend far too much time on the solution of “problems” which have long since become routine operations in other fields. It is often a good idea, before tackling any task, to look for expert advice in the proper place. As librarians we consult our library periodicals first, of course, and they very often provide all the help we need; but, by their very nature, library periodicals can never be expected to do justice to the whole range of perplexing subjects with which the librarian of today has to cope: administrative problems, questions of office automation, the use of microfilm, public relations and media, to name only a few.

In this situation the journals of the specialized vocations, the sciences, and the professions will help the librarian to adapt to the special needs of the library the techniques which have been developed and tested outside of his own field. The purpose of the following checklist is to acquaint librarians with a number of non-library periodical publications which are known to contain valuable information relevant to library work.

Pleading for what might be termed utilization of pre-solved problems does not mean advocating intellectual inertia, nor should it suggest the let-George-do-it attitude. On the contrary, experiments and the inventive spirit should never be discouraged; for what the library world needs most are fresh, unorthodox approaches to some of the old problems. But, on the other hand, why should these same old problems be studied time and again when the solutions are readily accessible outside our own circle?¹

A word about the selection of titles: omitted from this survey have been all professional library periodicals, including some that deal with very special phases of librarianship. Also generally excluded are book-trade journals and literary, bibliographical, or abstracting journals which are everyday working tools in the acquisitions and catalog departments and therefore “de facto” library periodicals. The scantiness of the section on Resources and Acquisitions, where only a few of the lesser known titles will be found, is a result of this principle of selection. Documentation magazines, on the other hand, had to be included, chiefly because of their technological orientation and also because they often suggest re-

freshingly-different cures for the ailments that beset the library organism. Finally, it must not be forgotten that almost all of the scientific and technological journals, particularly in chemistry, physics, and electronics, do, from time to time, devote space to problems of documentation in their fields. The librarian should know this, even though he may hardly be expected to examine them even cursorily because of their vast number. No systematic effort has been made to include foreign titles. Those that have been selected were chosen either because nothing comparable is published in this country or because the periodicals in question are international in scope and often have summaries or entire articles in English.

**Administration and Management**

*Administrative Science Quarterly*. Graduate School of Business and Public Administration, Cornell University, Ithaca, N.Y. 1956- Quarterly. $7.50.

*Advanced Management*. Society for the Advancement of Management, Inc., 74 Fifth Avenue, New York 16, N.Y. 1956- Monthly. $8.00. Wants "through research, discussion, publications, and other appropriate means, to conduct and promote scientific study of the principles governing organized effort in industrial and economic life ..." (From the SAM constitution).


*Office Equipment and Methods*. Maclean-Hunter Publishing Co. Ltd. 212 King Street West, Toronto 11, Ontario. 1955- Monthly. $3.00. Differs from other management periodicals in that it gives more attention to personnel and labor questions; has a special "What Would You do with this Labor Problem" feature.

*Office Management; the Magazine for Management Executives*. Geyer-McAllister Publications, 212 Fifth Avenue, New York 10, N.Y. 1940- $3.00. Covers all important aspects of office management, from furniture and equipment ("Tools of the Office") to personnel management.

*The Automatic Office*. Published by Automatic Office Consultants, 5057 Woodward Avenue, Detroit 2, Mich. 1958- Monthly. $24.00. Tells when and where to install automatic office equipment and how to take care of it.


*Operational Research Quarterly*. Operational Research Society, 11 Park Lane, London W.1. 1950- Quarterly. 10.00s O.R. and its British counterpart O.R.Q. differ sharply both in content and attitudes from the "simple" management journals. They are both devoted to quantitative studies of organizations in action by reducing the real situation to mathematical models. The two periodicals emphasize analyses

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of military operations, but several articles have dealt with problems, which could
well stimulate a librarian's thinking. See William Prager's article "On Warehousing

Public Administration Review; the Journal of the American Society for Public Admini-
stration. 1513 E. 60th Street, Chicago 37, Ill. 1949- Quarterly. $8.00. Supplies
information on developments in the broad field of public administration and has
analytical articles on special problems.

The periodicals in the following group deal with the administration of institu-
tions which are similar to libraries, in some organizational aspects.

Church Property Administration; a National Publication for the Administrators of
Catholic Churches, Schools and Institutional Properties. Administratives Publishing
Co., Inc., 20 W. Putnam Avenue, Greenwich, Conn. 1936- Bi-monthly. $2.00.

Bulletin of the International Association of Universities (Text in English and French).
$3.00.

Bulletin of the Association of American Colleges, 726 Jackson Place, N.W., Wash-
ington 6, D.C. 1915- 4 times a year. $3.00.

College and University Business. Nation's Schools Division, Modern Hospital Publishing
Co., Inc., 919 N. Michigan, Chicago 11, Ill. 1946- Monthly. 50¢ per no.

Museum; revue trimestrielle publiée par Unesco; a quarterly review published by
Unesco. United Nations Educational, Scientific and Cultural Organization, 19 ave-
 nue Kléber, Paris. 1948- Quarterly. $5.00. In addition to being a survey journal
of activities and means of research in the field of "museography", Museum covers
such interesting topics as storage, air temperature and humidity control, budgets,
bookkeeping, etc.

Curator. Published by the American Museum of Natural History, New York 24, N.Y.
1958- Quarterly. $5.00.

This is another journal for professional museum stafis, which makes very inter-
esting reading for librarians who want to know how to arrange exhibitions, display
prints or manuscripts, and make sure that their message reaches the largest number
of people.

Buildings, Furniture, Office Equipment

Architectural Record. F. W. Dodge Co., 10 Ferry Street, Concord, N.H. 1891-
Monthly. $5.00.

1930- Monthly. $5.00. These two journals offer a survey of the architectural
field. Both have, in recent years, devoted special articles to new ideas in church,
school, and library design.

Furniture Forum; Reference of Contemporary Design. Philip L. Prichard, Depot Square
Bldg., Englewood, N.J. 1949- Quarterly. $5.00. Has departments for furniture,
lighting, decorative fabrics, wall papers, accessories.

Industrial Design; a Review of Form and Technique in Designing for Industry. Whitney
Compares critically new ventures in furniture design, installations, office machines.

Werk; Schweizer Monatschrift für Architektur, Kunst, künstlerisches Gewerbe. Bund
Schweizer Architekten, Zurich, Buchdruckerei Winterthur AG, Technikumstr. 81.
1914- Monthly. 95.00 sfr. This German language journal has printed some of
the really outstanding articles on modern continental school and library archi-
tecture. Its suggestions for interior decoration are always noteworthy and in good
taste.

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The following three periodicals deal with the application of automated processes in many ways, including non-industrial fields. "Scientific Abstracting by Computers," by J. W. Carr, III, in v.7, no. 4 of Computers and Automation and a note on the utilization of closed circuit TV in v.3, no 10 of Automation and Automatic Equipment News are typical of the scope and content of all three.


**Instruments and Control Systems; including Simulation Council News**


**Feedback; the Abstracting Journal of Computers and Automation.** Gerald D. Johnson, 5419 North Kenmore Street, Chicago 40, Ill. 1957- Monthly. $20.00. The last three journals deal with systems engineering in a scholarly manner. About 50 percent of the contents of Feedback are abstracts or reviews, the rest is news from the entire automation field.

**IBM Journal of Research and Development.** International Business Machines Corp., 590 Madison Avenue, New York 22, N.Y. 1957- Quarterly. $3.50. A quarterly account of happenings in the IBM research laboratories and an excellent source of factual information for those who wish to keep abreast of the latest developments in computer technology, electronic data processing and communications systems.

**BINDING AND BOOK CONSERVATION**

**Book Production, Incorporating Bookbinding Magazine; Devoted to Design and Manufacture of Books, Catalogs, Pamphlets and Allied Products.** 50 Union Square, New York 3, N.Y. 1927- Monthly. $3.00.

**The Library Binder.** Published by the Library Binding Institute, 10 State Street, Boston, Mass. Quarterly. Membership. 1922- Both are devoted to the art and craft of bookbinding, but while B.P. deals with trade bindings, design and manufacture of new books, L.B. is directed to an audience of librarians and specialists in fine and library bindings. Book conservation and repair in general, tests conducted on various types of bindings, discussions on binding costs between binders and librarians and an occasional article on a particular fine restoration job are typical for the contents of L.B.

On the subject of paper: production, chemical properties, trade, etc., there exist a good many periodicals, from which the librarian may obtain expert guidance.

**Tappi.** Published by the Technical Association of the Pulp and Paper Industry, 155 E. 44th Street, New York 17, N.Y. 1918- Monthly. $10.00.


Cataloging and Classification

American Archivist. Society of American Archivists, 546 Castle Blvd., Akron 13, Ohio. 1938- Quarterly. $7.00. Important for articles on archival management and for contributions in the field of manuscript cataloging. New copying machinery is frequently discussed and appraised.

American Documentation; a Quarterly Review of Ideas, Techniques, Problems and Achievements in Documentation. American Documentation Institute, School of Library Science, Western Reserve University, Cleveland 6, Ohio. 1950- Quarterly. $6.00. Scope of this journal: the scientific and theoretical evaluation of information research, storage, and retrieval systems. Attempts have been made to develop a specific philosophy of literature organization and to clarify the part of the documentalist in the modern world of science.

Journal of Documentation; devoted to the Recording, Organization and Dissemination of Specialized Knowledge. Aslib, 4 Palace Gate, London W.8. 1945- Quarterly. £5.00. This journal in its “Quarterly Documentation Survey” provides an outstanding checklist for all recent developments in the field. It reviews machinery and methods and also includes a bibliographical listing of the literature from book-binding to technical writing.


Nachrichten für Dokumentation; Korrespondenzblatt für die Technik und Wissenschaft, Wirtschaft und Verwaltung. Deutsche Gesellschaft für Dokumentation und Fachnomenausschuss für Bibliotheks-, Buch- und Zeitschriftenwesen im Deutschen Nomenausschuss. Frankfurt a. Main, Werrastr. 4, Germany. 1950- Quarterly. DM. 12.00. This German language magazine has an annotated bibliography, which comes on separate perforated sheets with each issue; mounting these on 3 x 5 inch cards forms the basis of a valuable index on documentation.


Printing, Duplicating, and Copying

Offset Duplicator Review. 101 W. 31st Street, New York 1, N. Y. 1951- Monthly. §3.50. Probably the most useful of the printing trade journals, from a librarian’s point of view, because the offset process is the most likely to be employed by a small library-operated printing shop.


The Photoengravers Bulletin; Official Journal of the American Photoengravers Association, 166 W. Van Buren Street, Chicago 4, Ill. 1911- Monthly. $3.00.

The foregoing four titles represent trade union journals chiefly concerned with organizational questions and labor politics. However, all of these have, from time to time, also carried technical articles on subjects such as the various printing processes, new machines, even on editorial layout and proofreading.


Print; the Magazine of the Graphic Arts. William E. Rudge, Inc. 17 W. 44th Street, New York 36, N. Y. 1940- Bi-monthly. $7.50. These printing journals pay more attention to design and the aesthetics of typography than to the mere technical side of the printing process.


Other periodicals that frequently evaluate photoreproduction machinery:


Photographic Science and Engineering. Society of Photographic Engineers, Box 6077, Mid-City Station, Washington 5, D. C. 1951- Quarterly. $5.00.


Public Relations


Public Relations News; ... Public Relations Publication for Executives. 815 Park Avenue, New York 21, N. Y. 1943- Weekly. $3.00.

College Public Relations Quarterly. American College Public Relations Association, M. W. Topping, 726 Jackson Place, N.W., Washington, D. C. 1949- Quarterly. $8.00. The knowledge of certain techniques for the maintenance of good relations between the library and its clientele—whether this be the community at large, a college community or the community of a business organization—will be gained from the above periodicals.


Editor and Publisher; the Fourth Estate. Editor and Publisher Co., Inc., 1475 Broadway, New York 36, N. Y. 1884- Weekly. $6.50.
Librarians may need even more often the kind of artistic advice, which can be found in the columns of:


*Graphis; International Bi-monthly for Graphic and Applied Art.* (Text in several languages). Amstutz & Herdeg, Nuschelerstr. 45, Zurich, Switzerland. 1944- Bi-monthly. 110 sfr.


*Decor Inspiration; International Window Display.* (Text in several languages) Lyss, Switzerland. Verlag von Dach und Haller. 1954- Bi-monthly. 26.00 sfr. Recommended for a self-teaching course in window dressing, arrangement of exhibits, etc.

**RESOURCES AND ACQUISITIONS**

*Erasmus Speculum Scientiarum.* (Text in English, French, and German). H. R. Sauerländer & Co., Aarau, Switzerland. 1947- Fortnightly. sfr. 4.00. "Covering all moral and mental sciences," this outstanding review journal in the humanities is edited by an international board of editors.


*Translation Monthly.* Published by the Special Libraries Association, John Crerar Library, 86 E. Randolph Street, Chicago 1, I11. 1955- Monthly. $5.00. Here are listed translations of articles which can be ordered from the Special Libraries Association's collection of mostly unprinted translations.


*Audio Visual Communication Review.* Published by the Department of Audio-Visual Instruction, National Education Association, Washington, D.C. 1953- Quarterly. $4.00.


*Film News; the News Magazine of Films, Filmstrips, Television, Recordings.* 444 Central Park West, New York 25, N.Y. 1939- Quarterly. $3.00. Reviews of the most widely collected non-book materials in libraries: films, filmstrips, and phonorecords of either the disc or the tape variety.

*Business Screen; the National Business Journal of Audio-Visual Communication.* Business Screen Magazines, Inc., 7064 Sheridan Road, Chicago 26, Ill. 1938- Eight times a year. $3.00. The official organ of the educational motion picture trade.

Research Film. Research Film Committee of the International Scientific Film Association. (Text in English, French, and German). Dr. G. Wolf, Institut für den Wissenschaftlichen Film, Göttingen, Germany. 1952- Irregular. Price not given. A scholarly and technical journal for those who are professionally interested in the future of the documentary, educational, and scientific film.

The number of the existing “audio” magazines is somewhat bewildering. While most of them are directed to an audience of music lovers or Hi-Fi fans, several will also serve as valuable bibliographic tools in the acquisitions department.

Magnetic Film and Tape Recording. Mooney-Rowan Publications, Inc., Severna Park, Md. 1953- Bi-monthly. $2.00.
American Record Guide. Peter Hugh Reed, 155 Reed Avenue, Pelham 65, N.Y. 1935- Monthly. $3.50.
American Record Letter; a Monthly Listing of Important American Recordings. Burt Richardson, Box 978, Kirkland, Wash. 1950- Monthly. $3.00.
Orphée; review internationale de folklore musical. 51, rue Vivienne, Paris, 1953- Quarterly. 60 fr. per no. All libraries with an active interest in building up a collection of recorded folklore will find this a valuable guide.

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The Xerox Process and Its Application at Yale

JOSEPH H. TREYZ
Assistant Head, Catalog Department
Yale University Library

The Xerox Process

Among the modern discoveries which are turning out to be valuable to large libraries is a method of printing called Xerography. Invented in 1937 by Chester F. Carlson, a New York patent attorney, the process was developed by Battelle Memorial Institute. In 1944 the Haloid Corporation of Rochester, New York, took out licenses on the process and started leasing the equipment in the late nineteen forties.

The Haloid product is called the Xerox Copier and comes in three separate parts: the camera, the processor, and the fuser, which are rented as a unit. The camera transfers the image to be reproduced, the processor does the Xeroxing, and the fuser makes the transformed image permanent. The basis of the operation is selenium, an element which has the unique characteristic of high electrical resistance in the dark and relatively low electrical resistance when illuminated. An extremely thin film of selenium deposited on an aluminum plate forms the working tool of Xerography.

The first step in this process is charging the plate to render it light sensitive. The charged plate is exposed to an image by the conventional method of a camera. When exposed, the dark areas of the image retain their charge, while the light areas lose their charge, thereby producing a latent electrostatic image. Resinous black powder is cascaded over the plate and is attracted to and held by this charged area, thus bringing out the image. Paper or a paper offset master is laid on the Xerographic plate and given a positive charge, which draws the negatively charged powder from the plate to the paper. If desired, the image can also be transferred from paper to wood, glass, plastics, or other solid materials. At this point the copy is cleaned; and the material, if it can be heated, such as a paper master, is then inserted in an oven, which fuses the resinous powder on to the material, thereby becoming as permanent as the material itself.

Advantages of Xerography

The advantages of Xerography are, in general, those of photography. Perhaps the outstanding advantage is that it reproduces directly without the possibility of human error or the need of special knowledge. This means that a long complicated catalog card can be reproduced as easily as a short simple one, that non-Roman alphabets can be transferred from
the original copy as easily as Roman alphabets. This simplification is of inestimable value in research libraries or in other research fields, for example, in engineering where complicated drawings, which take hours and days to make, can be reproduced accurately within minutes.

The second great saving comes in proofreading. Every typewritten copy must be proofread for errors. For example, in card reproduction a set of typed cards must be gone over carefully; a set of Library of Congress cards must have the call number added to each card, and each call number must be proofread. When a set of cards is reproduced from a multilith stencil prepared by Xerography, however, only the added entries and subjects that are typed on the resulting unit cards need to be proofread; and in some cases where many sets of the same title are needed, as in large public library systems, the completed set of cards already typed is Xeroxed, thus requiring no proofreading. In any comparison of costs made between an automatic machine process and a human process of reproducing copy, the cost of the varying amounts of proofreading necessary must be considered.

A third advantage is the simplicity of operation. Any high school graduate, or for that matter, any fairly intelligent person, can be taught the process in a short time, for it requires no particular skill. Carefulness and dexterity, perhaps even gentleness, are most necessary, though, for the Xerox plates are easily damaged; and cleaning the Xeroxed copy, especially in card work, can be a delicate, painstaking job. Any conscientious person with a steady hand, however, can meet these requirements.

Another point in its favor is that the process is a dry one with no water or liquids involved, and the machines are pleasant to operate. Only one operator is necessary, although an added person can help turn out proportionately more work.

Speed can also be considered an advantage. A Xerox copy of a single item can be produced in about two minutes; card work, when four to eight cards are reproduced at one time, takes a little longer because of the time required to arrange the cards for Xeroxing and for cleaning the copy. An illustration of time saved comes from one of the first commercial jobs done by Xerography. In May 1950 Michigan’s Department of State put two and one-quarter million motor car registrations into book form for Michigan’s law enforcement agencies. Previously a staff of fifty typed this information on stencils; with Xeroxing the staff was cut to eight and the book came out six months earlier than in former years.

If the machine is used extensively, it is also an inexpensive method of reproduction, for the basic cost of renting the machine remains the same regardless of the number of units of work produced.

Another advantage is that the Xerox reproduces the image in its exact size; however, a Haloid camera is also available for enlarging or reducing the image at a ratio of 50 to 150 per cent. It is also possible to set up one’s own camera that will give an even greater enlargement or reduction. Libraries usually want a full size reproduction, so this feature is not being extensively utilized at this time.
One of the unique advantages of Xeroxing is that changes can be made in the copy. After the card or stencil is Xeroxed and before it is fused, any part of the image can be wiped off; after the copy is fused, information can be added. This has special possibilities for libraries which reproduce their card masters by Xerography, since LC cards which do not quite fit a book, or cards for variant editions, can be used, and the copy corrected simply and neatly to fit the book in hand. Added copies going to various locations need be cataloged only once, with the changes in call number being made on the stencil after the card is Xeroxed.

It might also be pointed out that in this type of reproduction, when a mistake is made in typing the original catalog card, it can be covered with Snopake, a heavy white ink, and the correct information typed over it. LC cards can also be altered in this manner to fit a book without scratching or erasing, and the Xeroxed copy will not show that a change or mistake has been made.

Disadvantages of Xerography

A large share of the problem and disadvantages of the Xerox are due to the fact that it is still an infant, and it is hoped that these will disappear as the process is perfected. At the present time, the Xerox model available has only an 8½ x 13 inch copying surface on the Xerox plate. Anything larger must be reduced to this size and anything smaller cannot be enlarged beyond these dimensions. For libraries using this process in card reproduction this size is not quite large enough to Xerox eight cards at a time, the number a multilith stencil holds. There are ways of solving this difficulty, but it would be more satisfactory if this were not necessary.

Another major difficulty that we have found is that to get best results the type must be jet black on a white background. Type, ink or pencil impressions that are light will not reproduce adequately; and any background other than white, such as cream or yellow, will give a black-on-gray image that cannot be cleaned without looking splotchy. Reproductions of tone pictures are not very satisfactory with the present equipment available; but, since most library work involves a black and white reproduction, this is not a serious obstacle.

Humidity is a great enemy of Xerography. It has the effect of nullifying the electrical charge and of curling stencils so that on damp days satisfactory work cannot be produced. This can be remedied by a dehumidifier or by air conditioning. Ammonia fumes, such as those that come from an Ozalid machine, affect Xerox reproduction in the same way. Sunlight also damages the Xerox plate, so the equipment should be set up in a room that can be cut off from the direct rays of the sun.

Another limitation is that a Xerox plate cannot be used continuously or it loses its strength. If the Xerox machine is in operation all day, it is necessary to use six or more plates in rotation, giving each a chance to rest after it has been used.

None of these problems is serious; and, as later models make their appearance, no doubt the difficulties will be gradually eliminated.
Xerography at Yale

Perhaps a survey of one library’s application of the Xerox will give a clearer picture of its value and possibilities. The Yale University Library first rented the Xerox in 1953 for use in the reproduction of its catalog cards. Up to that time Library of Congress cards had been ordered for all available titles. For titles cataloged at Yale, cards were typed individually if one to four cards were needed to complete the set; if five or more cards were required, a stencil was typed and the cards multilithed. At that time Yale produced approximately 245,000 cards per year, and the work was seldom on a current basis. While the employment of extra personnel occasionally relieved the situation, it did not make for a smooth-running or efficient operation. Cost studies at the time showed that the average rate for typing stencils was 21 titles per hour and for typing cards 60 per hour; the latter figure includes all cards handled, ranging from typing of the full card to adding only the call number. It was at this time Yale turned to the Xerox.

At the end of the first year we were producing stencils by Xerography at the rate of 32 titles per hour, an increase of 52% over typed stencils; and the rate the last two years has been 34 titles per hour. Because of the fact that it costs less to produce stencils by Xerox than by typing, Yale is now multilithing cards for all sets which require three or more cards in contrast to the basic minimum of five when we typed stencils. With the number of cards that have to be typed in toto thus drastically reduced, the output of the typists has risen to 100.5 per hour, since card work with this process means that only secondary entries have to be typed on the cards. This increase has made it possible for Yale to keep its card work on an up-to-date basis although card production has risen to 400,000 per year (see Table 1); at the same time the typists have been able to devote some time to other work.

Card reproduction by Xerography in the Yale Library begins after the original card has been made by a descriptive cataloger. In order to understand the advantages of Xerography in this process, one must know how the original card is made. Each book received in the library is searched in the Library of Congress depository catalog, which Yale keeps up-to-date, and in the official catalog before being sent to the Catalog Department. If a Library of Congress card is found in the depository catalog for the edition in hand or for another edition of the title, it is withdrawn and sent along with the book. If the official catalog shows that there is another copy or another edition of the title in any of the Yale libraries, this information is given on the searching slip. The descriptive cataloger may make the original card for the book in hand by (1) using the LC card if one is available, (2) withdrawing the card for the other copy from the official catalog and sending it to the Xerox operator with a form card indicating information on the card that should be eliminated or added (as, for example, deleting the location and adding a different one or changing the imprint date), or (3) typing a new card. The cards are
sorted according to the number needed to complete the set and are sent to the Xerox Room in this arrangement to have stencils made by Xerography.

For card work, Yale uses a camera developed by the Head of its Photographic Division that is set for an eight per cent reduction, allowing eight cards to fit on a Xerox plate. In the beginning we used the Xerox camera, photographing four titles at a time in one row and then taping two rows together so that the cards could be run off in groups of eight on the multilith machine. We changed to our own camera to avoid this extra step. To mount the cards we use the back of old Xerox plates, painted white to reflect the light where they show through, and covered with four strips of pressure tape to hold eight cards, each needing the same number to complete the set. All cards are placed with the call numbers on the inside so that the four are right side up, while the four cards on the left are upside down. Since reduction draws the image in, this places the wider margin always on the right hand side of the reproduced cards. With the exception of using our own camera for card work, we follow the standard Xerox process.

After the image is formed on the Xerox plates and transferred to a multilith stencil, but before it is fused, call numbers, LC tracings, dates, or any other data not wanted are wiped off. The stencil is then baked and new locations, call numbers, dates, etc., are added by a typist.

The actual multilithing of cards is done by a university-wide duplicating bureau that charges the Catalog Department a flat rate of 1.7 cents for each card. This price includes cost of the card stock, the multilithing, the cutting to card size and punching holes at the bottom. When the sets are returned, they are matched with the official card and the secondary entries typed on the unit cards.

The cost of this process is figured by adding the monthly bill for multilithing, cutting and punching, the cost of labor, and the cost of the Xerox (see Table 2). When this figure is divided by the number of cards produced in a month, it gives a cost of $.29.16 per thousand cards. These cost figures might be more meaningful if put in terms of sets of cards. The Xerox-produced stencil for an individual title costs 8.5 cents, and the seven multilithed cards per set, which is the Yale average, cost 11.9 cents, making a Xeroxed set of cards cost 20.4 cents. The same set of LC cards would cost $.87 cents if ordered by number, 41 cents if ordered by author and title, plus the cost of ordering the cards, following up orders, making temporary slips for books being held, etc., which at Yale formerly took the time of one and one-half persons. Proofreading a Xeroxed set of cards takes approximately 1.34 minutes as against 2.58 minutes for Library of Congress cards, since on the latter each card has to be proofread for call number and for any changes in the body of the card. The cost of typing a set of seven cards will vary from 5 cents to 50 cents or more depending on the length and language of the card plus the heavy expense of proofreading the whole of each card. The cost of typing increases in direct proportion to the number of cards in foreign languages and is
particularly expensive for material in non-Roman alphabets, if, indeed, a typewriter is available for the language needed. The other important relative figure is the number of cards in a set; the higher the number, the lower the cost per card in the same process. As stated above, it pays to make a multilith stencil by Xerography when three or more cards are needed in a set. If only one or two cards are needed, it is less expensive to type them, unless the cards are detailed or in non-Roman alphabets, in which case we Xerox them directly on card stock.

We employ a full time Xerox operator and recently have been giving him assistance for about three hours a day, making a total of approximately 244 hours per month. The use of Xerography for work other than card reproduction has steadily increased. This additional work, which includes the making of a weekly accessions list, reproduction of reports, forms, articles that are out-of-print, and holdings cards for serials, now absorbs 27% of the operator’s time. One service we have not had the time to perform, but one which would be of real value to the library, is the Xeroxing of individual pages of books to replace worn or torn out ones. This can be done quickly, and the pages are often indistinguishable from the original if they are reproduced on paper that matches the book pages in color and weight.

### Table 1

<table>
<thead>
<tr>
<th>Year</th>
<th>Titles Typed</th>
<th>Hours</th>
<th>Rate</th>
<th>Titles Xeroxed</th>
<th>Hours</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1950-51</td>
<td>19,418</td>
<td>818</td>
<td>23</td>
<td>7,621</td>
<td>235</td>
<td>32</td>
</tr>
<tr>
<td>1951-52</td>
<td>12,810</td>
<td>711</td>
<td>18</td>
<td>57,820</td>
<td>1,680</td>
<td>34</td>
</tr>
<tr>
<td>1952-53</td>
<td>24,145</td>
<td>1,130</td>
<td>21</td>
<td>53,307</td>
<td>1,569</td>
<td>34</td>
</tr>
</tbody>
</table>

### Cards Produced

<table>
<thead>
<tr>
<th>Year</th>
<th>Card Output</th>
<th>Hours</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1950-51</td>
<td>256,284</td>
<td>3,855</td>
<td>66</td>
</tr>
<tr>
<td>1951-52</td>
<td>234,452</td>
<td>4,384</td>
<td>53</td>
</tr>
<tr>
<td>1952-53</td>
<td>317,339</td>
<td>4,862</td>
<td>65</td>
</tr>
<tr>
<td>1956-57</td>
<td>402,138</td>
<td>3,767</td>
<td>106</td>
</tr>
<tr>
<td>1957-58</td>
<td>398,503</td>
<td>4,091</td>
<td>95</td>
</tr>
</tbody>
</table>

Today Xerography offers libraries real opportunities for cost savings in card reproduction, but the future of this process is bright for other areas of library work, also. Two years ago Haloid put on the market the Xerox Copy-flo Continuous Printer* which enlarges microfilm to its

---

## Table 2

*Cost of Xerography*

<table>
<thead>
<tr>
<th>Item</th>
<th>Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenr-n z</td>
<td></td>
</tr>
<tr>
<td>Rental of Xerox equipment: $912.00 per year</td>
<td>$ 76.00</td>
</tr>
<tr>
<td>Plates: $33.00 each</td>
<td>49.50</td>
</tr>
<tr>
<td>6 used every 4 months</td>
<td>1.11</td>
</tr>
<tr>
<td>Film remover: 3 quarts for $10.00</td>
<td></td>
</tr>
<tr>
<td>¼ quart used per month</td>
<td>5.50</td>
</tr>
<tr>
<td>Toner: $22.00 per pint</td>
<td>5.95</td>
</tr>
<tr>
<td>1 pint used every 4 months</td>
<td>25.75</td>
</tr>
<tr>
<td>Cotton: $1.19 per pound</td>
<td>8.72</td>
</tr>
<tr>
<td>5 pounds used per month</td>
<td>2.40</td>
</tr>
<tr>
<td>Developer: $103.00 for 4 half-pound cans</td>
<td></td>
</tr>
<tr>
<td>1 can used per month</td>
<td>1.60</td>
</tr>
<tr>
<td>Pressure tape: $2.18 per roll</td>
<td>2.50</td>
</tr>
<tr>
<td>4 rolls used per month</td>
<td>1.80</td>
</tr>
<tr>
<td>Bud: $4.80 per dozen</td>
<td>44.23</td>
</tr>
<tr>
<td>6 used per month</td>
<td></td>
</tr>
<tr>
<td>Colitho pads: $4.80 for 3 packages</td>
<td>325.06</td>
</tr>
<tr>
<td>1 package used per month</td>
<td>339.54</td>
</tr>
<tr>
<td>Electric bulbs: $3.00 per dozen</td>
<td>564.60</td>
</tr>
<tr>
<td>10 used per month</td>
<td>-152.44</td>
</tr>
<tr>
<td>Pre-damp solution: $7.22 per gallon</td>
<td>412.16</td>
</tr>
<tr>
<td>1 quart used per month</td>
<td>.88</td>
</tr>
<tr>
<td>Stencils: $.057 each</td>
<td>.085</td>
</tr>
<tr>
<td>776 used per month</td>
<td></td>
</tr>
</tbody>
</table>

Total cost of rent and supplies            225.06
Cost of labor per month (244 hours at $1.23–$1.42 per hour) 339.54
Total cost                                 564.60
Minus 27% for work other than Xeroxing card stencils 152.44

Total cost of producing stencils for cards 412.16
605 stencils for card work per month: cost per stencil .68
  cost per title .085

*Prices of supplies given are those paid when purchased in large quantities.

original size and prints it on a continuous roll. University Microfilms is now using this machine to reprint out-of-print books, and experiments show that it can be used for making catalog cards. As the Haloid Company develops new applications and equipment, librarians can look forward to the elimination of many problems that can be solved by rapid and inexpensive copying methods.

So broad is the title of this publication and such are the possible implications of its corporate authorship (a joint committee of the Music Library Association and the American Library Association) that definition of its scope and delineation of its relation to other works in the field are of particular importance in review. First of all, it is a code for descriptive or enumerative cataloging. It does not deal with entries for topics or categories. It is a code for the provision of entries necessary for the collocation and description of particular editions of musical works. Secondly, it is only in a very limited degree a new code for music cataloging; basically, it is a compilation of the sections of the *A.L.A. Cataloging Rules* and the *LC Rules for Descriptive Cataloging* that are particular to the cataloging of music (ALA 12 and RDC 9a respectively) and the supplementary chapter of the RDC dealing with phonorecords (RDC 9a)—in each case brought up to date with rule revisions officially adopted since original publication in these works. In their turn, however, each of the sections of the RDC, stem from the preliminary edition of the *MLA Code* that was published in 1941-42. In these basic regards, then, this publication is not primarily a new promulgation but rather a compilation of codes for many years operative under the joint aegis of MLA, ALA, and LC.

To this material has been added the section of the *LC Filing Rules* that deals with filing conventional titles and a glossary of cataloging and musical terms. Last to be mentioned, but perhaps primary in significance, is the work’s new contribution—rules for the simplified cataloging of music.

Postponing a consideration of the latter for the moment, the question may be raised as to the necessity for this publication. If all of the content, except the glossary (itself compiled from other published sources) and the rules for simplified cataloging, is in print in other works that are generally available, why republish? The answer lies in the convenience of the cataloger. These rules were heretofore distributed in four different publications (not to mention many separate publications of individual rule revisions); herein they are brought together in one. No doubt this work will answer most of the music cataloger’s questions concerning rules. Nevertheless, it must be noted that there is no guidance given to problems of choice and form of name of composers, to the formalized style of imprint presentation on the catalog card, nor to numerous other points of entry and description that musical publications have in common with books. Neither the *A.L.A. Cataloging Rules* nor the *LC Rules for Descriptive Cataloging* can be dispensed with. They must still be convenient to the music cataloger’s hand if he is to have complete guidance in the performance of his work.

In incorporating sections of the ALA and the LC rules there has been some minor stylistic editing but the substance is unchanged. The rules have been renumbered and relettered according to a pattern established for this publication. While unifying the rubrics of the MLA *Code*, this has the drawback of making impossible, without either textual comparison or the development of a conversion table of rule numbers, communication concerning the same rule between catalogers using this *Code* and others using the ALA and the LC rules.
The principal new contribution of the MLA Code is its chapter IV, Simplified Rules, for entry (including conventional title) and description. It is unfortunate that there is no adequate statement of the purposes and library situations the simplified rules have been designed to serve. The opening sentence merely says, “The rules in this section are written on the premise that the library using them wants to catalog its music as quickly and yet as efficiently as possible.” Surely few would be the libraries that would quarrel with this laudable purpose (providing, of course, this quick and efficient cataloging will not hamper efficient reader service at the catalog). By deduction, it would appear that the simplified rules are designed for non-research libraries with a clientele seeking music primarily for performance purposes rather than historical or analytical study. Further it would appear that the rules are for libraries with collections of relatively moderate size. It is also nowhere stated that the rules for simplified cataloging have status only as MLA rules. Chapters I-III (entry, description, and phonorecord rules), however, enjoy the tripartite blessing of MLA, ALA, and LC.

Of particular note is the fact that these simplified rules are incompatible with the LC rules for conventional title (chapter II of this code). A library must choose between chapter IV and chapter II, one system or the other; it cannot follow the rules of chapter II for one class of publications and of chapter IV for another if the cards are to go in the same catalog. This incompatibility arises because the simplified rules specify best known title (against original title) and direct entry of excerpts (against entry under the title of the whole work).

No distinction is made in conventional titles between full scores, piano-vocal scores, and librettos of opera. It would seem that this simplification might have service disadvantages in the case of works of which a library has many editions in these categories. Arrangements are likewise not distinguished in the conventional title from editions of the same work in its original form.

Other important features of the simplified rules are 1) non-repetition of medium statement on the title page if already given in conventional title, 2) bracketed insertion, in English, of information essential to the entry when the same is not found in the work in the language of the title page, 3) recommended omission of pagination, and 4) confinement of notes, in general, to description necessary from the point of view of performance.

The code concludes with the LC filing rules for conventional titles, a fairly extensive glossary, and an index. The glossary is largely based on a number of standard works in the field of music and cataloging but a closer look at some of the definitions might have revealed room for improvement.

Summing up, this code is a handy one-volume tool of varied uses for the music cataloger. It will not eliminate the need for the ALA and the LC rules, however. It does answer the need for simplified cataloging rules suited to the needs of music libraries that are not oriented to research use. Cataloging under the latter rules will be reasonably economical and will result in a catalog that is usefully organized and in descriptions that are adequate for general purposes.—C. Sumner Spalding, Chief, Descriptive Cataloging Division, Library of Congress.


The problem of locating specific information in the various fields of science and medicine has become acute—in some instances almost desperate—during the post-World War II period. In spite of the fact that these areas have the most comprehensive current bibliographic coverage of all fields of knowledge, the howls of anguish emitted when literature searches are necessary have caused considerable soul-searching and effort directed towards improving services, particularly with regard to speed and comprehensiveness. The literature in scientific fields, which is essentially periodical (in the broadest sense of the word), is extensive, constantly increasing, and at times threatens to engulf the researchers in the products of their own achievement.

The five books under consideration reflect the pressure of the scientists for better coverage of their resources. Desire for broader and deeper subject analysis of scientific literature than is normally achieved in library cataloging has brought subject specialists, particularly physical scientists and engineers, into the bibliographic field. This, in turn, has led to experimentation with punched cards, computing and accounting machines, photographic media, and the development of new systems of classification, subject indexing, and cataloging. Many of these methods and the systems developed around them are described in the five volumes. It is apparent that the greatest need for solving problems in all phases of information retrieval is still the slow, painstaking, relatively unrewarding, unspectacular labor of basic research. Not enough of this has been forthcoming.

Information Resources clearly mirrors the post-Sputnik tension. A brief survey of present conditions and needs in scientific fields is presented, and a study program recommended, covering three points: more effective utilization of recorded scientific knowledge, selection of optimum methods of coordinating information processing activities, and financial support for advanced retrieval systems. Centralized Information Services represents the consensus of a number of surveys. The cost factor in making literature searches is logically emphasized as the major reason for centralization. The authors conclude that further studies of different types of centralized systems are needed, since no single technique, device, or method can suit all requirements. Both this book and Information Resources have large appendices containing some of the raw material used in reaching the conclusions in their relatively short texts.
The two volumes in the Advances in Documentation series describe cataloging systems designed for and operated with specialized subjects (small information systems). The problems in chemistry caused by the necessity of representing formulas have resulted in a separate and highly specialized treatment for that subject, discussed in the Progress Report in Chemical Literature Retrieval. The work reported in Information Systems in Documentation is probably of greater interest to the average reader.

The outstanding feature of the systems described in both of these volumes is not the use of punched cards and fancy "hardware," but the fact that the basic techniques of library cataloging are still fundamental to the new developments. The results show what can be done with these techniques by using a little imagination and considerable courage. The Uniterms system, for example, as used in an industrial wastes catalog, consists of master entry cards (each corresponding to the standard catalog's main entry plus accession number), an author index (corresponding to the official catalog), a Uniterm index with cross-references (corresponding to the subject authority file), and the individual Uniterms cards with posting (corresponding to a serial shelf list combined with one subject added entry card). Of all the regular cataloging procedures, only the bibliographic description has been omitted.

Many of the other systems are essentially forms of faceted classification, unrecognized as such and therefore often lacking cohesiveness. These strongly reflect Ranganathan's principle of depth classification, although in many areas the individual facets are more like the chapeaux of Brisch than the main categories of Ranganathan. None of the systems has escaped having some kind of basic shelf and accession list, an author index, and either a classification (usually called a code) or a subject authority list, or both. The chief distinction between these and standard cataloging practice lies in the fact that differences in approach and organization make possible a much more comprehensive subject analysis and at the same time render the results amenable to mechanization.

It should be noted that most of the systems are devoted to improving information services for applied scientific research. The problems of literature searching for fundamental research purposes are infinitely more complex. "One must constantly bear in mind . . . that the portions of past scientific works which strike a reader of today as of particular significance are not necessarily those upon which contemporaries placed the highest value."* In the process of trying to achieve better bibliographic control, some provision should be made so that the searcher is never permitted to lose sight of possible values to be found by consulting the original source. In some of the new methods, there is great danger that material not immediately appreciated by the indexer may be permanently lost merely by not being indexed.

The developments described apply to small information systems, but there is constant pressure to extend them to include, first, all scientific, medical, and technical fields and, secondly, related areas. Since the latter vary from field to field, ultimately one may expect a demand for a mechanized approach to a general information system. One answer to this call is represented by the method described in Tools for Machine Literature Searching: Semantic Code Dictionary, Equipment, Procedures, the long-awaited sequel to Machine Literature Searching. This is an important book. For readers lacking time to peruse its full 972 pages, the essence of the system is contained in Chapter nine: "The Semantic Code,"

and in the Dictionary itself (pp. 603-964). The rest of the book gives detailed, practical information on how to use it. The process is unusual in that the code, the methods, and the machine were designed solely for bibliographic purposes.

The theoretical foundation of the system is a form of classification based on categorical or concept analysis. This follows the principle that a word without context or amplification is ambiguous, and, therefore, for accurate definition, each word must be analyzed into its component ideas, called semantic factors. These factors, in turn, are collected into a general classification of generic concepts, divided into six main categories: general concepts, relationships, states, processes, substances, and objects. This classified arrangement is used as any classification and permits the encoder to find the proper semantic factor (equivalent to the class number) for any concept.

The special idea conveyed by an ordinary English word is turned into a new “machine language” word. (Incidentally, the “machine language” forms a lingua franca for writings in any language). This new word is composed of one or more separate semantic factors, each representing a generic concept. The notation for a semantic factor consists of four letters, the second of which is a variable used to indicate one of ten analytical relationships: class membership, composed of, part of, included by, producing, influenced by, produced by, lacking, characteristic of, and resembling. Identical “machine language” terms are differentiated by number. For searching purposes, this analytical approach gives a more precise definition of an English word than is now possible with any form of classification, classified subject headings, or classified index terms.

The basic building blocks of the system are 214 semantic factors, such as B-NN, Economics; P-ST, Insect; D-CM, Information; L-CT, Electricity; D-GN, Diagnosis; M-CH, Device, with the appropriate code letter inserted in the blank spot to define relationship. The code for Electrocardiograph shows how blocks are put together:

<table>
<thead>
<tr>
<th>Semantic Factor</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH.</td>
<td>Device</td>
</tr>
<tr>
<td>LQCT.</td>
<td>Making use of electricity</td>
</tr>
<tr>
<td>DUGN.</td>
<td>Producing medical diagnosis</td>
</tr>
<tr>
<td>001.</td>
<td>Specific identifying number</td>
</tr>
</tbody>
</table>

These blocks are finally arranged alphabetically to form the code term. DUGN. LQCT. MACH. 001.

In the dictionary itself, there is as yet no method of differentiating among terms in the English-Code section without consulting the Code-English section and the table of analytical relationships. For example:

<table>
<thead>
<tr>
<th>Index term &amp; Code (from dictionary)</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIGHT MYPR.60X.RAPR.025.</td>
<td>Material possessing characteristic “lightness”</td>
</tr>
<tr>
<td>LIGHT RALT.001.</td>
<td>Light (Physics)</td>
</tr>
<tr>
<td>LIGHT RAPR. .229.</td>
<td>Relative term: “lightness”</td>
</tr>
</tbody>
</table>

At present, those familiar with the semantic factors may be able to recognize the meaning of the code term directly, but as the size and complexity of the dictionary increases, some more precise means of defining the English index terms will be needed. For instance, a full general information system, with the analytical detail demonstrated here, would require some way of distinguishing among twenty-five distinct meanings of index terms such as “sound” or “slip.”

In using the system, material to be put into storage is first abstracted. Then the abstract is converted to telegraphic form according to set rules. This form,
in turn, is converted to semantic code and stored by rather complex mechanical means. Virtually every word in the telegraphic abstract is available for searching, and furthermore, because of the semantic factoring, those parts of “machine language” words representing the various generic concepts inherent in single English words may be searched as well. This permits a very deep analysis of the material. The degree of perfection achieved in the system is highly dependent upon the quality of the initial abstract, but after that the process is relatively mechanical except for the assignment of new codes. Retrieval is accomplished through a process of defining the question, formulating it in terms of “machine language” and logical sequences, wiring the plugboard of the machine according to this formulation or “program”, and searching.

The authors seem fully aware of the fact that in a mechanized system (or any subject cataloging or indexing process, for that matter) successful retrieval of information depends entirely on how well data are analyzed when put into storage. The process described is probably the first full-scale attempt to deal with material in such great detail. No doubt modifications will appear as greater progress is made towards more comprehensive coverage of scientific and ultimately of non-scientific fields. Further developments in this system are well worth watching.—Phyllis A. Richmond, Cataloger, University of Rochester Library.

Subject Guide to Books in Print; an index to Publisher’s Trade List Annual, 1958

It is just over a year ago that the first edition of the Subject Guide to Books in Print appeared. Now off the press is the new, revised and up-dated second annual revision which is based on the Books in Print Index to the 1958 Publisher’s Trade List Annual. It follows the publication of Books in Print by only two weeks, and one is amazed at the mechanical and editorial “know-how” that made possible such speedy production.

The indexing by subject of in-print books is limited this year to the books of 990 publishers who submitted their catalogs to PTLA. This is an increase of 129 over last year. However, some publishers are represented by incomplete lists. Whenever this has happened, these publishers are identified in the “Directory of Publishers” with a dagger by their name.

It is apparent that the editors spent considerable time considering suggestions and criticisms that have been made since the first edition was launched. The compact introductory section on “How to Use the Subject Guide to Books in Print” should be read carefully. These pages have been revised by outlining more fully the scope of the work and by focalizing attention on answers to questions regarding the first edition.

Some information formerly printed only in the preface to Books in Print but applicable to the Subject Guide is now included in the introduction to the Guide. Since some publishers of primary and secondary texts are not found in PTLA, a referral to Textbooks in Print 1958 is made for one wishing to check further. Reference is also made to certain series of paperbacks not included in the Subject Guide; again the user is directed to another tool, Paperbound Books in Print. Incomplete coverage of law books is indicated. Reasons for this lack are given, and the reader is directed to Law Books in Print (as of June 1957).

This edition continues to exclude some publications that are included in the publisher’s catalogs. If the Library of Congress does not assign subject headings, the publications are usually omitted from the Subject Guide.
Fiction continues to be omitted except when a work's background (geographical, historical, social, etc.) has seemed extensive and authentic enough to warrant mention. Collections of works of fiction and criticisms are still included. Works of poetry and drama by a single author are omitted, while collections and criticism continue to be included.

Juvenile fiction is usually omitted while Juvenile non-fiction above picture book level is represented in either one of two areas: it may be set apart under headings, e.g. "Handicraft—Juvenile Literature"—or may be included with adult books identified by grade, e.g. (gr. 5-6). A check of the new edition appears to indicate that more children's books are classified under separate headings and identified as "Juvenile Literature" than was formerly done. It would take less searching for the user interested in children's books, if this were done more frequently.

Bibles as such are omitted, while commentaries and histories are included. Books priced at less than 25 cents continue to be omitted.

The Subject Guide continues to follow the headings assigned by the Library of Congress. Headings and cross references have been up-dated to conform with the June, 1958, Supplement to the Sixth Edition of Subject Headings used in the Dictionary Catalogs of the Library of Congress. There have been some consolidation and some changes. Old fashioned or out-of-date headings have been converted to more popular usage. Proper names of foreign persons of international reputation have been anglicized. Care has been taken to designate when a book is in a foreign language, by having each foreign literature heading carry an explanation, e.g. the following: "Here are entered only collections in French. For English translations, see sub-division TRANSLATIONS INTO ENGLISH, below."

The editors report that some 96,000 books appear for a total of some 140,000 entries under 25,000 headings with 30,000 cross references. Fifty percent, or 9,000 of the titles new to the Subject Guide, received official Library of Congress classification. As in the first edition, provisional headings have been assigned when necessary; books assigned these provisional headings in lieu of LC headings are identified in the text by an asterisk at the end of the entry. The editor reports with understandable pride that in nine cases out of ten, headings assigned by the Library of Congress after the 1957 Subject Guide appeared confirmed the provisional headings assigned by the editorial staff.

This new edition with prices up-dated, o.p. titles deleted, and with not only new but forthcoming publications added, will continue to be a most important bibliographical tool as far as librarians, booksellers, and publishers are concerned. Response to its use will be no less enthusiastic than when it first appeared, but will perhaps be more realistic after a year in which it was put to practical use.

This reviewer has found that the Guide is not the panacea to all book ordering, cataloging, selection and reference problems that arise in a library, but is an invaluable supplement to other trade and national subject bibliographies.—Avis Zebker, Coordinator of Book Order, Brooklyn Public Library, Brooklyn, N.Y.

CLASSIFICATION RESEARCH STUDY GROUPS

Feeling that classification, particularly as applied to documentation, is growing in importance, a group for discussion and research on the subject is being formed. Such a group has been active in England for some time. Those interested in joining should contact Dr. Phyllis A. Richmond, University of Rochester Library, Rochester 20, New York.

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