

ANNUAL REPORT OF THE DIRECTOR
ARMY MEDICAL LIBRARY
Fiscal Year 1943-1944

TO: The Surgeon General, U.S. Army

1. The twelve months period ending 30 June 1944 was an eventful one for the Army Medical Library. For several years, the Library had been operating under adverse conditions and the progress of the war served but to accentuate them. Greatly increased reference work, the necessity of completing the reorganization of the personnel, the lack of sufficient working space, and the demands of the Armed Services in various theatres all combined to put a strain upon the institution which it was hardly able to bear. Prior to the emergency, whenever the Library had been unable to cope with a difficulty, it was consoling to be obliged to postpone a decision because no great change was ever possible. Difficulties simply were not faced, they were merely put out of sight. In a word, the Library was running on its past momentum, generated in the nineteenth century.

It was fortunate that more than a year ago, an appeal to the Rockefeller Foundation did not fall upon deaf ears. Through the good offices of Dr. Gregg and others, the Foundation offered The Surgeon General the sum of \$20,000 for a complete survey of the Army Medical Library to enable it to reorganize upon a firm and rational basis and one in accord with the most advanced principles of library science. The survey was conducted upon the auspices of the American Library Association and began in the summer of 1943. It was conducted by a group of six persons headed by Mr. Keyes D. Metcalf, the Director of the Harvard University Libraries. The group was composed of outstanding individuals with special qualifications in different fields of library work. The Director of the Army Medical Library was in complete agreement with the Director of the Survey

in the selection of the members of the group.

2. THE SURVEY OF THE LIBRARY.

The agreement with the Foundation was to the effect that all possible information concerning the Army Medical Library, including that of a military nature not actually secret; would be placed at the disposal of the committee to aid them in the report. They were empowered to interview any and all members of the staff. The only limiting proviso was that the report itself, would have to be submitted to the War Department before authority could be given for its publication and that no charge be made to the United States.

The surveyors studied the Library individually and as a group for a period of about six months, rendering their report 1 February 1944. The document itself required 70,000 words. An appendix to the report, concerned with certain details not necessary for printing but of assistance to the Army Medical Library in its task of reorganization, occupied another 70,000 words. The printed report itself is attached.

The report of the survey is an interesting document and a credit to the committee. Theirs was no easy task, for the evolution of the Library in the last three-quarters of a century was by no means to be grasped clearly, for authentic records, except in the last decade, were few and far between. Fortunately, The Director and a few employees had been with the institution long enough to supply most of the needs concerning the history of the institution in the immediate past.

The committee made their report, one might say, embracing several phases. There were, first, what they found; second, what they would like to see, and third, what they felt they could safely recommend.

The committee found that the Army Medical Library suffered from:

lack of continued support, from lack of a settled policy; that it lacked a completely workable organization; that its personnel was inadequate in numbers and often times in quality; that its worst feature was its abiding place. Most of these defects were well known and had been pointed out in published articles and in annual reports, but it is only fair to say that the committee uncovered many things that had not been brought into the open before, because there had been no possibility of remedying them and because it was too great a responsibility for anyone person to assume. In other words, it took a committee of specialists to do it.

The committee recommended the completion of the reorganization of the Library already under way, but added two new divisions to the four established a rare book division and a cataloging division. They also recommended that a temporary shelflisting unit be added. They recommended among other things, a complete reorganization of the Acquisition Division. Their most important and insistent recommendation was the absolute necessity of a new building without delay.

3. THE IMMEDIATE RESULTS OF THE SURVEY.

Even while the survey was going on, important steps were taken. The partial reorganization completed in the previous year and carried out as far as funds were available, was taken in hand and two important steps were taken after due consideration of the obligations resting upon the institution. The first of these provided for a temporary shelflisting unit, the second and most important, the formation of a new division, the Catalog Division, separate from the Index-Catalogue Division.

To sum up, at the close of the fiscal year, the following important steps were under way or completed:

- a. The formation of a shelflisting unit (nearly complete).
- b. The establishment of a Catalog Division (planned only).
- c. The change in top-operating personnel to provide for a Director (temporary incumbent, U.S. Army) and a Librarian (permanent director of operations).
- d. Expansion of Administrative Division to care for the needs of finance, supply and photoduplication.
- e. Expansion of Acquisition Division and removal of supply functions, except books and journals (planned and partially under way).
- f. Expansion of space facilities by taking over a part of the Fisheries Building.
- g. Funds secured for alteration of architects' plans for new building. This was made necessary because of prospective close relationship with the Library of Congress.
- h. Appointment of an Association of seventy-five distinguished scientists as Honorary Consultants by The Surgeon General.
- k. The adoption of a new classification system for the Army Medical Library. This is being accomplished by a committee of five persons, including a representative from the Army Medical Library and the Library of Congress. This came about as a result of a joint letter of invitation to fourteen eminent scientists who met the working committee in June 1944 in Washington. This has resulted in an excellent system which will be adopted, one which will be agreeable to the operational system employed in both libraries.

As a result of these changes, the personnel was greatly increased. Just before Pearl Harbor, the Army Medical Library had only thirty civilian employees, with one commissioned officer. It now has more than one hundred civilian employees and three commissioned officers. Where in 1941 it had only five persons in the professional class (mostly P-1), it now has nearly forty professionals in grades from P-1 to P-6. The change in the institution as a result of the improvement in personnel is amazing. Nevertheless, its obligations to the Armed Forces and the public are increasing and it can no longer hide its light under a bushel. The bright light of publicity is shining upon it and it cannot retrace its steps.

4. HOUSING OF THE ARMY MEDICAL LIBRARY. THE STATUS OF THE NEW BUILDING

Two years ago, the Army Medical Library literally had no room for expansion. Its basement was crowded, its shelves full, its personnel crammed into small rooms and cubbyholes. There were books and journals stored in the Army Medical Center and in the National Archives. When the lease was secured on the Allen Memorial Library in Cleveland, Ohio, in 1942, more than 120,000 items were sent there, including 20,000 rare books and 50,000 documents, most of which needed repair, rebinding, or binding. This allowed a temporary alleviation of the situation, but the increase in personnel made rooms necessary, and about a year ago some 5,000 square feet in the Washington Auditorium was occupied by the indexing unit, the translating unit, and the binding assembly unit. The Auditorium was nearly two miles from the main building and daily trips by light truck were necessary. At the close of the fiscal year, authority was obtained to occupy the Fisheries Building Annex, across the street from the Library and a portion of the Fisheries Building itself. The amount of space occupied there is 8,379 square feet. This will enable the Library to carry on for awhile, but within six months, additional space will be required.

Thus it will be perceived, the Army Medical Library is operating on a small margin of safety. A new building is an absolute necessity and if it is not obtained soon, the whole future of the Library will be jeopardised. That the Army Medical Library has not suffered a breakdown in the last year, has been due to the most careful planning and the devoted efforts of the staff and the loyal cooperation of so many officers of The Surgeon General's Office. The immense help given by the survey committee and the honorary consultants is gratefully acknowledged.

5. THE PRESENT ORGANIZATION OF THE ARMY MEDICAL LIBRARY.

From the lessons of past efforts and from a careful consideration of the report of the Survey Committee, it was deemed expedient to carry the reorganization of the Library to a conclusion if this were possible. Such a course seemed especially desirable because the final detailed plans for the new building and its actual occupancy could not be satisfactorily accomplished without a definite and sound organization.

The present organization of the Library contemplates a Director who is a commissioned officer, an Assistant to The Director who is also the Librarian, who is to be either a commissioned officer or a civilian, and six (6) divisions. A divisional organization put into effect last year comprised four divisions - the Acquisition Division, the Administrative Division, the Index-Catalogue Division, and the Reference Division. During the last year, the Rare Book Division has been added. This last division includes at the present time, a portion of the rare books and most of the documents which are housed in the Cleveland Branch. Plans are under way for the organization of the sixth division, the Catalog Division. Certain administrative difficulties and personnel difficulties have arisen and this division is now without even a skeletal form. The cataloging functions are still carried on as best they can be by the Index-Catalogue Division. As soon as a competent chief cataloger can be appointed, the organization of this division will proceed.

The full organization of the Library has been a matter of difficulty for the reason that for the present, the Cleveland Branch must be maintained and practically none of the holdings in that library can be transferred to Washington at present. Nearly a year ago, due to lack of room in Washington, it was necessary to transfer personnel elsewhere. No space could be secured within an easy distance of the main Library and it was necessary to accept space on the ground floor of the Washington Auditorium at 19th and "E" Streets, NW. Here we moved the indexing section, the translating section, the binding assembly section, and a few thousand books. The arrangement was inconvenient and daily light truck service had to be maintained between the two institutions. Shortly before the close of the fiscal year, the War Production Board released the entire Annex of the Fisheries Building and a portion of the Fisheries Building itself to the Army Medical Library. This is just across the street from the library and is a far better arrangement than that provided by the Washington Auditorium. It will enable the Library to accommodate its Emergency Shelflisting Unit of fifteen persons, it will be adequate for the indexing personnel, the translating personnel, and probably the entire Acquisition Division, together with approximately 100,000 books. It is likely that additional space in the Fisheries Building can be secured at a later date. This would allow the Library to function with its expanded personnel so as to take care of its requirements for perhaps two or three years. Unless some additional space is obtained in the neighborhood, it will not be feasible to bring any considerable part of the Cleveland Branch back to Washington. On the whole, the present arrangement promises to work out fairly well and it has saved the situation, so to speak, so that the Library does not face a breakdown due to lack of space. At the same time, the situation is far from ideal and does not permit the Army Medical Library to plan far into the future.

6. THE OPERATION OF THE LIBRARY AS A WHOLE: THE FUNCTION AND WORK OF THE SEVERAL DIVISIONS.

At the outset, it should be realised that the control and direction of the work of the Army Medical Library is exercised in two ways. The directing head, who is now The Director, is responsible for the carrying out of the established policies of the Army Medical Library, as required by law and by direction of The Surgeon General. The Director is also charged with direct contacts with the public and with leading educators and institutions, such as universities, scientific societies, libraries, etc., in various parts of the world. His task is to cultivate good will and a spirit of cooperation so that the full function of the Library will be realised; that is, as the foremost medical research library in the world. He is in effect, the Commanding Officer of a great institution devoted to medical learning. The Assistant to the Director stands ready at all times to assist The Director, to take his place during The Director's absence, and also he is The Librarian, the title denoting a wide knowledge of library science and experience in library work. He is the operational head of the Library and is responsible for the coordination and smooth operation of all the divisions. He must have knowledge of personnel requirements in various fields.

A thorough study by the Survey Committee revealed the fact that the facilities for and the means employed for acquisitioning, fall far short of what they should be. The acquisitions might be termed the life blood of the institution, and if acquisitioning is perfunctory and passive, and means are not employed to search out every promising source and channel, the great purpose of the Library is not fulfilled. If accessions are incomplete, indexing and cataloging do not go on to the full extent, material that should be available is not on the shelves, and references to valuable medical literature do not find their way in the Index-Catalogue

In order to secure efficiency and singleness of purpose in this division, a few months ago its supply functions were removed and placed under the Administrative Division, the purpose being to limit the Acquisition Division to the task of searching out the possible sources of medical literature in all parts of the world. It was, in short, to engage only in securing medical literature by purchase or otherwise. In the near future, it is contemplated to increase the personnel of the division. This will allow sufficient personnel for active correspondence with persons, institutions, societies, etc., as well as book dealers everywhere, with a view to acquiring every worthwhile medical document which is published.

The Acquisition Division, during the past year, expended slightly in excess of \$41,000 of which approximately \$15,000 was for published material; the balance being spent on equipment, supplies, contractual services, etc. From now on, it will be concerned only with medical material, leaving other expenditures to the Finance and Supply Section of the Administrative Division. Doubtless, had this division been fully organized, it could have obligated several times the funds actually expended for medical literature. Undoubtedly, with a better organization, a large amount of material which is not secured now, can be acquired in future. About \$7,000 was spent for books, and slightly less for serials. During the year, there were donated 272 books, 64 pamphlets, 586 theses, in addition to 338 books transferred by the Library of Congress. The Army Medical Library now receives 1,871 serials of which 1,194 are of domestic origin, 281 from Great Britian or the Empire, 273 from Latin America, 47 from Germany, 76 from other countries.

Coincident with the plans for the enlargement of the Acquisition Division, there was issued a far-reaching directive for acquisition policy. The principle sources for material will be found in publication catalogs which should be carefully checked by way of various exchanges, through donations, through the efforts of Army agents in European countries, and with the help of the State Department. Other sources are the Library of Congress and the Office of Strategic Services. In addition, it is hoped to establish contacts throughout Latin America. It is hoped, ultimately, to develop an Acquisition Division which shall possess the greatest initiative. Without this, it is not to be expected that the Army Medical Library will secure anything like complete coverage of the literature which it should possess.

The Library as a whole presents a problem in administration and it is by no means possible to center all the administrative processes in the Administrative Division. At the same time, there must be a portion of the institution which is concerned especially in work which is more a matter of administration than in the field of technical knowledge and learning. Since the Library has become a Class IV Installation (early in the year of 1944), there are definitely more administrative responsibilities and there is a great increase in the compilation of detailed reports. With a personnel authorization of considerably over one hundred, even routine affairs are of considerable bulk.

The Administrative Division now has direct responsibility for the operation of the Finance Section, Personnel, Photoduplication, and for Custodial care. It is charged with making the necessary recommendation to the Building Superintendent in the Department of Interior, for the installations of apparatus, painting, electric light and power, fire-fighting equipment, and so on. During the year, an entire new electric lighting and power installation was made, including fluorescent lights, at a cost of over \$15,000. Arrangements have been made for the installation of an automatic elevator.

The Administrative Division accomplished the moving of the material to the Cleveland Branch Library, the occupation of the Washington Auditorium, and just lately the occupation of the Fisheries Building. It had also the responsibility of the storage of library material in several places in the District of Columbia. Much of the supply of the Library is now based upon the Army Medical Center. In connection with administration, the Army Medical Library was inspected 17 May 1944 by an officer in the Inspector General's Department in the Military District of Washington, covering the quarterly period ending 30 June 1944. A report was received giving a general rating of "Excellent".

The most important part of the Library from the standpoint of the public is the Reference Division. The public who use the Library know very little and perhaps care less for the administrative operations, acquisition, cataloging, and so on. They are only occasionally interested in the methods of production of the Index-Catalogue. Certain persons engaged in special work are interested only in the rare books. The general run of people who use the Library judge its efficiency and usefulness by the manner in which their wants are received and filled. In past years, there was never a very large number of persons who were using the Library at one time. Once, if more than half a dozen were at the loan desk, a certain amount of difficulty arose in filling requests, and had there been anything like the present number of people applying for assistance, there would have been a frank confession of inability to fill their wants without great delay.

Probably no more noticeable change has occurred in the Library than that connected with the handling of reference requests in the last year. About a year ago a charging system was installed, replacing the old method of charging in triplicate. Shelf charges have been eliminated entirely and the book and borrower records consolidated on a single card. Greater accuracy has resulted, as well as a more satisfactory means of recalling material. Notice for books overdue are now systematically and regularly sent out.

Early in 1944, the Reference Division was assigned the task of receiving all books, and a little later the directive was broadened to include all pamphlet material, leaving to the Chief of the Division the decision as to whether such systems are to be treated as box items or as material to be shelved with the main collection. One of the important tasks of the Reference Division in the future will be to diminish the huge amount of material now packed in steel boxes. Already a beginning has been made to transfer material from boxes which should obviously be upon the shelves and which should be bound or otherwise cared for as shelf items. This will result in placing upon the shelves much valuable material. It is quite likely that several thousands of these items will be classified as rare material and will find its way into the rare book collection. Further important work now in process of completion is the reclassification of much of the material, the securing of a classification system which is now under study by a board of library experts (financed by the Rockefeller Foundation), and the reorganization of the book and periodical collections. The details of these activities will be found in that section of the Appendix relating to the Reference Division.

There were slightly fewer than four thousand readers registered in the Division during the past year, and more than ten percent of these were Sunday registrants. Actually, there were many more readers, for the members of the Armed Services from various organizations, especially the Army Medical Museum, do not register nor do they sign the visitors book. With many readers, there is involved a description to them of the author catalog and the unprinted file of the Index-Catalogue. Oftentimes, additional labor is necessary in verifying obscure references which the stack attendants are unable to identify. At the present time, general stack privileges are not granted to visitors, except the Museum staff and officers of the Surgeon General's Office. Occasionally, special permission is given to research workers to visit the stacks with an attendant.

Since March 1944, all requests for reference and research aid, including requests for bibliographies, have been referred to the Reference Division. This has changed the policy, heretofore in effect, by which certain research bibliographies had been done under the direction of the Chief of the Index-Catalogue Division.

In many ways, the Reference Division has been greatly improved. Practically the entire collection has been gone over by a corps of book repairers, and the books placed in as good condition as possible. In addition, there have been many rebindings, the stacks have been thoroughly cleaned, and there has been a complete new installation of electric lights. Formerly, the lights were badly placed and the top tier of stacks had none at all and it was necessary to use a flashlight. In the main reading room, fluorescent lights have been installed. New open shelves have been placed along the northeast wall of Library Hall, replacing the old closed shelves. This has allowed the reference material to be quickly available to both staff and readers. As far as possible, increased facilities for readers have been provided. The reading room space has been enlarged by the removal of some of the stacks and a change in the location of the loan desk. An electric elevator has been requested and will be installed in the near future.

A few figures are submitted here. During the year, there were more than 4,000 request letters received. There were nearly 20,000 individual library loans made, an increase of about thirty percent over the last few years. More than 2,000 items requested were not available, which calls for study since nearly one-half of these were not in the Library and more than 200 were missing. When the shelisting unit completes its work, it is quite likely that the missing items which now constitute ten percent of the whole number unavailable, will be reduced. Naturally, when items are requested which are at the bindery, on loan, on order, or in the Cleveland Branch, they are not immediately available. The large number of items asked for, which were not in the Library, indicates the wisdom of completely overhauling the Acquisition Division. This is now under way.

There were more than 19,000 items sent to the Photoduplication Service during the year, a large increase over any previous record. The number of items shelved including bound volumes, unbound volumes (such as theses, boxed items, incomplete periodicals, etc.) amounted to 77,737.

A total of 157 more or less complete bibliographies were compiled for the Armed Services, the Coast Guard, individual doctors and hospitals in this country and in Canada. Examples of this, complete bibliographies include such subjects as, The use of penicillin; Blast injuries of the central nervous system; Skin grafting and treatment of war wounds; Use of atabrine in the treatment of malaria; Speech rehabilitation. The Reference Division receives an even greater number of letters from all over the world, requesting information. Many requests come by telephone. It is sometimes puzzling to supply this information, but every effort is made because it is expected. A recent request was referred to The Director who felt bound to work it out himself. It was from a medical historian who wanted the name of the writer of a letter written more than one hundred years ago and published in a medical journal. Only the initials of the writer were appended to the article. By the process of exclusion and careful search of biographies, the writer was finally identified, not as a doctor of medicine, although he wrote on medical subjects, but as a minister of the gospel. Other requests have been on the use of music in medicine, the biography of the Siamese Twins, the biographies of individuals from whom army hospitals are named, the price of drugs and surgical instruments, safety standards for x-ray technicians, the weight of a lump of sugar, physical standards for recruits in Germany, and so on.

The Production of the Index-Catalogue. The Index-Catalogue Division is engaged in the production of the Index-Catalogue. The Catalogue has been published without interruption except for the years 1932-1935 since publication first began in 1880. It is now in its Fourth Series, having completed about one-half of the alphabet in that Series. It has published already more than three million references to medical material, having printed in the last few years in excess of 80,000 references a year. Medical material is classified, indexed, and the references preserved on cards in alphabetical arrangement until the time for printing arrives, when they are printed direct from the boxes. After this is done, the cards are destroyed. The Subject Card File of the Index-Catalogue, awaiting printing and always available for examination by research workers at any time, contains approximately 1,500,000 cards.

The Index-Catalogue has no exact counterpart anywhere and may be regarded as an institution in itself. The selection of material to be indexed by the Indexing Section, is not necessarily a function of the Index-Catalogue Division. At the present time, due to certain administrative difficulties and lack of personnel in the Index-Catalogue Division which at present is charged with ordinary cataloging processes, the Indexing Section is operated directly under the supervision of The Director of the Library. In future, when a separate Catalog Division is in operation and the Index-Catalogue Division is adequately staffed, it may be found desirable to place the Indexing Section under the supervision and direction of the Chief of the Index-Catalogue Division.

Due to the desirability of cutting down the time of publication of an entire alphabetical Series from sixteen years which it takes at present, to a period of twelve years, it will be undoubtedly necessary to increase the number of references printed annually in the Index-Catalogue to considerably more than 100,000 . This will result in a great lessening of the time between the printing of a given alphabetical section in a Series and the printing of the corresponding letter in the following Series.

The production of the Index-Catalogue entails the most painstaking care to avoid errors. Since references are printed in six languages, the Editor must be thoroughly familiar with these and with a number of others. He must have a wide understanding of medical terms, medical classification, and of various aspects of scientific medicine. Setting the type for the Catalogue is one of the most difficult tasks done anywhere. Moreover, it is necessary to have five proof corrections. Since the war started, there has been some slowing up in production, due to the enormous volume of work undertaken by the Government Printing Office. Although a particular volume of a Series is usually finished by June of each year, it seldom comes off the press before the first of the following year. For ordinary distribution the edition is one thousand copies and the Library is charged with sending these to various institutions, such as universities and medical libraries in various parts of the world. The cost of printing the Index-Catalogue exceeds \$30,000 yearly. The Subject Card File of the Index-Catalogue was increased by 87,000 cards during the fiscal year and the entire file is now undergoing a revision. This may take several years, although with adequate personnel, it might be possible to reduce the time considerably.

In addition to the regular work of production of the Index-Catalogue, the Index-Catalogue Division has been responsible lately for cataloging processes, for the care of the large portrait file, the Union Catalog of portraits, for assistance in preparing bibliographies, as well as for supervision of the Translating Section. This last is a special section organized in the Library especially for war work. During the year, the Translating Section finished more than two thousand translations.

It is hoped within the near future that better-trained employees may be assigned to this Division on a permanent basis. Doubtless most of them should be in a professional category. Their work is regarded as requiring a long period of training and there should be adequate chances for promotion, in the case of qualified persons.

During the year, the Editor of the Index-Catalogue took part in the general administrative activities of the Library, gave valuable information to those conducting the survey, as well as instructing medical officers in the use of the Index-Catalogue. The Editor has been of great assistance in a consulting capacity, in the many plans on the reorganization of the Library.

Indexing Activities. Of late, there has been considerable discussion as to what material should be indexed for inclusion in the Index-Catalogue. As a means of increasing our knowledge of the matter, a questionnaire was sent to the Honorary Consultants and a few other persons. As the result of the replies and following a meeting of a few selected Consultants at the Library, a specific policy was laid down. For indexing purposes, journals are now classified according to whether they are indexed wholly, partially, or not at all. In general, national, clinical, and experimental medical journals, and journals concerned with the medical specialties are indexed completely; regional medical journals and journals concerned with sciences allied to medicine are indexed by selection more or less followed according to the importance of the journals or the closeness of their field to that of medicine. Organizational and news journals, house organs, and journals published by commercial firms, although examined, are usually omitted from the list of those being indexed. Items which have only an ephemeral value but which may be useful as reference for the time being, are indexed but the cards are stamped "temporary." Discretion is to be exercised when the time comes to decide if the cards shall be included in one of the alphabetical volumes.

Rare Books. When the Branch Library in Cleveland, Ohio, was first established, it was regarded as a branch of the Army Medical Library and largely a repository of books not needed for the war effort. It was not considered as a division. After the survey of the Army Medical Library was completed, it was decided to establish the Rare Book Division, and, while the Cleveland Library is not at this time devoted exclusively to rare books, it may be considered as the Rare Book Division. At present, there are approximately 20,000 rare books in the Cleveland Library. This includes all the incunabula, most of the manuscripts, and practically all of the 16th, 17th, and 18th century books. In the future, either in Cleveland or following the transfer of the contents of the Cleveland Library back to Washington, rare books of the 19th century and many thousands of pamphlets will be transferred to the Rare Book Division. This will augment the collection to perhaps as many as 50,000 items. The Rare Book Division now includes also the Document Section and a considerable part of the Vital Statistical Section. Much of the latter has been bound in Cleveland or is in the process of binding under contract.

The most important activity of the Cleveland Library has been the arrangement by century and author of the rare books and their rebinding and restoration under competent craftsmen. At the time of their transfer to Cleveland, the Library's 20,000 rare books were in a sad state of deterioration. This had been progressing steadily for fifty years. At least 15,000 of the rare books were in a condition which varied from fair to bad. Many books were stained, many covers were falling off, and some were warped. Almost all suffered from some degree of attrition which had been brought about by their being housed for so many years in a dirty dusty building without proper facilities. In the Army Medical Library these precious volumes had been crowded in the main stacks where volumes of the greatest rarity were often placed against others of little or no value. Months and years went by without their having been wiped off. Most leather bindings had dried out and when first they were taken off the shelves and shipped to Cleveland, the outlook for their restoration was black indeed.

About one year ago, since these books could not be bound or repaired by contract or in any way except as treating each book as a separate entity, a book-repair studio was established in Cleveland having a skilled craftsman in charge. From time to time other craftsmen were recruited until now the studio is perhaps the best example of its kind in this country. It has been so declared by experts who have seen it. The studio imports its own leather from Africa and England, and during the year, nearly one thousand rare books have been restored. If this work is permitted to continue, we may be assured that this priceless collection will in time be what it has a right to be, the greatest and best preserved collection of medieval medical books in the world. (The details of the operation of the Cleveland Library and the binding and repair studio, including the general policies for the restoration of the collection will be found in the report of Major Thomas E. Keys, MAC, AUS, Officer in Charge, Cleveland Branch, which accompanies this report.)

Photoduplication. Three years ago, photoduplication in the Library was entirely in an experimental stage. Reference to its advancement to the point where it occupied a conspicuous place in the Library activities have been made in previous reports. During the last year, the demands of the Armed Services placed a great strain upon this service. These demands necessitated a complete overhauling of the facilities, to the inconvenience of some of the other Library processes, although the step was absolutely necessary. A new photoduplication laboratory was built in the wing of the first floor of the Library formerly occupied by the journal reading room. Two additional single rooms for developing and photostat processes were also installed in the space formerly occupied by the Index-Catalogue Division. The photoduplication laboratory is now a complete working unit with six cameras, viewing rooms, developing rooms, editing room, and shipping room. It employs eight persons.

By means of a modern film printer, it can turn microfilm negatives into positives at the rate of 100 feet a minute, which represents an output of 1500 pages per minute. The developing and drying facilities permit the production of only 100 feet of film or 1500 pages in one operation. At the time this report is made, the photoduplication service average output is 500,000 pages per month, about 90 percent of this going to the Armed Services in foreign theatres. As conditions abroad become stabilized, it is likely that there will be less call for film, but it cannot be said that the peak has been reached. The photoduplication service has also been instrumental in the development of a simple reader and in the production of a modification of a standard projection apparatus, the latter used to a very great extent by both the Army and Navy installations. At the present time, the complete contents of about sixty medical journals are copied. This is limited to the Armed Service Units in foreign theatres who are unable to get medical journals. Complete copying of medical journals will be discontinued at any time when it appears that the originals can be secured. In addition to films, the photoduplication service does a large amount of photostat work which is now limited entirely to the Army and, as far as practical, orders are placed on a priority schedule.

The space occupied by the photoduplication service is approximately 2,800 sq. ft. as compared with the original space occupied which was approximately 1,000 sq. ft.. Even now it is evident that this will not suffice for the future. Developing and drying facilities do not permit more than the production of 100 feet of film of approximately 1,500 pages in one operation. At this point, the work has to be stopped until the film is finished and leaves the drying room. This places a decided limitation on the work and prevents any expansion, even in an emergency. In such cases, the only recourse is for the Library to go outside and utilize the developing facilities of the Army War College and the National Archives. For this

reason, it is essential that hand developing cease in the near future, and plans have already been made for the installation of an automatic developer on the assumption that the film work will continue as at present or increase in volume as the war continues.

It is possible of course that there will be a decrease in the flow of micro-film copies of complete journals to overseas' installations and that some of the orders will be replaced by individual requests for reference articles. The possibility is now being discussed also, as to the use of the film service in the rehabilitation program in connection with visual education in the Medical Department. This would involve the production of film strip and duplicates of these, which the photoduplication service is equipped to handle on a large scale.

In Conclusion, it may be said that the most important events in the life of the Library in the last ten years of which the greater part occurred during the period of this report, have been (1) the development of a plan for complete re-organization and operation of the Library, and (2) the growth of the photoduplication service on a large scale as a vital contribution to the war effort, without which medical literature could never have been supplied the Armed Forces in the field in any adequate amount.

HAROLD W. JONES
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The Director

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