

THE ARMY MEDICAL LIBRARY

Washington 25, D. C.

* * * *

A B R I D G M E N T S
O F
A N N U A L R E P O R T S

Fiscal Year 1948-49

* * * *



U. H. McINCH
Colonel, Medical Corps
Director



SCOTT ADAMS
Acting The Librarian

ABRIDGMENTS OF ANNUAL REPORTS

Fiscal Year 1948-49

DIRECTOR

The American Library Association's Survey of the Army Medical Library recommended continuance of a military officer as Director and appointment of a civilian as Librarian. This arrangement has proved to be impracticable in that responsibility and authority could not be equitably divided. To provide continuity, exemption has been secured from the Army Regulation requiring duty in the field every four years; to provide the necessary combination of professional medical and professional library skills, educational opportunity has been given to the Library's new Director, Major Frank B. Rogers, M. C., who will succeed Colonel Joseph H. McNinch, M. C. to the Directorship on 21 October 1949.

Major Rogers has his A.B. from Yale, his M.D. from Ohio State University. He has spent the year at Columbia University's School of Library Service as a candidate for the Master's degree in Library Science. Upon his succession the Army Medical Library will, for the first time, be provided with a permanent head who combines professional education in medicine with formal education in library science.

COMMITTEE OF CONSULTANTS ON MEDICAL INDEXING

The Army Medical Library has had a traditional responsibility for indexing the literature of the medical sciences. Realizing that the bibliographical devices of 1880 are not adequate to satisfy mid-20th century demands, the Surgeon General appointed a committee of consultants on medical indexing on 7 July 1948 (SGO Office Order No. 47). The Committee membership is as follows:

Dr. Lewis H. Wood, Chairman	Dr. Eugene W. Scott
Dr. John F. Fulton	Dr. Mortimer Taube
Dr. Sanford V. Larkey	Mr. Ralph R. Shaw
Dr. Chauncey D. Leake	Miss Janet Doe
Dr. William S. Middleton	Dr. Morris Fishbein, ex officio
Dr. Ebbe C. Hoff	Col. J. H. McNinch, M.C., ex officio

The Committee held its first meeting on 24 September 1948 and has held five meetings in all to the present date. The Committee's instructions are to "study the indexing requirements of modern medical science and the publications of the Army Medical Library as devices to satisfy those requirements." The Committee was asked to bear in mind "at all times the requirements of the Army Medical Library as a library." Through four subcommittees on need, use, techniques, and scope and coverage the Committee has considered many aspects of the central problem. In addition, a working group was established at the Johns Hopkins University under the directorship of Dr. Sanford V. Larkoy. This is a research project sponsored by Medical Research and Development Board, Office of the Surgeon General.

CURRENT LIST OF MEDICAL LITERATURE

The Library entered the fiscal year with serious arrearage in the monthly indexes to the Current List of Medical Literature. These arrearages increased with time and Spring 1949 found the situation critical. At the annual meeting of the Medical Library Association in April the Director gave assurances that the Current List of Medical Literature had a top priority among the Library's commitments. The publication was assigned to the Catalog Division; personnel was contributed by the Reference and Acquisition Divisions and a full-scale attack was begun on the backlog problem. Indexes for two of the months were assigned under contract to Miss Mary Louise Marshall of Tulane University and Miss Helen Bayne of New York University. As a result, all indexes in arrears have been completed or are in process of completion and the indexing of current publications has been assured.

BUILDING

Present space conditions are growing more and more critical. Personnel are crowded far beyond the limits of efficiency and beyond even the limits of tolerance. Shelves are crowded to a point where each month's additions involve major shifts.

Under these conditions the need for a new building becomes more urgent monthly. There appears to be little chance of securing authorization for construction with military funds. There is, however, a possibility that the General Services Administration may be able to budget for a new building.

PERSONNEL

Joseph C. Tucker, Personnel Officer

Fifty-six additional civilian positions were made available to the Library on 25 February 1949 by the Personnel Authorization Board, raising the Library's ceiling from 173 to 229 positions. Personnel on duty increased from 170 to 212. There were 92 accessions, including 67 new appointments, 5 transfers, and 20 temporary appointments. The 42 separations included 32 resignations, 6 transfers, 1 retired, 1 termination and 2 deaths.

Recruitment was vigorously prosecuted by visits to Library Schools, by searching of registers of the placement services of the Medical Library Association and the American Library Association. Special authority was received from the Civil Service Commission to make appointments while registers were being established.

Classification surveys were made by analysts from the Surgeon General's Office in the Catalog and Index-Catalogue Divisions. In addition, individual positions in the Acquisition and Reference Divisions were surveyed. There were 22 new positions established and classified, and 9 reclassification actions, in addition to 43 promotions and reallocations. Annual leave taken totalled 27,180 hours; sick leave, 16,378 hours; other leave, 4,756 hours, for a total percentage of effectiveness of 87.4%, a rise over 84.9% in 1948.

FISCAL

Sam W. Roberts, Administrative Assistant

	<u>Allotted</u>	<u>Obligated</u>
Supplies	\$ 28,000.00	\$ 27,999.37
Subscriptions	12,500.00	11,866.08
Equipment	12,500.00	12,265.78
Books	49,500.00	49,606.75
Rentals	145.00	145.00
Repairs	2,000.00	1,957.04
Postage	2,100.00	2,100.00
Edgar Bequest	1,324.88	0

COLLECTIONS FOR PHOTODUPLICATION SERVICE

Total collections	\$ 21,623.48
Coupon sales	6,864.82
Coupons authorized	12,240.32
Coupons received in payment	10,409.50
Coupon refunds	3,275.00
Cash refunds	42.75

ACQUISITION DIVISION

Joseph Groosbook - Chief
 Leslie K. Falk - Head, Selection and Searching Section
 Marion S. Hindon - Head, Gift and Exchange Section
 I. Nathaniel Markfield - Head, Serial Section
 Richard Dier - Head, Order Section

	<u>1949</u>	<u>1948</u>	<u>1947</u>
Total monographs received	15,505	13,122	13,823
Total original serial pieces	<u>75,767</u>	<u>57,378</u>	<u>58,380</u>
Total pieces	91,272	70,500	72,203

Total monographs purchased: 8,262, or 53% of total (5,763 were received as gifts).

Total serial pieces purchased: 19,703, or 26% of total (16,385 or 22% were received by exchange).

31% of all pieces received were purchased; 69% came by exchange, gift or transfer.

ABRIDGMENTS OF ANNUAL REPORTS
Acquisition Division (Continued)

Fiscal year 1948-49

Obligations:	For current books	\$ 19,222.17
	For out-of-print books	5,117.60
	For historical medicine	12,147.67
	For current serials	17,999.92
	For out-of-print serials	4,876.33
	For miscellaneous (largely microfilm)	<u>2,595.17</u>
Total of obligations		\$ 61,958.86

This total represents purchases made in 45 countries. Heaviest buying was distributed geographically as follows:

United States	\$ 18,715.42
Great Britain	3,197.21
Netherlands	2,120.63
Germany	2,102.35
France	1,827.15

Acquisitions strategy for the year was based on three principles: 1) Reiteration of primacy of serial literature; 2) coordinated attack on geographic areas; 3) reduction in number of commercial sources. Top priority was assigned to acquisition of current serials, second priority to current monographs, third priority to filling gaps in the serial collection, and fourth to acquisition of out-of-print and historical materials. 1,377 new serial titles were added during the year, bringing the total to an estimated 6,000 titles currently received. The Library made a substantial contribution of new serial titles for the checking edition of the second supplement to the Union List of Serials.

As a result of a continuing survey of the Library's holdings of pharmaceutical journal literature conducted with the assistance of the American Institute of Pharmacy, a number of new titles in the field were added. Additions suggested by major dental libraries to the Library's published list of "Dental Journals Currently Received in the Army Medical Library" strengthened the Library's holdings of dental literature.

The ordering of books in the domestic market was centralized: a single agent has been made responsible for supplying currently published books; another now handles the Library's American out-of-print desiderata. Increased efficiency in ordering has resulted.

Serial holdings were reviewed, and a number of desiderata lists were prepared and circulated. In addition to alphabetical want lists made from verified shelf checks, special geographic lists were made for exchange solicitation in Spain, Portugal, Germany, Italy, Russia and Czechoslovakia. Special attention was given to lists of Slavic desiderata.

Outstanding collections acquired during the year include:

- a. The Kimura Collection of Oriental Medicine (1,200 items of the 17th-19th centuries).
- b. Microfilm of the manuscripts of Sir Hans Sloane, one of the founders of The Royal Society.
- c. Proceedings and documents submitted in evidence at the Nuremberg medical war crimes trials.
- d. Journal collections from the Lilly Company; Dr. Robert Fischelis, Executive Secretary, American Pharmaceutical Association; The Smithsonian Institution; The American Medical Association.

A "Current List of Japanese Medical Journals" was published and widely circulated.

- - - - -
CATALOG DIVISION

- M. Ruth MacDonald - Chief
- M. Irene Jones - Head, Subject Cataloging Section
- Winifred A. Johnson - Head, Descriptive Cataloging Section
- Eleanor R. Hasting - Head, Processing Section
- Helen Turnbull - Head, Binding Section
- Helen H. Cambell - Head, Art Section

	<u>1949</u>	<u>1948</u>	
Titles cataloged - Monographs	10,601	8,385	
Titles cataloged - Serials	1,222	1,148	
Titles cataloged - Form cards	149	0	
Titles recataloged - Monographs	2,570	1,168	
Titles recataloged - Serials	<u>545</u>	<u>119</u>	
Total			15,087
Titles classified	5,449	5,107	10,820
Titles reclassified	<u>1,845</u>	<u>653</u>	
Total			7,294
Titles subject headed			7,919
Cards filed: New catalogs	78,388	51,169	
Official Shelflist	13,182	5,798	
Art Section	12,351	13,753	
Binding Section	31,714	23,185	
Other	<u>27,012</u>	<u>43,337</u>	
Total			162,647
			137,242

	<u>1949</u>	<u>1948</u>
Cards made, revised and distributed for all purposes	299,191	337,535
Volumes shelved	14,555	6,750
Copies and volumes added	2,249	1,541
Binding: Sent to Government Printing Office	14,140	25,895
Returned from Government Printing Office	21,630	20,932
Temporary binders	623	258

Current Cataloging

Despite many special assignments, current descriptive cataloging increased 23% over 1948. Lower rates for classification and subject heading of titles received are due to personnel details for special assignments and to the fact that procedures involving classification and subject headings are not yet stabilized. The Division has a total backlog of 10,726 pieces representing older materials with low priorities, non-Roman alphabet materials, and work awaiting classification and subject heading.

Recataloging. With lower priority assigned to the recataloging of books in the Library's collections, recataloging progressed slowly but steadily. Two objectives were reached by the end of the year: the recataloging of monographs on the open shelves in Library Hall, and the recataloging of the Bio-bibliographical reference collection containing the Library's basic apparatus for cataloging, indexing, and bibliographic search. In order to define the limits of the recataloging program Dr. Maurice F. Tauber, Professor of Library Service, Columbia University, was asked to survey the scope and objectives of the Library's recataloging program. Dr. Tauber's report reaffirmed the opinion of the A.L.A. Survey Committee on the necessity of recataloging the collection.

Library Cooperation. The Division continued its distribution of completed catalog cards to the Library of Congress and the Veterans Administration. Of a total of 17,595 cards sent to the Library of Congress slightly over 50% were sent for filing in the National Union Catalog. The balance have been accumulated for a possible second Supplement to the Library of Congress Cumulative Catalog of Printed Cards. The first Supplement, reproducing catalog card copy for items cataloged in the Army Medical Library, is available for distribution from the Card Division, Library of Congress.

The Division sent 9,305 cards to the Veterans Administration as master cards for their cataloging program. The Division is currently sending one card for each Latin-American title published during the preceding two years to the Pan American Union for publication in LEA. Replacing the Pan American Bookshelf, LEA is intended as a union bibliography of current Latin American publications. In addition to these inter-library programs the Division distributed 48,501 preliminary catalog cards for informational purposes to various government agencies.

Current List of Medical Literature: The Division's outstanding contribution during the year was its successful handling of the Current List arrearage problem. The weekly issues were brought to a current basis; a year's arrearage of indexing was completed or provided for, and procedures were developed so that monthly indexing could be kept up to date. Mr. Seymour Taine was promoted from the Subject Cataloging Section to the Acting Editorship of the Current List. The Library wishes to express its appreciation to the members of the Division's staff who undertook this work as a special assignment, as well as to the Current List staff and the personnel of other divisions who contributed.

Binding. The smaller number of books bound is a result of an indefinite binding fund and more complicated procedures instituted by the Bureau of the Budget and the Government Printing Office. Of special note is the successful development of a repair program during the year.

Art Section. A project of listing and mounting the portrait collection was completed in December. During the spring negotiations with the Army Medical Illustration Service resulted in an agreement whereby large quantities of graphic materials are being transferred to the Art Section.

- - - - -
HISTORY OF MEDICINE DIVISION

William Jerome Wilson, Ph.D. - Chief
Dorothy M. Schullian, Ph.D. - Head, Reference Section
Jean C. Eschmann - Head, Binding Studio

	<u>1949</u>	<u>1948</u>	<u>1947</u>
Books and manuscripts added	907		
Microfilm added	150		
Portraits added	381		
Preliminary cataloging	1,474	1,344	4,920
Volumes bound (by contract)	562	232	3,900
Volumes bound (in studio)	958	1,115	1,633
Portraits mounted	2,625	3,854	0

The compilation of desiderata lists for acquisition by microfilm was an outstanding activity. 2,931 desiderata selected from library catalogs and bibliographies were searched, in addition to 5,809 from booksellers' catalogs. The Division is thus provided with a want list of titles, largely of the 16th century, which it would be desirable to obtain.

As a corollary of this activity the Division devoted considerable attention to book selection policy. Decisions developed from these considerations will aid in determining the scope and objectives of the

Library's activities in the history of medicine. The following decisions were made:

1. To exclude manuscripts from the microfilm acquisition program, making an exception only for individual manuscripts specifically wanted for textual criticism.
2. To attempt to secure letter-press copies of all editions (but not all issues or states) of printed medical source books, substituting film copy if the actual books were not available or were priced too high.
3. To limit acquisition in related fields (alchemy, early encyclopedia) to single editions if available in book form and reasonably priced.

Cataloging continues to be considered temporary; final cataloging has been postponed until the Division rejoins the Library. Preliminary cataloging already done was reviewed to insure conformity of entry and to provide copy for the "bound withs" omitted from the original shelf-listing.

- - - - -
INDEX-CATALOGUE DIVISION

- | | |
|-----------------------------|----------------------------------|
| Claudius F. Mayer, M. D. | - Chief |
| Isabelle W. Entrikin, Ph.D. | - Head, Editorial Section |
| Edward A. Miller | - Head, Author Biography Section |
| Mrs. Regina Plavsky | - Head, Catalog Section |
| Gary Turner | - Head, Subject File Section |

	<u>1949</u>	<u>1948</u>
Periodical issues received	56,363	50,895
Periodical issues forwarded without analysis	15,099	14,183
Periodical issues analyzed	24,030	20,023
Periodical articles indexed	215,669	154,527
Books cataloged	10,679	6,187
Items headed	159,641	118,921
Cards made - articles	264,559	227,695
Cards made - books	22,879	17,698
Cards filed and refiled (total)	414,936	265,325

The indexing of 215,669 articles in 24,030 periodical issues represents an increase of 39% over 1948, while the cataloging of 10,679 monographic titles is an increase of 72%. The 159,641 items classified and headed for filing represents a 34% increase over 1948.

157,792 cards were added to the Subject Index, and 30,250 to the author biography file.

70,327 cards were distributed to the Current List for its weekly publication, and 5,390 cards representing medical portraits were forwarded for filing in the Art Section.

New subjects made for the Subject Index totaled 729. There were 3,152 registered visitors to the Subject Index.

At the end of the year, the backlog of periodical issues awaiting indexing totaled 73,478, an increase of 30%. This represents a potential 440,000 subject entries. In addition, the number of articles indexed but awaiting heading was approximately 46,500.

The tenth volume of the Fourth Series of the INDEX-CATALOGUE, M-MEZ, was published in November 1948. Approximately 4,000 cards for the next volume have been sent to the printer.

- - - - -

PHOTODUPLICATION

Cosby Brinkley - Head, Photoduplication Section

	<u>1949</u>	<u>1948</u>	<u>1947</u>
Items ordered	46,211	47,458	44,802
Pages, negative film	1,409,297	809,066	1,119,739
Photostats	494,423	457,934	275,337

Included in the record total of pages of negative microfilm were files of 105 most heavily used journals from 1940 to date. This service file, from which positive prints may be made, will result in less physical wear and greater availability to readers for the open shelf journals.

An optional loan basis for microfilm was offered during the year. Film is available without charge for a 90-day period to institutional users. A spot check showed an average of 475 loan requests per month.

After a careful study of photoduplication costs, the Library raised its price for paper prints to 50 cents for 5 consecutive pages on 1 August 1949. Microfilm, which did not show increased cost, remained at 50 cents for units of 50 pages. A spot check made in May of 1,000 orders selected at random showed the following:

Foreign origin (22 countries)	223	For military authorities	418
Domestic origin	777	For government agencies	72
		For civilian use	510
	<u>1,000</u>		<u>1,000</u>

Average page request for film - 13.4; average page request for photoprint 11.9.
 Total film requests: 307; total photoprint requests: 693.
 Total orders free: 418; total orders loaned: 444; total orders paid: 438.

- - - - -

REFERENCE DIVISION

Mrs. Eleanor M. Coffyn*	- Chief		
Mary E. Grinnoll	- Head, Reference Section		
Robert B. Austin	- Head, Circulation and Book Custody Section		
Mrs. Sharlono R. Rafter	- Head, Current Periodicals Section		
Charles A. Roos	- Head, Documents Section		
Edna L. Friek	- Head, Pentagon Branch		
		<u>1949</u>	<u>1948</u>
Inter-library loans: Government		8,681	
Other		<u>3,114</u>	11,825
Individual loans			<u>17,248</u>
			<u>11,633</u>
	Total loans		29,073
Readers requests			58,329
Microfilm requests			<u>43,552</u>
			<u>45,712</u>
	Total items used		130,954
Readers registered			12,445
Bibliographies compiled: Military		61	
Other		<u>154</u>	215
Questions answered (letter): Military		91	
Other		<u>622</u>	713
Questions answered (desk): Military		<u>946</u>	
Other		2,799	3,745
Questions answered (phone): Military		<u>1,375</u>	
Other		<u>2,470</u>	3,845

Personnel. Mrs. Eleanor M. Coffyn resigned as Chief in March 1949, and during the balance of the fiscal year the Circulation and the Reference Sections were autonomous units. Estelle Brodman was appointed Chief of the Division on 24 May 1949, and reported for duty on 6 September 1949.

Circulation. A decrease of 11.9% in inter-library loans was more than offset by an increase of 48.3% in individual loans, made largely to officer personnel of the Medical Department. Total loans showed an increase of 32.3% over 1948, while total items used for all purposes was up 2.5%. December 1948 saw the peak load of 12,777 items used. Of the net titles recorded in AML catalogs, all but 1.5% were located or accounted for.

Moves. Under ever-increasing pressure, several major shifts were made. 21,280 volumes of serials, representing letters A-D of discontinued serials, were moved to the Annex. Another collection of oversize books was similarly moved. Considerable time was spent in re-ordering collections of unbound pamphlets and dissertations.

Approximately 135,000 less used volumes are now housed in the non-fireproof Fisheries Building Annex.

*To 1 March 1949

Reference. Registries of private research workers and translators were established as guides to services which the Library cannot undertake to provide.

In a cooperative undertaking with the Armed Forces Institute of Pathology, portraits, biographical and bibliographical data on 125 neurologists were assembled. The exhibit based on this material was displayed at the Third International Neurological Congress at Paris in September 1949. Similarly material on Goethe's medical interests was assembled for exhibition at the Library of Congress.

Preparatory to UNESCO's Conference on Science Abstracting, a list of abstracting services in medicine was revised and augmented for the International Federation of Documentation.

Publications during the year included:

Current Journals in the Fields of Neurology, Psychiatry and Psychology. (In cooperation with the Current Periodicals Section.)
Recent Books on Tropical Medicine.
Blood Substitutes; A Selected List of References.
American Medical Books.
New Books. (A selected periodical listing of new acquisitions.)

Current Periodicals Section. In addition to contributing to the revision of the International Federation of Documentation list of abstracting services, and to the Current Journals in the Fields of Neurology, Psychiatry and Psychology, the Section issued the following:

State and County Medical and Dental Society Journals.
Dental Journals Currently Received.

These were by-products of a subject control file developed during the year.

Documents. The Documents Section compiled 33 bibliographies and answered 967 requests for information; 121 by mail, 141 for readers, and 705 by telephone.

Special efforts were made to increase the collections of government research reports, cooperatively with the Acquisition Division, and through liaison with many government agencies. Downgrading of wartime restricted materials is continuing. Considerable progress was made in weeding, shifting, and organizing the collections during the year.

Pentagon Branch. Despite a reduction in personnel assigned to the Branch in December, service to the staff of the Surgeon General's Office continued at a high level. The Branch circulated 5,320 volumes to officers of the Medical Department, and serviced 7,939 readers' requests. A total of 5,906 readers were registered.

The Branch continues to lend copies of books to SGO offices on indefinite loan and to provide a central collection of current periodical literature.

- - - - -