

# ARMY MEDICAL LIBRARY

ANNUAL REPORT

For the Calendar Year Ending  
31 December 1950



WASHINGTON, D. C.

1951

LETTER OF TRANSMITTAL

DEPARTMENT OF THE ARMY  
Army Medical Library

Major General Raymond W. Bliss  
The Surgeon General, United States Army

General:

I have the honor to submit my report as Director of the Army Medical Library for the calendar year 1950. The statistics exhibited in this report cover the fiscal year ending 30 June 1950.

FRANK B. ROGERS  
Lieutenant Colonel, M.C.  
Director

1 March 1951

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## OFFICERS OF THE ARMY MEDICAL LIBRARY

Director, Frank B. Rogers, Lt. Col., M. C.

### Office of the Director

Assistant to the Director	Kanardy L. Taylor
Editor, Current List of Medical Literature	Seymour I. Taine
Administrative Assistant	Ethel M. Chase
Secretary	Alice E. Luethy

### Administrative Division

Chief	Sam W. Roberts
Special Assistant	Joseph Tucker
Fiscal Section, Head	Aldine D. Mudd
Mail and Records Section, Head	M/Sgt. Alvin P. Eagle
Personnel Section, Acting Personnel Officer	Martha S. Dietrich
Supply Section, Head	M/Sgt. Albert J. Stricker
Service Section, Head	M/Sgt. Stephen S. Bartkus

### Acquisition Division

Chief	Joseph Groesbeck
Order Section, Head	Richard Dier
Gift and Exchange Section, Head	Marion S. Hinden
Selection and Searching Section, Head	Leslie K. Falk
Serials Section, Head	I. Nathaniel Markfield

### Catalog Division

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

### History of Medicine Division\*

Chief	William Jerome Wilson
Reference Section, Head	Dorothy M. Schullian
Catalog Section, Head	Harriet C. Jameson
Binding Studio, Head	Jean C. Eschmann

\*Located in Cleveland, Ohio

**Index-Catalogue Division**

**Chief**

Author-Biography Section, Head  
Catalog Section, Head  
Subject File Section, Head

Claudius F. Mayer  
Edward R. Miller  
Harold F. Koehler  
Hertha E. Bishop

**Reference Division**

**Chief**

Circulation and Book Custody  
Section, Head  
Reference Section, Head  
Document Section, Head  
Photoduplication Section, Head

Estelle Brodman  
  
Robert B. Austin  
Mary E. Grinnell  
Charles A. Roos  
Christopher L. Dunnigan

**BRANCH LIBRARIES**

**U. S. Army Surgeon General's Reference Library**  
Main Navy Building  
Washington 25, D. C.  
Charlotte Kenton, Librarian

**U. S. Air Force Surgeon General's Library**  
The Pentagon  
Washington 25, D. C.  
Madelyn M. Krajoovic, Librarian

## INTRODUCTION

If, in the daily routine, amidst a deluge of details, progress occasionally seems maddeningly slow, and the attainment of goals far away, the occasion of making up an annual report may provide in retrospect a more heartening overview of the year's work. Such is, in fact, the experience one gains in reviewing the work of the Army Medical Library during the year 1950. The collections of the Library have been considerably augmented and strengthened; the cataloging of materials has proceeded at a more satisfactory rate than at any time since reorganization; and the Library has responded well to an increasingly heavy load of requests for services of various kinds. The entire publication program has been reoriented.

Publications. The decision to bring the Index-Catalogue to a close was undoubtedly the most serious and far-reaching action taken during the year. As the story behind this move has been fully explained elsewhere (Texas Reports on Biology and Medicine, 8:271-300 [1950]), it need not be repeated here. There was considerable criticism of the Library's position in this matter; but further explanation and clarification on the part of the Library has brought about a more widespread acceptance and understanding of the desirability of this move.

The new Current List has gradually taken on more and more importance in the bibliographical world; the Library is proud to be publishing the only up-to-date index to medical literature of any considerable size in the world. The Current List has its imperfections, and strenuous efforts are being made to improve this publication; it has, at the very least, opened up new paths toward the goal of current, comprehensive, medical bibliography.

The Army Medical Library Author Catalog 1949, published in April 1950, has been well received. All material for the 1950 volume has been prepared, and it is now being edited for printing. The 1950 volume will contain, as a new feature, a subject index, which should greatly enhance its value.

Index Committee. The Committee of Consultants for the Study of the Indexes to Medical Literature Published by the Army Medical Library, under the chairmanship of Dr. Chauncey D. Leake, held two meetings during 1950, on 17 March and 19 October, both at the Welch Medical Library

in Baltimore. At the March meeting, the Committee reaffirmed its recommendations on the discontinuance of the Index-Catalogue. In October the Committee was occupied chiefly with hearing progress reports by the Director of the Library on the Library's publication program, and reports from Research Project staff members on various aspects of their work.

Johns Hopkins Research Project. The Research Project, established at the Welch Medical Library under the direction of Dr. Sanford V. Larkey and supported by the Army Medical Library, is studying various problems of medical bibliography, with emphasis on the possible application of machine methods. The staff of the Project spent most of the year on three aspects of the work: 1) preparation of a world list of medical periodicals on punch cards, classified according to subject, country of origin, language, and so forth; 2) study of subject headings; and 3) study of the use of punched cards in the control of medical literature. As the year drew to an end a new contract was being negotiated which would assure continuance of the Project until 30 June 1951.

Honorary Consultants. The Association of Honorary Consultants to the Army Medical Library held its annual meeting on 20 October 1950, in Washington. The proceedings will be published in the Bulletin of the Medical Library Association for April, 1951. Newly elected officers are as follows:

President	Wilburt C. Davison
Vice President	Henry R. Viets
Treasurer	Robert M. Stecher
Secretary	Thomas E. Keys

The Executive Committee of the Association consists of the officers and the following members (date indicates expiration of period of office):

Reginald Fitz	(1951)
Morris Fishbein	(1952)
Raymond B. Allen	(1953)
Edward H. Cushing	(1954)

Future Status of the Library. After some years of discussion of the problem at various governmental levels, the Secretary of Defense requested the National Research Council to appoint a committee to study and make recommendations on the proper place of the Army Medical Library in the governmental structure. As the year closed, the Chairman of the Committee, Dr. George W. Corner, had been appointed, and the remaining members were being chosen.

Building. The prospects of obtaining a new building must await answers to the more fundamental question which the Corner Committee will consider. In the meantime, the consideration of space allocations and building conditions within the Library continues to occupy much of the time of the Director and his staff.

Several moves, of personnel and books, were made during the course of the year in desperate attempts to satisfy pressing needs. Demands arise constantly: upon the reassignment of individuals from one division to another; upon local "noise" and "weather" conditions; upon the acquisition of large quantities of material which have to be processed and shelved. During the year consideration was given to the possibility of moving more books to the History of Medicine Division in Cleveland, to partially ease the pressure in the stacks.

Building conditions and building maintenance are still at a minimum level. On occasions of heavy rain it is necessary to set buckets, wastebaskets, or any other available receptacle on the reading-room tables and floor, and in the stack areas, to catch the water dripping in through skylights and windows. It has been impossible to obtain adequate service for such items as broken windows. Toilet room facilities remain inadequate; one plumbing and decorating contract with a terminal date in October remained unfinished at the end of the year.

Administrative problem areas. The three largest administrative problem areas remain those of 1) personnel; 2) printing and binding; and 3) fiscal and supply. The problem of recruiting adequate personnel for a special research library is a formidable one, and is not lessened by the requirements of Civil Service; the problem is additionally complicated by the fact that the Library is granted only a small measure of autonomy in personnel matters, most of the powers being withheld and exercised by the next higher echelon. The problem of printing and binding in government is traditionally knotty and full of difficulties, of which the most hazardous for the Library lies in the funding process involved; while in other fields budgeting for Library needs has been reasonably adequate, it has been next to impossible to obtain binding funds sufficient for even a minimal program. Fiscal and supply problems stem largely from the requirement that the Library follow strictly the pattern of procurement set up for organizations of quite different type. This brings about meaningless handling, review, and evaluation of small procurement items by headquarters designed for totally different purposes.

Work Measurement. As an aid to better understanding and control of the work done in the various divisions of the Library, a work measurement program was undertaken in the spring. Although the initial trial period of this program has demonstrated some errors in approach, it has also provided a great deal of important information. The program will be continued; plans are being laid to revise the report forms, reduce the number of items to be measured, simplify and clarify definitions of units of work, and develop more reasonable time standards.

Scope and Coverage. The Library's Committee on Scope and Coverage, established in November 1949 to study and define collecting policies, worked away diligently throughout the year. At year's end their



preliminary study was completed; the first concrete official evidence of their labors was to be issued early in 1951 as a library directive.

Office of the Director. At the end of June 1950, Mr. Scott Adams left the Army Medical Library to become Librarian of the National Institutes of Health. Mr. Adams had been with the Library since March 1945, first as Chief of the Acquisition Division, later as Acting Librarian, and finally as Assistant to the Director. The vacancy left by Mr. Adams was filled on 1 October 1950 by the appointment of Mr. Kanard L. Taylor, formerly Assistant Librarian of the John Crerar Library in Chicago, to the post of Assistant to the Director, Army Medical Library.

Some indications of the industry of the staff and the extent of the services of the Library are evident in the following chapters.

**CHAPTER I**

**THE ACQUISITION OF MATERIALS**

## CHAPTER I

### THE ACQUISITION OF MATERIALS

#### GENERAL

The years 1949 and 1950 are notable in the history of bibliography as marking the date at which librarians and others concerned with the documentation of scholarship acknowledged that their conventional controls were inadequate to a startlingly proliferative literature in every field of human knowledge. One after another learned specialists and committees reported, first, that their libraries lacked alarming portions of the world's knowledge as recorded by contemporary research in many fields, and second, that much of the literature available in libraries was practically inaccessible because its volume had overtaxed the bibliographical apparatus necessary to uncover it.

It is a sign of the Library's vitality in the scholarly community that, sharing in general recognition of the large bibliographical problem, it stepped forward decisively along the surest path toward improvement of bibliographical control; the path of delimitation, which seeks to define the objective within obtainable boundaries, trusting that mastery of immediate objectives will permit eventual mastery of the whole, as the capture of successive towns in a planned military campaign must result in final control of the country.

#### SCOPE AND COVERAGE

Committee. Fundamental to all other delimiting decisions, the policy and procedures of the Acquisition Division were reviewed and revised. In October 1949 the Director appointed a Committee on Scope and Coverage made up of the Assistant to the Director, the Chief of the Reference Division, and the Chief of the Acquisition Division. The Committee was instructed to define the fields of collecting proper to the responsibilities of the Army Medical Library and the degree of coverage of each field necessary to adequate fulfillment of those responsibilities. That Committee made its final report and recommendations in October 1950. It is apparent that this attempt at definition is a positive forward step toward the ultimate goal of bibliographical control, and is the most important acquisition news of the period covered by this report.

Selection. The deliberations of the Scope Committee dictated a closer scrutiny of works admitted into the Library. For example, it was clearly obvious that the Library had long admitted without question much material in the fields of sociology, anthropology and public sanitation which were of only peripheral medical interest, and which were in fact much more appropriately and more comprehensively collected by other federal libraries. Selection policy accordingly showed a tightening up. Incoming materials in these and other borderline areas were examined in terms of a more precise concept of what constitutes "medicine" in this Library. These beginnings presage a definite and specific selection guide to be expected as the recommendations of the Scope Committee are translated into policy directives.

This is not to say that the clarification of appropriate fields of collecting is necessarily restrictive in effect. On the contrary, as it has become apparent that we have been collecting too widely and loosely in some fields, so also it is clear that some fields which should have been our concern have been neglected. These areas, as they are disclosed, present new challenges and opportunities for service. As an example, concentrated attention was paid to the Library's responsibility to the Army for materials in the new field of "human engineering" and in military psychology, and it was concluded that we must serve Army research in these fields by making as broad as possible our definition of human physiology and by reaching out freely into psychology where the material in question plainly serves this type of research.

Policy. The work of each section of the Acquisition Division reflected the emergent policy of closer selection and increased concentration on defined areas. Deliberately, increased effort was exerted to acquire the current medical output of the whole world's presses, and less effort was made to acquire the older materials which were missed during the first half of the twentieth century. Current periodical literature was assigned top acquisition priority. From that point we can proceed confidently to encompass more and get more of the minor literature as staff and budget and circumstances permit, secure in the knowledge that we have not missed the core literature in indiscriminating pursuit of the chimera of "total coverage."

Procedures. The implications of this planned attack on the journal literature may be seen in newly adopted acquisition procedures in the several sections of the Division. The Serials Section has devised means of flagging in the Serial Record those journals which are routed for indexing; they are processed without delay, and they are claimed on a strict monthly schedule; new titles are referred to the Editor of the Current List of Medical

Literature for consideration; second, "insurance" subscriptions are placed for journals of particular interest whose acquisition is problematical (e.g., Russian journals); information about upwards of 3,200 journals has been furnished to the JEM Project undertaken by the Welch Medical Library for the Surgeon General; strong support has been lent to the Union List of Serials in the preparation of its second supplement; vigilant watch is kept for new journals. In short, the entire staff of the section is increasingly alert to the large challenge of discovering, evaluating, obtaining, and controlling the journal literature of medicine, and flexibly adjusts its work procedures to meet that challenge.

### SELECTION AND SEARCHING

The Selection and Searching Section plays its role by reviewing new journals for scope, by searching national bibliographies for new or overlooked titles, by screening series of only occasional medical interest, by searching for missed issues which are out of print. One selection device adopted during the past year illustrates at once recognition of the new philosophy of delimitation and the necessity for it. A list of Latin American serials was compiled for use in the preparation of a want-list; when completed it numbered about 1,600 titles. Instead of trying routinely to acquire every issue of each of the 1,600 serials without consideration of the relative importance of specific titles, the list was sent to a jury of ten Latin American medical librarians, research workers and teachers with a request that they evaluate each title known to them. When their opinions were tabulated it was clear that only half of the titles are of more than the slightest value, and that of the several hundred useful titles, they were reasonably agreed that 65 are outstanding, another 175 are fairly important, and four or five hundred are minor. Accordingly, our first concern will be to acquire and index "A" group, then to acquire the "B's," then "C's," and finally to try for the several hundred "D" titles only as we can afford to give the effort to the task without neglecting more important materials.

The same device was used on a smaller scale with a list of 178 Japanese journals, with the result that we now have reliable evidence that 95 of them contain original contributions and may be considered "solid" journals; 67 of them are of only slight importance and 16 are, in the words of one judge, "nuisance in any library."

To repeat this pattern of journal evaluation in one language area after another will contribute substantially to attainment of that bibliographical control which is our aim.

## GIFT AND EXCHANGE

The policy of increased selectivity has extended to the Gift and Exchange Section. There the necessity of contracting storage space in Tampa Hall to make room for the Current List Section forced a ruthless sifting of the stock of duplicates then on hand. Non-medical and non-exchangeable duplicates were given away in wholesale lots or salvaged, and the duplicate stock was reduced to a better integrated collection of live exchange material. Moreover, procedures were established to screen incoming duplicates and to divert certain classes of material without sorting, shelving, listing, etc. Thus, duplicate documents of general non-medical nature are transferred to the Library of Congress; Japanese journals go directly to the University of California; Russian books and journals go to the Boston Medical Library; medical books published between 1825 and 1925, after review by the Head of the Section, are salvaged. The Duplicate Exchange stock is thus a live working collection, and no longer a dumping ground for everything which proves duplicate or outside the scope of the Library.

Techniques. Acquisition techniques of the Gift and Exchange Section exhibit another example of selecting specific objectives and concentrating on them. Want-lists are prepared by country or region, and circulated within the countries concerned. When the direct approach has been exhausted the lists are revised and submitted to the U. S. Book Exchange, which has access to sources other than ours. Finally, after the U. S. Book Exchange has done its best, the lists are again revised and are submitted to a dealer or are advertised in the second-hand book trade.

Following this pattern we have filled many gaps in our British, German, Italian, Czech, Portuguese and other journal sets.

A French list running to 80 pages was completed and distributed to 225 correspondent libraries in July. A Latin American list has been begun and will be circulated early in 1951.

Compilation of these lists is an exacting and expensive operation, but their effectiveness in pinpointing our needs and in approaching productive sources is undeniable. They have brought in a very large amount of needed material while keeping out the unwanted.

The device was commended by Laurence Kipp in the course of his recent survey of exchange practices of Federal libraries, and has found an imitation in the New York Academy of Medicine.

## ORDER PROCEDURES

In the Order Section revised procedures and a system of priorities recognized the overall Library policy of discriminating between materials of greater or less importance. In particular, precise arrangements were worked out for the promptest possible delivery and subsequent processing of current American and British books. After careful study over a period of eighteen months the Order Section recommended withdrawal from the Association of Research Libraries' Farmington Plan for acquisition of the current publication of France, Italy, Switzerland, Denmark, The Netherlands and Sweden, and return to specific ordering in those countries. In other countries commercial agents have blanket orders and specific instructions for prompt delivery. Wherever necessary, notably in Germany and Russia, State Department facilities are used for payment and in part for procurement.

## WEEDING

One other facet of the Library's general strategy of delimitation requires comment. That is the matter of withdrawing books from the collections. At best, it is a cheerless task to remove any book once part of a library. At worst, errors of judgment or ignorance may undo the good work of earlier generations and hamper the work of future. But for better or for worse, some weeding of the collections must be done, if they are to be integrated in a classified whole of maximal usefulness. During the year past withdrawal on a fairly large scale was begun in certain areas where there can be little question of the wisdom of so doing. Future weeding of the collections must be guided by the definitions anticipated from the policy directives which will grow out of the Scope Committee's final recommendations. At present one can only remark that the technique of withdrawal has been worked out cooperatively by the Reference, Catalog and Acquisition Divisions, and that in essence it is one more cheerful sign of the Library's increasing determination to be of the greatest possible present and future service to the community of the medical sciences.

## PERSONNEL

Turnover was less than in the previous years, with all permanent positions filled substantially the whole year.

There was one retirement during the year, that of Mr. Matthew Barbour who concluded 25 years of service to the Library in February 1950.

### NOTABLE ACQUISITIONS

Notable acquisitions of the year include 166 Italian books of the 17th Century, an adventitious purchase at very favorable exchange rate; an ALS of George Washington referring to the organization of the Medical Department; 200 Fielding H. Garrison letters and 1,000 slides illustrative of the history of medicine, both from the Victor Robinson estate.

### BUDGET

Increased spending for periodicals reflects the decision to stress that literature which has influenced all of the Library's operations. Reduced spending for out-of-print and rare books likewise was in accord with policy decisions of 1948 and 1949.



## CHAPTER II

### THE ORGANIZATION OF MATERIALS

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### THE ORGANIZATION OF MATERIALS

#### GENERAL

The first three years of the Catalog Division's existence were notable for planning and replanning, for organizing and re-organizing, rather than for stability of operation with an adequate return for efforts expended. This past year has represented a shaking down into some solid work patterns with more satisfactory returns.

#### ORGANIZATIONAL CHANGES

Cataloging. During the year a number of work reassignments were made in the hope of improving the Catalog Division's production record. The first change was the emergency assignment of the Subject Cataloging Section's backlog of pre-1920 titles to the Descriptive Cataloging Section. The assignment had to be made because space to shelve this backlog was exhausted. The work was handled so successfully that it was decided to transfer the complete responsibility for the cataloging and recataloging of 19th century titles to the Descriptive Cataloging Section. This was soon followed by the part-time detail of a descriptive cataloging reviser to subject cataloging revision.

After several months of unsuccessful effort to recruit a Head of the Subject Cataloging Section the Head of the Descriptive Cataloging Section was detailed as Acting Head. This detail made further combined work assignments possible, the benefits of which became more and more apparent.

As a consequence, the two sections were combined on 1 April to form the Cataloging Section. Very real benefits have been realized from this reorganization and additional benefits, both to the Library and to the catalogers, are expected.

Processing. Adjustments in the operations of the Processing Section have been an almost daily requirement due to many circumstances, such as the new cooperative cataloging agreement and changes in the recataloging program. During 1951 it is hoped that organizational and personnel changes can be made which will be in line with the added responsibilities assumed in 1950.

Work Quarters. There were a number of minor shifts and adjustments, and two major rearrangements in work quarters for the Catalog Division. The Art Section accomplished its third move in March and its fourth in June. As of 30 June it occupied four bays at the 7th Street end, second floor, Tampa Hall, and used the former laundry and shower rooms as its principal storage rooms. In April the Binding Section was moved to Room 209. This move added considerably to the Catalog Division's floor space and permitted a complete rearrangement of the Processing and the Cataloging Sections.

Considering the building limitations, the Catalog Division now has work space which is "reasonably adequate." The distance between staff desks and the public catalogs will continue to be costly in time and effort as long as the Library remains in the old building.

Orientation Visits. As a result of the Library orientation tours for new staff members, members of the Catalog Division staff requested that they be given the opportunity to make similar visits within the Division. The request was granted by holding a general session followed by visits to the respective sections on successive days. The eager participation of the staff in the visits and the response following them leave no doubt as to the value of taking time to help the staff members to better understand the Division's work and the relation of their jobs to the overall job.

Statistics. At all times the Catalog Division makes a rather heavy time investment in statistical records. The more or less standard statistics kept during the past four years indicate that work is being produced at an ever-increasing rate. The statistics do not, however, show whether this production is the result of an increase in efficiency or an increase in staff.

Work measurement report forms have been in use for several months. Statistics secured from these reports show the relationship between time available and work completed. The use of such a reporting scheme is highly desirable in a Catalog Division, where time for all sorts of odd jobs is apt to be charged against titles cataloged.

With the time-consuming jobs involved in the 1950 Army Medical Library Author Catalog, the preparation of the Army Medical Library Classification for publication, the solicitation of portraits, etc., such a device for accounting for staff time is especially worthwhile.

## CATALOGING POLICIES AND PRACTICES

Cataloging Rules. Slight modifications were made in the Catalog Division's cataloging practices when the resumption of cooperative cataloging with the Library of Congress was contemplated, and the publication of the Library of Congress Rules for Descriptive Cataloging provided a further inducement.

Some additional procedural changes were required at the time the Index-Catalogue Division discontinued its cataloging of monographs. These changes were designed to insure the complete recording of such materials.

Box Materials. Prior to 1950 hundreds of small items known as "box material" were accumulated and held for cataloging by the Subject Cataloging Section. During the years frequent efforts were made to get this work done, but without success. One of the results of the reorganization of the cataloging operations was the clearing of 5,087 pieces of box material from the Catalog Division's backlog of unfinished work.

History of Medicine Division Cataloging. During the year considerable time was devoted to the development of cataloging rules for the early books in the History of Medicine Division. This work will be reported in detail by that division. The difficulties of preparing a code of rules by correspondence with the necessary coordination of work on early and modern imprints cannot be overestimated. Throughout the months in which the work was done no amount of discouragement and delay interfered with its final successful conclusion. This speaks well for the caliber of the Library staff and demonstrates anew its loyalty and interest.

Classified Documents. A plan for indexing classified documents was put into operation in July. During the remainder of the year the indexing was done on a current basis.

### SUBJECT HEADINGS

In 1950 there has been a systematic and continuing study of the Library's subject heading policies and forms resulting in many subject heading changes. The Subject Authority File was modified to permit greater facility in its use by: 1) discarding the remaining drawers of the old basic subject list; 2) inter-filing the separate groups of name entries (government bodies, etc.) with the main file; and 3) transferring the place-name authorities to the Name Authority File.

There is continuing interest demonstrated for the publication of a list of the Library's subject headings. The headings are not yet ready for publication but means have been found whereby a partial list may be issued in 1951. The list will contain all the subjects and subject cross references included in the subject index of the 1950 Army Medical Library Author Catalog. It is hoped that the distribution of this list for criticism will provide information on which an opinion can be based as to the approximate readiness of the Library's subject headings for publication. New headings are being established at the rate of 120 per month.

### CARD CATALOGS

A number of special tasks were completed which affected the usefulness of the several catalogs, such as: new guide cards for the Subject Catalog; the relocation of the Official Shelflist, the Subject Authority File, etc., and the complete shifting of public catalog cards to consolidate the old files and provide additional space for the new files which are expanding.

The increased work production of the Division is reflected in the growth of the files. In fiscal 1950 the 109,905 cards filed into the new Public Catalog and the Official Shelflist represented an increase of 20 percent over the 91,570 cards filed in fiscal 1949.

Two Library policy decisions permitted simplifications in the shelfcard records; namely, the omission of price and source information, and the substitution of copy numbers for accession numbers for volumes acquired or bound after November 1950.

At the end of the year a request was pending for the security filming of the Subject Authority File, the Name Authority File, and the Official Shelflist.

### COOPERATIVE CATALOGING

Army Medical Library Cataloging. Negotiations for the re-establishment of a cooperative cataloging agreement with the Library of Congress were conducted during the fall and winter of 1949-50. The new agreement became effective on 15 February 1950 and provided the means whereby the ultimate value of the Library's cataloging procedures is greatly increased without a corresponding increase in actual cost. The plan was widely announced by both the Library of Congress and the Army Medical Library. Exhibits of the cooperative procedure were prepared for the March meeting of the Indexing Committee in Baltimore and for the Medical Library Association Convention in Boston in June.

Under the plan established the Library, using its regular cataloging forms, prepares multilith mats for all titles cataloged without Library of Congress cards. From these mats the Library of Congress multiliths: 1) cards for the Library's catalogs; 2) cards for subscribers to the Library's card series; 3) cards for inclusion in the National Union Catalog, and 4) cards for reproduction in the printed catalogs.

A total of 21,500 multilith mats were sent to the Library of Congress during 1950. Mats for non-medical titles totalled 2,424 and revised mats and recuts amounted to 578. The remaining 18,500 mats represented medical titles, together with their necessary added entries and name references.

Library of Congress Cataloging. A second aspect of the 1950 cooperative cataloging agreement provided for the addition of the Library's call numbers and subject tracings to Library of Congress printed cards for English language titles published 1948 to date. Because of the variation in time of receipt of these titles by the two libraries the agreement was difficult to implement. In the hope of improving the situation, the Library of Congress instituted a 36-hour loan procedure for new copyright titles in December. Under this procedure the Army Medical Library is assured of an opportunity to supply its call number and subjects with only a brief delay in Library of Congress card printing. At the same time the Army Medical Library instituted a procedure under which it immediately sends to the Library of Congress Subject Cataloging Division pertinent information on titles it receives prior to receipt of the Library of Congress 36-hour loan. This procedure is designed to expedite Library of Congress card printing and to save the unnecessary loaning of new books.

#### USE OF CATALOG DIVISION'S WORK PRODUCT

The use made of the Catalog Division's work product (including both preliminary and final cataloging records) by various divisions of the Library and by outside agencies is much more extensive than in the case of most catalog divisions. The current distribution of catalog cards is noted for the record.

1. Preliminary catalog cards (1949-50; 87,625 cards representing 8,582 titles), prepared by the fluid duplicating process as soon as new titles are received, are distributed as follows;

- a. Master copy on 5" x 6" stock to the catalogers on which they record their work and from which the permanent cards are made.

b. Process File record of materials in Catalog Division.

c. Director's Office and Reference Division to inform them of titles received for cataloging.

d. Five agencies outside the Library (41,869 cards in 1949-50).

e. Preliminary cards for Russian language titles provide copy for the Library of Congress Monthly List of Russian Acquisitions.

f. As reporting record for titles received under the Farmington Plan.

2. Final cards, prepared from edited preliminary master cards, are used as follows:

a. Filed as permanent record in the Library catalogs and shelflists.

b. As copy for the printed Author Catalog.

c. By the Library of Congress for cataloging information and for addition of the Army Medical Library's call number and subject tracings to corresponding Library of Congress printed cards.

d. By the Reference Division as copy for its publication New Books and Serials.

e. By the Acquisition Division's Serial Record Section to provide files of new titles, geographical distribution, etc.

f. By the Current List Section for information on new serial titles.

g. Copies are filed in the National Union Catalog at the Library of Congress.

h. Copies are sold to subscribers through the Library of Congress Card Division. (1950 subscriptions at \$100 each included cards for 12,800 titles.)

## ARMY MEDICAL LIBRARY CLASSIFICATION

Revised Schedules. The revised and simplified schedules of the Classification were applied beginning 28 October 1949. Just prior to the application of the new schedules, cards for titles which would require reclassification were removed from the Official Shelflist. During 1950 the classification of materials has proceeded apace (19,869 titles classified in fiscal 1950; an increase of 270 percent over the 7,294 titles classified during the preceding year).

Publication. Copies of the revised schedules of the Classification have been distributed to seven outside agencies. Copies have been loaned to twenty-five agencies for examination. Because of the need to put the schedules into more usable form for the Library and because a steady stream of correspondence indicates a need for, and a lively interest in, the Classification, the schedules and index have been edited for publication. At the end of the year a good part of the material had been typed on electromatic typewriters for photo-offset reproduction. The editing, typing and proofreading were assumed by various members of the Catalog Division staff in addition to their regular duties.

It should be noted that the 1948 preliminary edition of the Classification has been out of print since January, 1950. Requests for copies of the 1948 publication continued to be received throughout the year.

Reclassification. In addition to regular classification activities the reclassification of titles, required by the revision of the Classification, was carried on throughout 1950. The catalogers indicated on the shelf cards the class numbers to be used; the call numbers were completed and the card records revised by the Processing Section; the corresponding books were collected and their call numbers were corrected by the Binding Section. It should be noted that the real labor of reclassification falls on the Binding and Processing Sections. At the end of the year the cards and volume marking for about 3,500 titles remain to be corrected.

## RECATALOGING

More recataloging was accomplished this year than in the previous three years (1946-1948/49: 5,033 titles; 1949/50: 9,575 titles).

Titles for recataloging were drawn from various collections. When the Bio-Bibliography Collection was completed (February, 1950) the recataloging of monographs in the current stacks was begun.



As a special project, prior to the reorganization of our cataloging, the Descriptive Cataloging Section undertook the complete recataloging of Annex books. This work was not subjected to usual revision procedures. It is recognized that the recataloging of Annex books (pre-1920 publications) is not as urgent as the recataloging of current titles. The work was undertaken in this period in order to make the best use of the staff and to prevent building up revision backlogs.

Groups of books are recalled from the shelves and recataloged in the order of their old subject groupings. At the end of 1950 stack books in subject groups Accidents through Cancer, Death, Epidemics, Fever, Foot and Histology were completely recataloged. In addition, the 1940-46 publications in all groups up to and including Influenza were recataloged. Annex books were recalled in groups as requested by the Reference Division.

In planning recataloging activities for fiscal 1951 it was thought best to concentrate on the recataloging of stack books published between 1940 and 1946 (the year in which cataloging was begun by the present Catalog Division). This emphasis has been observed and there has been deviation only when delays in weeding the old collection groups for out-of-scope titles were encountered. The recataloging of 1940-46 titles in advance of the 1920-1939 titles adds considerably to the problems of the stack service whose cooperation, in assuming the extra handling and shifting involved in this procedure, is very much appreciated.

The recataloging project is an elaborate one which involves many sections of the Library. It entails the following steps prior to actual recataloging:

1. Subject collections are weeded to remove out-of-scope titles and duplicate copies no longer needed.
2. Library of Congress cards are ordered from the old shelflist in advance (as of 31 December cards have been ordered through Photography for stack books and through Head Wounds for Annex books).
3. Titles are requested for recataloging in varying numbers, depending on number of new titles received, staff available, etc.
4. Old catalog records are searched and withdrawn.
5. A temporary card is filed in the Name Catalog for each title received for recataloging.

6. Processing Section completes the preliminary work by preparing a catalog card or withdrawing a Library of Congress card from stock. The cards and books are forwarded to the Cataloging Section where the recataloging is done.

In the Cataloging Section an effort is made to tie each recataloged title with its printed Index-Catalogue entry. The locating of the Index-Catalogue entry is sometimes difficult and time consuming, and Reference Division staff members have occasionally been called upon to assist in these searches.

#### BINDING, MENDING, LABELING

The task of keeping the Library's books in proper physical condition requires a continuous program of binding, rebinding, mending, labeling, and relabeling. The age of the collection increases the amount and urgency of the work.

Because of the uncertainty of binding funds as many new unbound monographs as possible are stitched into homemade "temporary" binders. The number of volumes so treated in fiscal 1950 was 2,537 in comparison with a total of 1,279 for the previous three years.

The regular binding operations, using Government Printing Office facilities, were suspended for eight months in fiscal 1950 due to lack of funds. As of December, 1950, practically all fiscal 1951 funds were obligated and the prospects for additional allotments are only fair. This situation means that the Library is steadily falling behind on its binding program with the resulting deterioration and possible loss of its unbound materials.

A plan to protect the Library's poor paper materials has been worked out with the approval of the Reference Division. Six hundred and twenty-three serial titles printed on poor quality paper were checked, wrapped and labeled for shelving. Neglect of proper binding to prevent deterioration of paper increases the Library's holdings in this category.

The number of volumes labeled for shelving in 1950 showed an increase of 233 percent over the corresponding figure for 1949 (1950: 65,463 volumes; 1949: 28,100 volumes).

#### ART SECTION

The Art Section is attached to the Catalog Division for administrative purposes as its own History of Medicine Division is located in Cleveland. Because of this situation the Catalog Division

has been actively engaged in both acquisition and reference functions concerning pictorial materials. The reference use of the picture collection is increasing steadily and special efforts are being made to increase the collection by various means:

Transfers. In accordance with the agreement made between the Library and the Armed Forces Institute of Pathology a large amount of pictorial material has been transferred to the Library by the Institute. This material has been indexed to record the content and to provide quick access to individual items needed for reference use. Following is a summary of the transfers through fiscal 1950:

Portraits	4,040
Group portraits	270
Hospitals and medical buildings	6,000
Medical subjects	150
	<hr/>
	10,460

Duplicates. A total of 238 duplicate pictures have been given to the Library of the College of Physicians and Surgeons in Philadelphia. The Army Medical Library had in previous years received duplicate pictures from the Philadelphia library.

In May, 1950, the New York Academy of Medicine Library shipped its collection of 1,430 duplicate pictures to the Library. The collection was carefully examined and 111 pictures were selected. The remaining pictures were then forwarded to the Library of the Medical College of Alabama.

Portrait Solicitation. The solicitation of portraits of contemporary physicians has been resumed. This work, which was discontinued in 1947, is now being done in the Office of the Chief of the Catalog Division and includes the preparation of letters, receiving and acknowledging the receipt of portraits donated.

In 1950 letters were sent to 5,550 fellows and masters of the American College of Physicians and the American College of Surgeons. During the year 1,275 portraits were received in response to the letters.

Hospital Pictures. In the summer a decision was made to increase the Library's collection of hospital pictures which is quite inadequate. As a first step in gathering pictures of civilian hospitals, a brief editorial notice was prepared for publication in Hospitals (Journal of the American Hospital Association).

Increased coverage of military hospitals has been made possible through the cooperation of the medical departments of the Navy and Air Force and the Veterans Administration. A total of 224 hospital pictures has been received from these three sources. It is hoped that pictures of public health and marine hospitals can be obtained in 1951 when more intensive efforts can be made to build up the collection. Special requests for hospital pictures have pointed up the incompleteness of the collection and the inadequacy of some of the pictures.

## **CHAPTER III**

### **THE REFERENCE SERVICES**

## CHAPTER III

### THE REFERENCE SERVICES

#### GENERAL

Although wars are frequently considered forcing-beds for scientific knowledge, the task of a scientific library begins before a war and lasts long after it. When great libraries are unable to cope with the problems which a war brings with it, the tragic situation may arise when "medical historians can look back on the ... period and write of it as a time when so much was learned and so little remembered." (1)

The Reference Division has been feeling the impact of the Korean War at many points. As early as the beginning of July requests relating to the crisis began to be received, and increasing percentages of time and effort have been given since then to problems directly referable to the war. This has been true of all sections of the Division, but the greatest spurt has come at different times for the different groups.

#### PUBLIC RELATIONS

Extended Service. In an attempt to make public service available for longer periods the regular hours of opening were extended during the course of the year, on several different plans. In some cases the response did not seem to justify the effort, and new arrangements were made. As the year closed the Library was remaining open an extra night a week (total of two nights). Plans are also under way to keep the Library open every weekday evening during 1951.

Exhibits. The Reference Division has been placed in charge of Library exhibits. Two kinds of exhibits were evolved - one for showing within the Library (prepared by the Library staff and changed monthly), and one for showing to medical and library groups (prepared with the aid of the Medical Illustration Service, Armed Forces Institute of Pathology). The exhibits in the latter group were shown at meetings of the American Medical Association,

(1) Beecher, Henry K. Early care of the seriously wounded man. JAMA, 145: 193, January 27, 1951

American Association for the Advancement of Science, American Physical Education Association, National Tuberculosis Association, Medical Library Association, Special Libraries Association, and American Library Association. A list of the exhibits shown in the Library is to be found in the report of the Reference Section (following).

By the end of the year plans were being made for the preparation of a group of exhibits jointly by the Army Medical Library and the Medical Museum of the Armed Forces Institute of Pathology for showing at various medical schools throughout the country.

#### REFERENCE SECTION

Defense. In answer to requests relating directly to the Korean crisis, which began to be received as early as July, lists of references were compiled on dextran and chlorophyll as blood substitutes, on various public health and disease problems in Korea, on military psychiatric and psychological screening, and on various aspects of cold injury.

The need for well organized bibliographical information on cold injury was becoming acute by the end of the year. Early in the spring the compilation of such a list had been considered and rejected due to the fact that one bibliography on this subject was being prepared at the Library of Congress, sponsored by the Navy Research Project. (This bibliography is now in the hands of the printer.)

At the request of the Bibliography Division of the Library of Congress several regional lists were made for incorporation into bibliographies being prepared by that Division. Lists of references on public health and disease problems in Korea, Indo-China, Manchuria and Iran were compiled and forwarded to the Library of Congress.

As the year closed a number of requests had been received for literature searches to be made for scientists throughout the country who are undertaking research projects for the Medical Research and Development Board, Office of the Surgeon General. Plans for handling these were under way; it was evident that they should be given high priority.

Bibliographical Projects. Many bibliographies were compiled at the specific request of the Historical Division, Office of the Surgeon General. These listed the literature on the incidence and control of significant infectious diseases during World War II.

A long list of historical data concerning international medical congresses, and a long list of books and articles relating to contributions to medicine made by United States Army personnel were also compiled for the Historical Division.

With the establishment of the United States Air Force Surgeon General's Library the need was felt for the compilation of a basic list of books for immediate addition to that library. Such a list, of more than 500 carefully selected titles arranged by subject, was prepared. As a list of outstanding, up-to-date medical books this compilation has been used many times for other purposes.

Many lists of references were compiled in response to requests received from military installations in this country and overseas.

The ACTH bibliography, described in Chapter V, is the first of a series of extensive bibliographies on specific and timely subjects which the Library plans to issue. Work has already begun on the second one covering the subject of plasma substitutes, a field in which the demand is urgent.

Translating. The presence on the staff during the whole year of two members with a thorough knowledge of medical German and French has been very valuable. They have most willingly assisted readers, staff, and the personnel of the Armed Forces Institute of Pathology with any reasonable demands; this has, of course, taken much time from their regular assignments.

During a part of the year two staff members were present who knew Russian, Polish, and a number of other European languages thoroughly; they were so helpful to the Reference Section staff that their absence is keenly felt.

Efforts are being made to establish the position of "Translator" for the Reference Division.

Greatest cooperation has been received from other divisions of the Library when it was necessary to call upon their staff members for translating of Japanese, Hungarian, and the Scandinavian languages.

Exhibits. The following is a list of the exhibits presented at the Library in 1950. The Armed Forces Institute of Pathology and the Art Section of the Library gave much help in the preparation of these exhibits.



January	- Discovery of Antibiotics	August	- 175th Anniversary of Founding of Army Medical Department
February	- Sir Patrick Manson		
March	- Psychosurgery		
April	- Mary Tofts, Rabbit Woman	September-	New Books Added to Library
May	- Morgan-Rush-Shippen Controversy	October	- Schullian-Sommer Catalogue of Incunabula
June	- Music and Medicine		
July	- Shattuok's <u>Report of the Sanitary Commission of Massachusetts</u>	November	- Bedlam Hospital in Literature
		December	- Dr. Ephraim MacDowell and Early Ovariectomy

#### CIRCULATION AND BOOK CUSTODY

Impact of Defense Effort. Several stack attendants left to enter the Armed Services, and it became increasingly difficult to replace them. Although it has been possible, so far, to obtain replacements at the same level as that of the last few years, the possibility of employing older men and women for what is essentially physical labor was considered and will probably have to be undertaken in 1951.

By the end of the year some of the de-activated Army hospitals were reactivated and their libraries, parts of which had been acquired by the Army Medical Library, had to be re-established from the Library's duplicate collection.

Space. The problem of space for shelving the books and journals in the Library's collection becomes increasingly acute with each new acquisition. In an attempt to provide for these works, shelving was constructed in the east balcony on which the Japanese collection and the collection of medical congress transactions were placed, and between the windows of the west stack area on which the biographical collection was placed.

By the end of the year preliminary discussions were being held on the possibility of moving part of the 19th century collection to Cleveland. Approximately 30,000 volumes would be involved in the move.

One of the most serious problems is the shifting and re-shelving of recataloged monographs. This involves clearing groups of books shelved under broad subject groupings, sending the volumes to the Catalog Division for processing, and finally re-shelving them wherever the classification has scattered them through the collection. Because of poor previous records an inordinate amount of time is consumed in searching old records and cards, and special collections in all stack levels in all the Library buildings. Difficulties in the regular work can be aggravated by repairs and maintenance of the building itself. A good example of this occurred early in the year when it was decided to bring in the main water line from 7th Street instead of from Independence Avenue. The particular point of entrance into the building happened to be in the center of a basement stack area where a large and priceless collection of foreign medical theses are shelved. It was necessary for the Stack Service to move 24 shelves of these books on two hours' notice. Since no other space was available the volumes had to be piled on the floor, table, and book trucks. The workmen required several months to complete the job. In the interim plaster, bricks and work tools were scattered about the room. In spite of this inconvenience the Library was able to maintain regular service on the material.

Improvements. The installation of red signal lights and a large exhaust fan in the stacks, as well as an automatic timer and numbering machine at the Circulation Desk, have been helpful in improving the general efficiency of this Section.

Special effort has been made during the past year by the Stack Supervisor and sub-section heads to spend more time in writing procedures, instructing personnel, and reviewing their work operations.

Loans. A new interlibrary loan form was devised which made possible provision for shelf-charges, overdue notices, charge cards, and reply letters -- all with a single typing operation. The use of these forms has cut the routine clerical work of interlibrary loans by a half-time person and has allowed the Library to give speedier service without the piling up of backlogs.

A modification of the method of sending out overdue notices first developed by the library of the Department of Agriculture has been worked out for the Army Medical Library. Now all slips representing overdue books and journals are filmed on a continuous microfilm machine and then automatically enlarged to approximately three-fourths of their original size. These paper prints become the overdue slips, saving the time of manual transcriptions.

## PHOTODUPLICATION

Function. The primary function of the Photoduplication Section is to make the Library's holdings available, through the medium of photostat or microfilm reproduction, to those who are unable to come in person to consult the collection. It is interesting to note that work done free for the Department of Defense accounted for 68 percent of all orders and comprised 75 percent of all photostat production.

Projects. In addition to work for the Department of Defense, other governmental agencies, and outside work, the personnel and facilities of the section are always at the disposal of the other divisions of the Library whenever photoduplication techniques or processes may be of assistance in solving administrative or procedural problems. This phase of the Photoduplication Section workload showed a marked increase during 1950. They included the following projects:

1. As a security measure the card files which comprise the Subject File of the Index-Catalogue and the Author-Biography File were microfilmed, and a negative film copy of the files was transferred to a depository for storage. The two files contained 2,062,000 4x6" cards which were recorded on 808 rolls of 16mm film. Three temporary employees were assigned to the section for three months to assist on this project.

2. The History of Medicine Division in Cleveland is microfilming the Incunabula and 16th century volumes in its collection. Again as a security measure and also to provide the Library with a reference copy, duplicate film copies of 417 reels of 35mm negative microfilm were prepared; the negative film was transferred to a depository and the duplicate was added to the Library's film files.

3. As a means of making valuable additions to the Library's collection of photographs of important medical men the Photoduplication Section was requested to photograph the members of the American Academy of Neurology attending a conference in Cincinnati, Ohio. A photographer from the section was assigned to cover the conference and he photographed 220 of the attending members. The negative films and one print of each will be added to the Library's art collection.

4. Armed Forces Institute of Pathology Card File. Over 33,000 cards, representing the index file to atomic bomb pages studied in Japan, were reproduced by the Photoduplication Section as the most effective way to arrange to have one copy of the index in the United States and another copy in Japan.

5. The "dummy" sheets of the Current List of Medical Literature are photographed each month before the sheets are sent to the printer as a security copy in case of loss of or damage to the original.

6. A book holder for the filming of tightly bound books was designed and put into operation both in Washington and at the History of Medicine Division in Cleveland. By the use of this book holder tightly bound books can be filmed without damage to the bindings and without loss of part of the text.

7. In conjunction with the Department of State and the Office of the High Commissioner for Germany, a project was started to establish a microfilm library of selected medical material at the Institut zur Forderung Öffentlicher Angelegenheiten, Frankfurt/Main, Germany. This program will enable German libraries, scientists, students, etc. to obtain access to medical literature lost through bombing or otherwise made inaccessible during the war and postwar years. It is estimated that more than 2,000,000 pages will be photoduplicated to complete this project.

8. In cooperation with the Department of Agriculture the Library established a procedure to provide members of the American Chemical Society with photoduplicates of medical literature not available in the Department of Agriculture library.

Equipment. A planned program of equipment overhaul and modification was instituted in 1950. Thermostatic temperature control devices were installed in all the darkrooms and on the continuous paper processing equipment. The lenses on the microfilm cameras were adjusted and two of the lenses were re-calibrated in order to acquire maximum resolution and sharpness of film image.

A different type of photostat paper was put into use in the month of March, 1950. Comparison tests with the paper formerly used showed no discernible loss in quality. The new paper is 30 percent cheaper and the annual savings in paper cost alone exceed \$4,500 per year.

A further saving was realized by changing the illumination on the photostat machines and reducing the exposure time required. All of the equipment in the Photoduplication Section has been systematically overhauled and a program of preventive maintenance has been effective in eliminating crippling machine breakdowns.

The present war situation indicates a considerable increase in photoduplication work during 1951.

## BRANCH LIBRARIES

### United States Army Surgeon General's Reference Library.

A professional assistant has been assigned to this library on a part-time basis to aid the increasing number of officers in the Main Navy Building who have need of professional medical literature. The entire collection has been re-examined, the periodical subscription lists brought up to date, the Divisional Collections inventoried, and the resources of the entire Army Medical Library made more available to the users of the branch.

United States Air Force Surgeon General's Library. Negotiations for the establishment of this library continued through most of the first part of 1950; the library was established and a librarian appointed in June. As explained in the Reference Section report, a list of basic books was compiled and copies of the works not in the branch were procured. Cataloging and the procurement of more adequate quarters for the branch took most of the remainder of the year, although reference service was maintained from the beginning.

CHAPTER IV

HISTORY OF MEDICINE DIVISION

(Cleveland, Ohio)

## CHAPTER IV

### HISTORY OF MEDICINE DIVISION

(Cleveland, Ohio)

#### GENERAL

The policies of the calendar year 1950 have been strongly influenced by the realization that the History of Medicine Division will not move back to Washington in the near future. For this there are two principal reasons. First, a new building for the Army Medical Library has not been authorized. Second, no other suitable quarters for the Division are available, or are likely to become available, in Washington during the existing period of international tension.

#### SPACE AND STORAGE

In June a new lease for the Division's present quarters was signed with the Cleveland Medical Library Association, to run for five years from the date of 1 July 1950. Under the new stipulations we are allowed the use of an additional room, which has been assigned to the head of the Catalog Section and one other professional cataloger.

The primary motive for the establishment of the Cleveland Branch in 1942, out of which the History of Medicine Division has since developed, was that of security for the collection of some 19,000 volumes printed before 1801 which were initially transferred. The consideration of space, though subsidiary to security, was also important, as the removal of these little-used books to Cleveland noticeably relieved some of the congestion in the main building in Washington.

Document Collection. Another group of much later material, two or three times as large as the Rare Book Collection, also came to Cleveland. This was of a more miscellaneous character. It consisted of vital statistics and medical documents (reports of hospitals, health organizations, and other institutions in the United States and foreign countries), of medical school catalogs, and of several lesser collections. In respect to this group, often referred to loosely as the Document Collection, security was

hardly a consideration at all. As a rule, these were not rarities needing special protection, but bulky and little-used materials which, when moved from Washington, saved valuable space in the main building. In Cleveland they have been stored on open shelves, whereas the Rare Book Collection is kept in specially locked rooms.

Transfer. In 1950 the congestion in the Army Medical Library again became acute, and toward the end of the year the possibility was discussed of sending still more of the early materials to Cleveland. Dr. Max H. Fisch, the former chief of the History of Medicine Division, in his report for the fiscal year ending in 1946 pointed out that, logically, the History of Medicine Division might, with entire propriety, have charge of all books down to about 1920.

#### ACQUISITION AND DISPOSAL

Acquisitions. The Division's acquisitions in book form show the following totals for the fiscal year ending 30 June 1950: European material, 41 editions of the 16th century, 105 of the 17th, and 291 of the 18th; Orientalia, 173 editions of the 17th-20th centuries; Americana, 2 editions through 1820.

As has been indicated in previous reports, the Division has developed an ambitious program for acquiring microfilm copies of early medical books that are owned by other libraries and are not in ours. For such copying there are two possible methods, both of which are being employed. One is to borrow the books if the owning library will lend them, and have the microfilming done with the Division's camera. The other is to purchase a microfilm copy from the library owning the book.

The borrowing process is best adapted to libraries within the United States, and even here it is likely to be authorized principally by medical libraries or other institutions with which we have common interests and generally cordial relations. Early in 1950 a systematic borrowing arrangement was made with the New York Academy of Medicine by which some 300 of its 16th century books were sent in lots of ten or twelve. Shipments were by insured express. While in Cleveland the books were accorded the highest degree of protection and no injury or loss occurred there or in transit. Except for one item which proved to be out of scope the texts were all satisfactorily microfilmed in the usual manner, two pages at a time.

While in Cleveland the books were also cataloged, and for this purpose the Academy's own cataloging record, which regularly accompanied the volumes, was of marked assistance.



The cataloging record of the New York Academy of Medicine could not be taken over bodily and put on Army Medical Library cards since the two institutions operate under somewhat different cataloging codes. Nevertheless, the arrangement is a significant instance of institutional cooperation in the cataloging field. During the second half of 1950, while the Division's cataloging code was undergoing extensive revision and actual cataloging was suspended, the borrowing arrangement with the Academy was also suspended temporarily. It will be resumed in 1951, and the borrowed books will be filmed and cataloged.

Disposal. The History of Medicine Division has in its locked stacks, occupying rather expensive shelving space, a considerable mass of United States government reports and publications, many of them completely out of scope. Disposal of such material is under the authority of the Acquisition Division and a representative went to Cleveland in the spring to examine it. In July the Acquisition Division provided a careful and comprehensive schedule showing the disposition of this material. The memorandum made two stipulations as follows:

1. Each piece withdrawn must be stamped or otherwise clearly marked "Withdrawn from the Army Medical Library."
2. The Acquisition Division must be furnished with a list of titles, volumes, numbers, years, and accession numbers of all volumes withdrawn.

Such requirements are necessary for the Library to correct its records, but since the Division's staff was already working to capacity only a beginning could be made of the task. A part time student assistant employed in the fall was detailed to spend a part of his time on the preparation of the disposal lists.

#### CATALOGING AND CLASSIFICATION

Policy. The clear prospect of five more years in Cleveland has forced the Division, along with the advisory and supervisory authorities in Washington, to face the necessity for establishing a long-term policy with respect to cataloging. Past policy in this matter, it is fair to say, has vacillated. Each shift has been understandable, indeed quite reasonable, in the existing circumstances, but the total result has fallen short of an ideal standard of effectiveness. The successive reports of the Division have described its intention to prepare "the simplest possible shelflist," or "a fresh author catalog from the books themselves," or "entries copied from the Index-Catalogue," or some other variations of plan.

It will probably stand as the chief accomplishment of the History of Medicine Division in 1950 that it resumed plans for full cataloging in Cleveland and drew up a code, actually a series of codes, to govern the details of the operation. It was agreed that the era of checklists and other temporary expedients was over, and that the Division should prepare catalog cards that could stand as a permanent record.

Codes. On such a premise codes of Army Medical Library practice were drawn up: 1) for establishing standard forms of authors' names; 2) for doing descriptive cataloging, and 3) for assigning classification numbers. The rules were sketched out, illustrated by samples, put into draft form, tested in practice, subjected to further criticism, and mimeographed in tentative form for distribution. Presently they should appear in the Library Manual. The details will be of concern to specialists, but the major decisions are of general interest.

Cataloging. Doubtless the most important was the decision not to do subject cataloging, but to confine efforts to what the profession calls descriptive cataloging; i.e., bibliographical description. For the subject approach the field of medicine has many special bibliographies -- Arber for the herbals, Choulant for the anatomies, Sudhoff and also Klebs for the pest tractates, and numerous others. Looming above all these, however, is the Library's own Index-Catalogue which furnishes the best subject approach to the sources of early medicine.

Call Numbers. What the Index-Catalogue does not provide is a finding medium. It gives no pressmarks or call numbers by means of which the books may be located. However, a system of call numbers is being constructed which will bring together on the shelves, and correspondingly in the shelflist, all the various editions of a given work, despite any changes of title which these may develop.

#### REFERENCE AND RESEARCH

The purchasing, repairing, cataloging and copying programs exist, as everyone on the staff recognizes, in order to make the books available to users. The kind of use made of them ranges all the way from that of the casual sight-seer to that of the technical bibliographer or historian. The intelligent visitor who comes for a brief glance at a museum of literary rarities is welcome in the Division, which feels that he has a right to an explanation of some of its main points of interest. But an even greater obligation is felt to the bibliographical or historical expert who writes or calls in person to obtain special

information. He has a right to find someone in the Division who can, as it were, speak his language. This means, in effect, that the reference service should be rendered by a person experienced in medical bibliography and history.

This reference service of the History of Medicine Division has been furnished through the usual media of correspondence and telephone as well as direct service to the actual visitors. In addition to answering queries the Division has made a considerable number of interlibrary loans and has filmed an impressive number of pages on outside orders.

#### BINDING AND REPAIR

At the beginning of 1950 the staff of the Binding Studio was reduced by one full time and one part time person. At this time also it was agreed that, whenever practicable, 17th century volumes in need of binding should be sent to a commercial bindery instead of being done in the Division's Binding Studio.

#### SECURITY FILMING PROGRAM

The microfilming of the rare books for security continues. At the end of 1950 a total of 482 hundred-foot rolls of film had been used for this purpose. On 140 of these the incunabula and the Western and Oriental manuscripts described in the Schullian-Sommer catalog (\*) were copied. On the remaining 342 rolls a total of 733 16th century books and 782 17th century books were copied. There has been some discussion of the possibility of publishing a short-title list of these 1500 items.

Incunabula. The filming of the materials in the Schullian-Sommer catalog was completed at the end of the calendar year 1949. It had been carried out in accordance with what is recognized as the most important principle governing the conduct of such operations. That is to say, full cataloging preceded the copying. The published catalog, to be sure, did not appear until the middle of 1950, but it existed in proof sheets many months before. The numbering and sequence of all items were therefore known in advance, and the filming was done according to the order in the catalog.

Before each item on the film its Schullian or Sommer number was inserted, and the box containing each hundred-foot roll was marked to show which Schullian or Sommer items were there represented.

(\*) See Chapter V

16th and 17th Centuries. For the 16th and 17th centuries the situation is less favorable. There is no published catalog of our holdings for either century, but considerations of security make it seem desirable to film this material as rapidly and accurately as circumstances will allow. There is a checklist on cards for the 16th century, and with this as a guide the filming is proceeding alphabetically, having gone as far as the letter E.

There have been several limitations on the process. Three preliminary investigations are made of each book. First, the content of the work is examined to make sure that it is "in scope." If it is completely non-medical, it is recorded as "out of scope" and is marked for possible exchange with some other library. In the second place, the physical state of the book is examined to see if it is capable of being satisfactorily copied. It may be too tightly bound, may have too narrow margins, may have pages illegible because of "bleeding through" or excessive browning, or may lack certain pages. In any such cases a notation to this effect is put on the card, and steps are undertaken to locate a more adequate or more tractable copy of the book in some other library. The third test is made in the authority file of the catalogers to see if the author's name has been "established." If an approved spelling and alphabetisation have been agreed upon for the name, then the book is set out for filming. Otherwise, the filming is postponed until the book has been cataloged.

For books of the 17th century the work has been done less systematically. The 17th century checklist on cards is still somewhat defective, and it is not being followed alphabetically as a guide. In general, for this century filming is done only of new acquisitions and such older acquisitions as are picked out from time to time for rebinding. The same three special tests are applied here; 1) scope; 2) physical suitability for microfilming, and 3) the establishment of the author's name.

**CHAPTER V**

**PUBLICATIONS**

## CHAPTER V

### PUBLICATIONS

#### THE CURRENT LIST OF MEDICAL LITERATURE

The Old Current List. The Current List began publication in 1941, but it was not until 1945 that it became an official publication of the Army Medical Library. By early in 1948 the weekly issues and monthly subject indexes were no longer on a current basis. Sporadic attempts were made to remedy the situation and some progress was made, but at the time of the death of Miss Mildred Kuch (7 January 1949), then Editor of the Current List, the subject indexes were again falling behind. The situation did not improve until April, 1949. In that month the Medical Library Association met in Galveston, and partly as a result of an overwhelming insistence on the part of that body the Army Medical Library administrators returned to Washington with an all-out determination to eradicate the backlog and have the Current List appear on schedule.

During the last week of April, 1949, the Current List Section was placed under the administration of the Catalog Division and the direct supervision of Miss M. Ruth MacDonald. The situation as of 1 May 1949 was that the weekly issues were a month behind and the monthly indexes were a year behind, the last completed index being that for April, 1948. Miss MacDonald detailed Miss Anita Welge as Acting Editor of the Current List; subject headers were detailed from the entire Library, additional funds were made available, and new personnel temporarily hired to liquidate the backlog. Two indexes were "farmed out," one (May, 1948) to Miss Helen Bayne of New York University-Bellevue Medical School, and the other (June, 1948) to Miss Mary Louise Marshall of Tulane University School of Medicine. The staff was augmented from the seven people normally employed in the Section to about eighteen. By 1 July 1949 the situation was as follows: The weekly issues were again current and work was progressing in two directions on the indexes -- backward on the backlog, and forward to keep up with the current indexes. April through June, 1949, of the current indexes, and May through November, 1948, of the backlog yet remained to be published.

By the end of October, 1949, after six months' administration by the Catalog Division, the Current List was again current. (Indexes for May, 1948, and September and October, 1949, were actually published in November, 1949.)

On 24 October 1949 the Current List Section was transferred from the Catalog Division to the Office of the Director. Mr. Seymour I. Taine, who had been Acting Editor since 19 August 1949, remained in this capacity. By December, 1949, the decks were clear and planning the rehabilitation of the Current List began in earnest.

The story of the discontinuance of the Index-Catalogue and the decision to build a new publication program for the Library has been told in detail elsewhere (Rogers, F.B., and Adams, S., "The Army Medical Library's Publication Program." Texas Reports on Biology and Medicine, 8:271-300 (Summer, 1950)). The problem of getting out the old publication while planning for the new was a large one. All issues under the old plan were published by June, 1950; there remained only three indexes (April, May, June, 1950) which were complete in manuscript form, but which had to await publication until fall of 1950. These indexes were all published during the first week of November.

The New Current List. On 20 March 1950 the Current List Section moved across Independence Avenue into larger quarters in Tampa Hall, a temporary building used by the Library. Beginning 1 April 1950, on a prearranged staggered basis, seven people were transferred from the Index-Catalogue Division to the Current List Section. Other personnel were acquired from the outside, and by 30 June 1950 the total staff numbered 20. The list of journal titles to be indexed was begun. Ten major medical libraries were requested to submit for examination and comparison the lists of their periodical holdings; other indexing services were examined for their periodical coverage; suggestions and advice were forthcoming from many sides on the inclusion or exclusion of journal titles. Finally a basic list of 1,225 titles was agreed upon with the aim of adding 20 or 25 additional titles per month, if possible. In May the first group of journals earmarked for Current List indexing began coming in from the Acquisition Division, and the actual work was in progress.

A great deal of experimentation was involved prior to the successful resolution of the countless problems which arose. What was the most desirable page size? What was the most suitable paper stock? Could a satisfactory numbering device be acquired? Could proper mounting tape be obtained? How many electric typewriters, rolls of paper, cabinets, desks, square feet of space, people, would be required to index "X" number of periodicals containing "Y" articles on "Z" slips per article? While the questions were being answered -- by a business machines manufacturer in New Jersey, by a consultant in a federal office, by over-enthusiastic salesman, by a gummed tape manufacturer in Minnesota -- the work progressed.

The first issue of the new Current List went to press on 10 July 1950. An Appendix to this report shows the publication schedule and statistics on individual issues of the Current List.

As soon as the first issue went to press plans for further changes got under way. In the October issue, governmental Medical Projects Reports were indexed by the new Current List for the first time. The January, 1951, issue was to mark the beginning of a modified subject approach, essentially consisting of expanded standard main headings with subheadings freely derived from the material contained within the specific journal article being indexed. These changes would also necessitate a change in format in the index portion, resulting in a 5-column page instead of the 6-column index utilized previously.

On 15 October the Acting Editor became the Editor, Current List of Medical Literature, and effective 2 January 1951 it is planned to change the designation of the Current List Section to Current List Division, and to name the Editor also as Chief, Current List Division.

### THE INDEX-CATALOGUE

General. Early in 1950, after considerable study, the decision was reached to discontinue the Index-Catalogue following the publication of Volume XI (Mh-Mz) now in preparation. This decision meant a number of necessary adjustments and modifications of the work program in the flow of material, in assignment of duties, and in placement of staff.

Routine. Since the decision had been made that there would be no analyzing or indexing of serials received after 31 March 1950, and no cataloging of monographs (by the Index-Catalogue Division staff) after the same date, the routine flow of all materials through the Index-Catalogue Division was stopped.

Personnel. In April, 1950, several people were transferred from the Index-Catalogue Division to the Current List Section, whose staff was being augmented to care for expanded activity. One person was transferred to the Reference Division. At the end of the year the Index-Catalogue Division staff was composed of 12 persons.

Backlog. The year began with a backlog of about 80,000 journal pieces to be analyzed, plus recorded articles from about 1,700 journals awaiting revision and 50,000 revised reference cards awaiting subject classification. By certain policy measures such as elimination of all material prior to 1914, as well as material in certain peripheral subject fields, and by diligent work of the staff this backlog was reduced to some 20,000 pieces at the end of 1950.



## THE AUTHOR CATALOG

The 1949 Author Catalog, published in April, 1950, contained 607 pages. The volume was prepared from cards copied from mimeographed cards. The copying and proofreading were done at the Library of Congress with some typing help supplied by the Army Medical Library.

All information for inclusion in the 1950 Author Catalog has been prepared by the Library. It includes 12,800 main entries, 2,336 added entries, and 3,331 name references. The 1950 Author Catalog will include a subject index which will result in a volume of over 700 pages, somewhat larger than the 1949 Author Catalog.

At the end of the year the editing of the index was in progress with the work scheduled for completion by the end of January, 1951. The 1950 Author Catalog is expected to be published in April, 1951.

## THE CATALOGUE OF INCUNABULA

It is gratifying to report the publication in 1950 of an important bibliographical work by the Curator of Rare Books, who has charge of all grades of reference service as well as acquisition work in the History of Medicine Division, and by the Special Consultant in Oriental Languages, who at present is listing the Division's large and important acquisitions in the field of early Chinese and Japanese medicine. The volume is entitled A Catalogue of Incunabula and Manuscripts in the Army Medical Library, by Dorothy M. Schullian and Francis E. Sommer. It lists and describes fully the Library's holdings of three classes of books; the first and largest part lists the incunabula; the second part lists "Early Western Manuscripts" (Latin, German, Italian and English), and the last lists Oriental manuscripts (Arabic, Persian, Turkish, Singhalese and Hebrew).

The sections on incunabula and early Western manuscripts were compiled by Dr. Schullian; the part on Oriental manuscripts was compiled by Mr. Sommer. The preface was written by Dr. Max H. Fisch, formerly Chief of the History of Medicine Division. The authors' skill, the enterprise of the Association of Honorary Consultants whose sponsorship made possible this publication, and the taste and craftsmanship of Henry Schuman and the Anthoensen Press have here combined to produce a truly remarkable book.

## THE ACTH BIBLIOGRAPHY

With the cessation of the Index-Catalogue in April and the appearance of the new Current List of Medical Literature in July, the Library re-examined a suggestion resulting from a recommendation from the Committee on Indexing that extensive bibliographies on timely subjects be prepared. As an experiment, the compilation of a bibliography on The Pituitary-Adrenocortical Function, ACTH, Cortisone, and Related Compounds was undertaken. This turned out to be by far the most extensive bibliographic project undertaken by the Reference Division in recent years. In final form it amounted to a list of about 3,000 references, partly annotated, arranged by subject with an author index, in a volume of 366 pages.

The work was commenced in April and completed in early December when it was sent to the Department of Defense Printing Plant for reproduction by photo-offset. The advice received from two specialists in the field of endocrinology who consented to serve as consultants for the project was of the greatest value.

A careful study was made of the problems which arose and the pursuit of similar projects in the future will thus greatly benefit by this experience.

**CHAPTER VI**

**ADMINISTRATION, FINANCE, PERSONNEL**

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### ADMINISTRATION, FINANCE, PERSONNEL

#### GENERAL

The Administrative Division as reorganized consists of the Personnel, Fiscal, Supply, Service, and Mail and Records Sections. Effective 6 November 1950 the Personnel Section was transferred to the Administrative Division and the Personnel Section head was detailed for duty as Special Assistant to the Chief, Administrative Division, and an Acting Personnel Officer was appointed. This was done to facilitate the training of the Personnel Section head for the position of Chief, Administrative Division, in anticipation of the transfer of the present Chief of the Division.

#### PERSONNEL

The authorized strength of the Army Medical Library remained the same throughout the year, 229 civilians and 17 military. Of the civilians, 28 were allotted to the Historical Division of the Surgeon General's Office in the Main Navy Building. The History of Medicine Division (Cleveland) received a separate authorization of 13 positions not included in the above figure, one position having been released at the beginning of the calendar year.

Recruitment continued to account for the majority of the time of the Personnel Officer and his assistant. A continuing effort was made to build a full staff for the Library. Turnover of personnel remained high, with 58 accessions and 54 separations during the year.

Training activities took various forms. Routinely, each new employee upon entry on duty was given an orientation in the Library's policies, facilities and services. Supervisor training was carried out through the medium of films shown to the Supervisor Discussion Group on alternate Wednesday afternoons. In addition, in conjunction with the Staff Association, a series of medical films on various subjects was shown on alternate Thursday afternoons for the first four months of the calendar year.

Classification surveys of all divisions of the Library were made by the Classification and Wage Administration Branch, Surgeon General's Office, during the year.

Statistics pertinent to the Library's personnel activities are shown in an Appendix.

## FISCAL

A brief summary of the fiscal activities of the Library for the fiscal year 1950 is shown in an Appendix.

In connection with the Photoduplication Collection Account an audit was made by the Army Audit Agency for the first time. The auditors recommended waiver of audit for the period prior to 1 July 1950. This waiver was secured and the auditors returned to complete the audit for the period July through November, 1950.

## SUPPLY

The Library's property accounting procedures were thoroughly examined during the fiscal year, and corrective action has been initiated where necessary. The necessity for extensive procurement through devious Army channels has occupied much of the time of the Section. The Library could operate more efficiently if it were exempted from supply procedures designed for military field installations.

## SERVICE

The Service Section has handled an average of 30,000 pounds of receipts and shipments each month, plus a monthly average of 21,000 pieces of incoming and outgoing mail. It has duplicated by mimeograph approximately 26,000 sheets each month and, acting as a central labor pool, has provided miscellaneous services such as moving and repairing for all divisions of the Library.

## MAIL AND RECORDS

The central files of the Library were reorganized. The records administration program has been expanded. Security procedures have been revised and improved.

## BUILDING

Some improvements in the building have been made. Stack lights were installed in the Document Section; a contract for construction of additional toilet facilities was let; additional fans were supplied; lighting in Room 208, occupied by the Acquisition, Catalog and Index-Catalogue Divisions, was improved; the outside trim of the building was painted. Several shifts of space allotments were made, most of them precipitated by the need for providing for the expanded Current List Section.

## WORK MEASUREMENT

A system of continual work measurement was adopted by the Library in January, 1950, with all divisions reporting work measurement data by May. At the close of the year plans were being made toward simplification of the program to obtain more useful information with reduced effort. It is felt that the entire work measurement program has proven worthwhile.

## BOOKS ADDED, BY SOURCE AND CLASS

	<u>1950</u>	<u>1949</u>	<u>1948</u>
<b>BOOKS - Purchases</b>			
Current	6,894	4,335	6,869
Out of print	2,844	2,008	1,606
Old and rare	876	1,919	404
Totals	<u>10,614</u>	<u>8,262</u>	<u>8,879</u>
Transfers	983	1,376	665
Gifts	2,114	5,763	3,578
Backlog	247	104	
Totals	<u>3,344</u>	<u>7,243</u>	<u>4,243</u>
<b>GRAND TOTALS</b>	<u>13,958</u>	<u>15,505</u>	<u>13,122</u>
<b>SERIALS - Purchases</b>			
Current	20,819	15,869	11,658
Out of print	5,143	3,834	8,865
Totals	<u>25,962</u>	<u>19,703</u>	<u>20,523</u>
Transfers	5,618	6,011	5,179
Exchange			
Current List	12,548	9,918	8,159
Medical Library Association	1,701	3,799	1,902
Other	8,897	2,668	
Gifts	20,191	33,668	21,585
Backlog	157	33,315	26,027
Totals	<u>49,112</u>	<u>89,379</u>	<u>62,852</u>
<b>GRAND TOTALS</b>	<u>75,074</u>	<u>109,082</u>	<u>83,375</u>

(It should be noted that the total number of pieces added is lower than in 1949, principally by reason of the absence of the enormous backlog which was eliminated in that year. Figures before considering backlog: 1949 - 75,767; 1950 - 74,917.)

	<u>1950</u>	<u>1949</u>
<b>PURCHASE PERCENTAGES</b>		
Percent of books purchased	76	53
Percent of serials purchased	31	26
Percent of all pieces purchased	37	31

## BOOK EXPENDITURES, BY CLASS AND COUNTRY

Expenditures by Class	<u>1950</u>	<u>1949</u>	<u>1948</u>
<b>BOOKS</b>			
Current	\$ 31,014.83	\$ 19,222.17	\$ 22,893.84
Out of print	3,528.46	5,117.60	8,920.48
Old and rare	<u>9,044.13</u>	<u>12,147.67</u>	<u>9,379.15</u>
Totals	<u>43,587.42</u>	<u>36,487.44</u>	<u>41,193.47</u>
<b>SERIALS</b>			
Current	19,207.82	17,999.92	13,408.00
Out of print	<u>4,435.24</u>	<u>4,876.33</u>	<u>3,697.88</u>
Totals	<u>23,643.06</u>	<u>22,876.25</u>	<u>17,105.88</u>
<b>MICROFILM AND HISTORICAL PRINTS</b>	<u>2,846.82</u>	<u>2,595.17</u>	<u>1,701.39</u>
<b>GRAND TOTALS</b>	<u>\$70,077.30</u>	<u>\$ 61,958.86</u>	<u>\$ 60,000.74</u>

## Major Expenditures, by Country

	<u>1950</u>	<u>1949</u>
<b>BOOKS AND SERIALS</b>		
United States	\$ 24,858.39	\$ 18,715.42
Germany	6,000.00	2,102.35
Japan	4,500.00	353.49
Great Britain	2,503.53	3,197.21
Italy	2,051.47	1,194.81
France	1,930.61	1,827.15
Belgium and Netherlands	1,778.67	2,283.18
Russia	1,550.00	615.79
Switzerland	976.85	514.60



## ACQUISITION ACTIVITIES

	<u>1950</u>	<u>1949</u>	<u>1948</u>
<b>SEARCHING</b>			
Books considered for purchase, not in Library	16,483	20,198	23,974
Books considered for purchase, Library had	<u>7,670</u>	<u>11,407</u>	<u>11,036</u>
Total Items Searched	<u>24,153</u>	<u>31,605</u>	<u>35,010</u>
<b>SERIAL RECORD</b>			
New titles added	881	1,377	1,785
Titles received on Current List Exchange	2,108	2,395	2,377
<b>DUPLICATE EXCHANGE</b>			
Shipments made	738	606	578
Shipments received	217	54	73
Pieces shipped	96,008	62,621	109,218
Pieces received	150,001	84,500	33,323
<b>ORDERS</b>			
Purchase orders written	1,812	2,002	2,248

## CATALOGING STATISTICS

	<u>1950</u>	<u>1949</u>
Titles cataloged - Monographs	8,783	10,601
Titles cataloged - Serials	1,262	1,371
Titles recataloged - Monographs	8,934	2,570
Titles recataloged - Serials	<u>639</u>	<u>545</u>
Totals	19,618	15,087
Titles classified	19,869	7,294
Titles subject headed	16,147	7,919
Cards made, revised, distributed	291,202	299,191
Cards filed		
New Catalog	89,184	78,388
Official Shelflist	20,721	13,182
Art Section	20,454	12,351
Binding Section	9,447 (4)*	31,714
Other filing	<u>39,470</u>	<u>27,012</u>
Totals	179,276	162,647
Copies and volumes added		
New Collection	2,516	2,161
Old Collection	3	88
Total volumes shelflisted	21,189	14,555
<u>Backlogs**</u>		
Processing Section		
Non-Roman alphabets - pieces	975	962
Cataloging Section		
New work - pieces	10,575***	8,747
Pieces awaiting revision	<u>2,775</u>	<u>1,017</u>
Totals	13,350	9,764
Catalog Division's total backlog of new work - pieces	11,550	9,709

\*Figure represents 4 months

\*\*Estimate 75 pieces per shelf

\*\*\*Includes 7,000 pieces in languages not known to staff

## BINDING STATISTICS. ART SECTION STATISTICS

	<u>1950</u>	<u>1949</u>
<u>Binding Statistics</u>		
Volumes sent to Government Printing Office for binding	4,269 (4)*	14,140
Volumes returned from Government Printing Office	7,875	21,630
Volumes put in temporary binders	2,537	623
Volumes mended	4,716	2,452
Volumes lettered	47,652	24,482
<u>Art Section Statistics</u>		
Pictures added to Art Section		
Portrait solicitation	176	6
Transfers from Armed Forces Institute of Pathology	6,210	4,250
Miscellaneous	<u>851</u>	<u>278</u>
Totals	7,237	4,534
Portraits cataloged and sent to History of Medicine Division for mounting	253	1,946

\*Figure represents 4 months

## USE AND CIRCULATION STATISTICS

<u>Items Used</u>	<u>1950</u>	<u>1949</u>	<u>1948</u>
Outside Use			
Interlibrary loans	13,947	11,825	13,426
Individual loans	<u>15,994</u>	<u>17,248</u>	<u>11,633</u>
Total loans	<u>29,941</u>	<u>29,073</u>	<u>25,059</u>
Use in Building			
Readers' requests	58,826	58,429	57,114
Photoduplication requests	<u>41,205</u>	<u>43,552</u>	<u>45,712</u>
Total use in building	<u>100,031</u>	<u>101,981</u>	<u>102,826</u>
GRAND TOTAL, ITEMS USED	<u>129,972</u>	<u>131,054</u>	<u>127,885</u>

Use and Circulation, by Months

	<u>Inter- library Loans</u>	<u>Individ- ual Loans</u>	<u>Readers' Requests</u>	<u>Photo- duplication Requests</u>	<u>Total</u>
1949					
July	1,015	1,025	3,753	2,471	8,264
August	1,168	1,012	4,107	2,910	9,197
September	1,007	1,188	4,269	3,380	9,844
October	1,228	1,119	4,673	2,858	9,878
November	1,171	1,085	4,612	3,635	10,503
December	1,088	1,448	4,918	3,206	10,660
1950					
January	1,237	1,574	6,032	3,515	12,358
February	1,182	1,308	5,122	3,667	11,279
March	1,429	1,670	5,585	4,569	13,253
April	1,142	1,241	6,791	3,815	12,989
May	1,290	1,669	4,870	3,856	11,685
June	990	1,655	4,094	3,323	10,062
GRAND TOTAL	<u>13,947</u>	<u>15,994</u>	<u>58,826</u>	<u>41,205</u>	<u>129,972</u>

## REFERENCE WORKLOAD. PHOTODUPLICATION STATISTICS

	<u>Bibliog- raphies Compiled</u>	<u>Questions Answered</u>	<u>Photo- duplication Requests Identified</u>
1949			
July	17	503	285
August	20	767	20
September	26	927	169
October	17	873	86
November	34	888	103
December	31	864	211
1950			
January	32	933	229
February	37	442	228
March	38	1,043	144
April	20	483	306
May	30	434	130
June	32	481	285
TOTALS	<u>334</u>	<u>8,638</u>	<u>2,196</u>

## Photoduplication Statistics

	<u>1950</u>	<u>1949</u>
Orders received	51,012	52,676
Pages, negative film	1,499,134	1,409,297
Photostats	320,713	494,423
Photoprints	157,999	37,100
Glossy prints	1,515	1,426
Pages, positive film	85,127	33,940
Index-Catalogue cards, 16mm film	1,822,613	None

## HISTORY OF MEDICINE DIVISION

## SEARCHING, CATALOGING AND REFERENCE STATISTICS

Searching and Acquisition

Items searched for purchase		3,720
Items recommended for purchase		1,222
Items added to collection (purchase, gift, transfer):		
Books and manuscripts	915	
Microfilm copies	28	
Portraits	<u>4</u>	
	Total	947

Cataloging

Titles checklisted	762	
Titles re-checklisted	<u>203</u>	
	Total	965
Cards filed:		
Checklist, cross-reference, authority cards	4,691	
Catalog cards	<u>542</u>	
	Total	5,233
Cards sent to Army Medical Library for filing		773
Cross-reference and authority cards prepared		1,381
Binding slips prepared		1,161
Catalog cards typed or supplied with headings		1,623

Reference

Inquiries answered	216
Interlibrary loans	216

## HISTORY OF MEDICINE DIVISION

## BINDING AND MICROFILMING STATISTICS

Binding

Books bound or repaired:		
At commercial bindery		420
At History of Medicine Division		
Binding Studio		<u>952</u>
	<b>Total</b>	<b>1,372</b>
Full leather	113	
Half leather	395	
Buckram	57	
Buckram slipcases, portfolios	39	
Books repaired	429	
(In some cases more than one operation per book)		
Books treated to preserve leather		620
Prints and photographs mounted		116

Microfilming

	<u>Items</u>	<u>Pages</u>
Books filmed for acquisition	27	5,717
Books filmed for security	949	291,016
Books filmed for outside orders	<u>108</u>	<u>6,371</u>
<b>Totals</b>	<u><u>1,084</u></u>	<u><u>303,104</u></u>

## CURRENT LIST OF MEDICAL LITERATURE STATISTICS

Geographic Distribution of Current List

		<u>Number of Copies</u>
Free or on Exchange Basis:		
United States		1,709
Foreign		<u>1,748</u>
	Total	3,457
Paid Subscriptions:		
United States		1,041
Foreign		<u>157</u>
	Total	<u>1,198</u>
	GRAND TOTAL	<u><u>4,655</u></u>

Publication Calendar

<u>Issue</u>	<u>Date Manuscript Released</u>	<u>Date Printed Book Delivered</u>	<u>Number of Items</u>	<u>Number of Journals Indexed</u>
Vol. 19, No. 1 July, 1950	10 July	2 August	2,992	1,225
Vol. 19, No. 2 August, 1950	10 August	13 September	5,771	1,251
Vol. 19, No. 3 September, 1950	6 September	28 September	6,732	1,271
Vol. 19, No. 4 October, 1950	2 October	20 October	6,916	1,292
Vol. 19, No. 5 November, 1950	2 November	22 November	12,394	1,312
Vol. 19, No. 6 December, 1950	6 December	27 December	Cumulation	
Vol. 20, No. 1 January, 1951	22 December		7,017	1,317



## INDEX-CATALOGUE DIVISION STATISTICS

	<u>1950</u>	<u>1949</u>
Periodical issues received	39,434	56,363
Periodical articles indexed	256,409	215,669
Books cataloged	11,906	10,679
Items headed	135,352	159,641
New cards filed - subject index	99,252	157,792
Cards filed and refiled (total)	562,817	414,936
Backlog:		
Journals awaiting analysis	33,500	73,478
Polygraphs awaiting analysis	913	1,082
Monographs awaiting cataloging	19,400	20,000
Journals analyzed awaiting revision	13,000	1,363
Articles cataloged awaiting revision	78,000	7,298
Journals analyzed awaiting heading	9,000	5,400
Cards revised awaiting heading	58,000	46,685

## PERSONNEL STATISTICS AND ACTIONS

Statistics as of 31 December 1950

Positions authorized (civilian)	213
Temporary overstrength	5
Military personnel	11
WAE personnel	4
	<u>233</u>
Less vacancies	<u>13</u>
Personnel on duty: Office of the Director	26
Acquisition Division	33
Administrative Division	22
Catalog Division	51
History of Medicine Division	14
Index-Catalogue Division	12
Reference Division	<u>62</u>
Total personnel on duty	<u><u>220</u></u>
Average number of persons employed during year	189
Absences: Annual leave (man-hours)	28,972
Sick leave (man-hours)	19,793
Other leave (man-hours)	4,933
Percentage of effectiveness	86.5

Personnel Actions

Appointments	58
Accessions during 1950 on duty at end of year	48
Separations	54
Promotions	25
Conversions to probational or classified status	10
Reallocation to higher grade	4
Reallocation to lower grade	3
New positions established	20
Pay increases for superior accomplishment	2
Meritorious service award	1

## FINANCIAL STATISTICS

<u>Purpose</u>	<u>Allotted</u>	<u>Obligated</u>
Rentals	\$ 150.00	\$ 139.53
Field Contract Binding	2,500.00	2,500.00
Repairs and Alterations	1,800.00	1,800.00
Subscriptions	12,500.00	12,451.69
Supplies	28,000.00	25,877.63
Equipment	13,000.00	9,738.34
Books	56,500.00	56,445.90
Transportation	100.00	61.88
Travel	5,772.00	5,751.28
Postage	2,640.00	2,640.00
Edgar Bequest	1,399.28	131.31
	<u>\$ 124,361.28</u>	<u>\$117,537.56</u>

Estimated Cost to Army for Operation of Army Medical Library:

Allotted Funds (Actual obligations as above)	\$ 117,537.56
Civilian personnel salaries (Medical Department - estimated)	947,465.00
Military personnel salaries	66,500.00
Printing and binding (estimated)	76,500.00
Real Estate Rental (Engineers)	9,000.00
Signal Corps Supplies and Equipment	39,400.00
Quartermaster Supplies and Equipment	22,200.00
Transportation Service	2,000.00

Estimated Total Operating Cost to Army \$1,280,602.56

Collections for photoduplication services \$ 19,090.00

