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ARMY MEDICAL LIBRARY

ANNUAL REPORT

For the Calendar Year Ending
31 December 1951



WASHINGTON, D. C.

1952

LETTER OF TRANSMITTAL

DEPARTMENT OF THE ARMY

Army Medical Library

Major General George E. Armstrong
The Surgeon General, U. S. Army

General:

I have the honor to submit my report as Director of the Army Medical Library for the calendar year 1951. The statistics exhibited in this report cover, except when otherwise stated, the fiscal year ending 30 June 1951.

FRANK B. ROGERS
Lt. Col., MC
Director

1 March 1952

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OFFICERS OF THE ARMY MEDICAL LIBRARY

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

Office of the Director

Chief Librarian	Kanardy L. Taylor
Adjutant	Harold W. Tucker, Capt., MSC
Administrative Assistant	Ethel M. Chase
Secretary	Alice E. Luethy

Administrative Division

Chief	Joseph Tucker
Assistant Chief and Office Service Section, Head	George B. Hall
Mail and Records Unit, Head	Toni Mancini
Supply Unit, Head	Joseph McGroarty
Services Unit, Head	Enas Broadway
Fiscal Section, Head	Aldine D. Mudd
Personnel Section, Personnel Officer	Martha S. Dietrich

Acquisition Division

Acting Chief	Leslie K. Falk
Order Section, Head	Joseph B. Runey
Gift and Exchange Section, Head	Marion H. Holdowsky
Selection and Searching Section, Head	Leslie K. Falk
Serials Section, Head	I. Nathaniel Markfield

Catalog Division

Chief (Assistant Librarian)	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

Current List Division

Chief (Editor)	Seymour I. Taine
Subject Heading Section, Head	(Vacant)
Composition Section, Head	Wilhelmina W. Bishop
Assembly Unit, Head	Wilhelmina W. Bishop
Typing and Proofreading Unit	Fannie W. Stalks

History of Medicine Division*

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

Index-Catalogue Division

Chief (Editor)	Claudius F. Mayer
Assistant Chief	Isabelle W. Entrikin
Editorial Section, Head	Claudius F. Mayer
Catalog Section, Head	Edward A. Miller
Indexing Section, Head	Harold F. Koehler
Subject File Section, Head	Hertha E. Bishop

Reference Division

Chief (Assistant Librarian)	Estelle Brodman
Circulation and Book Custody	
Section, Head	Robert B. Austin
Reference Section, Head	Mary E. Grinnell
Document Section, Head	Charles A. Roos
Photoduplication Section, Head	Raymond H. Eckenbach

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
Temporary Building 8
3800 Newark Street, N. W.
Washington 25, D. C.
Madelyn K. Purcell, Librarian

*Located in Cleveland, Ohio

INTRODUCTION

John Shaw Billings, in speaking of the history of medicine, said, "To attempt to isolate the history of medicine, and to comprehend its curious ebbs and flows of doctrine from medical writing only, is like cutting a narrow strip from the center of a piece of tapestry and speculating upon the origin and purpose of the cut threads of patterns that may be found in it." And so it seems sometimes in the review of a single year's work of an institution. There is danger in becoming so involved in the detailed work and activity of a circumscribed period of time that we lose proper contact with the historical continuity that constitutes the whole. It is important to remember that while intended primarily to serve the medical officers of the Armed Forces, the Army Medical Library is also the national medical library; while the Library's chief daily concerns are to acquire, organize, and make available the world's publications in medicine and the allied sciences, its basic purpose, and the reason behind all its efforts, is to be of maximum service to those who "remain close, heart and hands, to the problem of disease."

In this perspective is offered the detailed report which follows.

Future Status of the Library

As stated in last year's report, the National Research Council had established, at the request of the Secretary of Defense, a Committee on the Army Medical Library, whose purpose was to consider the proper location of the Army Medical Library in the governmental structure. The members of the Committee were as follows:

Dr. George W. Corner, Chairman
Dr. S. A. Asdell
Dr. Stanhope Bayne-Jones
Dr. A. R. Dochez
Dr. Alden H. Emery
Dr. A. LeRoy Johnson
Dr. Harry Miller Lydenberg
Dr. Karl F. Meyer
Dr. Richard H. Shryock
Dr. Merle A. Tuve
Dr. Alexander Wetmore

The first meeting of the Committee was held on 25 January 1951. For a part of the session the Director of the Army Medical Library was present to answer questions raised by the various members. The second meeting of the Committee was held on 26 March 1951. At this meeting various agencies using the Army Medical Library were asked to testify as to the amount of use they made of the Library, how they used it, what kind of service they received, and so forth. Among those present were Mr. Scott Adams, National Institutes of Health; Colonel Robert J. Benford, U. S. Air Force; Mr. Joseph Becker, Central Intelligence Agency; Mr. Foster Mohrhardt, Veterans Administration; Colonel William S. Stone, U. S. Army; Captains C. C. Shaw and G. W. Shilling, U. S. Navy; and Dr. Leonard A. Scheele, U. S. Public Health Service. The third meeting of the Committee was held on 11 May 1951, and the final report of the Committee was delivered to the Secretary of Defense on 25 May 1951. The Committee's report was considered at the eleventh meeting of the Armed Forces Medical Policy Council, on 28 May 1951, and at many subsequent meetings.

The Armed Forces Medical Policy Council agreed to the proposition that "the Library shall be a joint agency of the three military departments, under the management control of the Secretary of the Army, subject to the policy direction and guidance of the Secretary of Defense." A charter for the proposed new Library was drafted, and this charter underwent a series of revisions and amendments. As the year came to a close a firm version of the charter had been arrived at and approved by the three armed services, and final approval and signature by the Secretary of Defense was imminent.

Honorary Consultants

The Eighth Annual Meeting of the Association of Honorary Consultants to the Army Medical Library was held in Washington on 26 October 1951. The proceedings of the meeting are to be published in full in the April 1952 issue of the Bulletin of the Medical Library Association. Dr. Michael E. DeBakey was elected a member of the Executive Committee to succeed Dr. Reginald Fitz, whose term had expired. Dr. I. S. Ravdin presented to the Consultants a picture of what was transpiring in the Department of Defense in regard to reorganization of the Library. The Association adopted a resolution empowering its Executive Committee "to take such action as would be appropriate to aid in the future development and welfare of the Library, and as may be necessary to terminate the corporate existence of the Association when and if the Army Medical Library ceases to exist as such."

Index Committee

The Committee of Consultants for the Study of the Indexes to Medical Literature Published by the Army Medical Library met twice during the year. The tenth meeting was held in Washington on 13 April 1951,

and the eleventh meeting was held in Baltimore on 25 October 1951. Dr. Austin Smith, Editor of the Journal of the American Medical Association, was welcomed as a new member of the Committee. The Committee continued to debate the many knotty issues before it, and to scrutinize and make recommendations on the work of the Johns Hopkins Research Project.

Research Project

The contract for the Research Project at the Welch Medical Library of the Johns Hopkins University was renewed. The Project, under the direction of Dr. Sanford V. Larkey, continued its studies of the indexing and abstracting coverage of medical periodical literature, and during the latter half of the year, working with members of the Army Medical Library staff, helped to develop a new Subject Heading Authority List for the Current List of Medical Literature. The Project's research into the possible use of machine methods in medical bibliography was intensified; a paper by the Project staff entitled "Categorization as a Basis for Machine Coding" was issued in the fall, and indicated that considerable progress had been made. As the year ended a shipment of some new IBM machines was expected momentarily, subsequent to which the Project staff expected to make a series of experimental pilot runs of material already indexed on punched cards.

Gillmore Bequest

Although the Bequest was announced in 1949, it was not until this year that the will of Mrs. Emma Wheat Gillmore was probated and a check for \$23,434.75 deposited in the United States Treasury.

This fund, in accordance with the terms of the will, is to be used to purchase "whatever personal property the said Trustee, or successor Trustee, shall, in his judgment, determine to be useful or beneficial to the Army Medical Library ... and thereupon to present, give, and donate said personal property to the Army Medical Library, aforesaid, in the name of my late husband, Robert Tracy Gillmore, and myself, Emma Wheat Gillmore."

Survey of Libraries in Field Installations of the Army Medical Service

In February 1951 Captain Harold W. Tucker, MSC, was recalled to active duty from his position as Librarian of the Gary Public Library, Gary, Indiana. The Army Medical Library was fortunate in having Captain Tucker assigned as a member of its staff.

Captain Tucker served in the capacity of a special assistant to the Director throughout the remainder of the year. At first he was occupied in several small administrative surveys of problem areas

within the Library, but beginning in April his major attention was given to a survey of the facilities of Army Medical Service libraries in the field.

The Director requested Captain Tucker to inquire into the present status of medical library services in the field, to uncover the factors responsible for any deficiencies that might exist, and to develop recommendations as to measures which would eliminate such deficiencies. While the Army Medical Library exercises no command responsibilities over field libraries, it is obvious that local library facilities at hospitals and other installations are of direct concern to the Army Medical Library in its attempts to develop its own services to the highest degree of efficiency. It was contemplated that Captain Tucker's report, with recommendations, would be submitted to the Surgeon General for such action as he deemed advisable.

Preliminary plans for conducting the survey were made, and a tentative list of field establishments to be visited was prepared. These installations were chosen with regard to their command jurisdiction (Class I or Class II), geographic location, size, mission, and date of establishment. The final itinerary included all Class II hospitals, several Class II organizations other than hospitals, and a judicious sampling of the much more numerous Class I installations. A few civilian medical libraries in the vicinity of Class II hospitals were included as each trip was planned in detail.

Before beginning the visits, Army publications concerning libraries of any type were examined. Particular attention was given to current methods of procuring books and journals, and to financial allowances to the medical libraries of the Army Medical Service. On these subjects the personnel of the Supply Division, Office of the Surgeon General, were frequently consulted. Advice of the Assistant Librarians for Cataloging and for Reference Services was sought and obtained. Conferences were held with the Director of the Veterans Administration Library Service, and in this connection Captain Tucker made visits to the Central Library Service of the Veterans Administration to observe its operation. Arrangements were made for joint field trips to Veterans Administration and Army Medical Service installations with Mr. Henry Gertland, Assistant Director of the Veterans Administration Library Service. A survey checklist was compiled, revised, and approved. The Director gave instructions that the study was to assume the broadest possible character, with major emphasis being given to resources, organization, management, use, methods of supply, services offered, relationship with post and patients' libraries, and with the Army Medical Library.

A record of the installations visited during 1951 appears below.

25 June - 6 July San Antonio, Texas (with Miss Estelle Brodman)
 Brooke Army Hospital
 Medical Field Service School
 School of Aviation Medicine (Air Force)
 Bexar County Medical Society

Denver, Colorado
 Fitzsimons Army Hospital
 Denver City and County Medical Society
 University of Colorado Medical School

Chicago, Illinois
 Medical Nutrition Laboratory

7-8 August (with Lt. Col. Frank B. Rogers)
 U. S. Army Hospital, Fort Lee, Virginia
 U. S. Army Hospital, Fort Eustis, Virginia

12-13 September Valley Forge Army Hospital, Phoenixville, Pa.

18-20 September Murphy Army Hospital, Waltham, Massachusetts
 U. S. Army Hospital, Fort Devens, Massachusetts
 Boston Medical Library, Boston, Massachusetts

4-5 October (with Mr. Henry Gartland)
 Columbia VA Hospital, Columbia, South Carolina
 U. S. Army Hospital, Fort Jackson, South Carolina

15 Oct. - 2 Nov. Tacoma, Washington
 Madigan Army Hospital

Seattle, Washington
 U. S. Army Hospital, Fort Lawton
 University of Washington Medical Library

San Francisco, California
 Letterman Army Hospital
 Lane Medical Library (Stanford University)
 University of California Medical Library
 U. S. Army Hospital, Camp Stoneman

Fort Ord, California
 U. S. Army Hospital

El Paso, Texas
 William Beaumont Army Hospital

Hot Springs, Arkansas
 Army and Navy Hospital

As the year came to a close, only the following installations remained to be visited:

U. S. Army Hospital, Fort McPherson, Atlanta, Georgia
U. S. Army Hospital, Fort Benning, Columbus, Georgia
U. S. Army Hospital, Fort Bragg, Fayetteville, N. C.
Percy Jones Army Hospital, Battle Creek, Michigan
U. S. Army Hospital, Fort Custer, Battle Creek, Michigan
Army Medical Research Laboratory, Fort Knox, Kentucky
Walter Reed Army Hospital, Washington, D. C.
Army Medical Service Graduate School, Washington, D. C.

Captain Tucker will devote the remaining months of his tour of service to the development of a full and detailed report on his findings.

Organizational Changes

Effective on 1 January 1951 the Current List Section was removed from the Office of the Director and given divisional status, with the Editor, Mr. Seymour I. Taine, assuming the title of Chief of the Division.

The position of Assistant to the Director was abolished effective 1 April 1951 and concurrently the new position of Chief Librarian was created. The incumbent of this new office acts as Executive Officer to the Director, and coordinates the work of the various divisions of the Library. Mr. Kanardy L. Taylor was transferred from the old position to the new.

At the same time the Chiefs of the Acquisition, Catalog, and Reference Divisions were given the additional title of Assistant Librarian in their respective fields, as an indication of the larger measure of responsibility for independent action which is delegated to them, and in recognition of the core character of their staff responsibilities.

One of the recommendations in the report of the Inspector-General submitted in June 1951 was that the Historical Division, which is primarily engaged in writing the medical history of World War II, be transferred from the Library to another headquarters. Accordingly, effective 1 December 1951 (Office Order No. 67, DA SGO 1951) the Historical Division was redesignated the "Historical Unit, Army Medical Service, Walter Reed Army Medical Center, Washington 12, D. C."

Scope and Coverage

Continuing work begun last year in the area of defining a policy of scope and coverage for the Library, two orders were published on this subject. Library Order No. 3 of February 1951 set forth in considerable detail the Library's policy on scope and coverage, as derived from recommendations of the Committee; Library Order No. 6 reconstituted

the Committee and prescribed the particular new areas to which its attention should be devoted.

The Committee immediately took action by beginning a survey of the collection section by section, preceding the reclassification activities of the Catalog Division. By the middle of the year all of the monographs in the main stacks had been screened.

In addition, Dr. Ilse Bry, the Librarian of the New York Psychoanalytic Institute, was invited to make a preliminary survey of the collections in psychology, psychiatry, and psychoanalysis in an attempt to evaluate those holdings. The report of this survey was being examined at the end of the year.

Space

The need for space continues to be an ever-increasing problem and efforts continue to try to alleviate the pressure, even if only temporarily.

It was necessary during the year to move some 20,000 volumes from the collection housed in the Fisheries Annex to Cleveland. This made space available in the Annex to receive the overflow from the main stacks (a much needed relief) and from the first floor of Tampa Hall the monograph portion of the duplicate exchange.

Into the space thus made available on the first floor of Tampa was moved the Typing Unit of the Current List Division, allowing sorely needed room for expansion of that Division's growing activities.

The Receiving Unit of the Acquisition Division recently has been moved from the space it occupied in the Binding Section of the Catalog Division to a room in the basement. This room was traded to the Acquisition Division by the Reference Division for another basement storage room. In addition to freeing urgently needed space to the Binding Section, by this move the Acquisition Division acquired additional shelving space and room for storage of backlogged oriental shipments.

Toward the end of the year the Library was informed that there was a strong possibility that the Library's space in the Fisheries Annex would have to be vacated entirely, as that space was being considered for another agency. In exchange for this loss, space in one of the nearby so-called temporary buildings is to be provided.

Building Maintenance

Throughout the year the Library staff was hampered by the deficiencies of the buildings, and by the inactivity of the Public Buildings Service in correcting those faults which were repeatedly called to their attention.

It required many months and several soakings of valuable materials to obtain action in repairing a leaking roof.

During the year we were notified that because of reduction of funds available to General Services Administration there would be a reduction in the regular cleaning and janitorial services. This work, which for so long had been below standard, is now much further below the standards maintained in other government buildings.

Near the end of the year notice was given that the guard service at the main entrance was to be curtailed, and that this building would have such service only at night. Officers of both the Library and the Armed Forces Institute of Pathology have requested reconsideration of this action.

Library Manual of Operations

Every division and section of the Library worked diligently throughout the year to revise the old, outdated manual procedures or to write new ones for those procedures in their respective divisions which were not yet covered. As a result, most of the Manual of Operations has been rewritten and greatly augmented. It is hoped to have this library-wide project completed early in the new year.

Personnel

Two changes among the division chiefs occurred during 1951. On 21 March Mr. Joseph Tucker succeeded Mr. Sam W. Roberts as Chief of the Administrative Division. Mr. Roberts was transferred to an administrative position in the Central Intelligence Agency in Washington. Mr. Tucker formerly was the Library's Personnel Officer.

Mr. Joseph Groesbeck, Assistant Librarian for Acquisitions, resigned effective 12 October to accept the position of Chief of the Processing Division of the United Nations Library in New York City.

The enlisted detachment at the Library was gradually disbanded during the year, civilian positions being substituted where necessary. At the close of the year the only military personnel at the Library were the Director and his Adjutant.

In-Service Training

Because of an expressed interest on the part of the staff, and because of the desire of the administration to provide instruction on problems common to the several divisions of the Library, a staff Committee on In-Service Training was appointed in October. The Committee, charged with the responsibility of surveying needs and making recommendations, has submitted its first report, which is currently being studied.

Staff Cooperation

We call especial attention to the faithful, daily labor of the entire Library staff, without whose constant devotion to duty none of the projects enumerated in the following pages could have been accomplished.

CHAPTER I

ACQUISITIONS

GENERAL

The year ended 31 December 1951 was characterized by implementation of policy decisions taken in the previous year, rather than by any major revision of general acquisition policy. Thus, the deliberations and recommendations of the Committee on Scope and Coverage, the planned withdrawal of non-medical books, the formation of a working collection for the Office of the Surgeon General of the Air Force, the disposal of a large volume of non-medical U. S. Government documents stored in Cleveland, the exchange of a group of 16th century duplicates, a review of alternate methods of procuring foreign books, the development of a new serials checking card, the construction of a punched card serial title file, and many of the other accomplishments discussed in some detail in the sections which follow reflect policy decisions taken in 1950.

Scope. The report of the Committee on Scope and Coverage and the resultant Library Order No. 3, 1951, provided a long needed statement of the Library's collecting interests. The Acquisition Division participated directly in the development of this statement, and following its publication put it to the test of practicality. In general it has been found to be clear and precise, but some contradictions and omissions have been noted, and some decisions questioned. When further experience with the guide has exposed all of its shortcomings, it can be revised to express quite satisfactorily the desired range and depth of the Library's collecting. It represents a firm step forward in the direction of clearer definition of our objectives, and consequently is an advance toward that control of our bibliographical resources the necessity for which was explained in some detail in the Annual Report for 1950.

Withdrawals. The withdrawal of non-medical, doubtful, and duplicate books from the collections has been a task in which the Acquisition Division engaged together with the Reference, Catalog, and History of Medicine Divisions, and with the Director. Decision to withdraw some books, such as 19th century chemistries, cookbooks, U. S. Government documents of non-medical agencies, general military histories, was prompted by the deliberations of the Scope Committee. The action was encouraged by the ever more acute problem of finding space for the ten thousand or more books and the hundred thousand serial issues which the Library adds annually. The opportunity was thrust upon all concerned by the program of recataloging the unclassified monograph collections in the main stacks and the annex.

By mutual agreement the following procedure was followed. Moving always just ahead of the recataloging team, the Chief, Reference Division, or her deputy examined all of the monographs in a given subject ("Chemistry," "Children," "Zoology," etc.) and marked those recommended for withdrawal because they were "out of scope" as defined by Library Order No. 3, because they were unnecessary duplicates, or because they were superseded works in a field in which the Library has no responsibility to preserve all editions of a title or to provide a retrospective view of a subject. Next, these nominations for withdrawal were reviewed by the Chief, Acquisition Division, or his deputy. Differences of opinion were discussed by the two Division Chiefs. If they could not be resolved, they were in some instances referred to the Director; in general, however, the motto was "If in doubt, keep." After review the volumes marked for withdrawal were delivered to the Catalog Division where existing records were cleared and notice of the withdrawal was sent to the Index-Catalogue and Reference Divisions for annotation of official copies of the Index-Catalogue and for addition to the withdrawal file maintained in the Reference Division. The books themselves were then forwarded to the Acquisition Division for disposal. Most of them were transferred to other libraries (chemistry to the Library of Congress and to the John Crerar Library, agriculture to the Department of Agriculture Library, general census material to the Library of Congress Census Project, military history to the Army Library, etc.). Some, particularly duplicates of recent date, were added to the duplicate exchange stock; a few worthless volumes were salvaged as waste paper.

In another withdrawal action the Acquisition Division negotiated the exchange of about two hundred duplicates from the collections of the History of Medicine Division. Many of these were defective copies which have been replaced by perfect copies. Others were gifts to the Library which duplicated volumes already in the collection. By the exchange the Library acquired nearly four hundred historical prints plus a sizable credit to be used for the purchase of books, chiefly of the 16th century and not now in the Library.

Space. Physically the Division shifted about somewhat during the Year. The Serials Section expanded into the area cleared by removal of part of the Bio-Bibliography collection in the southwest quarter of Room 208; the receiving desk was moved to a room in the basement convenient to the Mail Room; the Duplicate Exchange area was again reduced to the point where wholesale disposal of many duplicates became an immediate necessity. The staff put up cheerfully with the inconvenience of these shifts, and the net result was a considerable improvement of our crowded areas.

SELECTION AND SEARCHING SECTION

Foreign Blanket Orders. The return to something like normalcy in the world's book trade during 1949-1950, following the chaos of the war years and the years immediately following, prompted a review of our receipts from those European countries in which we had been depending upon blanket orders. The review was accomplished by the Selection and Searching Section,

with the help of the Order Section. It took the form of an exhaustive check of the national bibliographies of several countries against our catalogs and acquisition records. It disclosed that our agents, acting under blanket instructions, had performed unequally and at best only moderately well. We came to the decision, therefore, to give up the device of the blanket order wherever the book trade was normally well organized, where there were no peculiar difficulties of communication, and where currently published material was adequately recorded in a national or other bibliography. It was decided that where those conditions were met we would make our own selection from the bibliography and place orders for specific titles. To insure promptness we arranged to receive checking copies of the major bibliographies by air mail, to search them on a regular schedule, and to order at regular intervals by air mail.

Farmington Plan. This decision necessitated partial withdrawal from the Farmington Plan of the Association of Research Libraries, which is, essentially, a combined blanket order placed by all participating libraries. We did not, however, withdraw support from the Plan to which the Library has subscribed since its inception. We volunteered to continue to use the agents designated by the Plan, but to place specific orders with them, rather than to depend on their judgment in selecting books for us.

ORDER SECTION

Problems. The decision to give up blanket orders wherever possible, as indicated above, had certain implications for the Order Section. It imposed the necessity of prompt and regular ordering of foreign books which under the blanket order scheme would have been received without prior effort of the Order Section beyond the selection and instruction of agents. Also, it implied a decrease in the amount of "carding" required when books were received under blanket order terms. In other words, it meant that in many areas the operation of preparing order cards would be performed as an initial step in the procurement process rather than as a processing step taken after receipt of the books.

New Order Form. This change in work order bolstered an Order Section proposal which had long been under consideration; that is, the recommendation that a 3"x5" multiple slip order form be used in the place of the order card (which is the basic record of purchase) and the authorizing letter (which lists books ordered). Renewed study was being given to the multiple slip form at the close of the year.

Domestic Blanket Orders. During the year the Order Section reviewed the effectiveness of our arrangement with a New York dealer for automatic receipt of the current U. S. medical books of fifty publishers. The review disclosed that during twelve months he had delivered to us a total of 800 books to a value of \$5,374 by means of semi-weekly special delivery mailings. The conclusion was that his performance had been excellent; coverage was good, delivery prompt, billing accurate, discounts attractive.

Moreover, the Library had effected a considerable saving of labor and increase in efficiency by dealing with one agent rather than with fifty publishers. Thus the 800 books were purchased by execution of 62 purchase orders; if acquired directly from fifty publishers, 200 or more purchase orders would have been written, and a commorably greater number of letters.

SERIALS SECTION

Changes. The work of the Serials Section in discovering titles, recording receipts, and claiming missing serial issues took on a new importance with the publication of the Current List of Medical Literature in its new form. More than ever before the Serials Section was on its mettle to acquire, record, and route its materials promptly and accurately. Toward that end several reassignments of work and changes in procedure were made. Establishment of temporary entry in the Serial Record was made the primary duty of one person, and it was reiterated that prompt handling of new titles was the goal. The rules of procedure for establishing entry were simplified, and as a result the number of new entries set up in the Serial Record rose to about one hundred per month despite a long siege of illness suffered by the assistant chiefly responsible.

Claiming. Prompt claiming of missing serial issues also took on added importance with the inauguration of the new editorial policy of the Current List. One person was assigned to the task of claiming, and a rigorous schedule was established to insure both claiming and following up unanswered claims. As a subsequent development of this intensified program of claiming, hundreds of letters were written to publishers of inactive journals inquiring into their status; the replies, or the absence of reply, settled many questions of current publishing status, and permitted the removal of many dead titles from the Serial Record.

The method of claiming which was introduced as a matter of necessity was effective but extravagant. Accordingly, attention was given to the possibility of using the movable tab indicator device which is used in many other libraries. The advantages of the device were readily seen, but it could not be employed with the cards used in the Serial Record. Consequently, the whole form of the Serial Record and its cards came under review, and some tentative decisions were made to adopt a wholly different checking card which would accommodate the indicator device.

The press of current business, however, made it seem quite unlikely that new forms could be devised, a mass of information transcribed, and the new cards installed without completely disrupting the current work of the Section. At this point the Division was fortunate in acquiring the services of Captain Harold W. Tucker, who was assigned the task of pushing the study through to a close and directing the change-over from old cards to new. By the end of Fiscal Year 1951 Captain Tucker, working with the Head of the Serials Section, had designed new checking cards to meet the particular needs of the Library and had drawn up a plan for converting from the old records to the new.

During the summer, thanks to temporary assistance made available to the Section, the new checking cards were prepared and substituted for the old cards in the Serial Record. With delivery of the sliding tab indicators in the fall there remained only the task of inserting them in the Kardex to complete the major phase of the change-over.

IBM Project. The other principal event of the year in the Serials Section was the IBM punched card serials control project upon which the staff of the Section worked together with the Reference Division and with the Johns Hopkins Research Project. This project involved the detailed analysis of about 6,000 serials. When the major phase of the project was completed the Library had a file of 4,765 cards representing currently received journals and about 1,500 additional cards representing Oriental titles, documents, and hospital reports.

In October, with the co-operation of the Armed Forces Institute of Pathology and the Machine Records Branch of the Medical Statistics Division, Office of the Surgeon General, these cards were sorted and the titles listed by country and acquisition source. Some of our subscription lists were submitted to dealers in the form of sections of these lists. This was admittedly an experimental application and was not entirely satisfactory, chiefly because of an entry system not corresponding to the Serial Record, and changes in sources not reflected in the coding.

GIFT AND EXCHANGE SECTION

The Gift and Exchange Section enjoyed a very busy and profitable year, both in the volume of materials acquired for the Library and in the volume of duplicates placed in other libraries. The statistical portion of this report records the substantial figures on incoming and outgoing exchange materials, and some of the major projects undertaken by the Section are described under "Bibliographical Projects." To these should be added these facts which illustrate the general activity and usefulness of the Section: 4,000 serial issues were sent to U. S. Army installations; 3,000 issues went to Veterans Administration hospitals; 10,000 went to non-governmental U. S. institutions; 3,000 to the United States Book Exchange; 50,000 to libraries outside the United States; a small study of receipts by exchange suggests that the monetary value of material received is in the neighborhood of \$20,000 annually, and that, more importantly, most of the material thus received could not be obtained in any other way.

PERSONNEL

Mr. Joseph Groesbeck, Chief of the Acquisition Division, was absent on a leave-without-pay status from 16 April to 13 July, and resigned as of 12 October. Mr. Richard Dier, Head of the Order Section, resigned at the end of June. This position remained vacant until 1 October when Mr. Joseph B. Runey entered on duty. As a consequence of these departures

and changes the Division lost over fourteen hundred man hours at a high level of supervisory planning and professional activity. In addition, several other key positions remained vacant for long periods, further impairing the efficiency and productivity of the Division as a whole.

OUTSTANDING ACQUISITIONS

Among the acquisitions of the year the following should be noted: the Acta Eruditorum, 1682-1731 (81 volumes); the annual gift of the American Medical Association amounting to 15,700 journals of which 1,616 or 11.5% filled gaps in the collection; the purchase of 260 books of the 17th and 18th centuries from the Paris firm of Thiebaud; the acquisition by exchange of 377 portraits of medical figures chiefly of the 17th and 18th centuries; and, also by exchange, 672 bound volumes of French theses from seven universities.

BIBLIOGRAPHICAL PROJECTS

The following are the chief bibliographical undertakings of the year: an 80-page French journal want list was prepared by the Gift and Exchange Section and sent to 237 French libraries, with gratifying results in material received; cards listing our needs in British, Czech, Italian, Spanish, and Portuguese journals were prepared and filed with the United States Book Exchange; lists of our duplicate books, pamphlets, and serial titles were prepared and sent to 500 libraries; a series of Latin-American want lists which, taken together, ran to about 100 pages was completed and circulated in the fall; the second supplement of the Union List of Serials was checked; a list of Japanese journals currently received was revised and distributed upon request; a selective list of Latin-American medical journals was prepared and distributed in co-operation with the Medical Library Association.

CHAPTER II

CATALOGING

GENERAL

As long as the Library searches the world over for items to add to its collections it will probably have cataloging problems and backlogs.

Despite the strains and stresses of a difficult assignment, the Catalog Division increased the efficiency of its work performance.

CATALOGING POLICIES AND PRACTICES

Catalog Division Manual: During the year 68 Division Manual procedures were newly written or revised. All sections participated so well in the project that the end of the year finds the Catalog Division Manual in excellent shape.

History of Medicine Division Cataloging: This topic is only in-scope for the Catalog Division report insofar as it concerns the necessary coordination of all cataloging done in the Library. Throughout the year the two cataloging groups worked together closely and smoothly. Under a general work agreement the HMD Cataloging Section forwards to the Library Cataloging Section all the name authority cards it prepares. These are checked with and filed in the Library's Name Authority File to insure uniformity in name forms. Any discrepancies are cleared through correspondence before the related catalog cards are duplicated. From 40 to 50 name authority cards are received monthly from the HMD Cataloging Section.

When titles cataloged in HMD are typed on multilith mats, the mats are forwarded to the Processing Section, which takes care of the reproduction of the cards and of their return to Cleveland.

There is a certain amount of cataloging of recent titles being done in the Catalog Division for the History of Medicine Division. The reason for this is that special cataloging rules are applied to titles published prior to 1801 and this is the group of material being cataloged in HMD. Publications of later date are cataloged in Washington by the rules applied to publications after 1800.

In January, Miss Jameson, Head of the HMD Cataloging Section, visited the Catalog Division. Miss Hasting, Head of the Processing Section, visited the History of Medicine Division in July, and Miss MacDonald, Chief of the Catalog Division, spent three days in Cleveland in November. Such visits are very helpful in achieving necessary coordination.

Language Backlogs: A language backlog is a local term which designates a group of books which cannot be cataloged because no member of the Catalog Division staff knows the language, or knows the language well enough to cope with the amount of material received.

At the end of this report year, books in Czech, Dutch, and the Oriental languages were currently going into language backlogs. In addition there was a considerable backlog of Russian titles although no additions are now being placed in this backlog. The entire language backlog amounts to 110 shelves. Estimating 55 titles per shelf gives an estimated total of 5,500 titles in the language backlogs.

In 1951 all the modern Greek publications were cataloged with the help of a student from Catholic University. This same student is now helping with the cataloging of the titles in Turkish.

Mr. Sommer, Consultant to the History of Medicine Division, spent the month of May in Washington, assisting both the Catalog Division and the Acquisition Division with Oriental language material, particularly Japanese, Chinese, and Persian. Nineteen shelves were cleared from the Catalog Division backlog during his visit.

Work Simplifications: In August a decision was made to discontinue the tabulation by class of volumes shelved (AML Form 47). In place of the detailed count the total number of volumes shelved is reported each month.

The files of the Binding Section were reorganized and all binding records of serials transferred to the Kardex. Four old files were disposed of in this reorganization.

All of the Division's work measurement report forms were revised and simplified before the end of fiscal '51. This simplification has curtailed somewhat the time invested in keeping and compiling Division statistics.

In an attempt to simplify and streamline the catalog card preparatory work, Mr. Ralph Blasingame (Associate Dean, School of Library Service, Columbia University) spent 11 - 22 June in the Processing Section. The work procedures of the Section stood

the scrutiny well, and there was therefore little change made in them following his visit.

Work Elaborations: It would be a gross error to omit from this report mention of the considerable additional work which the publication of the annual Army Medical Library Catalog has brought to the Division. Throughout the year every time a cataloger has cataloged a title she has had to stop to determine if the name(s) used have appeared in previous printed catalogs and then has had to provide directions for cross references in one of two ways, depending upon whether or not the name has previously appeared. There is also a considerable increase in the difficulty and cost of making additions and/or corrections to catalog cards. Besides the day by day labor there is the very large task assumed by the Division in the editing and typing of material for the subject section of the Army Medical Library Catalog.

CARD CATALOGS

Public Catalog: The Public Catalog outgrew its allotted floor space and card capacity early in 1951. An additional 60-tray cabinet has caused the Public Catalog to encroach on corridor space badly needed for passage way and for persons consulting the files. To provide space for future expansion of the new catalog, there will be a further consolidation of records in the old files during the summer of 1952. This is expected to permit the old shelflist cards to be placed in the old catalog trays and to release two 60-tray cabinets for the Public Catalog.

An attempt was made to further streamline the division of cards in the Name Catalog and the Subject Catalog. It was hoped that all subject cards, excepting those with personal name subjects, could be placed in the Subject Catalog. The problems encountered in this effort showed that the cards with corporate name subjects could not be treated differently from the personal name subjects. Therefore the Name Catalog continues to include all names used as subject entries.

The cards appearing in the Public Catalog under the form headings for Autographs and Bookplates were transferred to the History of Medicine Division in September. Since that date all new cards with these headings have been forwarded to HMD.

Subject Authority File: A security film of the cards in the Subject Authority File was completed in April. Cards added to the file after that date have been kept in a supplementary file until they could be filmed.

Working from the Subject Authority File all the "see also" references, which had been put on separate cards during the building phase, were combined so that all references from a single subject appeared on one card. The combined "see also" references were typed in duplicate and as one copy of each was filed in the Subject Catalog the corresponding incomplete reference cards were withdrawn.

Reference Division Shelflist: Because of the multitude of shelving problems which the Reference Division must contend with in the present building, a separate Reference Division shelflist was provided for in 1946. The complications caused by this shelflist grew until 1951 when Captain Harold Tucker, Adjutant, made a survey of its cost and its use. As a result of the survey the Reference Division shelflist was discontinued in June.

Withdrawal File: This file, housed in the Reference Division as a supplement to its shelflist, was returned to the Catalog Division in June. It is now kept as a supplement to the Official Shelflist.

COOPERATIVE CATALOGING

The cooperative cataloging agreement, made with the Library of Congress in 1950 relative to the duplication and distribution of AML cards, continued throughout 1951. A total of 28,644 multi-lith mats were delivered to the Library of Congress during the year. Mats for non-medical titles totalled 4,889, revised mats and recuts amounted to 632, and in addition there were 478 History of Medicine Division mats. The remaining mats represented medical titles, together with their necessary added entries and name references.

In July 1951 that part of the 1950 agreement which provided for the addition of ~~Army Medical Library~~ call numbers and subject tracings to Library of Congress printed cards for current medical titles was discontinued. The change was made after a fair trial had indicated that the procedure was too costly in time and special handling for the supposed benefits received from it. It was a great relief to be rid of the 36-hour loans from the Library of Congress and of the need to prepare and dispatch to them special notices of new titles cataloged.

CLASSIFICATION

Two 1951 accomplishments of which the Catalog Division is proud concern classification.

The first is the publication of the first edition of the Army Medical Library Classification and its acceptance by the Superintendent of Documents as a publication to be sold through his office.

The second accomplishment is the completion of the reclassification project. This project, occasioned by the 1949 revision of the Army Medical Library Classification, preliminary edition 1948, was carried as an added responsibility from October 1949 to December 1951. It is estimated that it included the reclassification of 7,500 titles by the Cataloging Section, the revision of as many call numbers and the changing of these call numbers on 17,500 cards by the Processing Section, and the relettering (both inside and out) of 15,000 volumes by the Binding Section.

RECATALOGING

At the beginning of 1951 recataloging was concentrated on stack collection books published between 1940 and 1946. This concentration on 1940-1946 titles was discontinued in February when the problem of residue subject groups (titles published 1920-1939) became acute. This need to change the planned procedure was not unexpected because the extra shelving problems faced by the stack service were recognized when the special recataloging plans were made in 1950.

At the end of the year the following alphabetically arranged subject groups in the Library's stacks have been recataloged:

Completely recataloged: All subjects A to Gynecology; Military Medicine; and Ophthalmology to Psychiatry.

Titles published 1940-46 completely recataloged: Gynecology to Mouth.

A few intermediate subject groups, passed over for one reason or another, have not been recataloged although they fall within the alphabetical sequences mentioned above: C-North Wall; Cherry Case; Congresses; Dissertations; and Documents.

SUBJECT HEADINGS

The systematic study of subject heading policies and forms, begun in 1950, was continued throughout 1951.

Early in the year the work of editing the subject index to the 1950 Army Medical Library Author Catalog provided a special opportunity to scrutinize a selected group of subject headings and cross references. These same subjects and references were later studied by medical librarians throughout the country by means of reprints of the 1950 index. A preliminary report on this subject heading study by librarians outside the Library was presented at the Medical Library Association meeting in Denver in June. It is hoped that a full report can be presented at the June 1952 meeting at Lake Placid.

At the close of the year the Subject Authority File was in a much improved state. The editing of the subject listing for the 1951 Army Medical Library Catalog will provide another opportunity to closely scrutinize these headings. The overall examination of the file which the Director plans for 1952, together with the continuing study by the catalogers, will advance the subject list materially toward its publication goal.

BINDING SECTION

In 1951 the Binding Section lived on an unsatisfactory feast or famine basis. During the first four and a half months of the year, when practically no binding funds were available, 193 volumes were sent to the Government Printing Office bindery. During the last six weeks of fiscal '51 the Section was allotted \$20,000 and, by dint of hard labor and 189 hours of overtime, dispatched 3,678 volumes for GPO binding. Binding funds for the first six months of fiscal '52 have been more stable.

To overcome some of the difficulties encountered in a binding program which required that all material be sent to the Government Printing Office, plans were made in fiscal 1946 to do some pamphlet binding at the Library. Since then the program has steadily increased because of time involved in GPO binding and because of uncertain binding budgets. During the past spring the program was considerably enlarged to include out-flush type bindings. The binding of 3,402 monographs was done in the Section in fiscal '51 in comparison with 3,816 monographs for the previous four-year period (1947-1950).

At present any binding funds available are used for binding serial titles. If the Binding Section were not able to bind monographs, a serious backlog of unbound material would have been accumulated during the past two years. The unbound material would either have been kept off the Library's shelves and thus out of use, or placed unbound on the shelves and be subject to loss or damage.

ART SECTION

The Art Section, a part of the History of Medicine Division, is attached to the Catalog Division for administrative purposes because the History of Medicine Division is located in Cleveland. Due to this relationship, the Catalog Division finds itself involved in acquisition and reference functions relating to the Library's pictorial materials. The major work being done in the Section, however, concerns the indexing and cataloging of the old materials and new acquisitions. This brief review of Art Section activities is presented under the headings which represent the major phases of its service.

3570
25
700

Acquisitions Activities: The largest additions to the collection were the direct result of solicitation letters prepared in the office of the Chief of the Catalog Division. During the year letters were sent to request portraits of medical men (1,027 letters) and pictures of medical installations (992 letters). In response, 509 portraits and 541 hospital pictures were received and acknowledged. In addition, 146 non-picture items (booklets, reports, etc.) received from various hospitals were turned over to the Acquisition Division. The preparation of the letters and receiving and acknowledging the pictures took the equivalent of a full month's work time.

An effort was made to secure current posters from the military medical services, the Public Health Service, and the Red Cross. In response to telephone requests and visits, 64 posters were obtained.

The Art Section compiled a want list of more than 100 portraits needed in the Library's collection. The list was forwarded to a dealer by the Acquisition Division.

A collection of approximately 2,500 prints from a New York book dealer was forwarded to the Section from the Acquisition Division to be checked against Library holdings. From these, 375 prints were selected for purchase by the Library.

Another splendid addition in 1951 was the gift of Dr. Morris Fishbein's collection of medical bookplates. The original group was presented in April, and some additional bookplates were received from Dr. Fishbein later in the year.

Dr. Webb Haymaker of the Armed Forces Institute of Pathology turned over to the Section portraits and portrait negatives of 618 persons who attended the Fourth International Neurological Conference in Paris in 1949.

Cataloging and Indexing: The cataloging and indexing of the Library's basic collection of portraits and portrait negatives has been completed and the work on portrait acquisitions is on a current basis.

The cataloging of the collection of hospital pictures was commenced early in 1951 and was well along toward completion at the end of the year. In the reorganized files the hospital pictures are separated into groups representing military and non-military institutions and arranged geographically within each group. All views of an institution are numbered consecutively and listed on a single entry for the institution.

Reference Work and Maintenance of the Collection: More and more reference requests for pictorial items are coming to the Art Section. During the past year it has been called on by institutions

from New York to Texas to supply pictures to be used in honoring the 100th anniversary of the birth of Dr. Walter Reed, the 50th anniversary of the Army Nurse Corps, and the 200th anniversary of the Pennsylvania Hospital. The State Department requested 25 pictures for a Medical College Library in Afghanistan.

Late in December some of the most valuable materials in the Art Section were transferred to the History of Medicine Division in Cleveland. The transfer will provide better custodial care for these items while easing a little the crowded conditions which exist in the Art Section storage space. Items transferred include large portraits, Civil War hospital pictures, medical caricatures, old photograph albums, Brady Civil War albums, and the Fishbein bookplate collection. For this material there are catalog records in the Art Section so that its reference usefulness is preserved.

The Union Catalog of Portraits demonstrated its value on several occasions during the year. The file consists of cards for portraits in journals indexed by the Index-Catalogue Division and the Current List Division, as well as for portraits in five other libraries. The cards represent these library collections as they were some years ago. (In the case of only one contributing library is the record current.) It is hoped that this file may eventually be brought up to date.

PERSONNEL

Cataloging Section and Processing Section job descriptions and job classifications which should have been completed in 1951 represent one of the year's failures. This situation has been and continues to be a handicap in recruiting and holding staff and in getting the Division's work done. The major organizational changes effected in 1950 and the additional work and responsibilities assumed in 1950 and 1951 have not yet been reflected in either job descriptions or position classifications.

The Cataloging Section job write-ups were submitted in February 1951 and again in July. There has been no action on these to date. The Processing Section job write-ups were submitted in May and July. These new job descriptions have been "in process" for several months.

The staff has been well represented in outside activities including formal courses of study, participation on numerous committees, and attendance at professional meetings.

WORK QUARTERS

There were no major changes in the Division's work space in 1951. A few minor changes and problem conditions are noted for the record.

Lighting: Another effort was made to improve the lighting in Rooms 208 and 209. New lights were installed in Room 209. In Room 208 a few desk lamps were obtained and drop lights were installed on the several catalog cases. Most of the desks are still without adequate light. The change to higher watt electric bulbs at the end of the year helped in a few spots and in other spots merely increased the depth of the shadows on work surfaces. Also the variety of overhead fixtures in Room 208 made it impossible to use the brighter bulbs in all the fixtures.

Floor Space: Room 208 remains about the same as a year ago except that two additional 60-tray card cabinets have been installed.

Room 209 has become badly congested due to the installation of additional binding equipment, increase in supplies, enlargement of the binding record, and the increase in the staff of the Section. Additional space is needed but no one is able to suggest where such space may be obtained.

PUBLICATIONS

The Division produced four publications and two special items in 1951. This, in addition to the thousands of catalog cards distributed and the Library Manual procedures completed, is a rather remarkable record.

1. AML Classification. 275 p.: The editing of the mimeographed schedules was complete, the preparation of the index in process, and the typing of the manuscript for photo-offset reproduction was partially complete at the beginning of 1951. On 8 February the manuscript was delivered to the Adjutant General's Office. Five hundred copies, for AML use and distribution, were received on 10 April. The AML Classification was published by the Superintendent of Documents and is sold through that office at \$1.25 per copy.

2. AML Author Catalog 1950. 724 p.: This publication is a record in book form of all the Division's 1950 cataloging of medical titles. The work, originally done on cards, is mounted at the end of the year for photo-offset reproduction. An added feature in the 1950 volume is the 183-page subject index. All the information contained in the volume was produced in the Catalog Division, including the editing of the subject index. The actual mounting of the cards and other details of publication were accomplished in the IC Cumulative Catalog Division. The Catalog is sold by the Card Division of the Library of Congress.

3. Organizing Small Medical Libraries in Military Installations: (First draft, February 1951.) 14 p. This procedure was written by Miss MacDonald because a number of letters requesting

help had been received in late 1950 and early 1951. Approximately 75 copies were multilithed from the mats typed by the Division secretary. All copies had been distributed by summer.

4. Organizing Small Medical Libraries in Military Installations: (Revised August 1951.) 16 p. Following Captain Tucker's visits to a number of medical libraries in military establishments, the procedure was enlarged by the addition of information supplied by him. The multilith mats were prepared by the Processing Section; copies were duplicated by the Administrative Division, the covers prepared and the volumes stapled in the Binding Section. On 28 August a stock of 318 copies was delivered to the Division Chief's office.

Special Item 1. Reprint of Subject Index. 183 p.: An order was placed for 50 reprints of the subject index to the 1950 AML Author Catalog. Through a fortunate misunderstanding 50 extra copies were supplied. The reprints were made available to medical libraries who were willing to assist in a study of the subject headings used in the Library.

Special Item 2. Book Label: This item, prepared in the office of the Chief of the Division, is mentioned here although it scarcely qualifies as a publication and is not used in the Catalog Division's work. It was prepared in response to a request from the Director's office, prompted by a suggestion from Dr. Wilson. A stock of the book label was printed about the middle of the year. They are to be used in books in which the use of regular AML bookplates is unsuitable because of size or need to preserve information which appears on end papers.

CHAPTER III

REFERENCE SERVICES

GENERAL

A medical library is, in a sense, the solidified experience of the medical profession, and has for its main purpose the ability to show that "something like this happened before in the same circumstances."⁽¹⁾ Since such a library loses much of its usefulness if it "allows its habits of thought to become automatic,"⁽¹⁾ most medical libraries have set up various methods of recalling past medical experience for its users. In the Army Medical Library, the methods used have been: 1) the publication of comprehensive lists of its monographic holdings, by means of the Index-Catalogue, the Author Catalog, and the Card Catalog, 2) the publication of indexes to the periodical literature (the Index-Catalogue and the Current List of Medical Literature), and 3) the preparation and occasional publication of "demand" bibliographies as the need for these became apparent.

It is a truism that the public services division of a library is charged with the responsibility of aiding users in locating the previous records of their profession. This aid must be judged in the light of the present bibliographic situation.

NEW BIBLIOGRAPHIC UNIT

In most medical libraries the need for complete records and total recall of all that has been done and thought in the field is rare. Occasionally there will arise a demand to know if anyone ever has done anything about a particular problem; but more often the skimming cross-section of the literature presented in the usual medical indexes and abstracting tools is sufficient.

It is felt, however, that the Army Medical Library is in a somewhat different position. While a certain percentage of the requests it receives can be handled in the same way as in other medical libraries, a much larger number of them cannot, because often the Army Medical Library is the source of last resort, turned to when local facilities have proved inadequate. For this reason, the Reference Division has attempted to supplement the published indexes by setting up a unit to prepare bibliographies

(1) Ogilvie, Sir Heneage. Use of Experience.
Brit. Med. J. 2: 663-67. 24 Sept. 1949

on subjects of current medical interest. These bibliographies are planned to go farther into the literature than do any of the current indexes.

The first bibliography released from the new Bibliographic Unit was on the "Pituitary-Adrenocortical Function; ACTH, Cortisone and Related Compounds." It contained about 2,500 references to the literature, arranged in alphabetically listed subject groups in 348 pages, and had an author index of 17 pages; It took more than six months' work and engaged the full-time assistance of one professional bibliographer and the part-time assistance of one professional librarian and several subprofessional and clerical workers. It was reproduced from typewritten copy by photographic means in an edition of 2,500 copies, of which about 1,500 copies were distributed in multiple copy lots to such groups as the National Institutes of Health, the Veterans Administration, and the Naval Medical Center. Consultants on the project came from the National Institutes of Health, the Naval Medical Research Institute, and the Army. The entire edition was exhausted before the end of the year.

Other published bibliographies were those on "Nitrogen¹⁵ in Biological Research," and "Intravenous Injection of Fats and Oils for Nutritive Purposes."

SERVICE TO ARMED FORCES

Air Force: The U. S. Air Force Surgeon General's Library is under the technical supervision of the Reference Division, Army Medical Library. It has been conceived as a collection of clinical and administrative works on medicine, with special emphasis on aviation medicine, and its services are given on a more personal basis than is possible from the larger library. A collection of approximately 500 up-to-date texts and monographs has been set up and added to as new editions or new works appeared. Approximately 75 journals are taken regularly.

Most of the first year of this library was taken up with acquiring a collection, cataloging and classifying it, procuring the necessary equipment, and learning the needs of the clientele. Some delay in making it most useful was occasioned by the fact that the library moved twice within a year — first from one section of the Pentagon to another, and then from the Pentagon to a temporary building several miles away. In addition, the librarian was detached for about two months, for temporary duty to survey Air Force medical libraries in Japan, and substitutes had to be provided from the regular staff of the Reference Division.

Army: The collections and services of the U.S. Army Surgeon General's Reference Library were also surveyed and additional

professional help sent to that library. This library also moved (from one section of the Main Navy Building to another) and some interruption of service was caused by this. A new service inaugurated during the year --the sending of notices of new publications in a subject on which an officer is doing research -- was started on a small and informal basis, and has proved of such value to its recipients that its extension was being contemplated at the end of the year.

Medical Research and Development Board: In addition to the extensive bibliographies published or worked upon in 1951, the Reference Division undertook to furnish contractors working on projects for the Medical Research and Development Board of the Surgeon General's Office with preliminary lists of the literature on the subjects under investigation. Although these have rightly been labeled "preliminary" surveys of the literature, they have been conceived of as much more extensive in scope than ordinary demand bibliographies. Much experimentation was undertaken to determine the most satisfactory approach to such compilations. During the year, 32 such lists were requested by twenty investigators. Thirteen lists requiring fairly extensive literature searches have so far been compiled on the following subjects: fat emulsions suitable for intravenous nutrition, molluscicides, fat embolism, the effect of liver damage on steroid hormones, lower nephron nephrosis, the effect of lactose administered intravenously, the use of N¹⁵ in biological research, the preservation of whole blood and of erythrocytes, the relation of injury to amino metabolism, relapsing fever, the pathology of paratyphoid, coproporphyrin excretion in rats, the lipotropic effect of choline administered parenterally, and the hepatotoxic effects of orally administered iodoacetic acid.

Navy: Work began at the Library on 5 February on the Supplement to A Bibliographical Sourcebook of Compressed Air, Diving and Submarine Medicine, which is being prepared under a contract between the Office of Naval Research and the Medical College of Virginia. Dr. Ebbe Curtis Hoff is the principal investigator and he and Lieutenant Lee J. Greenbaum, (MSC) USNR, will be co-authors of the Supplement. Captain Charles W. Shilling, (MC) USN, Deputy for Bio-Sciences of the Office of Naval Research, is the project contract administrator. It is estimated that approximately a year will be required to complete the bibliography and discussion of the work in the field that has been accomplished since 1946. Lieutenant Greenbaum is in charge of the project at the Library.

Medical Officers: Lists of references prepared by the Reference Section at the main library for the use of medical officers stationed throughout the world covered such subjects as: surgery

of thoraco-abdominal injuries, the morphology of the malaria plasmodium in the human host, the effects of climate on human welfare and behaviors, occupational therapy, congenital lung cysts, complications and mortality in tonsillectomies, the use of fetal membranes as skin grafting material, coral dermatitis, the prevention and treatment of deformity in median nerve paralysis, epidemic hemorrhagic fever, neurogenic sarcoma, insects as possible vectors of infectious hepatitis, the use of plastic substances to repair fractures of the floor of the orbit, and concentrations of antibiotics in tissues following intravenous or intramuscular administration.

Special Project: A special project which required several weeks of work was undertaken for the Army Medical Service Graduate School. This dealt with literature on foreign body and contusion injury to the posterior segment of the eye. A card file was prepared in a detailed classified arrangement with numerous abstracts or annotations.

COOPERATION WITH GOVERNMENTAL LIBRARIES

A survey of the National Institutes of Health Library was made on invitation, in December 1950 and January 1951, soon after a new Librarian was appointed to that library. It took half the time of the Chief of the Division for about six weeks, and its recommendations were approved by the National Institutes of Health Library Committee and the administrative board; a number of the recommendations have already been put into effect.

During 1951 the Reference Division helped to prepare an interlibrary loan form suitable for use in all governmental agencies. A committee set up to devise the interlibrary loan form had submitted, at the end of the year, its recommendations to the directors of the various libraries involved, and it is expected that action will be taken on it in the near future.

COOPERATION WITH OTHER LIBRARIES

Photoduplication: In addition to the usual interlibrary loans, free microfilm loans, and the answering of reference questions for out-of-town libraries, the Army Medical Library has added several new services. By arrangement with the Department of Agriculture Library, it now accepts orders originally sent to the Department of Agriculture Library by members of the American Chemical Society whenever those orders represent works not in that library but in this. In this way these users are not forced to make two separate requests for material, and thus obtain speedier service.

Russian Journals: Another form of cooperation was the sale of microfilm copies of Russian medical periodicals to other libraries at cost. This represented cooperation in both directions. Although the Library has generally been able to obtain more issues of most of these periodicals than most other libraries, it does lack many issues; other libraries possessing such items have been extremely generous in loaning their copies to us for this project. In this way complete or nearly complete runs of the journals have been assembled, and the Library has benefited to the extent of filling in some of its own gaps with microfilm. By the end of the year three periodicals had been filmed, and one of them sent to subscribers.

Atomic Energy Commission: In an agreement between the Library and the Atomic Energy Commission, plans were drawn up near the end of the year for the Photoduplication Section to make photoprints of those journal articles selected by the staff of the Current List Division (in the course of their regular scanning of many hundreds of journals) as being pertinent to the use of the AEC in the preparation of their monthly publication, Nuclear Science Abstracts.

LOCAL USE OF ARMY MEDICAL LIBRARY

Because of its position both as the national medical library and as the largest medical collection within the metropolitan area of Washington, the Army Medical Library stands Janus-wise, facing problems on both a national and an intensely local scale. In some ways, indeed, it is this very divergence of viewpoint which has caused some of the problems present in the Library.

Since the Army Medical Library so far outdistances any of the collections in the Washington medical schools or hospitals, these institutions appear not to have felt any necessity to build up their own holdings to the extent which would be necessary were the Library not their next-door neighbor and were it not so generous in the amount of service rendered. Local medical schools and hospitals now use the Army Medical Library as if it were their central library, assigning students to read in the Library, borrowing material needed in duplicate or not available locally, and leaning on the services of the Reference Section staff. This necessarily brings up two questions: 1) the right of the Library to favor local institutions as it does not favor non-local institutions, and 2) the value of the help the Library extends to the local libraries. Would it not be better for the Library to insist upon the letter of the Interlibrary Loan Code, and thus force local institutions to provide for an adequate library in their budgets? Should it, perhaps, take the drastic step-- long since taken in the New York Academy of Medicine, the New York Public Library, and other large research libraries in metropolitan areas -- of deciding that

students will not be admitted unless they present a letter from their local librarian, stating which book they wish to use and vouching for the fact that the book is not in the local library's collection?

The Library has so far equivocated on the answers to these questions. Since 1 January 1951, Library facilities have been kept open five nights a week until nine o'clock, with Saturday and Sunday hours of opening as well. In the other direction, beginning in December 1951, the Library has attempted to provide for more equitable use of its collection by restricting the inter-library loan of a group of about 135 much-used English language journals in its reference collection, although these materials are still available, of course, through photoduplication.

SERIALS CODING

As part of an IBM punched card project undertaken jointly by the Library and the Johns Hopkins University, the Reference Division contributed nearly the full time of one reference assistant to code medical journals according to such items as language, country, frequency, subjects, etc. This part of the project was well on the way to completion at the end of the year and the statistical branch of the Surgeon General's Office graciously had promised to sort and prepare lists from these cards early in 1952. The possibilities and costs of using such lists for both reference and acquisition purposes are being studied.

SPACE

It is obvious that all schemes for adding to the collection will add to the burdens of shelving it; it is further true that any increase in the number of books classified -- extremely valuable though that is -- will require more staff to shift and rearrange the collection.

During the year additional shelving has been erected in the main stacks, in some of the basement rooms, and in portions of the east balcony. Shifts of the Oriental collection, the biographical collection, and portions of the thesis and the main collection, as well as the documents collection, have been made. In addition, approximately 20,000 volumes of monographs dated 1801-1850, as well as certain other categories of material, were sent to Cleveland for housing.

In addition to the space problem for books and journals, there is the equally thorny problem of space for staff. Providing

every reference assistant with a desk, for example, has been solved in some cases only by using the same desk for several people on a staggered schedule. The problem of providing at least a few behind-the-scenes workspaces for professional assistants has so far been insoluble. Space for much needed photoduplication equipment was also lacking.

PHOTODUPLICATION

The number of orders received by the Photoduplication Section has been growing steadily; but beginning with July 1951 this increase took a more decided upswing, averaging about 80% more than the equivalent month of the preceding year. Such an increase naturally caused some dislocations in a number of parts of the Library; Stack Service, for example, was hard put to supply all the requests received from the Photoduplication Section, the Reference Section was called upon to identify more photoduplication orders, and within the photoduplication service a backlog of unedited work began to grow up. In order to continue to give speedy service, a streamlining of the methods used by the Photoduplication Section had to be undertaken. Under the leadership of Mr. Eckenbach, the Photoduplication Section revamped its technical procedures, both in clerical work and in photography, with the result that most of the increase in orders was absorbed.

Personnel: Mr. Christopher L. Dunnigan, who had been Head of the Photoduplication Section from 28 November 1949 to 15 April 1951, resigned to take a higher grade position with the Veterans Administration and was succeeded by Mr. Raymond H. Eckenbach, formerly of the Navy Department.

CESSATION OF Selected Acquisitions

For some years now the Reference Division has been mimeographing and distributing a free list of some of the acquisitions received in the Library. This has had various names, the latest being Selected Acquisitions. Although the mailing list for this publication was extensive, it was felt that the cost of preparing it was not warranted by its use. Consequently several questionnaires were distributed to selected groups in an attempt to determine whether to continue the publication. As a result of the answers to these questionnaires, the publication was suspended with Number 4 of 1951.

ADMINISTRATIVE COUNCIL

About a year ago a small administrative council, consisting of the Chief of the Division and the Heads of the Circulation and Book Custody and the Reference Sections, was established. This

group met daily for discussion of problems of the entire Division. It proved so useful that it was continued for a second year, with the Head of the Document Section invited to join the group. The group was valuable for two main reasons: it provided for joint consideration of problems affecting the Division, with all that this implies for interaction of various viewpoints and for joint action when needed, and it made more feasible the running of the Division or any section of it when the Chief or Section Heads were away from the Library.

STAFF EDUCATION

The crux of any attempt by the Library to make the literature more readily available to the medical profession is the ability or inability to find or train the right people for the task. During 1951 the emphasis has been on bringing into the Division workers with the necessary backgrounds, as well as providing instruction to those already there, through manual sheets, sectional and divisional meetings, and attendance at pertinent films and lectures. In addition, several outstanding librarians visiting in Washington have been invited to discuss some of their work before the entire Division. An overall Library Committee on In-Service Training has also been set up, with the Chief of the Reference Division as chairman. This committee has met several times in 1951 and its first interim report, on training for clerical workers, was submitted to the Chief Librarian in November and discussed at a Staff Conference in December.

How much any of these methods has actually contributed to the more efficient working of the Reference Division is still open to question. Approximately five divisional meetings with an average attendance of about forty individuals have been held. Subjects discussed ranged from changes in personnel rules, and methods of doing business with the Credit Union, to new methods of charging books used by other libraries, descriptions of other libraries and bibliographic centers, and the relationship of the Acquisition Division to the Reference Division. Two meetings of the Reference Section were held to discuss problems thought to be of interest to that section alone. A series of informal luncheons, including members from all sections of the Division, has been an approximately bi-weekly feature of the Division since September 1951.

LIBRARY-SPONSORED STAFF STUDY

Under authority from the Surgeon General's Office, the Library granted official leave and paid the tuition and part of the remaining expenses for Miss Marjory C. Spencer of the Reference Section staff to attend the 1951 summer session at Columbia University. Miss Spencer was enrolled in two courses: Medical

bibliography and reference work, and Introduction to human physiology.

By a reorganization of work schedules and duties since September 1951, it has been possible to release Mr. Austin from all administrative duties one day a week so that he could spend this time working on a Checklist of Medical Americana, which has been under way for some time on a voluntary basis. Mr. Austin reported on the work for this Checklist at the 1951 meeting of the Association of Honorary Consultants to the Army Medical Library.

EXHIBITS PREPARED IN 1951

Month	Subject	Exhibitor
January	Skull of Johann Sebastian Bach	Mr. Karl A. Baer
February	(Founding of Army Nurse Corps	Mr. Richard Cutter
	(Bookplates	Mr. Robert B. Austin
March	Puerperal fever	Dr. Anne Caldwell
April	Early American books on infant care	Mr. Allan Wagner
May	Medical diplomas	(Miss Elizabeth Harrington (Mr. Joseph Groesbeck, (Acquisition Division
June	Military hospitals	Catalog Division
July-August	Neurophysiology 100 years ago. .	Miss Jacqueline Chambers
September	Walter Reed	Mr. Charles A. Roos
October	Dr. Samuel G. Howe	(Miss Isabelle Entrikin, (Index-Catalogue Division
November	Early American medical periodicals	Mrs. Sharlene Rafter
December	Medicine and Art	(Mr. Joseph Tucker, (Administrative Division

CHAPTER IV

HISTORY OF MEDICINE

GENERAL

For the History of Medicine Division the calendar year 1951 was marked less by changes of policy than by efforts to realize policies and decisions already adopted. These were outlined in considerable detail in last year's report and need not be repeated here. The accomplishments to date, along with a few refinements of existing policy, are summarized in this chapter.

MOVING

Transfer of Books. The plan to gain space in the Washington library for its current operations has resulted in the shipment of approximately 20,000 volumes to Cleveland. These are the monographs published between 1801 and 1850, inclusive. In Washington the books had been arranged on the shelves in large subject groups such as Anatomy; Bacteriology; Chest; Dentistry; Epilepsy; Fevers; Materia medica; Medical jurisprudence; Medicine, Clinical; Obstetrics; Physiology; Smallpox; Tuberculosis; Venereal Disease; and others. These unsatisfactory and frequently overlapping groups have been abandoned and the material is being arranged in the History of Medicine Division by author and title in a single alphabet. At the end of the year all the A's are together, all the B's are in one group, etc., but the more refined alphabetizing under each letter remains to be done.

Storage. In order to make room for the influx of the 1801-1850 books, two plans were undertaken in Cleveland. First, with the advice of the Reference and Acquisition Divisions, it was decided to dispose of a collection of between 10,000 and 15,000 items of non-medical U. S. Government documents, chiefly annual reports, bulletins, circulars, and similar publications of the War Department and the Departments of State, Agriculture, and Commerce. Most of them were returned to their respective issuing agencies; some were sent to the United States Book Exchange as a credit to the Library's account.

The second plan was to transfer to storage approximately 15,000 volumes of little-used material. After considerable search suitable space was found in a nearby commercial storage building, and when the necessary shelving had been erected, the moving was begun. This was practically completed by the end of the year.

CATALOGING

Expansion. The plan to organize the Cataloging Section on a scale commensurate with the magnitude of its tasks has been partially realized. The addition of another professional cataloger in September brought the staff of the Section up to four.

Oriental Books. Since the publication of his portion - on Arabic, Persian, Turkish, Singhalese, and Hebrew manuscripts - of the Schullian-Sommer catalog, our Consultant in Oriental Languages, Mr. Francis E. Sommer, has spent several days each month on our collection of books and manuscripts in Chinese and Japanese. As a special assignment he went to Washington in May to catalog similar material there and to confer with the staff of the Catalog Division as to the best methods of recording Chinese and Japanese material on catalog cards. A considerable number of multilith mats were prepared and catalog cards were duplicated from them. The first line gives the author's name; the second is a transliteration of the title; the third line is a copy of the title in the original characters; and the fourth is an English translation of the title, followed by imprint, pagination, and any needed notes or tracings. It is planned that the records of Chinese and Japanese books in the History of Medicine Division shall be put on cards in the same manner.

Priority. The plan to catalog books before they are rebound or microfilmed has been in effect since July. This insures greater accuracy in the binder's title on the spine of the book, as well as in the identifying information that is photographed in full-sized letters ahead of the microfilm copy of the book.

ACQUISITIONS

Borrowing. The arrangement to borrow lacunae of the 16th century from other American libraries for filming is in operation. The New York Academy of Medicine continues to send such books in shipments of 10 or 15 books, which are cataloged as fully as if they were owned, and of which microfilm copies are retained as additions to the collection. It is estimated that the Academy's supply of about 300 such items can be handled in this manner in two or three years.

Duplicates. During 1951 the plan to dispose of a considerable number of 16th century duplicates was finally realized. Nearly 200 such duplicates were sent to a New York book dealer, for which the Library received in exchange a valuable collection of medical portraits.

BINDING STUDIO

The operations of the Binding Studio have been partially reduced. The staff is still maintained at three, but since July it has been the policy to repair or rebind only the urgent cases.

MISCELLANEOUS

Production. It might be noted here that the protracted time required during the summer for the replastering and redecorating job throughout the building necessitated a virtual shut-down for the better part of a month, with resultant effects on the History of Medicine Division's production statistics.

Visits. The visits of the Chief of the Catalog Division and the Head of its Processing Section from Washington were a definite contribution toward improved coordination of the technical processes. Many details and problems concerning cataloging policies and practices were more effectively discussed and resolved during these meetings than would have been possible by correspondence.

Job Classification. As part of the personnel program all job descriptions in the Division were rewritten and each was carefully reviewed by a representative of the Classification & Wage Administration Section, Civilian Personnel Branch, Office of the Surgeon General, who spent one week at Cleveland making desk audits. The reclassification of the jobs was not yet completed at the end of the year.

CHAPTER V

CURRENT LIST OF MEDICAL LITERATURE

GENERAL

The year 1951 marked the beginning of the second phase of the new Current List which came into being with the July 1950 issue. This second phase included a number of stopgap measures on the one hand, designed to correct the most obvious shortcomings turned up in the 1950 volume and, on the other, the more solid planning for the 1952 volume.

VOLUME 20, 1951

Changes. Beginning with the January issue the following changes were incorporated into the 1951 volume of the Current List.

1. The complete volume for 1951 was made an annual, instead of semi-annual, publication consisting of eleven regular monthly issues for January through November; the twelfth (December) issue is the cumulative index.
2. The subject heading approach was modified as follows: the main subject headings were derived from a predetermined authority list as formerly; the subheadings, however, were freely derived from the material contained within the specific journal article being indexed. In the authority list certain changes were made in the direction of compressing old main headings and subheadings into a single main heading expressing a particular concept, which then permitted further subdivision in the subheading.
3. Modifications were made in the list of journals indexed and also in the criteria of inclusion of items within the journals being indexed.
4. Various physical changes in format were effected in order to utilize better the full page size of the Current List of Medical Literature.

Cumulative Index. Near the end of the year the gargantuan task of editing and assembling the cumulative index for the entire year 1951 was begun. A double 24-hour shift was set up to handle the mounting of index entry slips; personnel maneuvers of many kinds were effected to handle the tremendously increased workload; various staff members, including the Director, were utilized in the editing of slips prior to assembling. On 20 December the assembly of the index, consisting of 1,052 pages of combined author and subject entries, together with

a list of journals indexed, was completed. The manuscript was shipped piecemeal to the Philadelphia printer. Tentative delivery date of the finished books was set for the end of January 1952.

PLANS FOR 1952

Questionnaire. With the 1951 volume actually launched, planning began for the 1952 Current List. In an effort to gauge the efficacy of the new publication, a questionnaire was prepared in April and sent to the member libraries of the Medical Library Association in the United States and Canada. By the end of May more than 300 questionnaires had been mailed and over 100 completed forms were returned to the Library. At the Denver meeting of the Medical Library Association in July the Director reported on the results of the questionnaires, which were utilized in developing the form and substance of the 1952 volumes.

Subject Heading Authority List. The major efforts of the year were concentrated on the formulation of a new Subject Heading Authority List for the Current List, to take the place of the makeshift adaptations in use since the Current List's beginning. The project had originally been conceived of as a venture that would be accomplished entirely within the Library, but various circumstances made it necessary to seek assistance elsewhere. Help was requested from Dr. Sanford V. Larkey of the Johns Hopkins Indexing Research Project; Dr. Larkey responded promptly, and soon the entire professional staff of the Research Project was engaged in this effort. To facilitate the compilation and eventual reproduction of the List, it was decided to make use of IBM punched cards already in use at the Research Project for other purposes. As the subject heading work on the 1951 volume was drawing to a close, and as the changes being made in the 1952 subject heading approach were of a fundamental nature, it was necessary to complete the development of the new subject heading authority list by mid-October when, after intensive indoctrination of the subject headers, the new list would be put into use. Under great pressure the deadline was met and the new list put into effect.

Changes in 1952 Volumes. Other changes for 1952 were planned throughout the year. With the main headings in the Subject Heading Authority List completely revised and reoriented, provision was made also for two more levels of breakdown under which references might be placed: the subheading, and the tertiary level, called the "modification." The subheadings are standard words or phrases whereas the modification (like the 1951 subheading) is a phrase or word derived from the article, with more rigidly applied rules of syntax than heretofore employed. In addition, a more complete "see" as well as "see also" cross reference service will be utilized in the 1952 volumes. An explanation of subject heading policy and practice was drawn up for inclusion in the January 1952 issue.

In addition, the following physical changes were made in the 1952 Current List.

1. The author and subject indexes will be separated. To gain the optimum utilization of page space the author index, consisting of short entries, will appear in a 6-column format; whereas the subject index, with its longer entries, will appear in three columns.

2. These indexes will be cumulated semi-annually. The first cumulation will be the June 1952 issue which will be a consolidation of the five issues of January through May; the December 1952 index will likewise be a cumulation of the issues of July through November.

3. References to foreign language articles will be noted in the subject index by an asterisk preceding the modification.

4. The register section will have two minor alterations: (a) following the full title of the journal, the city of publication will appear in lower case enclosed by parentheses; and (b) the left margins of the entries will be shifted farther to the left to utilize more of the blank space under the entry numbers.

ORGANIZATION

The Current List began the year by having its status changed from a Section to a Division, with an established personnel ceiling of 23 positions. At the same time, the Editor became the Chief of the Division. Two Sections were organized in the Division: Subject Heading, and Publications. In October the name of the latter Section was changed to Composition Section to reflect more accurately that Section's function. In November an administrative ceiling of 30 positions was created for the Current List Division; in December the Division submitted a request for an official personnel ceiling of 37 positions required to perform its functions adequately. At year's end the request had been submitted to the Personnel Authorization Branch, Office of the Surgeon General, for approval.

CLASSIFICATION SURVEY

In the spring a personnel classification survey was started by the Classification & Wage Administration Section, Office of the Surgeon General. New job descriptions were submitted in May; it was not until mid-December that a report was received. Several personnel actions still remained to be completed, although the majority of the positions had been reclassified by the end of the year.

SPACE

When the Current List Section was moved to Tampa Hall from the main building in 1950, enough space was provided for 21 persons. With the increment of personnel and equipment that followed, the space soon proved inadequate. More space was subsequently added until the Division had a total of about 1,300 square feet on two floors of Tampa Hall to house the 30 persons on duty. This, of course, is far from adequate for efficient operation. The prospect of gaining sufficient space for the Division's activities in the new year appeared to be quite good.

ATOMIC ENERGY COMMISSION

In November an agreement was reached with representatives of the Atomic Energy Commission to have the Current List Division scan the articles encountered in its routine indexing procedure for certain types of materials in the fields of atomic energy and nuclear physics. This program is scheduled to begin in January 1952. It is planned to furnish the Atomic Energy Commission with photostat copies of all articles found to be of interest.

PORTRAITS

In April the Catalog and the Current List Divisions worked out an agreement for the recording of portraits meeting the following criteria:

1. Individual portraits only.
2. Only those individuals whose contributions to medicine and allied fields have been made in the 20th century.
3. Size to be about half to full page.

By the end of the year 1,428 portrait cards had been delivered to the Art Section of the Catalog Division.

FILM PROGRAMS

In an effort to raise the level of performance in subject heading an in-service training program consisting of the showing of medical motion pictures was started at the beginning of 1951. Twice weekly, from January through May and from November through December, the film program continued, with subject headers of the Current List Division as well as other staff members of the Library in attendance.

CHAPTER VI

INDEX-CATALOGUE

GENERAL

The year 1951 was the first full year during which the Index-Catalogue Division operated at the reduced level of activity imposed by the 1950 decision to discontinue publication of the Index-Catalogue and phase out the work of the Division which remains. The staff of the Division was reduced to 14 by July 1950, and to 12 by January 1951; during the latter half of 1951 only 11 people were on duty. Reduction of the staff brought on the relocation of employees in the Division's allotted space in Room 208. This made way for the shift of backlog material from the east to the south wall of the balcony; most of the Division's shelf space on the west side of the main floor was given over to the Library's expanding Bio-Bibliography Collection.

Requests for sets of the Index-Catalogue continue to arrive from all parts of the world. During the past year sets were deposited with the following:

Army Library (Pentagon)
Murphy Army Hospital, Waltham, Mass.
U. S. P. H. S. Hospital, Baltimore, Md.
U. S. Atomic Energy Commission, Oak Ridge, Tenn.
Mississippi State Board of Health, Jackson, Miss.
St. Cloud Hospital, St. Cloud, Minn.
Microbiological Institute, Rocky Mountain Laboratory,
Hamilton, Mont.
University College Library, Ibadan, Nigeria
Australian National University, Canberra, Australia

During the year the Chief of the Division spent a good deal of time investigating various processes for possible use in reproducing the subject cards in the main manuscript file of the Index-Catalogue. The necessity for retyping these cards before any microfacsimile method could be employed in their reproduction seems to rule out utilization of these forms of publication.

The Chief of the Division prepared a preliminary draft of a publication on "Epidemic Hemorrhagic Fever," reviewing the available Japanese and Russian literature on the subject and coordinating the material in detail for the first time. He reviewed the official Russian medical history of World War II for the Military Surgeon, and contributed several other reviews to the U.S. Quarterly Book Review, Science, and the U.S. Armed Forces Medical Journal. In May 1951 he addressed the annual meeting of

the Association of the History of Medicine, in Baltimore, on the subject "Metaphysical Trends in Modern Pathology." With the help of Miss Isabelle Entrikin, he designed the Library's 1951 Christmas card.

INDEXING SECTION

Indexing the accumulated journals is in the hands of three teams, one of which is working exclusively with oriental language journals. The backlog during the fiscal year was reduced by 11,821 pieces which were analyzed and forwarded to the Reference Division; an additional 4,243 pieces were analyzed during the last half of the calendar year.

Subject heading of new cards has been almost entirely reduced to the selection of Mi-Mz subjects and those of military interest, owing to the small size of the Division staff and the area to be covered by the forthcoming Volume XI of Series 4. This has led to the backlogging of nearly 250,000 cards, for which cabinets, with drawers built to fit the over-size cards, are urgently needed.

CATALOGING SECTION

Sixteen thousand four hundred and seventeen cards, representing 6,372 titles, were prepared, as compared to 32,576 cards (11,906 titles) for the previous year. The drop was due to a number of factors: one-third fewer personnel, elimination of the "easy-to-do" thesis backlog, special emphasis on reducing snags, etc.

FILES SECTION

Records show that 1,684 persons, excluding the staff of the Library, consulted the Subject File during the year, although all material in them is now more than a year old. Cards from the files on the subjects of Malaria, Actinomycosis, Trachoma, Tularemia, and Undulant Fever were filmed for use by the Historical Division, Surgeon General's Office. The file of material on Hypertension was consulted by Dr. Mosell of Columbia University in preparation of a nation-wide study of the environmental and sociological factors in the pathogenesis of essential hypertension. In addition, many blocks of subject cards have been filmed for use by the Reference Division in replying to reader requests for lists of material. As for the Author-Biography file, an approximate count kept since February 1951 shows that it was used 670 times.

EDITORIAL SECTION

During the calendar year 1951, 18,699 cards were sent to the printer. These included the entries from MICRO-- to MILIEU. The next large entry to be prepared is MILITARY - and, having particular

importance for this Library, this will entail a good deal of work, both in the assembly of the material and in its proper organization.

Virtually all cards sent to the Government Printing Office have been returned, and galleys are on hand. The lack of adequate help has made it necessary to improvise means of keeping the work of the Section moving. One of the indexers has been pressed into duty as a part-time proofreader, but this falls short of being a satisfactory solution.

There still remain 39 drawers of Mi-Mz subject material to be handled. This can be measured only roughly, since many cards will be discarded, combined, or diverted to other subjects. On the other hand, some material from other locations in the file may be brought in when the subjects are investigated. It is therefore only a rough estimate to say that there apparently remain about 75,000 cards to be incorporated from the Subject File, plus 16,000 from the Author-Biography file, before the material for Volume XI is complete.

CHAPTER VII

ADMINISTRATION, FINANCE, PERSONNEL

GENERAL

The Administrative Division was shaken by the ground swell of reorganization, personnel turnover, and a redistribution of its forces during the year just ended. Its rôle as the service organization of the Library was reassessed and changes were made wherever necessary to invigorate the enactment of this rôle. The Division was strengthened by the designation of a new position, that of Assistant Chief, under whom several of the Division functions were consolidated. A physical redistribution of the Central Files, placing them in closer relationship to the mail activities, was effected to allow for expansion and to eliminate confusion and congestion on the second floor. Individual procedures throughout the Division were re-examined for the purpose of simplification and the generation of ideas for improving them. It has been a full year.

OFFICE OF THE CHIEF

Building Management: Frustration in this area grew thick and fast during the first part of 1951. Because of a stated lack of funds, Public Building Service adopted a very conservative policy and it became increasingly difficult to obtain the barest necessities in the way of repairs and alterations. After much harrassment, PBS agreed to effect certain improvements provided the Library paid for them. Following this arrangement, many long-pending requests were disposed of. There remained, however, one or two areas which proved troublesome. The leakage from the clerestory windows above both Library Hall and the Acquisition Division gradually grew worse until, toward the end of the year, it reached alarming proportions. Strenuous efforts were made to get Public Building Service to correct this situation, but to date success has not been spectacular. Another detail which has proved very refractory to correct is the condition of the walls of the main stairway. No assurance has been given that improvement may be expected. In November the Construction and Repair Division of PBS announced that a contract had been let for the repair and replacement of all windows in the main Library building, but work was held up because of clearance of the contractor's papers.

One or two emergencies developed, however, which did bring a hurried response from the building superintendent's office. One of these was a leak in the downspout which leads from the roof to the rain sewer and which is encased in the side wall of the building.

Leakage was causing water to collect in Room B-4 and was also responsible for the deterioration of the floor boards in Room 207. To correct this condition it was necessary to break through the wall in several places.

Space: No additional space was made available to the Library in Washington during the year. Wherever possible, better utilization of present space was effected by shifting certain activities. In Tampa Hall, additional space was made available for the Current List Division by the shifting of a large segment of duplicates to the Annex. The Stack Service picked up more space by the installation of additional stacks in the west balcony. The Bio-bibliographical Collection in Room 208 was rearranged to provide the Acquisition Division with a much needed addition to its quarters. In the Administrative Division, space in the basement was reshuffled to allow for the moving of the Central Files. Room B-3 was turned over to Acquisition for a receiving area and the material which had remained in Room B-10 for many years was transferred to it. B-10 was rehabilitated for stack use and the pamphlet volumes were shelved there. At the year's end, 20,000 volumes of monographs published between 1800 and 1850 were moved to Cleveland, thus providing 2,500 additional feet of shelf space in the Annex. In Cleveland, 325 square feet of additional space was leased and, after installation of suitable stacks, a segment of the less frequently used material in the Cleveland collection was shifted thereto.

Budget: Much preliminary work on the 1953 Budget had to be scrapped when the form of the budget document was changed. The work had been accomplished in anticipation of the usual April request. It was not until early October, however, that the request finally was received, at which time the Fiscal Director for the Surgeon General's Office called at the Library to outline the new requirements. Changes were dictated by the adoption by the Army of the performance type budget. The Library was requested to furnish figures on actual experience for the Fiscal Year 1951, then just ended, and to estimate its needs for 1952 and 1953, phasing each by quarters. In the process it became possible to simplify the form of the document by combining several activities.

Work Measurement: Early in the year work was begun on a plan for simplification of the monthly work measurement reports which had been inaugurated in 1950. After six months' experience with the original report, certain factors were highlighted which pointed to the direction revision should take. It became necessary to standardize reporting procedure as well as to simplify the report itself. Each division chief submitted a revision of his report which was reviewed by the Chief Librarian and the Chief, Administrative Division, before becoming effective on 1 July. In some cases, as in the Acquisition Division, the workload of each section

was measured by a single work unit, the unit selected being considered an accurate index to the performance of the section. Other divisions reduced the number of work units in a section from some seven or eight in the old report to two or three in the new. In all, the necessity for maintenance of individual work records was greatly reduced. At the end of the first six months of the more simplified reporting, it seems safe to say that the Office of the Director has not only a better management tool but also a much more efficient means of obtaining it.

FISCAL SECTION

Station Operating Accounts: Pursuant to SR 35-225-40, the Fiscal Section adopted the Station Operating Account System, effective 1 July, which called for allotting of funds and accounting for obligations according to the activity breakdown within the performance budget structure. Each activity was assigned an account number and entries in the ledgers were in accordance therewith. Through this system, it now becomes possible to quote cost figures for each division of the Library, including salaries. This bookkeeping will tend to simplify the collection of data for the annual budget.

Other Fiscal Matters: The research contract with Johns Hopkins University having been transferred to the Library on 1 February, the Section assumed the audit of the monthly vouchers for payment, in addition to its other work. A total of 2,059 vouchers for all purposes was processed by the Section during the year.

On 1 July, new yellow AML coupons for photoduplication service were inaugurated and the white coupons which had been sold previously were discontinued. As of 31 December, 22% of the outstanding white coupons had been redeemed or approximately 2% per month. The photoduplication account was audited twice during 1951 by representatives of the Army Audit Agency. No irregularities were found in the account, but greater effort to collect outstanding accounts was recommended. Non-collectible accounts will henceforth be forwarded to the Office of the Chief of Finance for disposition under the provisions of AR 35-6665.

OFFICE SERVICE SECTION

The Office Service Section was established in August 1951, following the announcement that military personnel would be withdrawn from the Library. It was formed by the consolidation of the Supply, Mail and Records, and Service Sections, under one head, with the work of each unit being directed by a sub-supervisor. The reorganization was completed and personnel appointed by 31 December.

Supply: Some improvements in internal management were made during the past year. Property records were put in order; a new supply catalog was created for the use of divisions in ordering expendable supplies; and new manual sheets were written on Library supply procedure. Inventories in Washington and Cleveland were completed on schedule.

Mail and Records: This unit also suffered from the change in personnel. At the year's end, however, some progress had been made in assessing the problems in this area. Some corrective action has already been taken, notably the establishment of a central message center. The classification system has proved successful in most cases; it will be scrutinized carefully during the coming months and changes will be made wherever improvements are possible. Definite steps forward were made by the unit in establishing and publishing messenger route schedules and in formalizing in the Library Manual of Operations many of the rules and procedures followed in mailing and shipping. As mentioned above, the mail and file rooms were brought into closer relationship by the transfer of the Central File activity to the basement, thus reducing greatly the messenger time required in carrying material to and from these rooms.

Service: Although short-staffed, this unit carried out its assignments on schedule. Two hundred and six thousand pounds of material, mostly exchange, were handled during the year. Reproduction by both mimeograph and multilith processes improved in quality. The multilith machine was first put into operation in November 1950. First results were not reassuring; however, improvement in the quality of reproduction was steady. Due to several new projects, such as the reproduction of bibliographies prepared by the Reference staff, card work for the Catalog and the Current List Divisions, and a vigorous campaign to bring the Library Manual of Operations up to date, the quantity of reproduced material rose sharply, the number of pages increasing from 433,531 in 1950 to 1,637,000 in 1951, or approximately 300%.

PERSONNEL SECTION

Much of the work of the Personnel Officer did not come directly under the supervision of the Chief, Administrative Division, but was reviewed by the Chief Librarian. Consultations on problems of personnel administration were held, however, at frequent intervals. The work load of the Section was increased by an all-out effort to bring the Library staff up to full strength. Even after a "personnel freeze" was imposed in the late summer, which prevented the filling of five vacant positions, Library personnel turnover kept the Personnel Officer and her assistants fully occupied.

Personnel Authorization: The following table shows the authorized strength for the Library over the year:

<u>Date of Voucher</u>	<u>Civilians</u>	<u>Military</u>		<u>Total</u>
		<u>Officers</u>	<u>EM</u>	
1 January 1951	229	4	13	17
15 February 1951	253	4	4	8
15 August 1951	257	4	0	4
4 December 1951	216	2	0	2

The 15 February voucher reflected an increase of civilian personnel for the Historical Division and also an increase for the Library proper to compensate for a decrease in the authorization for enlisted men. The 4 December voucher reflected a decrease of both civilian and military personnel incident to the transfer of the Historical Division to the Walter Reed Army Medical Center, which became effective 1 December 1951.

Recruitment: Recruitment continued to account for the major portion of the time of the Personnel Officer. In March 1951, the Chief, Administrative Division, and the Personnel Officer were asked to develop a general plan for recruitment which could be followed from year to year. The plan included the following points:

- a) Preparation of an AML Recruiting Circular.
- b) More active recruiting in some ten of the larger library schools.
- c) Preparation of an information pamphlet concerning the Library and its mission.
- d) Closer liaison between the Library and the placement services of the national library organizations such as the Medical Library Association, the American Library Association, and the Special Libraries Association.

Several actions were instituted following the approval of this plan. A circular for recruitment of catalogers was prepared and the Chief of the Catalog Division made a trip to Columbia University in April. Selection of three candidates resulted. Through the co-operation of the Editor of the Journal of the American Medical Association and the Editor of the AIA Bulletin, free advertisements were placed in the classified columns of these publications. The notice in the AIA Bulletin brought replies from 17 persons and resulted in the employment of one of the number. This method also proved successful for Dr. Wilson in Cleveland, who inserted an advertisement in the AIA Bulletin for a rare book cataloger and received very good response. Several well qualified candidates were interested and selection was made from among them.

In connection with the recruiting plan, and as a part of a cooperative movement of six of the larger Federal libraries, the Chief of the Administrative Division was appointed Chairman of an informal committee to develop closer liaison between the placement services of these libraries. Members of the committee included representatives of the Library of Congress, the Department of Agriculture Library, the Department of State, the Central Intelligence Agency, and the Army (Pentagon) Library. Two luncheon meetings of the committee were held in the spring and summer; there was a free interchange of information between the members and a lively discussion of the many problems inherent in the selection of qualified personnel.

Training: The Personnel Officer participated in the training activities of the Library, which remained limited in scope. Orientation of new employees took two forms. The first, given by the Personnel Officer, included information about rights, privileges, and so forth, of employees and general Library information. The second form of orientation included tours of the Library work areas with short descriptive talks by older staff members or supervisors about the work being performed. The Personnel Officer also served on a committee on In-Service Training appointed by the Chief Librarian to study the need for additional training among the staff and to develop a course of study. The committee made its recommendation for a lecture course for clerical employees, but final arrangements were still pending at the year's end.

Classification: Classification of civilian positions remained a problem for the Library chiefly because of the amount of time required to accomplish an action. The Personnel Section acted as liaison on classification actions, recording and transmitting drafts and final allocations between the division concerned and the Surgeon General's Office Classification Branch. While new job sheets were pending for the Catalog Division for at least half the year, only four allocations were made. The Current List Division was completely surveyed during the year but action was extremely slow. Some action had been taken on a survey of the positions in the History of Medicine Division but this, also, was not complete by 31 December.

Appendix I

BOOKS AND SERIALS ADDED, BY SOURCE AND CLASS

	<u>1951</u>	<u>1950</u>	<u>1949</u>
<u>BOOKS</u> - Purchases			
Current	9,387	6,894	4,335
Out of print	1,904	2,844	2,008
Old and rare	<u>1,688</u>	<u>876</u>	<u>1,919</u>
Total	<u>12,979</u>	<u>10,614</u>	<u>8,262</u>
Transfers	1,742	983	1,376
Gifts	2,509	2,114	5,763
Backlog	<u>100</u>	<u>247</u>	<u>104</u>
Total	<u>4,351</u>	<u>3,344</u>	<u>7,243</u>
Total Books Added	<u>17,330</u>	<u>13,958</u>	<u>15,505</u>
<u>SERIALS</u> - Purchases			
Current	24,275	20,819	15,869
Out of print	<u>4,089</u>	<u>5,143</u>	<u>3,834</u>
Total	<u>28,364</u>	<u>25,962</u>	<u>19,703</u>
Transfers	3,968	5,618	6,011
Exchange			
Current List	12,332	12,548	9,918
Medical Library Assn.	2,142	1,701	3,799
Other	13,435	8,897	2,668
Gifts	20,056	20,191	33,668
Backlog	<u>1,481</u>	<u>157</u>	<u>33,315</u>
Total	<u>53,414</u>	<u>49,112</u>	<u>89,379</u>
Total Serials Added	<u>81,778</u>	<u>75,074</u>	<u>109,082</u>
GRAND TOTAL ALL ITEMS ADDED	<u>99,108</u>	<u>89,032</u>	<u>124,587</u>
	<u>1951</u>	<u>1950</u>	<u>1949</u>
<u>PURCHASE PERCENTAGES</u>			
Percent of books purchased	75	76	53
Percent of serials purchased	35	31	26
Percent of all pieces purchased	42	37	31

BOOK EXPENDITURES, BY CLASS AND COUNTRY

<u>EXPENDITURES BY CLASS</u>			
	<u>1951</u>	<u>1950</u>	<u>1949</u>
<u>BOOKS</u>			
Current	\$ 34,066.47	\$ 31,014.83	\$ 19,222.17
Out of print	3,598.35	3,528.46	5,117.60
Old and rare	<u>6,317.78</u>	<u>9,044.13</u>	<u>12,147.67</u>
Total	\$ <u>43,982.60</u>	\$ <u>43,587.42</u>	\$ <u>36,487.44</u>
<u>SERIALS</u>			
Current	\$ 19,465.19	\$ 19,207.82	\$ 17,999.92
Out of print	<u>4,000.77</u>	<u>4,435.24</u>	<u>4,876.33</u>
Total	\$ <u>23,465.96</u>	\$ <u>23,643.06</u>	\$ <u>22,876.25</u>
<u>MICROFILM AND</u>			
<u>HISTORICAL PRINTS</u>	\$ <u>525.80</u>	\$ <u>2,846.82</u>	\$ <u>2,595.17</u>
GRAND TOTAL	\$ <u>67,974.36</u>	\$ <u>70,077.30</u>	\$ <u>61,958.86</u>

MAJOR EXPENDITURES BY COUNTRY

	<u>1951</u>	<u>1950</u>	<u>1949</u>
<u>BOOKS AND SERIALS</u>			
United States	\$ 28,807.37	\$ 24,858.39	\$ 18,715.42
Germany	8,019.34	6,000.00	2,102.35
Japan	4,794.37	4,500.00	353.49
Italy	2,792.03	2,051.47	1,194.81
Great Britain	2,557.28	2,503.53	3,197.21
France	2,093.40	1,930.61	1,827.15
Switzerland	1,560.68	976.85	514.60
Belgium and Netherlands	1,250.32	1,778.67	2,283.18

ACQUISITION ACTIVITIES

	<u>1951</u>	<u>1950</u>	<u>1949</u>
<u>SEARCHING</u>			
Books considered for purchase, not in Library	14,500	16,483	20,198
Books considered for purchase, Library had	<u>6,905</u>	<u>7,670</u>	<u>11,407</u>
Total items searched	<u>21,405</u>	<u>24,153</u>	<u>31,605</u>
 <u>SERIAL RECORD</u>			
New Titles Added	995	881	1,377
Titles Received on Current List Exchange	1,698	2,108	2,395
 <u>DUPLICATE EXCHANGE</u>			
Shipments made	835	738	606
Shipments received	317	217	54
Pieces shipped	144,232	96,008	62,621
Pieces received	184,293	150,001	84,500
 <u>ORDERS</u>			
Purchase orders written	2,059	1,812	2,002

CATALOGING STATISTICS

	<u>1951</u>	<u>1950</u>	<u>1949</u>
<u>PRELIMINARY CATALOGING</u>			
New titles	11,200	(1)	(1)
Recataloged titles	<u>12,940</u>	<u>(1)</u>	<u>(1)</u>
Total	<u>24,140</u>	<u>(1)</u>	<u>(1)</u>
<u>COMPLETED CATALOGING</u>			
New titles	8,584	10,045	11,972
Recataloged titles	<u>13,710</u>	<u>9,573</u>	<u>3,115</u>
Total	<u>22,294</u>	<u>19,618</u>	<u>15,087</u>
Titles reclassified	6,071	2,090	0
Catalog cards made, revised and distributed	293,013	291,202	299,191
Catalog cards filed	191,313	179,276	162,647
Volumes shelved	29,994	23,708	16,804
Copies and volumes withdrawn	1,539	(1)	(1)
<hr/>			
Work in process (pieces) *			
Awaiting preliminary cataloging	225	975	962
Awaiting cataloging	10,224	10,575	8,747
Cataloged, awaiting revision	<u>3,250</u>	<u>2,775</u>	<u>1,017</u>
Total	<u>13,699</u>	<u>13,325</u>	<u>10,726</u>

(1) Not available

* Estimate 75 pieces per shelf

Appendix V

BINDING STATISTICS

	<u>1951</u>	<u>1950</u>	<u>1949</u>
Volumes sent to Government Printing Office	8,758	4,269	14,140
Returns from Government Printing Office, processed	5,300	7,875	21,630
Volumes put in Army Medical Library bindings	3,402	2,537	623
Volumes (poor paper) wrapped	1,498	603	0
Volumes repaired	2,341	4,716	2,452
Volumes lettered	52,877	47,652	24,482

ART SECTION STATISTICS

	<u>1951</u>	<u>1950</u>	<u>1949</u>
Pictures added to Art Section			
Portrait solicitation	1,387	176	6
Hospital solicitation	257	0	0
AFIP transfers	158	6,210	4,250
Miscellaneous	<u>286</u>	<u>851</u>	<u>278</u>
Total	<u>2,088</u>	<u>7,237</u>	<u>4,534</u>
Pictures cataloged/indexed	4,606	(1)	(1)
Reference use of pictures	1,829	(1)	(1)

(1) Not available

USE AND CIRCULATION STATISTICS

	<u>1951</u>	<u>1950</u>
Readers registered	8,249	7,587
Loans to Government Libraries	24,103	23,778
Non-government loans	<u>5,690</u>	<u>5,777</u>
Total loans	29,793	29,555
Requests from readers	55,929	53,340
Requests from Photoduplication Section	<u>52,560</u>	<u>48,553</u>
Total items used	<u>138,282</u>	<u>131,448</u>

REFERENCE SERVICE STATISTICS

	<u>1951</u>	<u>1950</u>
Reference questions answered	11,307	8,638
Bibliographies prepared	226	334

PHOTODUPLICATION STATISTICS

	<u>1951</u>	<u>1950</u>	<u>1949</u>
Orders received	55,738	51,012	52,676
Pages, negative film	1,210,125	1,499,134	1,409,297
Pages, positive film	4,707	85,127	33,940
Photostats	247,709	320,713	494,423
Photoprints	141,880	157,999	37,100
Glossy prints	2,582	1,515	1,426

HISTORY OF MEDICINE DIVISION

	<u>1951</u>	<u>1950</u>
Items added to collection		
Books and manuscripts	931	915
Microfilm copies	70	28
Portraits	<u>62</u>	<u>4</u>
Total items added	1,063	947
Editions cataloged	385	(1)
Inquiries answered (including Loans and Photoduplication Orders)	725	540
Books bound at commercial bindery	175	420
Books bound at FMD Binding Studio	<u>665</u>	<u>952</u>
Total books bound	840	1,372
Prints and photographs mounted	1,899	116
Pages microfilmed	417,844	303,104

(1) Not available

CURRENT LIST OF MEDICAL LITERATURE

DISTRIBUTION

	<u>1951</u>	<u>1950</u>
Free or on Exchange Basis		
United States	410	1,709
Foreign	<u>1,663</u>	<u>1,748</u>
Total	2,073	3,457
Paid subscriptions		
United States	1,835	1,041
Foreign	<u>320</u>	<u>157</u>
Total	2,155	1,198
For Army Medical Library		
Internal use	<u>110</u>	<u> </u>
GRAND TOTAL	<u>4,338</u>	<u>4,655</u>
Journal titles being indexed on 30 June 1951	1,242	
Articles indexing during year	85,204	

INDEX-CATALOGUE

	<u>1951</u>	<u>1950</u>
Periodical articles indexed	85,217	256,409
Books cataloged	6,372	11,906
Items classified	38,028	135,352
New cards filed	35,840	99,252
Cards filed and re-filed	367,670	562,817
Cards sent to printer	12,448	5,073
 Backlog		
Journals and books awaiting analysis or cataloging	30,762	53,813
Articles cataloged, awaiting revision	8,100	78,000
Cards revised, awaiting heading	200,000	46,685
 Visitors to Subject File (excluding staff members)	 1,684	 1,407

PERSONNEL STATISTICS

	<u>As of</u> <u>30 June 1951</u>	<u>As of</u> <u>31 Dec. 1950</u>
Personnel authorized:		
Civilian	225	213
Special Temporary Authorization	3	-
Military	6	11
Personnel on duty:		
Civilian	228	209
Military	9	11
Personnel on duty, by Divisions:		
Office of the Director	7	26
Administrative	22	22
Acquisition	38	33
Catalog	48	51
Current List	30	-*
Index-Catalogue	12	12
Reference	65	62
History of Medicine	<u>15</u>	<u>14</u>
Total	237	220

Average number of persons employed	208	189
Personnel actions:		
Accessions	104	58
Separations	80	54
Accessions during year on duty	69	48
Conversions to probational or classified status	10	10
Promotions	23	25
Reallocations to higher grade	2	4
Reallocations to lower grade	0	3
New positions established	7	20
Pay increases for superior accomplishment	0	2
Meritorious civilian service awards	0	1
Absences:		
Annual leave (man hours)	35,032	28,972
Sick leave (man hours)	21,436	19,793
Other leave (man hours)	5,462	4,933
Percentage of effectiveness	84.9	86.5

*Included under Office of the Director

FINANCIAL STATISTICS

	1951 <u>Obligated</u>
Allotted Funds:	
Rentals	\$ 93.21
Repairs and Alterations	1,755.63
Subscriptions	13,479.91
Books	54,280.92
Supplies	25,406.38
Equipment	7,453.37
Transportation	28.96
Travel	7,848.64*
Postage	1,853.29
Car Tokens	44.00
Indexing Contract	14,000.00
Edgar Bequest	<u>23.04</u>
Total	<u>\$ 126,267.35</u>
Other Operational Costs:	
Civilian Personnel Salaries (Medical Service - estimated)	\$ 876,316.00
Military Personnel Salaries	57,065.00
Printing and Binding	66,500.00
Real Estate Rental (Engineers)	9,000.00
Signal Corps Supplies, Equipment, Service	10,208.00
Quartermaster Supplies and Equipment	4,500.00
Transportation Service	1,500.00
Contract Field Binding (History of Medicine Division)	<u>2,000.00</u>
Total	<u>\$ 1,027,089.00</u>
Total Operational Cost, Army Medical Library	<u><u>\$ 1,153,356.35</u></u>
Collections for photoduplication services	\$ 16,427.48

* Includes Historical Division, Office of the Surgeon General

RECENT PUBLICATIONS OF THE ARMY MEDICAL LIBRARY

1. **Army Medical Library Author Catalog.** 1950. 724 p. \$17.50
The third annual catalog in book form containing full author entries for all items cataloged during the year; with a subject index. For sale by the Card Division, Library of Congress, Washington 25, D. C. (Note: The 1951 edition will be in two parts: Part One Authors, and Part Two Subjects. It is expected to be ready in April 1952 at \$17.50.)
2. **Current List of Medical Literature.** Monthly. Subscriptions: Domestic, \$9.75 per year; foreign, \$12.25.
A monthly list with author and subject index to articles in approximately 1,350 medical journals; international in scope. For sale by Superintendent of Documents, Government Printing Office, Washington 25, D. C.
3. **Army Medical Library Classification.** 1951. 275 p. \$1.25
The Library's classification scheme for materials in the preclinical sciences, medicine, and related subjects. For sale by Superintendent of Documents, Government Printing Office, Washington 25, D. C.
4. **The Pituitary-Adrenocortical Function: ACTH, Cortisone and Related Compounds.** 1950. 366 p.
A bibliography covering the period 1940-1950, partly annotated.
5. **Plasma Substitutes, Except Those Derived from Human Blood, 1940-1951.** 1951. 141 p.
An annotated, comprehensive list of references.
6. **Nitrogen¹⁵ in Biological Research.** 1951. 14 p.
A selected list of references arranged chronologically, covering the period 1937-1951.
7. **Intravenous Injection of Fats and Oils for Nutritive Purposes.** 1951. 14 p.
A list of references covering the period 1874-1951.
8. **Fibrinolysin, Profibrinolysin, and Antifibrinolysin.** 1951. 20 p.
A selected list of references covering the period 1937-1951.
9. **Organizing Small Medical Libraries in Military Installations.** Revised 1951. 16 p.
An elementary treatise prepared in answer to numerous requests for such information.

10. Policy on Scope and Coverage. 1951. (Out of print)
A collection of papers resulting from the Library's efforts, over a period of time, to arrive at a definition of the scope of the collecting policy and degree of coverage in each field.
11. Army Medical Library Services. 1951. 9 p.
A small pamphlet describing the Library's available services.
12. Annual Report for the Calendar Year 1950. 1951. 91 p.
The Library's annual report of operations and services, with statistical appendices.
13. Army Medical Library News. Monthly.
A small news bulletin for public distribution.
14. Army Medical Library Bulletin. Weekly.
For internal distribution only.

