

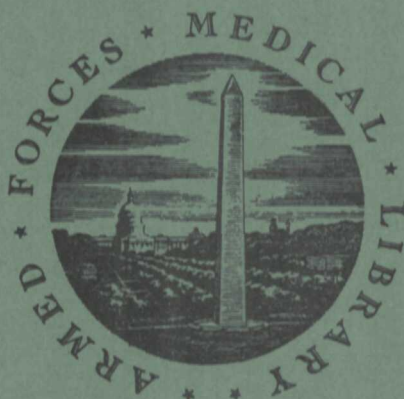
Head, Processing Section

ARMED FORCES MEDICAL LIBRARY

SUMMARY OF ACTIVITIES

For the Year

1 9 5 3



WASHINGTON, D. C.

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LETTER OF TRANSMITTAL

ARMED FORCES MEDICAL LIBRARY

Washington 25, D. C.

Major General George E. Armstrong
The Surgeon General, United States Army

General:

I have the honor to submit my report for the calendar year 1953 as Director of the Armed Forces Medical Library.

Except when otherwise stated, the statistics exhibited in this report cover the fiscal year ending 30 June 1953.

FRANK B. ROGERS
Lt Col, MC
Director

1 March 1954

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ADMINISTRATIVE ORGANIZATION OF THE ARMED FORCES MEDICAL LIBRARY

DIRECTOR - Frank B. Rogers, Lieutenant Colonel, M. C.

OFFICE OF THE DIRECTOR

| | |
|-----------------------------------|------------------------------|
| Chief Librarian | Kanardy L. Taylor |
| Special Assistant to the Director | John A. Oley, LCDR (MSC) USN |
| Administrative Assistant | Ethel M. Chase |
| Secretary | Alice E. Luethy |

ADMINISTRATIVE DIVISION

| | |
|--------------------------------------|--------------------|
| Chief | Joseph Tucker |
| Fiscal Section, Head | Aldine D. Mudd |
| Office Service Section, Head | George B. Hall |
| Mail and Records Unit, Head | Tilghman O'Neill |
| Services Unit, Head | Enas Broadway |
| Supply Unit, Head | Joseph McGroarty |
| Personnel Section, Personnel Officer | Martha S. Dietrich |

ACQUISITION DIVISION

| | |
|---------------------------------------|------------------------|
| Chief (Assistant Librarian) | Samuel Lazerow |
| Gift and Exchange Section, Head | Marion H. Holdowsky |
| Order Section, Head | Richard Dier |
| Selection and Searching Section, Head | Leslie K. Falk |
| Serials Section, Head | I. Nathaniel Markfield |

CATALOG DIVISION

| | |
|-----------------------------|---------------------|
| Chief (Assistant Librarian) | M. Ruth MacDonald |
| Art Section, Head | Helen H. Cambell |
| Binding Section, Head | Helen Turnbull |
| Cataloging Section, Head | Winifred A. Johnson |
| Processing Section, Head | Eleanor R. Hasting |

CURRENT LIST DIVISION

Chief (Editor)
Staff Assistant
Composition Section, Head
Subject Heading Section, Head

Seymour I. Taine
Robert L. Hayne
Harold Wolfe
Robert L. Hayne

HISTORY OF MEDICINE DIVISION *

Chief
Binding Section, Head
Catalog Section, Head
Reference Section, Head

William Jerome Wilson
Jean C. Eschman
Harriet C. Jameson
Dorothy M. Schullian

INDEX-CATALOGUE DIVISION

Chief (Editor; Medical Officer)
Assistant to the Chief
Analysis Section, Head
Files Section, Head
Synthesis Section, Head

Claudius F. Mayer
Edward A. Miller
Harold F. Koehler
Hertha E. Bishop
Galina V. Zarechnak

REFERENCE DIVISION

Chief (Assistant Librarian)
Assistant Chief; Circulation and
Book Custody Section, Head
Document Section, Head
Photoduplication Section, Head
Reference Section, Head

Estelle Brodman
Robert B. Austin
Charles A. Roos
Raymond H. Eckenbach
Mary E. Grinnell

BRANCH LIBRARY

U. S. Army Surgeon General's Reference Library
Main Navy Building, Washington 25, D. C.
Jacqueline L. Chambers, Librarian

* Located in Cleveland, Ohio

| | | |
|---|---|---|
| CONTRACT PROPERTY ADMINISTRATOR | - | George B. Hall |
| FISCAL OFFICER | - | Aldine D. Mudd |
| MAIL CLERK | - | Herbert Smith |
| ALTERNATE MAIL CLERK | - | Enas Broadway |
| POSTAL OFFICER | - | Tilghman O'Neill |
| PURCHASING AND CONTRACTING OFFICERS | - | { Samuel Lazerow { Leslie K. Falk { Joseph Tucker |
| RECORDS MANAGEMENT OFFICER | - | Tilghman O'Neill |
| REPORTS CONTROL OFFICER | - | Joseph Tucker |
| SECURITY OFFICER | - | Lt. Col. Frank B. Rogers |
| ASSISTANT SECURITY OFFICER | - | Kanardy L. Taylor |
| SUPPLY AND ACCOUNTABLE PROPERTY OFFICER | - | George B. Hall |
| ASSISTANT SUPPLY OFFICER | - | Joseph McGroarty |
| TRANSPORTATION OFFICER | - | Joseph Tucker |

CHAPTER I

THE FRONT OFFICE

On the outside cover of the Antiquarian Bookman for 2 January 1954 Dr. Lawrence S. Thompson, Director of Libraries at the University of Kentucky, is quoted as follows: "Future generations will not remember present-day librarians for their organizational charts, their surveys, their classification and pay plans, their ingenious fanfold forms — however necessary they may be for day-by-day operations. Scholars of the twenty-first century will measure the accomplishments of the librarian not so much by his techniques in dealing with a twentieth century public but by the collections he built."

We believe this is true. But we also believe that there is no essential conflict between organization charts and the building of collections; they simply bear the relationship of means and ends. To elevate means to the status of ends is a notorious human failing; to consider the attainment of desirable ends without the provision of adequate means is equally rash, if not equally sinful. To put it brutally: if we do not deal with our twentieth century problems effectively, the scholar of the twenty-first century may well find himself in the position of whistling for collections which just aren't there.

The report which follows deals largely with surveys and fanfold forms — with means. This is regrettable, and we say this with deep feeling. We wish we were not constantly preoccupied with coping with what is beginning to seem like a continual series of crises. At the same time we are aware that the game would not be worth the candle if there were not worthwhile ends in view. This report sets out the record of some of our achievements and some of our failures during the past year. As Mr. Lionel Trilling says, "The chances are all in favor of our having to go on making our choices and so of making our mistakes." We shall try to derive such comfort as we can from Osler's ideal of doing the day's work well and not bothering about tomorrow; of settling down to the job at hand and trying to do it to the best of our abilities, and letting the future take care of itself.

CURRENT LIST CRISIS

In early autumn a budgetary bombshell was dropped in our midst, severely crippling the printing schedule of the Current List of Medical Literature, and threatening its future. The background of this action is of considerable interest.

On 31 January 1952, Army Regulation 310-45 (later superseded by AR 310-45 dated 15 May 1952) was published requiring, among other things, that requests for approval of existing periodicals be submitted. On 8 May 1952 the Library submitted such a request for the Current List. Nothing further was heard of this request until 15 October 1953.

In October 1953 we were advised that on 27 February 1953 the Bureau of the Budget had sent a letter to the Assistant Secretary of Defense (Comptroller) questioning continuation of the Current List on the grounds that:

- a. Less than 15 percent of the copies are for the official use of the Department of Defense.
- b. The American Medical Association also publishes an index to medical periodicals.
- c. Subscriptions should, but do not, cover a proportionate share of the cost of preparation of the periodical as well as the cost of printing.

On 29 September 1953 the letter of the Bureau of the Budget was transmitted to the Office of The Adjutant General, U. S. Army. On 9 October 1953 The Adjutant General notified the Office of The Surgeon General that publication of the Current List would be suspended pending resolution of the issues raised by the Bureau of the Budget. On 15 October 1953 The Surgeon General so advised the Library. On 20 October the Library made a vigorous reply, and on 22 October The Surgeon General amplified this reply and transmitted it to The Adjutant General.

The position taken by the Library and by The Surgeon General was as follows:

- a. The cost of preparation of the Current List is properly chargeable entirely to the operation of the Armed Forces Medical Library as a library, without consideration of whether the product is to be published or not.
- b. The idea of making the charge to subscribers cover a proportionate share of the cost of preparation of the index would indeed be a new departure in government publication. No government publication presently pursues this policy.
- c. Differences in coverage and in availability of the index published by the American Medical Association invalidate it as a substitute for the Current List.

d. Copies purchased by the Armed Forces Medical Library for distribution on exchange and to military installations are well worth the price. It is believed that we receive in exchange journals of value equal to the price of the Current List.

e. The value of the Current List to intelligence agencies of the U. S. Government, and to the various Medical Research and Development activities of the government, would alone justify the expenditure of \$150,000 per year on editorial costs. According to figures published in June 1953 by the National Science Foundation, the Federal Government is spending \$150 million per year on research in the "life sciences." It would seem that 1/10th of 1 percent of research and development costs is a small price to pay for a bibliographic tool basic to these programs.

There followed day upon day of telephone calls to all echelons concerned in the argument. In the meantime the January 1954 issue was completed and packed, ready to be sent to the printer; this issue was held. Then the December 1953 cumulative issue was completed and packed; this also was held. Work on the February 1954 issue was well under way when, on 28 December 1953, the Bureau of the Budget transmitted to the Assistant Secretary of Defense (Comptroller) a message that the Current List would be granted "interim" clearance until 1 October 1954. Approval was limited to this period "in order to permit further consideration of methods of securing a greater recovery of the cost from those outside government who are benefiting from the production and distribution of this publication."

Furthermore, additional provisions were imposed:

- a. Number of copies distributed on exchange and by gift to be reduced (by 300 copies).
- b. Page limitation of 4,100 in any fiscal year.
- c. Dollar limitation for printing for exchange and official distribution of \$19,500 in any fiscal year.

The impact of these restrictions was immediate and heavy. It was decided to withhold the December 1953 cumulative issue from publication. The long-since-completed January 1954 issue was to be rushed to the printer. Format changes were to be introduced in the February 1954 issue, which would save pages and dollars, even though at some cost in easy legibility. But it was apparent that all these steps would not be sufficient to get the Current List over the hump.

The process of re-planning began, and the continuing effectiveness of the Current List hung in the balance.

ADVISORY GROUP

The Armed Forces Medical Library Advisory Group met three times during the calendar year.

Meeting of 16 January 1953. In a letter dated 1 December 1952 the Deputy Surgeon General of the Army had requested that the Advisory Group review the mission, legislative needs and budgetary workloads of the Library. In response to this request the Advisory Group drew up an eight-page report entitled "The Armed Forces Medical Library -- Missions and Functions." The Group outlined the mission of the Library in thirteen specific areas; it recommended that the draft of basic legislation for the Library, previously submitted, be pushed forward; it made tentative estimates of future workloads. It was the conviction of the Advisory Group "that the national welfare and defense demand the existence and the services of a national medical library. Such a library is a necessity because access to world medical literature is essential to medical progress. The mission of such a national medical library must be to acquire, catalog, service, preserve, and make readily available in the broadest way all recorded medical knowledge. For the last hundred years the Armed Forces Medical Library has met this need, and has been the only library which has met it." Accordingly, "support of the program of the Armed Forces Medical Library at a high level is in the national interest, and should be continued." This report was accepted by the Armed Forces Medical Policy Council at its last meeting on 30 March 1953.

Meeting of 17 April 1953. The Advisory Group discussed general space problems of the Library, and considered the implications of cuts in budget and personnel ceiling for the Library's services. The question of including the cataloging product of the History of Medicine Division in the annual published Catalog was explored, and a program for collecting documentary medical films was reported.

Meeting of 23 October 1953. The terms of Dr. Wilburt C. Davison and Colonel Clomont F. St. John having expired, Dr. Austin Smith, Editor of the Journal of the American Medical Association, and Colonel Thair C. Rich of the Office of The Surgeon General, U. S. Army, were appointed to the Advisory Group. Brigadier General Harold H. Twitchell was nominated by the Air Force to serve the unexpired portion of the term of Colonel Fratis L. Duff, who had been transferred to a post outside of Washington. The chief business of this meeting was a discussion of the threat to continuing publication of the Current List, covered in detail above. The Group placed in the record its conviction "that uninterrupted continuation of the Current List is an absolute necessity."

RESEARCH PROJECT

The Medical Indexing Research Project, carried out at the Welch Medical Library of the Johns Hopkins University under the direction of Dr. Sanford V. Larky, and sponsored by the Armed Forces Medical Library, came to a close on 30 September 1953, having been in existence just 35 days short of five years. The total expenditure for the Project was \$128,081. As the year ended, the final report of the Project had not yet been received.

FRIENDS

The membership of the FRIENDS of the Armed Forces Medical Library continues to grow, and is now over 300. The second annual dinner meeting was held at the Willard Hotel in Washington on 23 October 1953, with Dr. Henry R. Viets, Chairman, presiding. Dr. Jean A. Curran, Dean of the State University of New York College of Medicine, was the principal speaker of the evening, presenting a paper on "John Shaw Billings, Genius of American Medicine in the Nineteenth Century."

LEGISLATION

In 1950, in a speech before the Honorary Consultants to the Army Medical Library, Dr. Michael E. DeBekey stated that "the problem of the Library cannot be resolved without adequate legislation to define its responsibilities and establish it clearly as the National Medical Library." A dilemma which has been faced over and over again in trying to secure adequate support for the Library stems from the fact that the Library has developed into its present character and station without having been originally specifically designed or authorized to fill it. The fact of the matter is that the Armed Forces Medical Library is presently engaged in activities which, while perfectly proper to its functions as a national library, have very tenuous or even non-existent statutory bases. Sales of photoduplication services, and makeshift publication arrangements with the Library of Congress, are cases in point. Legislation is needed in order to formalize and make unequivocal the present status of the Library, and to provide a solid foundation for continuing future support.

Following Dr. DeBekey's talk, the question of legislation was held in abeyance during the months in which the place of the Library in the governmental structure was being debated and resolved. When the charter of the Armed Forces Medical Library went into operation in May 1952, attention was again turned to the problem. By August 1952 a tentative statute had been drafted, and this was further developed following a staff conference at the Office of The Surgeon General in September 1952. This draft legislation was read and criticized at the meeting of the Armed Forces Medical Library Advisory Group in October 1952.

Following this the draft was modified after consultation with Mr. Laurence Keitt, the Law Librarian of Congress, Mr. Silverstein, legal counsel of the General Services Administration, and members of the AFML staff. The final revised draft was submitted to The Surgeon General of the Army on 23 October 1952. In the special report prepared at its meeting in January 1953, the AFML Advisory Group again urged that the legislation be given early consideration.

There then ensued an extended period during which the bill was being "coordinated" within the Department of Defense; during this period the Library administration caught only infrequent glimpses of its slow progress from one echelon to another. On 10 July 1953 The Surgeon General sent an improved version of the bill to Army G-1. The proposal was recommended by the Department of the Army on 1 August 1953, and the designation "DOD No. 83-250" was assigned. Copies of the proposal were then "submitted to the military departments and interested OSD staff agencies for comment." In November 1953 the Office of the Assistant Secretary (Legislative and Public Affairs), Office of the Secretary of Defense, reported out a revised proposal, much narrower in scope than the original draft; it provided authority for some of the more immediate administrative problems of the Library, but did nothing to establish the national character of the Library. After over a year of effort, and on the theory that half a loaf was better than none, it was felt to be the part of wisdom to concur in the revised draft. The new version must now have the concurrence of the Navy and the Air Force, then final approval by the Office of the Secretary of Defense, before submission to the Bureau of the Budget for approval as being in consonance with the President's Legislative Program. Should the Bureau of the Budget approve this legislation, it is hoped that it may be introduced to the Congress in time for action to be taken on it during the Second Session of the 83rd Congress.

EUROPEAN TRIPS

Dr. William Jerome Wilson, Chief of the History of Medicine Division, spent two months in Italy on an acquisitions trip. An account is found elsewhere in this report.

Lieutenant Colonel Frank B. Rogers spent seven weeks during July and August in Great Britain and on the continent. He attended the First International Congress on Medical Librarianship in London; a special meeting of the Council for International Organizations of the Medical Sciences in Geneva; the First World Conference on Medical Education in London. He also visited medical libraries in Paris, Milan, Rome, Amsterdam, Glasgow and Edinburgh.

Miss Estelle Brodman, Chief of the Reference Division, attended the First International Congress on Medical Librarianship in London.

NEW BUILDING PROGRAM

The drive to obtain a new building for the Library moved a great step forward when on 16 March 1953 the Secretary of Defense issued a memorandum designating the National Naval Medical Center as the site for the proposed building and designating the Secretary of the Navy as the responsible agent for planning, budgeting, design and construction.

In April 1953 Lieutenant Commander John A. Oley (MSC) USN reported for duty at the Armed Forces Medical Library. After a period of general orientation, two weeks' attendance at the course in medical librarianship conducted at Emory University, and visits to many new library buildings throughout the country, Commander Oley began the preparation of preliminary building plans as a full-time assignment. He was given the basic charge of developing data for a building which would be functional rather than monumental, modular in type to permit the utmost flexibility, fire and bomb-blast resistant, with the collection to be stacked underground if the site permits, and capable of housing the increment in the collections for the next fifty years, with provisions for future expansion.

Commander Oley first developed work-flow charts for the divisions in which the most complex library functions are carried out. Following this, preliminary single line sketches were drawn, following the work patterns developed by the flow charts in each instance. In addition, a survey of each division, section, and individual job in the Library was conducted over a five-day period, and a chart showing actual daily physical contacts between the various segments of the Library organization was made. Elaborate tables illustrating the projected growth and size of the collections over a 50-year period were drawn up, and shelving requirements were calculated. These plans were periodically reviewed with the Director, the Chief Librarian, and the Assistant Librarians, and many changes and modifications were incorporated into the plans.

A preliminary estimate of space requirements was developed for the use of the Bureau of Yards and Docks, U. S. Navy, to enable them to make drawings and cost estimates for presentation to the Shore Station Development Board, Office of the Chief of Naval Operations. The gross requirement comes to 322,796 square feet.

AFML FEDERAL CREDIT UNION

The year 1953 saw the first full year of operation of the AFML Federal Credit Union which was established in November 1952. During 1953, in response to many requests from staff members of the Armed Forces Institute of Pathology, the charter was revised to permit admission of the Institute's personnel as members. The year was successful both as to the number of participants and the amount of money invested and loaned.

OFFICE OF THE DIRECTOR

In addition to the three meetings abroad the Director participated in many meetings here at home, including the following:

Association of Research Libraries, Iowa City, Iowa.
American Library Association, Chicago, Illinois.
U. S. Air Force Committee on Technical and Research Libraries, Maxwell
Air Force Base, Alabama.
Conference of Army Surgeons and Hospital Commanders, Washington, D. C.
Johns Hopkins Medical and Surgical Association, Baltimore, Maryland.
American Association of the History of Medicine, Columbus, Ohio
Medico-Military Symposium, U. S. Naval Hospital, Great Lakes, Illinois.
First Annual Institute on Logic and Machines in Organizing Information,
Washington, D. C.
Special Libraries Association, Biological Sciences Group, Washington, D. C.
American Documentation Institute, Washington, D. C.

The Chief Librarian attended the following:

Washington Area Medical Library Group, Baltimore, Maryland.
Maryland, Virginia and District of Columbia Regional Group of Catalogers
and Classifiers, Washington, D. C.
American Documentation Institute, Washington, D. C.
Machine Techniques Symposium, Baltimore, Maryland.

In addition, the Chief Librarian participated in the following
Committees:

Joint Committee on the Union List of Serials (as the Medical Library
Association representative).
Special Libraries Association, Subcommittee on Binding Costs.
Special Libraries Association, Subcommittee on Preservation of Library
Materials.
Greater Washington Area Educational Television Association Advisory
Council (as the D. C. Library Association representative).

AFML STAFF ASSOCIATION

Toward the close of 1952 it was necessary for the AFML Staff Association to adopt a new constitution and by-laws in order to fulfill the requirements of Army Regulations. During 1953 the books of the Association came under the Army audit program for the first time; this audit is conducted every six months. The Association had a busy year sponsoring two picnics and a Christmas party in addition to its regular activities of maintaining the staff recreational library, conducting book auctions, continuing its support of a child under the Foster Parents Plan for War Children, Inc., and showing educational films.

COMMITTEE WORK

Committee on Subject Headings. Fourteen meetings were held during the year. A beginning was made on one of its most important functions, the consideration of the feasibility of a single subject heading authority list for all purposes within the AFML; an exploratory project was undertaken to compare subject headings now used in the Current List of Medical Literature with those in the Armed Forces Medical Library Catalog.

Committee on Scope and Coverage. This Committee met only once during the year, to consider the proposed revision of Special Regulation 40-405-5, Permanent File of Medical Literature. At this meeting problems of collecting medical publications of Department of Defense activities were discussed. It is expected that during the coming year this Committee will further attempt to define and extend the formal policy on scope of the Library's acquisitions.

Binding Committee. Most of the recommendations made by this Committee relative to binding policy and procedures were adopted and have become a part of the Library's Manual of Operations. Having served its purpose, the Committee was dismissed in May.

Committee on Exhibit for First International Congress on Medical Librarianship. With the advice and counsel of Mr. H. Van Cott of the Medical Illustration Service, Armed Forces Institute of Pathology, the final plans for the exhibit were made early in the year. Composed of ten large panels, the exhibit displayed the history, the publications, and the services of the Library. The exhibit was shipped in May and shown first in London at the First International Congress on Medical Librarianship in July; at the request of a group of Norwegian librarians it was displayed in Oslo, where it remained until December. This project achieved some measure of success as attested by the number of letters received commenting on it.

Committee on Indefinite Loans to Departmental Offices. This Committee submitted recommendations on means of accounting for books loaned on an indefinite basis to departmental offices.

Committee on Biobibliography Collection. Having fulfilled its mission of making recommendations on the rearrangement of the Biobibliography Collection in Room 208, the Committee was dismissed in September.

Committee on In-Service Training. This Committee was inactive during the year. Several in-service training projects were accomplished by the Personnel Office, Administrative Division, and by the AFML Staff Association.

Committee on Security. This Committee was dissolved early in the year.

Committee on Documentary Medical Films. This Committee was established in September for the purpose of planning and establishing a collection of documentary medical films. The Secretary of the Committee, Mr. John W. McCarthy, was designated as Film Curator; he visited a number of other government agencies involved in various kinds of film activity and began to acquire information on sources of films and on kinds of equipment needed. In addition, he set up a simple accession record system for the first films acquired. At the end of the year the new collection consisted of 78 reels.

Committee on Statistics of the Library's Collections. Established in April to study the problem of statistics relating to the holdings of the AFML, and to submit recommendations for a practical plan of establishing such statistics on a sound basis, and of maintaining them, the Committee, by the close of the year, had well under way plans for a special project to count the Library's holdings in various selected categories. It is expected that the project will be completed early in the spring of 1954.

Committee on Charity Collections. The Committee directed the collections within the Library for the following funds, which the staff members supported most generously:

Community Chest Federation
March of Dimes
Crusade for Freedom
Heart Fund
Police Boys' Club of D. C.

American National Red Cross
American Cancer Society
GAR Memorial Day Fund
Cerebral Palsy Fund

PUBLICATIONS

- Armed Forces Medical Library Catalog, 1952. Washington, Library of Congress, 1953. 813 p. (For sale by Card Division, Library of Congress, Washington 25, D. C. \$17.50)
- Bibliography of Military Psychiatry, 1947-1952. Literature relating to U. S. Armed Forces with selected references relating to British Forces. Comp. by Charles A. Roos. Washington, Armed Forces Medical Library, 1953. 39 p.
- Gas Gangrene and Gas Gangrene Organisms, 1940-1952. An annotated bibliography of the Russian literature, 1940-1952, and the non-Russian literature for 1952. Comp. by Marjorie C. Spencer. Washington, Armed Forces Medical Library, 1953. 73 p.
- A Bibliography of Military Medicine Relating to the Korean Conflict, 1950-53. Comp. by Charles A. Roos. Washington, Armed Forces Medical Library, 1953. 22 p.
- Additions and Changes to AML Classification, Lists No. 2 and 3. Washington, Armed Forces Medical Library, 1953.

CHAPTER II

ACQUISITIONS

GENERAL

Reorganization of work processes, begun in mid-1952, continued to be the Acquisition Division's chief concern during most of 1953. This preoccupation with the solution of management problems arose out of the conviction that a better acquisition program would be more readily achieved with procedures placed on the most economical and efficient basis possible. In November, the work pattern for the major processes of the Division was projected in sufficient clarity to permit the beginning of codification and integration into the Library Manual.

Progress in this field was one of the Division's two major targets for 1953, as outlined in the 1952 annual report. While five objectives under this target were set forth at that time, complete fulfillment of only two has been possible: simplification of the ordering process and refinement of the photographic technique. A third objective, revision of all Library Manual procedures for Acquisition Division, was fulfilled only in part. The last two objectives, establishment of effective production standards and reexamination of the form of the Serial Record, received scant attention during the year.

Coverage. The other major target for 1953 concerned the status of our coverage of the world's medical literature. In this field intensive concentration on procedure investigation left insufficient time for the desired complete evaluation. Nevertheless, during the latter part of the year concentrated efforts in this area were instituted and will continue well into 1954.

ORGANIZATION AND MANAGEMENT

Job Structure. By July the Division had absorbed a 15 percent cut in its personnel ceiling: from 34 employces in June 1952 to 29 employees in July 1953. The reduction in effective man hours was even greater. In 1952, a total of 32.2 man years was available to the Division, but the comparable total for 1953 was only 25.5 man years, or a decrease of 21 percent. This cut was absorbed without materially

affecting the Division's production, and was accomplished in conjunction with the readjustment of functions and elimination of unnecessary operations. It was coordinated with the Position Classification Survey made in March by the Office of The Surgeon General.

In the Selection and Searching Section, the sub-professional searching position was abolished and an additional professional searching position was set up. In November, a new position was created with duties of selection, bibliographical investigation and bibliographical searching. The Section ended the year with a ceiling of eight positions, an increase of one over 1952.

The stamping and plating functions of the Order Section were transferred in March to the Catalog Division, and the laborer position was abolished. Also in March, further application of the photographic technique made it possible to eliminate one clerk-typist position. In April, the voucher examiner position was eliminated and the Processing Assistant position reallocated. The ceiling of the Order Section at the end of the year was five positions, as compared with eight at the end of 1952.

In March, analysis of the duties of the Serials Section's clerk-typist position revealed extensive duplication of tasks already performed by the checkers. This position was therefore abolished. The ceiling for this Section at the end of the year was eight positions, as compared with nine at the end of 1952.

Two positions were abolished in the Gift and Exchange Section. Procedural changes resulting from the reduction of typing requirements enabled the Section to eliminate one of the two clerk-typist positions. In May it was decided to eliminate the handling of monographic duplicates, and as a result one of the two library assistant positions was abolished. This Section ended the year with a ceiling of six positions, as compared with eight at the end of 1952.

Functional Realignments. A number of functional shifts were made in 1953 which had profound influence on the work-flow pattern of the Division.

Since the first application of photography to the Division's processes in the summer of 1952, the Selection and Searching Section had been in charge of preparation of the photoprint prospect card, including editing and annotating by the searchers, leaving the Order Section with the responsibility of adding addressee and other order data. In March 1953, this function was extended to prospects which must be prepared on the typewriter. Typewriters were added to the searchers' equipment and a new order card form was set up, closely patterned after the design of the photographic mask. The evolution of the new form (together with the basic mask design) continued through most of the year, and in October a design was achieved that satisfied the requirements.

Page 21, second paragraph: The sentence beginning "Originally..." is corrected to read:

Originally, the agreement was that Serials Section would clear titles against the Serial Record; Selection and Searching, against the other records of the Library.

Also in March, responsibility for the processing of unsolicited monographs was shifted from the Order Section to the Selection and Searching Section. The greatest possible simplification was sought on the basis of acceptance of the Catalog Division's Process File as a literally up-to-date record of all monographic items forwarded from Acquisition Division. Account had to be taken, however, of the need of the Catalog Division for entries as found in the Name Catalog. Therefore, procedures were constructed calling for full reporting of an entry found in the Name Catalog. In the absence of such an entry, the card bears only the last name of author and the first word of title, dispensing with Acquisition Division recording. This change permitted the searchers to send this type of material directly to the Processing Section.

Considerable procedural experimentation was carried out in the field of unsolicited new serial titles during the first half of the year. Until June, searching of unsolicited new serial titles had been done jointly by the Selection and Searching and the Serials Sections. Originally, the agreement was that Serials Section would clear titles against the other records of the Library. However, as Serials Section was charged with final clearance before release to the Catalog Division, the practice of re-checking developed to the point where searching activities in this area were duplicated. Under the new procedure, the Selection and Searching Section has full responsibility for searching of unsolicited new serial titles and for determining the temporary entry which is primarily an order entry. The Order Section is responsible for order decisions. The Serials Section has no responsibility for clearance, but merely prepares the checking card, checks in the pieces and sends them to the Catalog Division for cataloging.

In the last half of 1953, responsibility for soliciting serials was shifted from the Serials to the Order Section as a result of further application of the photographic technique which replaced the former procedure of requesting gifts by letter.

Another functional shift accomplished was the transfer from the Selection and Searching Section to Serials Section of initial clearance of all recognizable serials, whether bibliographical prospects or actual items in hand.

ACQUISITION PROGRAM

Selection of Medical literature. Most of the selection problems of the Library can be solved by consulting the canons of selection as outlined in Library Order No. 3, dated 6 February 1951, Subject: Scope and Coverage of Collections. It is difficult to imagine how the Library's present collecting responsibilities could be defined more adequately and specifically in fifteen pages than is done in this directive. Nevertheless, the actual work of selection, the day-to-day scrutiny of titles and publications as they flow into the Division, does make apparent the

need for additional definitions and new clarifications, covering a number of matters not ~~considered~~ in the original directive, nor treated there with sufficient explicitness.

The Committee on Scope and Coverage, of which the Chief, Acquisition Division, is Chairman, was set up in 1951 to answer this need, and several supplementary statements on matters of scope have been issued since that time. It is regretted that the press of what seemed to be more urgent tasks did not permit a full activation of the Committee in 1953. Such reactivation is planned for the coming year, and a variety of problems are on the agenda for early consideration.

It should be stressed, however, that new problems of scope are raised by an extremely small part of the incoming flow. With the guidance given by the existing canons, prospect selection (or rejection) proceeds with little difficulty. Certainly in a library which admits all medical literature from all countries and in all languages and formats, selecting the literature is much less difficult than locating it, that is, promptly discovering what has been and will be published.

Location of Medical Literature. In 1953, the Division exploited many techniques for locating current medical literature. The services of the State Department's Publications Procurement Officers were utilized, particularly those stationed in Hong Kong and New Delhi. On a number of occasions, exchange contacts were asked for information in specific national areas. The most important continuing technique, however, is the organization of routine selection from national and other bibliographies of a serial nature. This is the area which must be mined thoroughly to locate and acquire the world's medical literature.

One of the Division's major targets for 1953 was a comprehensive evaluation of the list of sources regularly checked for acquisition purposes. For many years, selection from these sources has been carried out by the Head of the Selection and Searching Section and one assistant, and by the Head of the Serials Section (for lists containing only serial titles). Additions were made to this list from time to time and the problem of overlapping of sources had been investigated several times, but there never had been a substantial evaluation in terms of contemporary surveys of national bibliographical systems.

Although the comprehensive evaluation of the sources was not completed, it was decided to reorganize the selection work on a geographical basis. This plan calls for the assignment of selection personnel to specific geographic areas. In November a new position was allocated, with responsibilities of bibliographical selection as well as searching. The employee assigned to this position was made responsible for the location of medical literature in the Western European area. She is now studying the bibliographical apparatus in each country within this area and is making selections

where such selection has not already been accomplished. It is planned to make other area assignments as soon as possible.

Exchange Activity. The use of duplicates to augment the Library's collections has evolved in the last decade from boxing and storage to judicious distribution of this material on a world-wide basis. Over 3000 theses are received each year, and exchange arrangements are maintained with Scandinavian and British institutions which collect and forward groups of hospital and government reports. Annually, over one hundred lists of foreign offerings are received, and the agencies which offer the material give priority to the needs of this Library.

The Library uses the services of the U. S. Book Exchange, UNESCO, the British exchange agencies, and is a member of the Medical Library Association Exchange. The greater proportion of exchange activity, however, is accomplished by means of the direct contact approach. About 90 percent of the lot-exchange material was acquired in this way.

Interesting exchange acquisitions of the year secured by direct contact include receipt of publications selected from the catalog of Fouad 1st University, Giza, Egypt; eighteen theses covering the years 1899-1917 from the Universidad de Santo Domingo; several hundred monographs and serials from the Academia de Ciencias Médicas, Barcelona; three shipments of serials from the Facultad de Ciencias Médicas, Universidad de los Andes, Mérida, Venezuela; over 1,000 serials received from the Library, School of Medicine, Hokkaido University; free subscriptions and publishing data on Taiwan medical serials furnished by the National Taiwan University Library; over 200 theses covering the years **1900-21** from the Faculdade de Medicina, Universidade da Bahia; a case of Brazilian serials and monographs weighing almost 500 pounds from the Biblioteca do Departamento de Profilaxia da Lepra, Sao Paulo.

At the end of 1953 the total number of exchange and gift subscriptions to the Current List of Medical Literature was 1,988. Of the total, 1,438 copies were being sent on an exchange basis to libraries, societies and publishers, and 550 were being sent on a gift basis to military and other governmental activities. This represents a decrease from the 1952 total of 2,083 non-paid subscriptions (exchange: 1,538; gift: 545).

Commercial Sources of Procurement. Intensive efforts were made to secure new sources of supply of publications, especially in the Latin American and Iron Curtain countries. Some measure of success was attained in Latin America where new dealers responded to our inquiries and accepted subscription lists and monographic orders. The overall job anticipated for the year, however, was not accomplished due to changes in personnel and reorganization of work processes.

Solicitation of Pictures. Responsibility for solicitation of this type of material was transferred from the Catalog Division to the Acquisition Division. In September, letters requesting portraits were sent to 1,175 Initiates (1952) of the American College of Surgeons. By the end of the year, 135 pictures had been received as a result of this solicitation. From time to time individual physicians were approached, but this was done on an informal basis. The program will be reviewed in 1954 to determine a method of soliciting portraits of outstanding physicians on a selective basis, rather than the mass approach.

Film Program. An important new activity, in its initial phase primarily an acquisition program, was established with the activation of the Committee on Documentary Medical Films whose secretary is on the staff of the Selection and Searching Section. The activities of this Committee are reported elsewhere.

Serial Claiming. In recognition of the extreme importance of the serial claiming process in the acquisition program, the claiming system in the Serials Section was reorganized at the beginning of the year. The checkers themselves were limited to "skipped-issue claiming", i.e., claiming only when receipt of later issues revealed non-receipt of earlier issues. Routine monthly examinations of the titles indexed by the Current List of Medical Literature and quarterly examinations of all other titles were assigned to a single employee. As a result of this rearrangement and the introduction of a simplified claiming routine, the Section mailed more than 8,500 claims during calendar year 1953.

Buying Trip. The Chief of the History of Medicine Division was in Europe from April to June, examining and acquiring rare medical books for the library. The results of this trip are reported in Chapter V.

Special Collections. As usual, a large quantity of gift material was acquired and processed for the collection.

In January most of the documents, reports and general hearings of the President's Commission on the Health Needs of the Nation were acquired.

An important acquisition from the Library of Congress was the medical monographs, predominantly nineteenth century Russian items, in the Yudin collection. These books proved very valuable; the library lacked approximately 30 percent of them.

In October a collection of 600 books from the estate of Dr. Thomas S. Cullen was received. Searching results of the 323 monographs in this collection indicate what can be expected from this type of acquisition. A total of 297 books, or 92 percent, were found to be already in the library; only 26 books, or 8 percent, were needed for the collections. An analysis of the 26 needed items indicates weakness of the library's holdings of privately-printed books, and demonstrates that searching of old commercial American imprints will yield a few fill-in editions but practically no new titles.

CHAPTER III

CATALOGING

GENERAL

Seven years of operating the Armed Forces Medical Library's cataloging functions according to plans established before the work was begun in October 1946, have tested and proved the soundness of the original planning. This is a matter of considerable consequence and satisfaction because the Library's investment in established practices grows year by year in proportion to the total work completed, making major adjustments increasingly costly as time goes on.

During the seven years one radical and costly change was made when the full schedules of the preliminary edition of the Library's classification scheme were replaced by a condensed and revised scheme. The introduction of the revised schedules, in October 1949, necessitated a large amount of reclassification. Time has proved this reclassification to have been well justified. This year another change, but a comparatively minor one, was made by revising and simplifying the scheme for the classification of nineteenth century monographs.

On the other hand, because of the basically sound organization of the cataloging operations, self-adjusting changes have been frequently and simply made during these years. One conspicuous result of this self-adjustment process, and a result not anticipated in 1946, is the publication of the annual Armed Forces Medical Library Catalog.

The accumulating experience of these years, the increasing size of the organized collections and their card records, as well as the published catalog card series and the printed catalog, bear witness to the healthy state of the Library's cataloging operations.

CATALOGING POLICIES AND PRACTICES

Catalog Division Manual. Fifteen manual procedures were written or revised during the year. Of these, nine have been approved, duplicated and distributed.

Language Backlogs. The stability of the Catalog Division staff, plus the uneven flow of new material and titles for recataloging during 1953, have resulted in inroads being made on backlogs of foreign language publications and especially foreign theses.

Material printed in Dutch, Hungarian, Czech, and Polish have been assigned to catalogers who know these languages. Although there are no revisers who know these languages, the catalogers' work was of such a high caliber that it was reviewed rather than revised.

In the Slavic language group, practically all Russian monographs published from 1935 to date have been completed. All the published Russian dissertations as well as monographs in the Bulgarian and Yugoslavian languages have been cleared from the backlogs.

Oriental language publications unfortunately represent a growing backlog. A year ago it was expected that the cataloging of these volumes would be undertaken in 1953. The receipt of additional large shipments during the last six months resulted in increased backlogs in both preliminary and full cataloging. In addition, the Division inherited a considerable amount of work that was partially completed in the History of Medicine Division.

The Division also received from the History of Medicine Division a number of Turkish and Arabic titles, together with their work slips. Preliminary cards for these books were prepared and inserted in the Process File and the books were added to the language backlog.

Theses. Thesis cataloging is another area in which progress can be reported. Although no changes were made in the policies governing the cataloging of this material following the tests made in 1952 (Cf. Armed Forces Medical Library Annual Report, 1952, p. 25), economies in its handling were effected. One cataloger was assigned to spend a large portion of her time on theses cataloging. Name searching was eliminated except when required to resolve name conflicts or to establish the form of a name, usually a compound name. Efforts were made to confine the subject work within the framework of subject headings already established and to keep as nearly as possible to a limit of one subject per title. The work was not revised, which means an added saving in time and handling. As a result this cataloger cataloged over five thousand thesis titles in addition to her regular work on Scandinavian language materials. It is a pleasure to add that at the end of the year the exceptional work reported here brought this cataloger a superior accomplishment salary step increase award.

In spite of the progress that has been made, a large number of theses remain to be cataloged. Besides 4,000 printed theses there are 6,000 microfilm theses on hand. The poor quality of microfilm copies,

largely representing unpublished University of Paris theses of the war years, will make them particularly difficult to handle. The cataloging of theses in this form is expected to be on a current basis within two years.

History of Medicine Cataloging. Another year of work has been accomplished with the highest possible cooperation and mutual interest. The HMD Cataloging Section's multilith mats and cards regularly pass through the Processing Section, as do the HMD authority cards through the Cataloging Section. The preparation of memoranda, on items which could ordinarily be taken care of in a minute or two of personal consultation, continues to be a burden. Both cataloging groups are cheered by arrangements for at least three opportunities for personal consultation during the year.

CLASSIFICATION

A restudy of the arrangement of nineteenth century monographs as presented in the Army Medical Library Classification was made early in the year. The result was the preparation of a simpler scheme which was put into effect on 25 May. The new plan provides for the use of letters only to arrange the monographs in broad subject groups following the overall pattern of the AML Classification. In a few instances, particularly in classifying directories and material on the history of medicine, the letters and numbers of the full schedules have been retained. The simplified scheme has speeded up the recataloging of nineteenth century monographs and effected a desirable separation of the volumes on the shelves.

Lists Numbers 2 and 3 of the Additions and Changes to the Army Medical Library Classification were issued in January and September, respectively.

RECATALOGING

By the end of 1953 all monographs published since 1914 were recataloged, the nineteenth century monographs were progressing at a satisfactory rate, and the collection of congresses was two-thirds completed. It is expected that early in the new year the recataloging of the document collection materials will be undertaken.

Withdrawals. As the recataloging reaches the older material and the document collection, the problem of withdrawals from the old collections increases. This can be clearly indicated by stating that if the present rate of withdrawals continues during the balance of fiscal year 1954, the total volumes withdrawn will be approximately three times the largest previous annual total (1951/52, 2,070 volumes withdrawn; July-December 1953, 2,964 volumes withdrawn). During the last two months of this year recataloging operations had to be curtailed in order to clear accumulated withdrawals.

SUBJECT HEADINGS

The systematic revision of subject headings begun in 1950 has been retarded this year because of the need to reconsider and redetermine overall policies before proceeding further with the revision of subject groups. However, there has been no lessening of the continuous scrutiny of subject headings being used in the day by day operations.

Subject subdivision and cross reference policies have been reviewed and some changes have been made in these two areas. One policy decision is to avoid the use of compound subdivisions whenever possible, even in the case of subdivisions long accepted as standard. For example, WOUNDS & INJURIES has been replaced by INJURIES; COMPLICATIONS has replaced COMPLICATIONS & SEQUELS; ABNORMALITIES & DEFORMITIES is now ABNORMALITIES; and LAWS & LEGISLATION has been changed to LEGISLATION.

Another policy decision has been made to cover the form of geographic subdivisions. Generally speaking the policy is to divide by country only for foreign countries and by state for the United States, until the number of cards under the large subdivision justifies further subdivision.

As part of the current guide card project a card-by-card check of the Subject Authority File was begun in November in order to indicate which subject headings are ready to be typed on new guide cards and to review all traced "see" references.

CARD CATALOGS

The Name Catalog and Subject Catalog continue to increase at a rate of about seven feet and five feet, respectively, per month. At the end of the year the former filled 330 and the latter 219 catalog trays, representing size increases of 41 percent and 34 percent during the year. Both catalogs are in need of space adjustment in congested areas.

The Division is currently engaged in preparing sets of permanent guide cards, utilizing white fiber stock, for the public catalogs. For the Name Catalog the work will be completed early in 1954. The Subject Catalog guides will take longer to complete because of the concurrent scrutiny of all its cross references and the question as to whether the catalog subject headings should be, or can be, made uniform with subject headings used in the Current List of Medical Literature. Printed guide cards, on salmon colored stock, containing general information on the scope and arrangement of the two files, are promised for delivery in January 1954.

AFML CATALOG

The Library has participated in a national cooperative bibliographic project since 1950, with the publication of its annual Catalog as a tangible result of this participation. All the information contained in the annual volumes is prepared by the AFML Catalog Division. The time and equipment necessary to prepare the information for photographic reproduction is provided by the Library of Congress.

The extra work and routines necessitated by the printed catalog complicate in ever increasing measure the Division's work. All Cataloging Section work is involved and more than half of the Processing Section routines revolve around the Catalog. The complications are somewhat easier to bear when the staff keeps in mind the LC statement that the Catalog is generally regarded as the world's outstanding annual list of medical books.

1952 Catalog. The Division's editorial work on the 1952 volume was completed about the middle of February and the 813-page volume was published and distributed in June.

1953 Catalog. Early this year plans were made for a complete change in the form of headings and references for Part Two: Subjects in the 1953 Catalog. The change was long overdue, but could not be made sooner because rebuilding the varitype machine was a necessary preliminary step. The new headings have been prepared during the year on a current basis. It is expected that they can be reused for several future volumes, because each card has been covered with a protective plastic coating.

Quinquennial Catalog. A quinquennial edition of the AFML Catalog covering 1950-1954 is planned for publication in 1955, instead of the annual volume for 1954. Preparatory work for it was begun in 1953 and will be continued throughout 1954 on a much enlarged basis.

BINDING

Binding Funds. At the end of 1952 only 29 percent of the fiscal 1953 binding appropriation was obligated, whereas at the end of this year 50 percent of the fiscal 1954 funds have been obligated. This improved situation is due to the fact that the 1954 allocations were made at the beginning of the fiscal year, thus permitting the work for the entire year to be more properly planned.

Of last year's allocation total appropriation of \$75,000, \$7,500 was returned in May because there seemed to be no possibility of preparing its equivalent in material for binding.

On 31 December 1953, 5,000 volumes, for fiscal year 1954, costing an estimated \$26,000, had been dispatched to the GPO. There remains \$24,000 for the rest of the fiscal year.

AFIP Binding Funds. Prior to the current year, binding funds for the Armed Forces Institute of Pathology were allocated to the Institute directly, and the AFML Binding Section was responsible for the work necessary to obligate the funds. This year the AFIP binding funds are included in the Library's appropriation (making the overall grant for fiscal year 1954: \$52,500). During 1953 some three hundred AFIP volumes were prepared and forwarded to the GPO at an estimated cost of \$2,200.

Return of Bound Volumes. The preparation and forwarding of binding to the GPO represents only the first half of the binding operation. Every volume must eventually be returned, unpacked, checked, recorded, and added to the permanent collections.

In May and June it was necessary to provide an overtime project to finish the work on volumes covering fiscal year 1952. All binding done on the 1953 requisition was completed on 31 December.

The quantity of binding handled during the past two years (approximately 31,500 volumes) has resulted in a continuous, sizable backlog of volumes waiting to be checked in. The balcony of Room 208 and two rooms in Escanaba Hall have been borrowed for storing material returned from the GPO. At the end of the year, both storage areas are still required to house the never-ending flow of completed volumes from the GPO. Because the need of the Library's public services for these materials is fully realized, the Binding Section staff has put forth every effort to cut the storage backlog. The more moderate binding funds available this year should help to put the checking-in operations on a current basis. The experience of the past six months when 5,000 volumes were prepared for binding and 10,000 volumes were checked in is an encouraging one.

Special Assignment. In order to help gather materials in need of rebinding, a member of the Binding Section staff was detailed to the Reference Division stack service for two hours daily during the first five months of 1953.

Binding and Repair. In addition to the volumes bound at the GPO, 7,750 volumes were bound and/or repaired in the Binding Section. The ability of the Section to handle this work means large money savings and important time savings in expediting the material. It is regretted that special assignments have curtailed somewhat the time available for local mending and binding.

Identification of AFML Materials. The plating and stamping of new acquisitions, formerly done in the Acquisition Division, was made the responsibility of the Binding Section beginning 1 April.

Mounting of Pictures. In 1953 the mounting of Art Section portraits, formerly done in the Binding Studio of the History of Medicine Division, was assigned to the Binding Section. Although this additional work will cut down on the time available for local mending and binding, its transfer to the Binding Section will provide economies in handling, preparing shipping lists and documents, and in shipping charges.

ART COLLECTION

Cataloging and Indexing. The major achievement of the year has been the planning for, and progress on, supplying a subject approach to all pictures with subject interest. Concurrently, the reorganization of the large collection of hospital pictures, and other historical pictures of medical activities of World War I, was accomplished.

At the end of the year approximately 7,000 hospital pictures have been sorted and arranged geographically by type, with cards to index the name of each hospital and each type of service and/or equipment illustrated. In addition almost 300 other medical pictures were sorted, classified, and cataloged for subject, and artist, if any.

In the course of the Library's general program for recataloging its several collections, the Art Section book collection was reached in the fall of 1953, and 265 volumes in the old collection were forwarded to the Catalog Division proper for recataloging.

Acquisitions. In 1953 the Art Section collections were increased and improved by the addition of 500 portraits, 100 hospital pictures and 100 medical subject pictures. Almost 800 miscellaneous photographic negatives were received on transfer from the Armed Forces Institute of Pathology.

Union Catalog of Portraits. The Union Catalog was enlarged by 1,666 cards received from the Current List Division and 94 cards from Northwestern University. A description of this important card file was prepared for the forthcoming new edition of the Handbook of Medical Library Practice.

Use of the Collection. Over 2,000 reference requests for use of pictures were received in 1953. The Art Section's participation in the selection of material for AFIL exhibits and for exhibits at various military installations was continuous throughout the year.

PERSONNEL

Staff. The Division had the advantage of operating with a more stable staff during the past eighteen months than at any other period of its existence. In fact, between September 1952 and May 1953 no

personnel changes occurred among the regular staff. In February the Division's ceiling was cut from 54 to 52 positions. Two additional positions were eliminated in June. As of the thirty-first of December the ceiling remained at 50 positions, with four vacancies.

Work Details. The detail of staff members to special work is a usual and advantageous operating procedure in the Catalog Division. Because of the excellent cooperation of both staff members and supervisors, the Library's goals are supported and advanced through such procedures. In connection with peak loads and deadlines relating to the publication of the annual printed Catalog, detail of staff has been both necessary and effective. One cataloging revisor was detailed to the Art Section for approximately fifty percent of her time to plan and prepare a subject index to the picture collection. One Processing Section assistant spent approximately one-half of his time on Binding Section jobs.

Job Classification Survey. This survey, begun in October, was still in process at the end of the year. It is expected that one important result of the survey will be the reflection of the added work and responsibility for the JML Catalog in the Division's job descriptions.

WORK QUARTERS

Biobibliography Collection. The housing and arrangement of the Biobibliography Collection in the space available for it present some problems which space changes alone can solve. It is gratifying to report that material improvements have been made through the removal of one section of shelving and a redistribution of volumes between the balcony and the main floor of Room 208. The result has been to facilitate the Division's work.

Office 208C. At the beginning of 1953 the work of remodeling the office of the Chief of the Division was completed. The result is an office which is approximately one-half its former size, and rather too small to be adequate.

Redecoration of Room 208. The complete redecoration of Room 208 in September made an unbelievable improvement in the appearance of the Division's work quarters. A consequence of the bright new paint was a general tidying-up of shelves and desks.

Installation of Window Fan. The installation of a window fan in the large center window of the north wall of Room 208 improved the heat and ventilating problems materially during the hot summer months.

Air Conditioning. Two air conditioning units installed during the spring made Room 209 (Binding Section) a comfortable place to work in during the hot summer of 1953.

COOPERATION OUTSIDE AFML

Union List of Microfilms. In April the Library decided to submit its microfilm holdings for inclusion in the proposed 1952/56 Supplement of the Union List of Microfilms. A basic shipment of 1,500 photoprint cards, representing all films already in the collections, was forwarded in April. Immediately after the film shelflist was photoprinted, arrangements were made to keep the record up-to-date by providing an extra copy of the card for each film title cataloged.

1952 AFML Card File. When the 1952 AFML Catalog was ready for publication the Catalog Division had no further use for the file of cards in the 1952 numbered series. These superseded cards were sent, via freight collect, to the University of British Columbia Library, which was beginning to organize its medical collection.

Exhibits. The Art Section provided pictures, both originals and reproductions, for exhibits in the Medical Museum and in other military establishments.

National Union Catalog. One copy of each unit catalog card prepared at AFML (18,479 cards) was sent to the Library of Congress for insertion in the National Union Catalog. In addition the National Union Catalog received notices for all titles withdrawn from the collections because they were judged to be out of scope.

MISCELLANEOUS

Work Measurement Reports. Some changes in function definitions and standards of production were introduced as of 1 July. Of the four changes made in time standards, three raised the standard of production by lowering the time standard. At the same time provision was made to report as a regular function the hours spent on special work directly related to the printed Catalog.

Monographic Serials Analyzed and/or Indexed. Questions relative to the amount of gaps and/or overlapping in analyzing by the Catalog Division, and indexing by the Current List Division, of monographic serials were responsible for instituting a study of the problem by the Head of the Cataloging Section. A special report on the study was submitted 4 June 1953. One general conclusion of major importance to the Division was that not all materials which should be analyzed are forwarded to the Catalog Division for analyzing.

Routing of Serials to Catalog Division. The problems in the routing of serials have long been recognized by the Catalog Division. In 1952, the Serials Reviser, in the Cataloging Section, submitted a plan aimed at remedying the situation. Early in 1953 it was presented for

action and the basic work of implementing the plan was done in May and early June. The purpose of the project was to insert into the checking record of the Serials Section, Acquisition Division, necessary routing information and to insure in the future the addition of such information when furnished by the Catalog Division. At the end of the year considerable improvement in the routing of serials can be reported.

PUBLICATIONS

The Chief of the Division prepared an article on "Cataloging at the Armed Forces Medical Library, 1945-1952" which appeared in the Journal of Cataloging and Classification 9:58-78 (June 1953).

CHAPTER IV

REFERENCE SERVICES

GENERAL

Since the Reference Division is the public services division, its accomplishments are mirrored by what the public gets from the Library. During the year under review, the following services were given to the public: two large-scale bibliographies (Gas Gangrene, 325 items; Military Psychiatry, 545 items); two somewhat shorter bibliographies (Military Medicine Relating to the Korean Conflict, 1950-1953, 104 items; The Armed Forces Medical Library, a Preliminary List of Annotated References about the Library, 267 items); over 400 shorter bibliographies prepared on demand, and more than 11,000 questions answered in person and by letter. A total of nearly 30,000 items was loaned outside the Library, while 45,000 references were supplied to 7,500 readers within the Library. For those who could neither come to the Library in person nor borrow the items on loan, approximately 85,000 microfilm and photo-print orders (or 2 million pages) were supplied.

Most of these figures are similar to those of last year; indeed, the only great change was in the number of readers using the Library in person, which dropped 17 percent from the previous year. Against this figure must be placed the 18 percent drop in number of hours the Library is open as a result of budgetary and personnel cuts. It would seem to be apparent from these figures that there exists a simple, direct correlation between the hours of opening and the number of readers in the Library; that those who ordinarily use the Library on weekends and during the evening do not find it possible to substitute a week-day visit; and that the number of readers per hour is, on the whole, the same during the work day and the evening/weekend period.

STAFF PROJECTS

Three staff projects were undertaken during the year: on vertical files, on superseded pages of loose-leaf works, and on the use of photography in bibliographic work.

Vertical Files. Mrs. Elizabeth Mortinsen studied the scanty literature on vertical files in large public and scholarly libraries, discussed the problem with various members of the Reference staff, and proposed a

plan for a vertical file in the Armed Forces Medical Library. This plan was examined by the Reference staff, modified, and tried out on a small scale. After minor adjustments had been made in the original plan, it was made a part of the routine of the Division, and was incorporated into the Library's Manual of Operations.

Superseded Pages of Loose-Leaf Works. Over a period of years, the Library had acquired but done nothing with a large truckload of such pages, which were stored in a basement corridor. Mr. David L. Kronick, working on the problem of how to handle this mass of material, studied the literature and wrote a number of letters to publishers and librarians. From the information gathered, a recommendation for handling loose-leaf material, including a proposal for joint action with the New York Academy of Medicine, was forwarded to the Chief Librarian and Director, whose approval was given. By the end of the year, the first steps were being taken toward translating the plan into practice.

Photography in Bibliographic Work. Various attempts to eliminate the tedious method of copying citations by hand or on the typewriter, with the probability of error in transcription, have been made in the Reference Division in past years. New impetus toward solving the problem was given by the construction and use last year of a fixed-focus microfilm camera in the Acquisition Division. A reference assistant and the Head of the Photoduplication Section tackled this problem jointly. Although by the end of the year the method had not been completely worked out, enough had been done so that the scheme was used for one Medical Research and Development Board list of references and for certain portions of an extensive bibliography in compilation at the time.

Handbook of Medical Library Practice. At the invitation of Mrs. Eileen E. Cunningham and Miss Janet Doe, and with the approval of the Director of the AFML, Miss Mary E. Grinnell, Head of the Reference Section, agreed to be co-author of the chapter on reference service in the forthcoming second edition of the Handbook of Medical Library Practice. With the cooperation of various other members of the Division, it was possible to arrange for Miss Grinnell to work on the Handbook uninterrupted by normal duties for a certain amount of time. Since it was not possible to add other personnel at this time, the duties which Miss Grinnell relinquished had to be absorbed by other staff members, and their cheerful cooperation in doing two jobs at once is much appreciated. In this connection, special mention should be made of Miss Marjory C. Spencer who added the duties of Acting Head of the Reference Section to her other duties for a period of two months during the year. Because the Armed Forces Medical Library believes that the advantages, to medical librarianship as a whole, of having its collections represented in the new Handbook outweigh the difficulties of carrying out normal routines during the period of work on the chapter, it has gladly made this contribution.

PHOTODUPLICATION

It is a truism that an increase in size brings about a qualitative as well as a quantitative change in the problems involved. The manifold increase in requests for photoduplication services over the past few years has made it necessary to devise different techniques and a different work flow in this service. Some of the accomplishments are: (1) speeding up the delivery of material to the cameras and return to the shelves; (2) development of a new machine for scanning and copying; (3) building up a film file of the most-used journals, to be used with the new machine; and (4) taking steps to assure that Armed Forces personnel, who are recipients of free photoduplication service, do not receive from the Armed Forces Medical Library copies of material that is available to them locally. By means of these devices it has been possible to fill all orders received without additional personnel; whether this can continue is open to question.

Unfortunately, not all the problems of the photoduplication service are technical ones. The increasing stringency of requirements for fiscal control and the difficulties with postage budgets have had serious repercussions on the overall Photoduplication Section work. A suggested plan for eliminating some of the fiscal difficulties was submitted to the Chief Librarian and the Director by the end of the year; its adoption may not be sufficient to reverse the present trend, which tends to cause the accounting for a sale of photoduplication to cost more than the sale itself.

EXHIBITS

A list of the exhibits shown within the Library is given here:

| Month | Subject | Exhibitor |
|-------------|--------------------------------------|-------------------------------------|
| January | Great American Surgeons | Miss Brodman |
| February | Photoduplication Services | Mr. Eckenbach; Miss Corrigan |
| March-April | William Withering | Miss Kenton |
| May | Claude Bernard | Mrs. Koenig |
| June | Amputation in Military Medicine | Miss Parker |
| July-August | Current List of Medical Literature | Mr. Taine (Current List Div.) |
| September | Medical Humor | Mr. Tucker (Administrative Div.) |
| October | Armed Forces Medical Library Catalog | Miss Hasting (Catalog Division) |
| November | Shakespeare and Medicine | Miss Chambers |
| December | Early Medical Journalists | Mr. Kronick |

Other Exhibits. In collaboration with the Medical Museum, the Armed Forces Institute of Pathology aided in the preparation of an exhibit on the history of cardiology at the meeting of the American College of Cardiology in Washington, 6-10 June. This exhibit was shown by Dr. Bruno Kisch of Mt. Sinai Hospital, New York City, and contained material from the Art Section, the History of Medicine Division, and the regular stacks of the Library; from the Museum's collection of medical medals; and from Dr. Kisch's private collections.

BRANCH LIBRARIES

OTSG Reference Library. An attempt was made to provide greater self-sufficiency for the Army Surgeon General's Reference Library by maintaining journal files for a five-year span, rather than for two years as previously. This in turn necessitated the erection of extra shelving to house the enlarged collection. In order, also, for the cataloging to be self-sufficient in the OTSG Reference Library, the librarian began on 1 July 1953 the cataloging and preparation of all titles required by the OTSG Reference Library.

Loans to Departmental Offices. A continuing problem has been the matter of permanent loans to divisions of the OTSG and to other Defense Department medical offices throughout Washington. A staff committee, consisting of the Chiefs of the Acquisition, Administrative, and Reference Divisions (the latter acting as chairman), and with the Librarian of the OTSG Reference Library as consultant, was set up to study this problem. Meetings were held to discuss the issues: the Armed Forces Medical Library's scope of responsibility within the Department of Defense; authority for procurement of literature for Divisions; allocation of funds; methods of screening requests; and systems of accountability. As a result of these meetings and from a study of regulations, a plan was drawn up and submitted to the Chief Librarian and the Director for approval.

Air Force Surgeon General's Library. The Library of the Office of The Surgeon General of the U. S. Air Force was transferred from the control of the Armed Forces Medical Library to that of the Surgeon General of the Air Force on 1 July 1953, in accordance with a decision made last year. The AFMJL turned over to the Air Force all the books and equipment in that library at that time.

PERSONNEL

As a result of his ingenuity last year in adapting a fixed-focus microfilm camera to library needs, Mr. P. H. Eckenbach, Head of the Photoduplication Section, received a Superior Accomplishment Award early this year.

On 10 September 1953 Mr. Robert B. Austin, Assistant Chief of the Reference Division, completed 25 years of service with the Armed Forces

Medical Library. On that date The Surgeon General of the Army, through the Director of the Library, presented to Mr. Austin a Certificate of Achievement at a ceremony in the Director's office. On 12 September more than 60 friends of Mr. Austin gathered to celebrate the occasion with a dinner in his honor. In his quarter-century of service Mr. Austin has been connected with many functions of the Library -- the Administrative Division, the Personnel Office, the Document Section, the Acquisition Division, as well as with the Reference Division.

CHAPTER V

HISTORY OF MEDICINE

GENERAL

In last year's report of this Division the opening paragraph spoke of "retrenchment in some cases and expansion in others." This year the emphasis has been on retrenchment. In the early part of the year the Division lost one personnel slot - its share of the overall cut in the Library's personnel ceiling. The Head of the Reference Section, granted leave without pay to accept a Fulbright appointment for study and work abroad, was away for the last half of the year; the vacancy thus created was left unfilled. Other vacancies occurring on the staff stood for long periods before being filled. As a result, some of the Division's activities were cut back. One of these was the security microfilming of the 15th, 16th, and 17th century books. Early in 1953 this program was halted except for books that passed through the Binding Section. It was thought at first that this might be only temporary, but at the end of the year the program had not been fully reactivated.

Inasmuch as the Trustees of the Cleveland Medical Library Association have indicated that they may wish to reduce the total amount of space occupied by the Division at the termination of the lease in June 1955, plans are being made to return to Washington those collections now housed in Cleveland but actually out of scope for the History of Medicine Division.

ACQUISITIONS

European Buying Trip. After a considerable amount of preparation the Chief of the Division made an acquisitions trip to Europe which took him into Rome, Athens, Florence, Bologna, Milan and Munich during April, May, and the first part of June. Purchases were limited to the 15th, 16th, and 17th centuries, leaving the 18th century material to be dealt with later by correspondence, if at all. Of about 6,000 separate book offers examined and checked, 600 were actually acquired. At the year's end nearly all of the books ordered had been received, although the largest single shipment, which came from Rome, was being detained by the Cleveland office of the United States Customs awaiting clearance.

A very useful tool on the trip was a "portable" catalog of some 28,000 cards, representing the bulk of the holdings of the Division, which Dr. Wilson carried with him in his brief case. This catalog consisted of microfilm strips mounted in transparent envelopes and was read by the aid of a combination hand lens and flashlight. The catalog was made up from some 25,000 cards from the so-called "checklist", a sort of temporary catalog which had been prepared with varying degrees of fullness from 1943 to 1950, plus an additional 3,000 cards representing items which had been fully cataloged from 1950 to 1953. Although not a completely perfect device, the considerable amount of time devoted to its preparation by the Catalog Section and others was well spent.

The acquisition function was stimulated by the buying trip, which brought into the Division as many books as would ordinarily be acquired in a year. It was reasonable, therefore, that acquisition work was considerably reduced during the second half of the year. Dealers' lists and catalogs continued to flow in in large numbers, but they were usually examined for only two types of offerings; namely, Americana and Hippocrates items, both of which at the moment are of special concern to the Library.

CATALOGING

Checklist. During the past year, partly because of the effort spent on the portable catalog, the checklist itself has been considerably improved. Before it was filmed the Catalog Section spent a month's time (February) on its revision. Order cards were added for a thousand or more of the Library's recent acquisitions not previously recorded there; the Section also regularized many entries and provided many needed cross references. Obviously, the Division will have to live with its checklist for many years to come, and these incidental improvements will help not only in reference and acquisition work but in future cataloging as well.

Cataloging. Beginning last year and continuing into this year the cataloging production rate climbed steadily. At the close of the year, however, production had declined somewhat because of a vacancy in one important position and because certain personnel of the Section were giving considerable assistance elsewhere.

Work Coordination. Coordination of the work of the Catalog Section at the History of Medicine Division with that of the Catalog Division in Washington has always been difficult of achievement; neither correspondence nor the telephone are completely satisfactory for resolving many of the more complicated problems.

During the latter part of the year official approval was granted for the Head of the Catalog Section to make three trips to Washington each year to clarify the difficult "snags" and to receive assistance and interpretation of cataloging policy.

REFERENCE

The reference work of the Division has been handled by the Head of the Reference Section or by the Chief of the Division during the entire period. The quantity of reference work has changed very little and required no change in the assignment. The urgency of such work is inexorable; it always has first claims. Reference questions cannot be piled up as a backlog in the same manner as books for binding.

MISCELLANEOUS COLLECTIONS

During the year an attempt was made to survey critically several of the miscellaneous uncataloged collections deposited in Cleveland with the objective of selecting therefrom those items judged to be in scope for the Library and making proper disposal of the remainder. On three separate occasions the Chief Librarian, together with assistance from staff members of the Division, spent considerable time on this project. It is planned to return all selected items to Washington for searching and processing for addition to the Library's collections.

BINDING

The Binding Section experimented this year with a new plastic adhesive in the repair of the materials in the 1801-1850 collection. Many of these books have covers that are loose or entirely broken off; formerly they were sent to the commercial bindery for rebinding in buckram at an average cost of about \$4. The new liquid plastic is simply painted over the old binding and hardens into a transparent envelope over the cover. It is singularly tough yet pliable and is greatly superior to the ordinary glues that have been used previously for this sort of "quickie" repair. Only 104 volumes were thus treated; it is estimated that the cost may be between 50 and 75 cents per volume. The regular repair and restoration work went forward as usual. It is estimated that most of the items in the rare book and century collections will have been properly restored and treated by the time of the proposed closing out of the Binding Section sometime in 1955.

PROFESSIONAL ACTIVITIES

In addition to the attendance of several staff members at professional activities, the Chief of the Division spoke before the annual convention of the Medical Library Association in Salt Lake City, describing his buying trip in Europe.

The Head of the Reference Section and the Division Chief gave advice on an article on the rare books of the History of Medicine Division; the article appeared in the Christmas number of What's New, a monthly publication of Abbott Laboratories, Inc.

The Division was host to a number of prominent individuals and groups during the year, including the students of Western Reserve University's School of Library Science.

CHAPTER VI

CURRENT LIST OF MEDICAL LITERATURE

GENERAL

The year 1953 was unusual for the Current List; it marked the first year in its history in which there was no major change in format or procedure. In the past, each year was begun with some new approach requiring reorientation and training of its staff, modification of, and experimentation with, its format, and an ability for rapid adjustment. These constant changes, essential though each was to the metamorphosis of the Current List, left behind a wake of disturbed personnel relationships and formidable workload backlogs to be restored later in the year to a semblance of normalcy. With no such changes in 1953, and freed from the burden of coping with numerous and relatively trivial problems, the staff was in a better position to plan for the future of the Current List.

PUBLICATION

Since the primary mission of this Division is the publication of the Current List of Medical Literature, the chief achievement to report is the published issues of the Current List for the calendar year. Several aspects of the printing schedule are worthy of comment. For the June and December 1953 cumulations new assembly schedules were devised in a further attempt to effect the earliest possible appearance of the printed issues. The June 1953 cumulation was completed in approximately eight to nine weeks; by careful analysis of procedures and equipment, as well as an increased productivity resulting from improvement in other areas directly affecting this operation, the time required to assemble the December 1953 cumulation was cut to seven weeks. For the first time, a semi-annual cumulation was ready for shipment to the printer in the same month as its stated date of issue, but the fact that the December 1953 cumulation was not shipped in December was beyond our control, as described elsewhere in this report. The production schedule projected for 1954 calls for a further cut in the time required for the cumulation assembly.

A major factor in the improvement of the cumulation assembly was a change made earlier, in the schedule for the September, October, and November 1953 monthly issues. The fruits were realized when the

November issue, the largest issue of the Current List ever published, made history on a second count by appearing on 23 November. It was at this point, however, that the Bureau of the Budget limitation struck and undid much that had just been achieved.

TYPOGRAPHICAL CHANGES

On 3 October 1952 a request was submitted through channels, for the printing, on 3 x 5 cards, of the subject headings, cross references, sub-headings and journal titles, as well as reproduction proofs for the cover, title page, and other integral parts of the publication. The purpose and contents of this project were discussed in our last annual report. Official approval was granted on 25 February 1953, and at the end of May 1953, the initial shipment consisting of almost a half million cards and sheets was finally received. All of this material had to be proofread and returned for correction before being incorporated into the manuscript of the Current List. This was accomplished and the journal title cards and reproduction proofs were utilized for the first time in Volume 24, No. 2 for August 1953, and for the entire subject index apparatus in No. 3 for September 1953. The immediate result was an improvement in the overall appearance and legibility of the Current List. The letters of commendation and comments on this innovation which were received from users of the Current List from all parts of the world were most gratifying.

Almost coincident with the publication of these improved issues came the Bureau of the Budget limitation, but at the time there was no inkling of the close relationship between this typographic improvement project and the solution of the predicament in which the Library was placed. When it became evident later that, in order to conform to the limitations imposed, a greater photographic reduction from manuscript to the printed book would be necessary, the existence of these printed cards made this reduction feasible.

JOURNAL TITLES INDEXED IN CURRENT LIST

Changes. In October 1952 the complete List of Journals Indexed in the Current List of Medical Literature was mimeographed; starting with the first supplement in December 1952, each month thereafter a supplement was prepared, listing the various changes made in the original List. The comparative tabulations for the end of the last two calendar years follows:

| | <u>31 Dec. 1952</u> | <u>31 Dec. 1953</u> |
|------------------------------|---------------------|---------------------|
| Regular Titles | 1,324 | 1,321 |
| Supplements | 44 | 51 |
| Journal Titles issued within | | |
| a Regular Journal | 13 | 19 |
| Medical Project Reports | <u>31</u> | <u>49</u> |
| Total | 1,412 | 1,440 |

The total number of changes made throughout the year follows:

| | |
|--|-----------|
| Additional Journal Titles | 60 |
| Additional Journal Supplements | 7 |
| Additional Journals Issued within a Regular Journal Title | 6 |
| Additional Medical Project Report Sources | 19 |
| Additional Cross References | 15 |
| Deletions | 62 |
| Changes of Title | <u>21</u> |
| Total Number of Changes | 190 |

The net increase of 28 titles represents the ultimate workload difference for the two years, expressed in units of journal titles. The 190 changes are an index of the activity of the List during the calendar year. Most of the changes made were in the direction of the replacement of relatively simpler journals by more durable material of intrinsically greater scientific merit. The policy of the Current List to index as many of the East European journals as are received in the Armed Forces Medical Library continued and accounted for 18 of the 60 journal titles added this year. This is, of course, directly related to the success of the acquisition efforts of the Library in that area.

Constant change in the vital statistics of medical journals makes obligatory an optimum selection of titles for indexing in the Current List of Medical Literature. To assist in appraisal of this list similar lists, particularly those issued by other indexing and abstracting services, were carefully examined. This is a continuing function, the tangible rewards of which are the improved services offered by the Current List.

Grading of journals. It had been apparent for some time that the journals indexed by the Current List lent themselves to a division into several categories on the basis of the relative difficulty of subject heading the material contained within them. Three categories were discernible, related to the grade levels of the Subject Headers in the Division, as follows:

1. Most difficult: GS-8 and above - essentially pre-clinical, experimental and theoretical material in such fields as biochemistry, immunology and endocrinology.
2. Moderately difficult: GS-7 - largely clinical material pertaining to the various medical specialties such as gynecology, surgery and pediatrics.
3. Least difficult: GS-6 - mostly journals in general medicine.

The above breakdown was actually utilized for a long time in order to achieve an equitable distribution of work for subject heading. This year this arrangement was formalized by the assignment of a grade designation for every journal title indexed. The usefulness of this device, though admittedly largely in the area of personnel practice, has, as a by product, provided another reference frame for the evaluation of the Current List periodical list.

DISTRIBUTION

The procuring of accurate information pertaining to various aspects of the operation of the Current List for which the immediate responsibility rests with governmental authorities outside the Armed Forces Medical Library has at all times been extremely difficult. Cost and distribution data, for example, are of vital importance to the Library and many efforts to obtain really satisfactory figures have been made. The most recent intelligence indicates that the Library's statistical reports for the fiscal years 1952 and 1953 contained incorrect distribution figures. We have, therefore, taken this opportunity to ~~correct these statistics~~ (see Table VII of the Appendix). Though this table again contains figures gleaned second hand from various sources, a major effort was made to assure accuracy by the careful documentation of the basis for the appended compilation.

In these revised figures it is of interest to note the confirmation of an earlier impression of the steady rise in the number of paid subscribers to the new Current List of Medical Literature. An initial drop in paid subscriptions accompanied the July 1950 change from the \$3 annual rate of the old, weekly Current List to the \$9 annual rate of the new, monthly Current List. The subsequent rebound has even weathered several additional price increases and the transfer of a considerable number of Department of Defense paid subscriptions to free distribution status without affecting the upward trend in the number of paid subscriptions.

ORGANIZATION AND PERSONNEL

Classification Survey. In April a classification survey was completed which brought about several overdue reforms. Some of the changes wrought were sought in vain as far back as 1950. Now, after several months of experience with the fruits of this survey, it seems certain that much progress has been made towards the solution of some of the long-standing problems in this area. The classification survey replaced the former job description of Assistant Editor with two new Staff Assistant positions, attached to the Office of the Chief; these will, when both positions are occupied, probably fill the urgent needs. Soon after the survey an internal promotion to one of these positions was effected; the other position still remains vacant.

Proofreaders. In the Composition Section, a glaring deficiency has long been the absence of a personnel promotion ladder, and past efforts to have one built into the table of organization consistently failed. At the last classification survey this was effectively coupled with the need for an improvement in the level of proofreading performed in the Section. The result was the creation of a combined proofreading--typing position at a higher grade level, thus accomplishing both ends at once. In order to implement this change, a formal training program of six weeks' duration was devised with the immediate goal of providing six trained proofreader--typists. This program has been put to good use in the training of subsequent candidates for these positions.

General Situation. On 16 February, just as the classification survey was about to begin, the personnel ceiling of the Division was lowered from 36 to 35 positions. This loss was, however, more than offset by other personnel developments which actually netted the Division a gain in effective hours, as the following table illustrates:

| | 1952 (Personnel Ceiling - 36) | 1953 (Personnel Ceiling - 35) |
|-----------|----------------------------------|----------------------------------|
| July | 5,232 hrs. | 6,002 hrs. |
| August | 4,830 | 5,018 |
| September | 4,916 | 4,781 |
| October | 5,145 | 5,359 |
| November | 4,189 | 4,781 |
| December | <u>4,644</u> | <u>4,902</u> |
| Total | 28,956 hrs. | 30,843 hrs. |

In the labor market of previous years, the Division was in a poor competitive position where the recruiting of better-than-average personnel was concerned. There was always a high rate of turnover and frequent vacancies of relatively long duration. During the past year, however, a major transformation in this regard became apparent. The extent to which this circumstance benefited the operation of this Division cannot be overstated.

Superior Accomplishment Award. On 31 July, Mrs. Thelma G. Charen, Subject Header (now Reviser) received the Superior Accomplishment Award for the exemplary performance of many projects beyond the routine line of duty.

ATOMIC ENERGY COMMISSION SCANNING PROJECT

The Atomic Energy Commission scanning project begun in January 1952 was terminated September 1953. During this period 1,380 articles were scanned and photographic copies dispatched to Oak Ridge. The Atomic Energy Commission terminated its agreement after completing arrangements to accomplish the same end within their own organization.

AUXILIARY PUBLICATIONS

Manual on Form of Entry of Personal Names. In May the Current List of Medical Literature Manual on Form of Entry of Personal Names appeared. This 20-page mimeographed desk tool was executed on a voluntary basis by one of the subject headers with the assistance of several members of the Subject Heading Section.

Subject Heading Authority List. The Subject Heading Authority List used by the Current List Division, Armed Forces Medical Library has now been in use for several years. From the time this list was first compiled (in 1951) in cooperation with the Indexing Project at the Welch Medical Library, many additions, deletions and revisions have been made. Compared with the approximately 6,000 cards which comprised the original list, the present list contains just about double that number; most of the increment comes from the addition of cross references, rather than main headings.

It had originally been planned to publish the Authority List and make it available for sale by the Superintendent of Documents some time in 1953; in June the medical libraries of the United States and Canada were circularized in an effort to ascertain the public demand. The response to this limited solicitation was impressive; the tabulation indicated that almost 600 copies of the list would be purchased by those contacted.

The assembly of the Authority List was to be accomplished in an economical manner by the mounting of the previously printed subject heading cards, referred to in the section on Typographical Changes; the delay encountered in preparing these cards for use resulted in a postponement of this project. The list will be assembled at the beginning of the next calendar year and will make its appearance in the spring of 1954.

CHAPTER VII

INDEX-CATALOGUE

GENERAL

Preliminary preparation of the Military Section of the 58th volume of the Index-Catalogue (11th volume of the Fourth Series) was completed, and the regular sending of manuscript copy to the Public Printer was resumed. The preparation of the 59th volume of the Index-Catalogue (1st volume of the Supplementary Monographic Series) began and by mid-summer the first portion of the manuscript copy was sent to the Government Printing Office to open a jacket for the new volume.

ANALYTICAL SECTION

Analysis. Analytical production of cards (53,521) was almost 40,000 less during the fiscal year (1952-53) than the previous fiscal year, since the personnel of the Analysis Section was diverted to chiefly editorial and cataloging work. The "backlog" of indexing at the end of the calendar year was 11,336 journal pieces, 4,400 of which are in the Division, while the other 6,936 were bound during the current binding programs and shelved elsewhere.

Cataloging. During the fiscal year 1952-53, 5,028 works were cataloged. Works awaiting processing amount to approximately 9,900. There are some polygraphs which will require analysis for joint authors, so that works to be cataloged for the 12 volume and the Supplementary Series will probably exceed the 10,000 figure. In addition, the Author-Biography files contain a considerable number of entries which require various modifications, such as rearrangement of descriptive elements, verification of details, correlation of personal and corporate entries, simplification of entries, etc.

SUBJECT FILES SECTION

Subject File. During 1953 about 60 cards were added daily to the Subject File, while in 1949 the daily growth was approximately 750 cards. Though none of the cards refer to publications later than March 1950 and thus the Subject File of the Index-Catalogue is "dated," exploitation of its resources by both the Library staff and the public continues at a high rate. The reduction of personnel required the detailing of

the lone attendant of the Subject File to duties which frequently took her outside her room. Nevertheless, her interrupted observations show that there were 1,803 persons who used the Subject File of the Index-Catalogue for bibliographical research in 1953.

There are 332,380 cards awaiting subject heading. It is a pity that they cannot be filed in the Subject File; while these cards are unheaded the information they could provide remains buried in unmarked graves.

Author-Biography File; Abbreviation File. There were 32,780 cards added to the file of author entries. This growth resulted from the various activities of the Analysis Section.

EDITORIAL SECTION

Publication. Manuscript copy for the M₂ volume (58th Volume) at the printer has reached the M subjects in the special Military Section of the volume. Actual printing of the volume was resumed in July 1953, and during the second half of the year over 27,000 cards were editorially prepared and sent to the printer. At the current rate of progress all copy for the Military Section might be in the printer's hand by early spring (1954) and the remaining portion of the M₂ volume (Milk-Myz) can be expected to be finished before the end of fiscal year 1954-55. Entries now in the Government Printing Office for the current M₂ volume amount to 51,074; of these, 31,230 entries have been typeset on 440 galleys; 293 of the galleys have been changed to 285 pages of proof. Final proof (2nd revise) has been received for only 25 pages.

The first allotment of cards for the 59th volume of the Index-Catalogue (Supplementary Series) was sent to the printer on 17 August 1953. Because of administrative channel difficulties, typesetting of the new volume was delayed, and no galley proof has been received. Preliminary preparation of the monographic material for the 59th volume of the Index-Catalogue is now the major activity of the Analysis Section.

Index-Catalogue Distribution. Requests for complete or partial sets of the Index-Catalogue continued to arrive from all parts of the world. The wide geographical spread of the Index-Catalogue is partly shown by the following locations of centers of learning, each of which received volumes of the Index-Catalogue during 1953: Asheville, North Carolina; Austin, Texas; Baltimore, Maryland; Budapest, Hungary; Bombay, India; Buenos Aires, Argentina; Dallas, Texas; Glasgow, Scotland; London, England; Los Angeles, California; Naples, Italy; New York, New York; Pittsburgh, Pennsylvania; Rio de Janeiro, Brazil; Saskatchewan, Canada; Würzburg, Germany.

PERSONNEL - QUARTERS - EQUIPMENT

Personnel. In May, the personnel ceiling was reduced from 12 positions to 11. As a result, one individual was transferred to another division. There were no other changes.

Because of the constantly shifting emphasis on the various divisional operations and the inadequate staffing, individual staff members have been trained in many types of work, with unavoidable loss of efficiency in some instances.

Quarters. Considerable improvement of the working quarters was achieved when the walls and ceiling in Room 208 and Room 208A were painted; cleaning, however, remained constantly unsatisfactory.

Equipment. Probably the most annoying problem of equipment is connected with the typewriters. At most, only two of the Division's present typewriters can be classed as good. The others have all types of mechanical trouble, such as defects in spacing, lack of type alignment, etc. The dollar value of the divisional time lost through the use of these poor machines would easily buy six new typewriters in a year.

EXTRA-DIVISIONAL SERVICES

Extra-divisional services rendered during the year 1953 amounted to 49 man days of divisional time. The services consisted of translation (mostly Japanese), ~~biographical~~ and bibliographical assistance (Subject, Author-Biography, Abbreviation, Congress and Index Record files), Staff Association work, fire and air-raid organization, etc. In 1953 these services consumed slightly more than 2 percent of the time of the Division.

CHAPTER VIII

ADMINISTRATION - FINANCE - PERSONNEL

ORGANIZATION

During the calendar year just ended an effort was made to decentralize to subordinate personnel some of the duties which had originally been assigned to the Chief of the Administrative Division. The duties of the following offices were delegated: Records Management Officer; Postal Officer; Fiscal Officer; Supply Officer; Accountable Property Officer. This has resulted in both improved employee morale and increased efficiency of the Division.

In December, the Chief of the Administrative Division was appointed Purchasing and Contracting Officer for all purchases except those for books and journals, vice the Chief Librarian. This relieved the Chief Librarian of detail and placed the purchasing authority closer to the supply and fiscal activities.

THE BUILDING

Maintenance. Great improvement over the previous years was brought about in 1953 in the maintenance and upkeep of the Main Library Building. These changes were brought about by a variety of factors. In March an Inspector General from the Inspector General's Department, during an official visit to the Library, caused photographs to be taken of some of the worst features of the building, including crowded conditions in rooms and corridors. In April, in response to a request from the Inspector General, Office of The Surgeon General, a summary of all building deficiencies was prepared for transmittal to the Chief of Staff, U. S. Army, accompanied by a letter prepared for the signature of the Secretary of the Army addressed to the Administrator, General Services Administration, asking for immediate action to correct the deficiencies outlined in the summary. In addition to the efforts on the part of the Inspectors General, IGD and OTSG, continuing pressure was brought to bear on the Building Superintendent in such areas as leakage, cleaning, interior decoration, and general repairs. The most welcome results of all these pressures was the installation of new windows to replace those which were causing the leaks, and the redecoration of the East and West Wings. In addition, the ventilation of the East Wing was improved by the installation at the Library's expense of an exhaust fan above the North Balcony.

Alterations and Facilities Planning. In May 1953 work began on planning for the expansion of the Library into the remainder of the Main Building upon the anticipated departure in 1954 of the Armed Forces Institute of Pathology. Estimates were obtained from a commercial source and the Public Buildings Service for stack installations on the first floor and in the basement of the West Wing and for lighting of these facilities. These estimates, along with diagrams and floor plans, were submitted to the Supply Division, OTSG, in June. Later in the year requirements for alterations to the building necessary in accomplishing this move, together with the requirements for the move itself, were submitted to Medical Plans and Operations Division, OTSG. Based on the estimates obtained, the total cost of these projects will be approximately \$120,000.

PROPERTY MANAGEMENT

Inventory. In an effort to verify the accuracy of the property records of the Library, personnel of the Supply Unit took a comprehensive physical inventory of all property charged to the Library. The inventory disclosed quantities of shortages, overages, and numerous items of unrecorded property. This confused state of affairs was due to a number of causes:

- a. Frequent transfers of property accountability occurring at points distant from the Library.
- b. Nomenclature of Quartermaster and Medical property prepared at points remote from and without physical reference to the property itself, thereby preventing positive identification.
- c. Lack of property inventories by the accountable officers at the time of the transfer of accountability.

In addition to the above, it should be commented that as a result of its satellite status, the supply operations of the Library were conducted by transitory enlisted personnel during the period 1945 - 1951. This period coincided not only with changes in regulations pertaining to supply administration but also with the period of the Library's greatest expansion.

Following these disclosures, a report of survey on missing property was prepared for the property officer, AFIP, which served to clear the records in this area. With the knowledge gained from the inventory, work is going forward to correct and improve the property records. The completion of this work will represent an important step forward in property management.

Supply. As in previous years, satisfying the Library's needs for supplies and equipment through the Army's supply channels proved extremely difficult. Long delays were experienced in filling requisitions and, in fact, for the second half of the year, acquiring Quartermaster property became impossible. All requisitions submitted prior to July which had not been filled by that time were canceled, and all requisitions submitted after 1 July were also canceled. This situation was attributed to the fact that the Department of the Army was working out a new procurement program and supply actions were suspended pending completion of the new program. Various dates were given for resumption of supply action throughout the first half of fiscal year 1954. However, resumption had not occurred by 31 December. Fortunately, the needs of the Library during 1953 for new property were not extensive, so that these delays did not cause undue hardship. In the realm of photographic property, the Office of the Chief Signal Officer approved the procurement of a non-standard reader-copying machine, built by the Microtronics Corporation of New York City to specifications furnished by the Head, Photoduplication Section. This was bought with Library funds at a cost of \$3,600. Also acquired for Photoduplication Section were two reconditioned photographic processing machines of the V-Mail type replacing the two which had been in service for many years. These machines were acquired from the Baltimore Signal Depot.

DA.Memo 700-235-1. Seemingly in recognition of our Quartermaster supply difficulties, the Department of the Army issued a memorandum dated 27 August 1953, subject: Supply of Field Agencies Located at Seat of Government. Under the provisions of this memorandum, field agencies such as our own may be based on the Defense Supply System for office supplies and equipment. At last a way out of the labyrinthine field supply system was afforded us. The Defense Supply Service, operating as it does under civilian control with simplified procedures and drawing upon large warehouses of its own located in the Washington area, appears to be the type of procurement organization best suited to meet promptly the major supply requirements of the Library. Accordingly, a recommendation for transfer of the Quartermaster assignment from the AFIP to the Defense Supply Service was submitted to Headquarters, Military District of Washington through OTSG, in November. This recommendation asked that the new system become effective 1 January 1954. Following this recommendation, a list of Quartermaster property requirements of the Library for the six months ending 30 June 1954 was compiled and submitted to the OQMG. Funds for such equipment will be set up by the Comptroller, OQMG, to be administered for the Library by the Comptroller, MDW. Funds for all Quartermaster-type expendable supplies will be furnished by the Comptroller, OTSG, to be administered by the Library.

PERSONNEL

Ceilings. On 10 February 1953, an order was issued by the OTSG that the Library's personnel authorization could not exceed actual strength as of 31 January 1953. This had the effect of reducing the ceiling from 240 to 229 civilian positions, as there were 11 vacancies on the staff on the date the order became effective. A manpower survey conducted by a representative of the Manpower Control Branch, OTSG, later confirmed the need for 229 positions. However, action of the Bureau of the Budget further reduced the number of positions available to the Library to 222, effective 1 July 1953. This change was reflected in new allocations made to the seven divisions with each division taking its share of the cut. In the Administrative Division, this meant the loss of one position in the Personnel Office. Since the work of this position was essential and could not be eliminated, it was necessary to divide it among the remaining personnel force and the divisional secretaries, with consequent loss of efficiency.

Personnel Operations. During the first half of the calendar year, there was a noteworthy decrease in personnel turnover. This, coupled with the reduction in ceiling, brought recruitment almost to a standstill. Later, however, as the number of separations increased, normal recruitment was resumed. Nevertheless, the Library ended the year with seven vacancies.

In September the Department of the Army issued a circular (DA Cir No. 86) which called for the consolidation of civilian personnel offices throughout the Department. According to this circular, installations having less than 300 employees must be serviced by a parent agency. This had the effect of eliminating altogether any technical personnel activity at the Library level; this work is to be taken over by the Civilian Personnel Branch, OTSG, on 4 January 1954. Only time and attendance records and other similar work will continue to be handled by persons attached to the Office of the Chief, Administrative Division.

MAIL AND RECORDS ADMINISTRATION

Records Management Program. After a delay of almost two years, the Library's Records Management Program got under way in February with the appointment of a full-time Records Management Officer. His first consideration was the establishment of a coherent classification system which had been lacking for several years. Such a scheme was prepared, patterned after the official War Department Decimal System, and submitted to the Director for approval. This was disapproved as being too cumbersome and in the main inappropriate to technical library operations. A new scheme was later submitted to the Records Management Section, AGO, for approval in lieu of the War Department Decimal System. Approval was granted in November 1953.

Following the establishment of the new filing system, the files were screened for material which could be destroyed, the remainder being classified according to the new scheme. This was done with the active assistance of the Director. Upon the completion of this project, work was begun in July on a Records Control Schedule which was finally approved by the Records Management Officer, MDW, in November. Many things, however, remain to be accomplished in the field of records management: a) the records holding area established during the year must be brought into operation; b) the revision of the subject file in the control files area must be completed; c) revision of the transitory or "request" files must be undertaken; and d) more effective use of filing equipment must be encouraged. The continued success of this program is dependant upon the cooperation of every person generating file material.

Retirement of German Documents. In accordance with current directives, approximately 144 linear feet of captured German documents, which had been in the custody of the Document Section, were transferred to the Departmental Records Branch, Adjutant General's Office. This move released much needed shelf space to the Document Section.

Postal Operations. Legislation enacted at the close of the First Session of the 83rd Congress resulted in a decision by the Department of Defense to prepay all postage on second, third, and fourth class mail. This action necessitated a conversion by the Library from the penalty label to a pay-as-you-go mail system for these classes. Estimates for postage funds were prepared and submitted to the Comptroller, OTSG, to cover the additional fund requirement for the Library. In order to effect economies in postal operations certain services, such as the registration of interlibrary loan material, the distribution of penalty labels to dealers, etc., were discontinued.

A P P E N D I C E S

Statistics in these appendices
cover the fiscal year ending
30 June 1953 unless otherwise
noted.

ACQUISITION ACTIVITIES

| | <u>1953</u> | <u>1952</u> | <u>1951</u> |
|---|---------------|--------------|--------------|
| SEARCHING | | | |
| Prospects considered for acquisition, not in Library | 15,913 | 14,626 | 14,500 |
| Prospects considered for acquisition, Library had | <u>13,305</u> | <u>7,466</u> | <u>6,905</u> |
| Total | 29,218 | 22,092 | 21,405 |
| <hr/> | | | |
| ORDERS - Purchase Orders written | 808 | 1,445 | 2,059 |
| | | | |
| SERIAL RECORD | | | |
| New titles added | 2,208 | 2,287 | 995 |
| Titles received in exchange for <u>CURRENT LIST</u> | 1,439 | 1,551 | 1,693 |
| Titles currently received | 10,456 | (1) | (1) |
| | | | |
| DUPLICATE EXCHANGE | | | |
| Shipments made | 1,214 | 765 | 835 |
| Shipments received | 408 | 383 | 317 |
| Pieces shipped | 173,739 | 114,779 | 144,232 |
| Pieces received | 196,780 | 170,504 | 184,293 |

(1) Not available

BOOKS AND SERIALS ADDED

| | <u>1953</u> | <u>1952</u> | <u>1951</u> |
|---------------|---------------|---------------|---------------|
| Books added | 13,773 | 12,849 | 17,330 |
| Serials added | <u>89,904</u> | <u>81,381</u> | <u>81,778</u> |
| Total | 103,677 | 94,230 | 99,108 |

EXPENDITURES FOR BOOKS AND SERIALS

| | <u>1953</u> | <u>1952</u> | <u>1951</u> |
|------------------------------------|--------------|-----------------|---------------|
| Serials | \$ 25,626.33 | \$ 21,289.33 | \$ 23,465.96 |
| Books, current | 22,843.41 | 33,199.47 | 37,664.82 |
| Books, rare | 14,940.03 | 6,456.03 | 6,317.78 |
| Books for branches | 2,726.65 | (1) | (1) |
| Microfilm and historical prints | <u>(1)</u> | <u>1,781.77</u> | <u>525.80</u> |
| Total | \$ 66,141.42 | \$ 62,726.60 | \$ 67,974.36 |

(1) Not available

CATALOGING STATISTICS

| | <u>1953</u> | <u>1952</u> | <u>1951</u> |
|---|---------------|---------------|---------------|
| PRELIMINARY CATALOGING | | | |
| New titles | 16,648 | 10,592 | 11,200 |
| Recataloged titles | <u>10,521</u> | <u>12,180</u> | <u>12,940</u> |
| Total | 27,169 | 22,772 | 24,140 |
| COMPLETED CATALOGING | | | |
| New titles | 14,044 | 9,320 | 8,534 |
| Recataloged titles | <u>10,596</u> | <u>11,653</u> | <u>13,710</u> |
| Total | 24,640 | 20,973 | 22,294 |
| Titles reclassified | 995 | 2,209 | 6,071 |
| Catalog cards made, revised, and distributed | 321,763 | 288,881 | 293,013 |
| Catalog cards filed | 186,761 | 173,712 | 191,313 |
| Volumes shelved | 32,650 | 27,341 | 26,390 |
| Copies and volumes withdrawn | 1,982 | 2,070 | 1,539 |
| WORK IN PROCESS (Pieces)* | | | |
| Awaiting preliminary cataloging | 450 | 637 | 225 |
| Awaiting cataloging | <u>11,925</u> | <u>13,950</u> | <u>10,224</u> |
| Total | 12,375 | 14,587 | 10,449 |
| Cataloged - awaiting revision | <u>337</u> | <u>3,450</u> | <u>3,250</u> |
| Total of work in process | 12,712 | 18,037 | 13,699 |

* Estimate 75 pieces per shelf

BINDING STATISTICS

| | <u>1953</u> | <u>1952</u> | <u>1951</u> |
|---|-------------|-------------|-------------|
| Volumes sent to Government Printing Office | 12,944 | 18,470 | 8,758 |
| Volumes returned from Government Printing Office, processed | 16,073 | 6,317 | 5,300 |
| Volumes placed in AFML bindings | 5,111 | 4,716 | 3,402 |
| "Poor Paper" volumes wrapped | 0 | 334 | 1,498 |
| Volumes repaired | 2,624 | 2,094 | 2,311 |
| Volumes lettered | 61,738 | 43,058 | 52,877 |

ART SECTION STATISTICS

| | <u>1953</u> | <u>1952</u> | <u>1951</u> |
|-------------------------------|-------------|-------------|-------------|
| Pictures added to Art Section | 2,328 | 3,251 | 2,088 |
| Pictures cataloged/indexed | 7,783 | 3,902 | 4,606 |
| Reference use of pictures | 2,221 | 2,613 | 1,829 |

ARMED FORCES MEDICAL LIBRARY CATALOG (Annual)

| | <u>1952 vol.</u> | <u>1951 vol.</u> | <u>1950 vol.</u> |
|-------------------|------------------|------------------|------------------|
| Number of entries | 19,016 | 21,484 | 18,467 |
| Pages | 808 | 362 | 723 |

USE AND CIRCULATION STATISTICS

| | <u>1953</u> | <u>1952</u> | <u>1951</u> |
|---|----------------|---------------|---------------|
| Readers registered | 7,641 | 9,208 | 8,249 |
| Loans - Government libraries | 24,711 | 27,459 | 24,103 |
| Non-Government libraries | <u>4,898</u> | <u>5,233</u> | <u>5,690</u> |
| Total loans | 29,609 | 32,692 | 29,793 |
| Use - Requests from readers | 54,175 | 55,015 | 55,929 |
| Requests from Photoduplication Section | <u>106,766</u> | <u>84,000</u> | <u>52,560</u> |
| Total of items used | 190,550 | 171,707 | 138,282 |

REFERENCE SERVICE STATISTICS

| | <u>1953</u> | <u>1952</u> | <u>1951</u> |
|------------------------------|-------------|-------------|-------------|
| Reference questions answered | 11,036 | 11,453 | 11,307 |
| Bibliographies prepared | 412 | 426 | 226 |

PHOTODUPLICATION STATISTICS

| | <u>1953</u> | <u>1952</u> | <u>1951</u> |
|----------------------------|---------------|-------------|-------------|
| Orders received | 105,709 | 88,009 | 55,738 |
| Pages, negative film | 1,671,401 | 1,431,622 | 1,210,125 |
| Pages, postive film | 45,277 | 161,947* | 4,707 |
| Photostats and Photoprints | 801,621 | 1,164,231 | 389,589 |
| Glossy prints | 1,065 | 2,435 | 2,582 |

* The increase in positive film images was due to the requests for and the sale of positive microfilm copies of a selected list of Russian medical journals.

HISTORY OF MEDICINE DIVISION

| | <u>1953</u> | <u>1952</u> | <u>1951</u> |
|--|-------------|-------------|-------------|
| ITEMS ADDED TO COLLECTION | | | |
| Editions in book form | 577 | 589 | 931 |
| Microfilm copies | 47 | 41 | 70 |
| Portraits | <u>4</u> | <u>175</u> | <u>62</u> |
| Total items added | 628 | 805 | 1,063 |
| <hr/> | | | |
| Editions cataloged | 1,318 | 934 | 385 |
| Inquiries answered (including loans, visitors, photoduplication orders) | 867 | 729 | 725 |
| <hr/> | | | |
| Books bound at commercial bindery | 540 | 613 | 175 |
| Books bound at HMD Binding Studio | <u>568</u> | <u>658</u> | <u>665</u> |
| Total books bound | 1,108 | 1,271 | 840 |
| <hr/> | | | |
| Prints and photographs mounted | 186 | 1,295 | 1,899 |
| Pages microfilmed | 265,561 | 216,041 | 417,844 |

CURRENT LIST OF MEDICAL LITERATURE

DISTRIBUTION

| | <u>1953</u> | <u>1952</u> | <u>1951</u> | <u>1950</u> |
|------------------------------------|--------------------|--------------------|------------------|-------------------------|
| Free or Exchange Distribution | | | | |
| United States | 646 | 408 | 410 | 1,709 |
| Foreign | <u>1,326</u> | <u>1,517</u> | <u>1,663</u> | <u>1,748</u> |
| Total | 1,972 | 1,925 | 2,073 | 3,457 |
| Paid Subscriptions ¹ | | | | |
| United States | 1,316 | 1,264 | * | 1,041 ² |
| Foreign | <u>609</u> | <u>563</u> | * | <u>157</u> ² |
| Total | 1,925 ³ | 1,827 ⁶ | | 1,198 ² |
| GPO Single Copy sales and stock | 153 ⁹ | 223 ⁷ | 213 ⁵ | 370 ³ |
| Depository Libraries | 256 | 255 | 255 | 255 |
| AFML Internal Use and stock | <u>128</u> | <u>175</u> | <u>110</u> | <u>100</u> ⁴ |
| Grand Total | <u>4,434</u> | <u>4,405</u> | <u>4,425</u> | <u>5,380</u> |
| Journal titles being indexed | 1,432 | 1,353 | 1,242 | * |
| Items indexed | 100,816 | 95,878 | 85,204 | * |

* Not available.

¹Annual subscriptions only; includes 250 copies for Veterans Admin.

²Army Medical Library Annual Report, 31 December 1950; total confirmed by figures of the Superintendent of Documents, GPO.

³Superintendent of Documents figure for July 1950 issue of CLML.

⁴Print Orders

⁵Superintendent of Documents figures for June 1951 issue of CLML.

⁶Actual count of mailing list, 25 August 1952.

⁷Difference between normal GPO order (2,050) and paid subscriptions.

⁸Interpolation based on mailing lists of 13 April and 19 October 1953.

⁹Superintendent of Documents figures for June 1953 issue of CLML.

INDEX-CATALOGUE DIVISION

| | <u>1953</u> | <u>1952</u> | <u>1951</u> |
|-----------------------------|-------------|-------------|-------------|
| Periodical articles indexed | 53,521 | 92,873 | 85,217 |
| Books cataloged | 5,028 | 5,511 | 6,372 |
| Articles classified | 12,447 | 21,905 | 38,028 |
| New cards filed | 11,518 | 19,001 | 35,840 |
| Total cards filed | 79,248 | 260,060 | 367,670 |
| Cards sent to printer | 0 | 6,773 | 12,448 |

BACKLOG

| | | | |
|---|---------|---------|---------|
| Journals and books awaiting analysis or cataloging | 24,492* | 22,137 | 30,762 |
| Articles cataloged, awaiting revision | 200 | 0 | 8,100 |
| Cards revised, awaiting heading | 317,989 | 276,915 | 200,000 |
| Visitors to Subject File (excluding staff members) | 934 | 1,311 | 1,684 |

*This figure breaks down as follows:

| | |
|--|--------|
| 1. Journals (on shelves) awaiting analysis | 6,000 |
| 2. Journals (on card records only) awaiting analysis | 6,936 |
| 3. Monographs (on shelves) awaiting analysis | 728 |
| 4. Monographs (on card records only) awaiting analysis | 10,086 |
| 5. Polygraphs awaiting analysis | 742 |
| | 24,492 |

Items 2 and 3 have never been reported heretofore. They represent count as of 31 December 1953, whereas the other figures represent count as of 30 June 1953. The combined total figure, however, gives a good indication of the actual situation.

(Revised 1 March 1954)

PERSONNEL STATISTICS

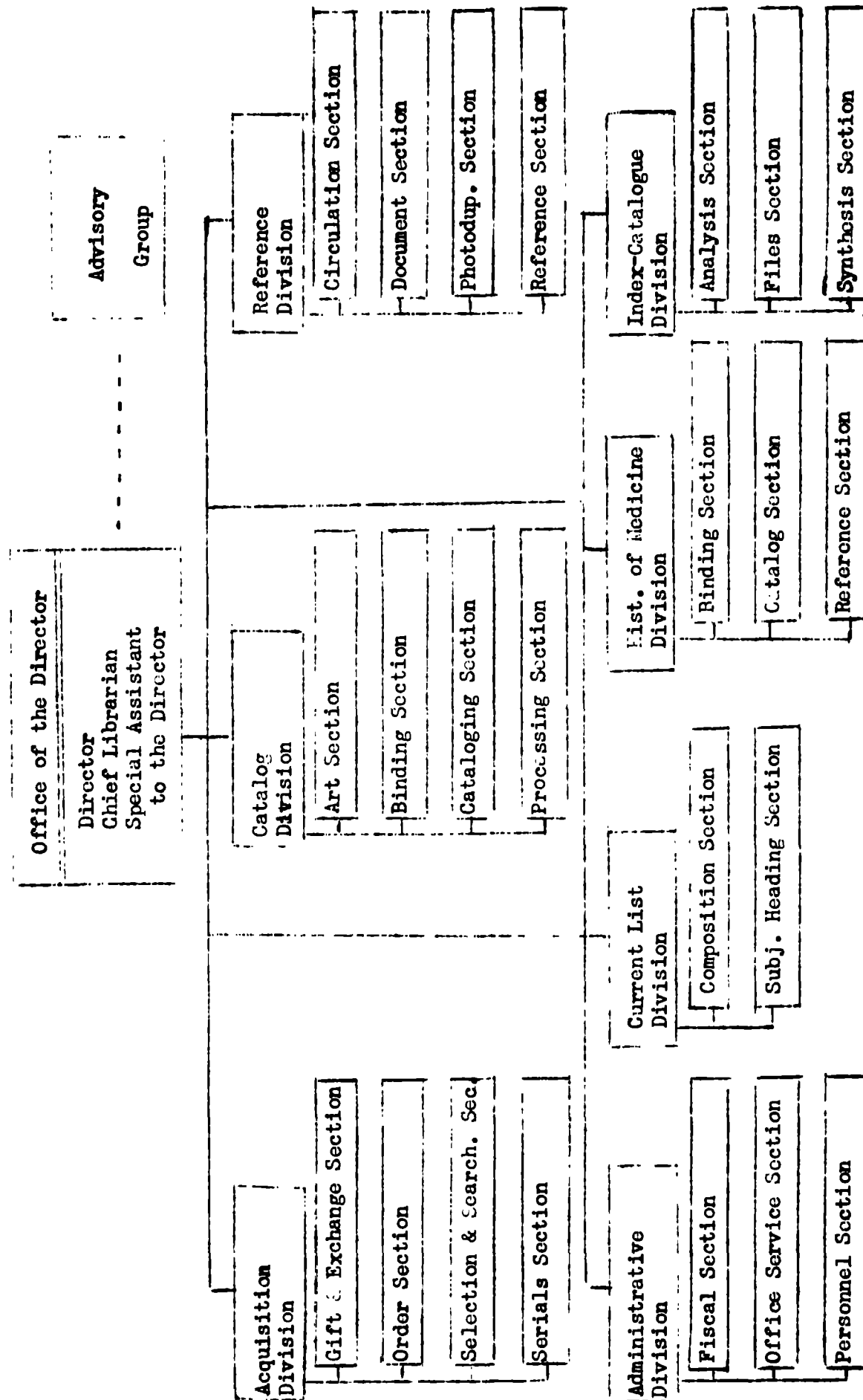
| | <u>1953</u> | <u>1952</u> | <u>1951</u> |
|--|-------------|-------------|-------------|
| Personnel authorized | | | |
| Civilian | 229 | 240 | 225 |
| Special Temporary | 0 | 0 | 3 |
| Military | <u>2</u> | <u>2</u> | <u>6</u> |
| Total personnel authorized . . | <u>231</u> | <u>242</u> | <u>234</u> |
| Personnel on duty | | | |
| Civilian | 222 | 235 | 228 |
| Military | <u>2</u> | <u>1</u> | <u>9</u> |
| Total personnel on duty . . . | <u>224</u> | <u>236</u> | <u>237</u> |
| Personnel on duty, by Divisions | | | |
| Office of The Director | 3 | 4 | 7 |
| Acquisition Division | 29 | 34 | 38 |
| Administrative Division | 20 | 21 | 22 |
| Catalog Division | 48 | 52 | 48 |
| Current List Division | 36 | 33 | 30 |
| History of Medicine Division | 12 | 13 | 15 |
| Index-Catalogue Division | 11 | 12 | 12 |
| Reference Division | <u>62</u> | <u>67</u> | <u>65</u> |
| | 221* | 236 | 237 |
| Average number of persons employed | 230* | 229 | 222 |
| Personnel actions | | | |
| Accessions | 58 | 97 | 104 |
| Separations | 71 | 86 | 80 |
| Accessions during year, on duty | 42 | 62 | 69 |
| Conversions to probational or classified status** | 0 | 0 | 10 |
| Promotions | 42 | 55 | 23 |
| Reallocations to higher grade | 13 | 17 | 2 |
| Reallocations to lower grade | 1 | 0 | 0 |
| New positions established | 7 | 10 | 7 |
| Pay increase for superior accomplishment | 1 | 0 | 0 |
| Meritorious Civilian Service Awards | 0 | 1 | 0 |
| Absences: Annual leave (man-hours) | 33,552 | 34,380 | 35,032 |
| Sick leave (man-hours) | 24,867 | 22,529 | 21,436 |
| Other leave (man-hours) | 3,883 | 5,220 | 5,462 |
| Percentage of effectiveness | 84.4 | 85.9 | 84.9 |

* Personnel reduction effected in last month of the fiscal year.

** This action not authorized by Civil Service Commission after 1 Sept. 1950.

FINANCIAL STATISTICS

| | 1953 <u>Obligated</u> | 1952 <u>Obligated</u> |
|--|--------------------------|--------------------------|
| <u>Allotted Funds</u> | | |
| Rentals (Postage Meter) | \$ 120 | \$ 115 |
| Repairs and Alterations | 2,977 | 3,890 |
| Indexing Contract | 25,000 | 32,000 |
| Subscriptions and Books | 65,076 | 62,568 |
| Supplies | 35,336 | 32,950 |
| Equipment | 5,032 | 6,381 |
| Transportation | 75 | 27 |
| Travel | 4,328 | 7,700 |
| Postage | 2,949 | 3,640 |
| Car Tokens | 175 | 175 |
| Edgar Bequest | 45 | 39 |
| Gilmore Bequest | <u>0</u> | <u>0</u> |
| | \$ 141,113 | \$ 149,485 |
| <hr/> | | |
| Estimated Cost of Operation of Armed Forces Medical Library | | |
| Allotted Funds (from above) | \$ 141,113 | \$ 149,485 |
| Civilian Personnel Salaries | 931,723 | 958,571 |
| Military Personnel Salaries | 10,621 | 23,132 |
| Printing | 44,738 | 38,334 |
| Binding | 69,636 | 105,624 |
| Real Estate Rental | 10,320 | 10,320 |
| Supplies and Equipment: | | |
| Signal Corps | 12,307 | 15,334 |
| Quartermaster | 6,938 | 5,018 |
| Medical | 112 | 0 |
| Transportation Service (Cameron Station) | 3,000 | 3,000 |
| Contract Field Binding (HMD) | <u>2,000</u> | <u>2,000</u> |
| Estimated Total Operating Cost . . . | \$ 1,232,508 | \$ 1,315,818 |
| <hr/> | | |
| Collections from Photoduplication Service | \$ 20,631.76 | \$ 20,567.77 |



Approved: *Frank B. Rogers*
 FRANK B. ROGERS, Lt Col, MC
 Director

ARMED FORCES MEDICAL LIBRARY ORGANIZATION CHART
 31 December 1953